

ARDHI UNIVERSITY



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



ARDHI UNIVERSITY (ARU)

EMPLOYMENT OPPORTUNITIES

Ref. No: CBA.314/369/01/83

Date: 28th July, 2026

Ardhi University has vacant positions in the Academic cadres. The University subscribes to the policy of an equal opportunity employer and therefore invites applications from competent and suitable qualified candidates who are interested to work in a thriving University environment to be considered for immediate employment to fill the following vacant posts:

1.1 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY) - 2 POSTS

1.1.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practical;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.1.2 Required Qualifications

The candidate **MUST** have a Bachelor of Science Degree in one of the following; Data Science and Cybersecurity, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR Telecommunication Engineering, with an overall GPA of **3.8 out of 5** or above.

1.1.3 Salary scale: PUTS 1

1.2 TUTORIAL ASSISTANT (MATHEMATICS) - 1 POST

1.2.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practical;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.2.2 Required Qualifications

The candidate **MUST** have a Bachelor of Science Degree in Mathematics, Applied Mathematics, Statistics, or a closely related Quantitative field from a recognized University with an overall GPA of **3.8 out of 5** or above.

1.2.3 Salary scale: PUTS 1

1.3 TUTORIAL ASSISTANT (URBAN AND REGIONAL PLANNING) – 1 POST

1.3.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.3.2 Required Qualification

The candidates **MUST** have Bachelor of Science degree in Urban and Rural Planning or Regional Development Planning from a recognized University, with an overall GPA of **3.8 out of 5** or above.

1.3.3 Salary Scale: PUTS 1

1.4 TUTORIAL ASSISTANT (ARCHITECTURE) - 1 POST

1.4.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- ii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- vi) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.4.2 Required Qualifications

The candidate **MUST** have Bachelor of Architecture from a recognized University, with a GPA of at least **3.8 out of 5** or above.

1.4.3 Salary Scale: PUTS 1

1.5 TUTORIAL ASSISTANT (QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS) - 1 POST

1.5.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars, practicals and studio works;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

1.5.2 Required Qualifications

The candidate **MUST** have a Bachelor of Science degree in Quantity Surveying and Construction Economics OR in Building Economics from a recognized University, with a **GPA of 3.8 out of 5** or above.

1.5.3 Salary Scale: PUTS 1

1.6 TUTORIAL ASSISTANT (INTERIOR DESIGN) - 1 POST

1.6.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars, practicals and studio works;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

1.6.2 Required Qualifications

The candidate **MUST** have a Bachelor Degree in Interior Design from a recognized University with a GPA of **3.8 out of 5** or above.

1.6.3 Salary Scale: PUTS 1

1.7 TUTORIAL ASSISTANT (LANDSCAPE ARCHITECTURE) - 1 POST

1.7.1 Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars, practicals and studio works;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

1.7.2 Required Qualifications

The candidate **MUST** have a Bachelor Degree in Landscape Architecture from a recognized University with a GPA of **3.8 out of 5** or above.

1.7.3 Salary Scale: PUTS 1

GENERAL REQUIREMENTS

- i. All applicants must be Citizens of Tanzania generally with the age not above **45** years;
- ii. **An applicant with special needs/case (disability) is supposed/advised to indicate for ARU attention.**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
 - Degree/Advanced Diploma/Diploma/Certificates;
 - Degree/Advanced Diploma/Diploma Transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. 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.
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU);
- xii. Only applicants studied in University and Programme Accredited by Tanzania Commission for Universities (TCU) are eligible to apply.
- xiii. Certificates from foreign Universities should bare a GPA calculated (out of five (5) grade points) by Tanzania Commission for Universities (TCU).
- xiv. All applicants should indicate in their application letter post which they are applying.
- xv. All certificates must be certified by Magistrate or Advocate.
- xvi. A signed application letter should be written in English and addressed to **Vice Chancellor, Ardhi University, P. O. Box 35176, Dar es Salaam** and uploaded to the Recruitment portal using the following address; <http://portal.ajira.go.tz/> and **not otherwise.**
- xvii. Deadline for application is **4th August, 2026.**
- xviii. Only shortlisted candidates will be informed on the date of interview and;
- xix. 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/http://portal.ajira.go.tz/> not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal')

**ISSUED BY;
VICE CHANCELLOR
ARDHI UNIVERSITY**