

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/89

4th October, 2019

VACANCIES ANNOUNCEMENT

On behalf of the College of Business Education (CBE) and Dar es Salaam Institute of Technology (DIT), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **14** vacant posts as mentioned below.

1.0 THE COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by Act of Parliament No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

1.1 TUTORIAL ASSISTANT (ECONOMICS) - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Economics or Economics and Statistics with GPA of 3.8 and above.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

1.2 TUTORIAL ASSISTANT (MARKETING) - 3 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Business Administration (Marketing), Marketing and Tourism, Marketing Management or Bachelor of Commerce (Marketing) with GPA of 3.8 and above.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

1.3 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLIES MANAGEMENT) - 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;

- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Procurement and Supplies Management or Procurement and Logistics Management with GPA of 3.8 and above.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

1.4 TUTORIAL ASSISTANT (MATHEMATICS) - 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Science with Education (Mathematics and ICT), Science with Education (Mathematics), or Science (Mathematics) with GPA of 3.8 and above.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

1.5 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY) - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;

- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Computer Science, Information Technology, Business Information Technology or Computer Engineering with GPA of 3.8 and above.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

1.6 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) - 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Accounting and Finance, Banking and Finance or Accounting with a GPA of 3.8 and above.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

2.0 DAR-ES-SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established in 1997 through the Parliamentary Act Number 6 of 1997. The major functions of DIT are to provide facilities for study, training and conduct of applied research and consultancy activities in the disciplines approved by the DIT Act.

2.1 TUTORIAL ASSISTANT (ELECTRICAL ENGINEERING) DAR ES SALAAM CAMPUS - 2 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in either in Electrical Engineering or Biomedical Engineering with GPA 3.5 and above.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

2.2 TUTORIAL ASSISTANT (MECHANICAL ENGINEERING) DAR ES SALAAM CAMPUS - 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Mechanical Engineering with GPA 3.5 and above.

2.2.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

2.3 TUTORIAL ASSISTANT (LABORATORY TECHNOLOGY) MWANZA CAMPUS-2 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy under close supervision; and
- vi. Performs any other relevant duties as assigned by supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree either in Laboratory Technology, Science with Education (Majoring in Physics and Mathematics or Biology and Chemistry) or Science (Bio-processing and Post harvesting Engineering) with GPA 3.5 and above.

2.3.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**

- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE) for vocational training;
- viii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- ix. Applicants with special needs/case (disability) are supposed/advised to indicate on the portal;
- x. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar es Salaam.*
- xi. Deadline for application is **18th October, 2019**
- xii. Only short listed candidates will be informed on a date for interview; and
- xiii. 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**')**

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