



THE UNITED REPUBLIC OF TANZANIA
**MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**
MZUMBE UNIVERSITY



In replying please quote:

Ref. No. BA. 115/126/01/38

Date: 14th September, 2026

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following 05 vacancies in academic positions at the University.

1.1 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) (1 POST)

1.1.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Accounting and Finance;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.1.2 Qualification

Holder of Bachelor degree in Accounting and Finance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.1.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.2 TUTORIAL ASSISTANT (ECONOMIC POLICY AND PLANNING) (1 POSTS)

1.2.1 Duties and Responsibilities

- i) Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii) To undergo an induction course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical's in Economics and Policy;
- iv) To conduct tutorials, seminars and practical's;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.2.2 Qualification

Holder of Bachelor degree in one of the following fields; Economics, Economic Policy and Planning, Project Planning and Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.2.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.3 TUTORIAL ASSISTANT (TOURISM OR HOSPITALITY MANAGEMENT) (2 POSTS)

1.3.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Tourism or Hospitality Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualification

Holder of Bachelor degree in one of the following fields; Tourism or Hospitality Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.3.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.4 TUTORIAL ASSISTANT (MONITORING AND EVALUATION) (1 POSTS)

1.4.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Monitoring and Evaluation;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.4.2 Qualification

Holder of Bachelor degree in Monitoring and Evaluation from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.4.3 REMUNERATION: SALARY SCALE - PUTS 1.1

2. GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania of an age not above 45 years, except for those who are in Public Service;
- ii. Applicants should be ready to work at any of the Mzumbe University's Campuses.
- iii. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. CAC.45/257/01/D/140 of 30th November, 2010;
- iv. Applicant whose employment in Public Services was terminated for whatever reasons should **NOT** apply.
- v. **An applicant with special needs/case (disability) is supposed/advised to indicate for the MU attention;**
- vi. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address / post code, e-mail and telephone numbers;
- vii. Applicants should apply on the strength of the information given in this advertisement;
- viii. Applicants must attach their certified copies of the following certificates; -
 - Degree/Advanced Diploma/Diploma/Certificates;
 - Degree/Advanced Diploma/Diploma/Certificates transcripts;
 - Form IV and Form VI National Examination certificates;
 - Professional Registration and Training Certificates from respective Registration or or Regulatory Bodies (where applicable);
 - Birth Certificate;
- ix. Attaching copies of the following certificates is strictly not accepted; -
 - Form IV and Form VI results slip;
 - Testimonials and all Partial transcripts;
- x. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- xi. An applicant should indicate three reputable referees with their reliable contacts;
- xii. The National Examination Council of Tanzania (NECTA) should verify certificates from foreign examination bodies for Ordinary or Advanced level education;
- xiii. The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE) should verify certificates from foreign Universities and other training institutions;
- xiv. **Certificates from foreign Universities should bear a GPA calculated (out of five (5) grade points) by Tanzania Commission for Universities (TCU);**
- xv. NOTE: a signed application letter should be written either in Swahili or English and addressed to The Deputy Vice Chancellor (Planning, Finance and Administration) Mzumbe University P.O. Box 1 Morogoro;
- xvi. Deadline for application is 24th September, 2026;
- xvii. Only shortlisted candidates will be informed on the date of interview, and;
- xviii. Presentation of forged certificates and other information will necessitate to legal action.

NOTE: All applications must be sent through Recruitment Portal by Using the following address;

<http://portal.ajira.go.tz/and> not otherwise (this address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:
VICE CHANCELLOR
MZUMBE UNIVERSITY (MU)