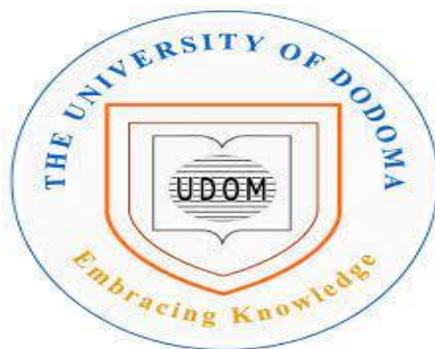


# THE UNIVERSITY OF DODOMA



## VACANCY ANNOUNCEMENT

### 1.0. THE UNIVERSITY OF DODOMA

The University of Dodoma has a vision to become “*A centre of excellence in education, training, research, innovation and public services for sustainable and inclusive global development*”. This is possible if among other things, high quality academic staffs are recruited.

The University is located about 8 km east of the city centre, and is accessible by public transport, which is easily available from the city centre. Given the central location of Dodoma, UDOM is strategically positioned to serve applicants around the country and specifically Government and private sector employees living in Dodoma, who hitherto could not find training opportunities in the area. Such employees can comfortably utilise UDOM to combine work and study for their career advancement. Additionally, the geographical location and Dodoma weather render UDOM a convenient place for international students.

The University of Dodoma invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following academic posts: -

### 1.1. TUTORIAL ASSISTANT – LITERATURE IN ENGLISH (1 POST)

#### 1.1.1 Department of Foreign Languages and Literature

#### 1.1.2 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master’s Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

#### 1.1.3 Qualifications and Experience

Holder of three (3) years Bachelor of Arts with Education (majoring in Literature) with a minimum GPA of 3.8 out of 5 from any recognized University.

#### **1.1.4 Remuneration - PUTS 1.1**

### **1.2. TUTORIAL ASSISTANT - FINE ARTS AND DESIGN (1 POST)**

#### **1.2.1 Department of Arts and Media Studies**

##### **1.2.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

##### **1.2.3 Qualifications and Experience**

Holder of three (3) years of Bachelor Degree in Arts and Design, Fine and Performing Arts (Fine Arts), Fine Arts and Design, Fashion Design with a minimum GPA of 3.8 out of 5 from any recognized University.

#### **1.2.4 Remuneration - PUTS 1.1**

### **1.3. TUTORIAL ASSISTANT – POLITICAL SCIENCE (2 POSTS)**

#### **1.3.1 Department of Political Science and Public Administration**

##### **1.3.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

##### **1.3.3 Qualifications and Experience**

Holder of three (3) years Bachelor Bachelor of Arts in International Relations, Bachelor of Arts in Political Science, Public Administration and Bachelor Political Science and Philosophy with a minimum GPA of 3.8 out of 5 from any recognized University.

#### **1.3.4 Remuneration - PUTS 1.1**

### **1.4. TUTORIAL ASSISTANT – TOURISM (1 POST)**

#### **1.4.1 Department of History and Archaeology**

##### **1.4.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

### **1.4.3 Qualifications and Experience**

Holder of three (3) years Bachelor of Arts in Tourism and Cultural Heritage or Bachelor of Arts in Tourism and Cultural Anthropology with a minimum GPA 3.8 from a recognized University.

### **1.4.4 Remuneration - PUTS 1.1**

## **1.5. TUTORIAL ASSISTANT – FRENCH (1 POST)**

### **1.5.1 Department of Foreign Language and Literature**

#### **1.5.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

### **1.5.3 Qualifications and Experience**

Holder of three (3) years Bachelor of Arts in French or Bachelor of Arts with Education (with French as a major teaching subject) with a minimum GPA 3.8 out of 5 from a recognized.

### **1.5.4 Remuneration – PUTS 1.1**

## **1.6. TUTORIAL ASSISTANT - DISASTER RISK MANAGEMENT (1 POST)**

### **1.6.1 Department of Geography and Environmental Studies**

#### **1.6.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.

- vi) To perform any other duties that the relevant authorities may assign.

### **1.6.3 Qualifications and Experience**

Holder of three (3) years Bachelor in Disaster Risk Management or Bachelor of Environmental Disaster Management or Bachelor of Disaster Management with a minimum GPA of 3.8 out of 5 from a recognized University.

### **1.6.4 Remuneration - PUTS 1.1**

## **1.7. ASSISTANT LECTURER- SOCIOLOGY (2 POSTS)**

### **1.7.1 Department of Sociology and Anthropology**

#### **1.7.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.7.3 Qualifications and Experience**

Holder of Master of Arts in Sociology with a minimum GPA of 4.0 out of 5 from any recognized University and a Bachelor's Degree in Sociology with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.7.4 Remuneration - PUTS 2.1**

## **1.8. ASSISTANT LECTURER - ARCHAEOLOGY AND HERITAGE STUDIES (1 POST)**

### **1.8.1 Department of History and Archaeology**

#### **1.8.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;

- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.8.3 Qualifications and Experience**

Holder of Master Degree in Heritage Studies or Archaeology with a minimum GPA of 4.0 out of 5 and a Bachelor's Degree in Archaeology or Heritage Studies with GPA of 3.8 out of 5 from any recognized University.

### **1.8.4 Remuneration - PUTS 2.1**

## **1.9. ASSISTANT LECTURER – POLITICAL SCIENCE (1 POST)**

### **1.9.1 Department of Political Science and Public Administration**

#### **1.9.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.9.3 Qualifications and Experience**

Holder of a Master Degree in Political Science or International Relations or Philosophy with a minimum GPA of 4.0 out of 5 from recognized University and a Bachelor Degree in Political Science or International Relations and Public Administration or Philosophy with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.9.4 Remuneration - PUTS 2.1**

## **1.10. ASSISTANT LECTURER – KISWAHILI (1 POST)**

### **1.10.1 Department of Kiswahili**

#### **1.10.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;

- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.10.3 Qualifications and Experience**

Holder of Master Degree in one of the following fields: Master of Kiswahili, Master of Kiswahili Linguistics and Master of Translation and Interpretation with at least a GPA of 4.0 out of 5 from any recognized University and Bachelor Degree in the following fields: Bachelor of Kiswahili, Bachelor of Kiswahili Linguistics and Bachelor of Translation and Interpretation with a Minimum GPA of 3.8 out of 5 from any recognized University.

### **1.10.4 Remuneration - PUTS 2.1**

#### **1.11. TUTORIAL ASSISTANT - ELECTRONICS AND TELECOMMUNICATION ENGINEERING (2 POSTS)**

##### **1.11.1 Department of Electronics and Telecommunication Engineering**

##### **1.11.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign.

##### **1.11.3 Qualifications and Experience**

Holder of four years (4) Bachelor Degree in the field of Telecommunication, Electronics or Mechatronics with a minimum GPA of 3.8 out of 5 or its equivalent; additionally, one must have scored B+ in relevant subject or its equivalent from any recognized University.

##### **1.11.4 Remuneration - PUTS 1.2**

#### **1.12. TUTORIAL ASSISTANT – INFORMATION SYSTEMS AND TECHNOLOGY (2 POSTS)**

##### **1.12.1 Department of Information System and Technology**

### **1.12.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.12.3 Qualifications and Experience**

Holder of three years (3) Bachelor Degree in the field of Information Systems, Management Information Systems, Information Technology with a minimum GPA of 3.8 out of 5, one must have scored B+ in relevant subject or its equivalent from any recognized University.

### **1.12.4 Remuneration - PUTS 1.1**

## **1.13. ASSISTANT LECTURER – COMPUTER SCIENCE AND ENGINEERING (1 POST)**

### **1.13.1 Department of Computer Science and Engineering**

### **1.13.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.13.3 Qualifications and Experience**

Holder of Master Degree with minimum GPA of 4.0 out of 5 and Bachelor Degree with minimum GPA of 3.8 out of 5 in the following fields; Computer Science, Computer Engineering, Software Engineering, Cyber Security and Digital Forensics, Computer and Information Security, Data Science and Artificial Intelligence.

### **1.13.4 Remuneration - PUTS 2.1**

## **1.14. TUTORIAL ASSISTANT - MINERAL PROCESSING (3 POSTS)**

### **1.14.1 Department of Mining and Mineral Processing Engineering**

#### **1.14.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.14.3 Qualifications and Experience**

Holder of four (4) years Bachelor degree in Metallurgy and Mineral Processing Engineering or Bachelor of Science in Metallurgical Engineering with a minimum GPA 3.8 out of 5 from any recognized University.

#### **1.14.4 Remuneration - PUTS 1.2**

## **1.15. TUTORIAL ASSISTANT - CIVIL AND WATER RESOURCE ENGINEERING (1 POST)**

### **1.15.1 Department of Environmental Engineering and Management**

#### **1.15.2 Qualifications and Experience**

Holder of a four (4) years Bachelor of Science in Civil and Water Resources Engineering with a minimum GPA 3.8 out of 5 from any recognized University.

#### **1.15.3 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.15.4 Remuneration - PUTS 1.2**

## **1.16. TUTORIAL ASSISTANT - MECHANICAL ENGINEERING (2 POSTS)**

### **1.16.1 Department of Petroleum and Energy Engineering**

### **1.16.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.16.3 Qualifications and Experience**

Holder of a four (4) years Bachelor of Science in Mechanical Engineering with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.16.4 Remuneration - PUTS 1.2**

## **1.17. TUTORIAL ASSISTANT - ELECTRICAL ENGINEERING (2 POSTS)**

### **1.17.1 Department of Petroleum and Energy Engineering**

#### **1.17.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.17.3 Qualifications and Experience**

Holder of a four (4) years Bachelor of Science in Electrical Engineering with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.17.4 Remuneration - PUTS 1.2**

## **1.18. TUTORIAL ASSISTANT - GEOLOGY (1 POST)**

### **1.18.1 Department of Geology**

#### **1.18.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.

- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.18.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Geology, Applied Geology, Petroleum Geosciences, Engineering Geology and Petroleum Geology with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.18.4 Remuneration - PUTS 1.1**

## **1.19. TUTORIAL ASSISTANT - GEOINFORMATICS (1 POST)**

### **1.19.1 Department of Geology**

#### **1.19.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.19.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Geomatics, Geoinformatics, Geographical Information Systems and Remote Sensing and Geospatial Sciences with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.19.4 Remuneration - PUTS 1.1**

## **1.20. TUTORIAL ASSISTANT - ACTUARIAL SCIENCE (1 POST)**

### **1.20.1 Department of Mathematics and Statistics**

#### **1.20.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.

- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.20.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Actuarial Science or Bachelor of Science in Statistics with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.20.4 Remuneration - PUTS 1.1**

## **1.21. TUTORIAL ASSISTANT - PHYSICS (1 POST)**

### **1.21.1 Department of Physics**

#### **1.21.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.21.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Physics or Bachelor of Science with Education majoring Physics or Bachelor of Education Majoring Physics with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.21.4 Remuneration - PUTS 1.1**

## **1.22. TUTORIAL ASSISTANT – PHYSICAL/COMPUTATIONAL CHEMISTRY (1 POST)**

### **1.22.1 Department of Chemistry**

#### **1.22.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.

- vi) To perform any other duties that the relevant authorities may assign

### **1.22.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Chemistry or Bachelor of Science with Education, Chemistry as teaching subject or Bachelor of Education in Science with Chemistry as a teaching subject with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.22.4 Remuneration - PUTS 1.1**

## **1.23. TUTORIAL ASSISTANT – CROP PRODUCTION AND TECHNOLOGY (1 POST)**

### **1.23.1 Department of Biology**

### **1.23.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.23.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Science in Agronomy or Agriculture General or Crop Production of Biology with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.23.4 Remuneration - PUTS 1.1**

## **1.24. ASSISTANT LECTURER – CROP PRODUCTION AND TECHNOLOGY (1 POST)**

### **1.24.1 Department of Biology**

### **1.24.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;

- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.24.3 Qualifications and Experience**

Holder of Master of Science in Crop Science or Plant Breeding or Plant Protection or Soil Science or Agricultural Engineering with minimum GPA of 4.0 out of 5 from any recognized University and Bachelor of Science in Agronomy or Agriculture General or Crop Production or Biology with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.24.4 Remuneration - PUTS 2.1**

## **1.25. TUTORIAL ASSISTANT – ICT TEACHING METHODS (1 POST)**

### **1.25.1 Department of Educational Psychology and Curriculum Studies**

#### **1.25.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.25.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Education in Science (Majoring in ICT) with GPA of 3.8 out of 5 from any recognized University.

### **1.25.4 Remuneration - PUTS 1.1**

## **1.26. TUTORIAL ASSISTANT – ADULT EDUCATION AND COMMUNITY DEVELOPMENT (1 POST)**

### **1.26.1 Department of Educational Foundation and Continuing Education**

#### **1.26.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.

- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.26.3 Qualifications and Experience**

Holder of a three (3) years Bachelor of Education in Adult Education and Community Development with at least a GPA of 3.8 out of 5 from any recognized University.

### **1.26.4 Remuneration - PUTS 1.1**

## **1.27. ASSISTANT LECTURER – PHYSICAL EDUCATION AND SPORTS (1 POST)**

### **1.27.1 Department of Educational Foundation and Continuing Education**

#### **1.27.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.27.3 Qualifications and Experience**

Holder of Master of Education with GPA of 4.0 out of 5 from any recognized University, with a minimum B+ in the Dissertation and Bachelor of Education in Physical Education or Bachelor of Education in Physical Education and Sports Sciences with a GPA of 3.8 out of 5 from any recognized University.

### **1.27.4 Remuneration - PUTS 2.1**

## **1.28. ASSISTANT LECTURER – SPECIAL NEEDS EDUCATION (1 POST)**

### **1.28.1 Department of Educational Psychology and Curriculum Studies**

#### **1.28.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.28.3 Qualifications and Experience**

Holder of Master of Education in Special Needs with GPA of 4.0 out of 5 from any recognized University, with a minimum B+ in the Dissertation and Bachelor of Education in Special Needs Education with a GPA of 3.8 out of 5 from any recognized University.

### **1.28.4 Remuneration - PUTS 2.1**

## **1.29. ASSISTANT LECTURER – BUSINESS EDUCATION (1 POST)**

### **1.29.1 Department of Educational Management and Policy Studies.**

#### **1.29.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.29.3 Qualifications and Experience**

Holder of Master of Education in Business Studies Education or Master of Arts in Business Education or Master of Education in Management and Administration with a GPA of 4.0 out of 5 from any recognized University, with a minimum B+ in the Dissertation and Bachelor of Business Administration with Education or Bachelor of

Education in Commerce or Bachelor of Education Administration and Management with a GPA of 3.8 out of 5 from any recognized University.

#### **1.29.4 Remuneration - PUTS 2.1**

### **1.30. LECTURER – SPECIAL NEEDS EDUCATION (1 POST)**

#### **1.30.1 Department of Educational Psychology and Curriculum Studies**

##### **1.30.2 Duties and Responsibilities**

- i) To undertake an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- iii) To mentor junior staff in relevant fields;
- iv) To participate or contribute in curriculum development;
- v) To participate in developing and managing various University/Constituent College activities;
- vi) To undertake research and publish/ disseminate results;
- vii) To carry out consultancies and community services;
- viii) To write teaching manuals and compendia;
- ix) To supervise field practicals, undergraduate special projects Masters and PhD Dissertation/thesis;
- x) To attend/organize Workshops, Conferences and symposia; and
- xi) To perform any other duties as may be assigned by the relevant authorities.

##### **1.30.3 Qualifications and Experience**

Holder of PhD in Education (Special Need Education), holder of Master of Education in Special Needs with GPA of 4.0 out of 5 from any recognized University and holder of Bachelor of Education in Special Needs Education with a GPA of 3.8 out of 5 from any recognized University.

##### **1.30.4 Remuneration - PUTS 3.3**

### **1.31. TUTORIAL ASSISTANT – ENVIRONMENTAL ECONOMICS (1 POST)**

#### **1.31.1 Department of Economics**

##### **1.31.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.

- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.31.3 Qualifications and Experience**

Holder of a three (3) years Bachelor degree in the following areas specialization: Bachelor of Economics, Bachelor of Agricultural Economics and Agribusiness, Bachelor of Environmental Economics and Policy, Bachelor of Economics and Statistics, with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.31.4 Remuneration - PUTS 1.1**

## **1.32. TUTORIAL ASSISTANT – ECONOMICS (1 POST)**

### **1.32.1 Department of Economics**

### **1.32.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master’s Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.32.3 Qualifications and Experience**

Holder of a three (3) years Bachelor degree in the following areas specialization: Bachelor of Economics, Bachelor of Economics and Finance, Bachelor of Economics and Statistics, Bachelor of Economics and Sociology with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.32.4 Remuneration - PUTS 1.1**

## **1.33. TUTORIAL ASSISTANT – ACCOUNTING (1 POST)**

### **1.33.1 Department of Accounting and Finance**

### **1.33.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master’s Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.

- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.33.3 Qualifications and Experience**

Holder of a three (3) years Bachelor degree in the following areas specialization: Bachelor of Commerce in Accounting, Bachelor of Commerce in Accounting and Finance, Bachelor of Business Administration in Accounting and Finance with minimum GPA 3.8 out of 5 from any recognized University.

### **1.33.4 Remuneration - PUTS 1.1**

## **1.34. ASSISTANT LECTURER – ACCOUNTING (1 POST)**

### **1.34.1 Department of Accounting and Finance**

#### **1.34.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.34.3 Qualifications and Experience**

Holder of Master of Science in Accounting and Finance, Masters of Business Administration in Accounting with a minimum GPA of 4.0 out of 5 from recognized University and Bachelor of Accounting and Finance and Bachelor of Business Administration in Accounting with a minimum GPA of 3.8 out of 5 from recognized University.

### **1.34.4 Remuneration - PUTS 1.1**

### **1.35. ASSISTANT LECTURER – INTERNATIONAL BUSINESS (1 POST)**

#### **1.35.1 Department of Business Administration and Management**

#### **1.35.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

#### **1.35.3 Qualifications and Experience**

Holder of a Master's degree in International Business, International Trade, Business Administration (Majoring in International Business) with a minimum GPA 4.0 out of 5 from a recognized University and a Bachelor's degree in International Business, Business Administration with a minimum GPA 3.8 out of 5 from any recognized University.

#### **1.35.4 Remuneration - PUTS 2.1**

### **1.36. TUTORIAL ASSISTANT – NURSING MANAGEMENT AND EDUCATION (1 POST)**

#### **1.36.1 Department of Nursing Management and Education**

#### **1.36.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.36.3 Qualifications and Experience**

Holder of a four (4) years Bachelor Degree in Nursing with a GPA of 3.8 out of 5 from any recognized University. Applicants must hold a valid registration to practice issued by Tanzania Nursing and Midwifery Council or any other recognized body.

#### **1.36.4 Remuneration - PUTS 1.2**

#### **1.37. TUTORIAL ASSISTANT – PUBLIC HEALTH (3 POSTS)**

##### **1.37.1 Department of Public Health and Community Nursing**

##### **1.37.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
  
- vi) To perform any other duties that the relevant authorities may assign

##### **1.37.3 Qualifications and Experience**

Holder of a four (4) years Bachelor of Science in Nursing, Clinical Nutrition and Dietetics, Pharmacy, Medical Sociology, Medical Psychology, Medical Laboratory Sciences or any other relevant in the field of Public Health with a GPA of 3.8 out of 5 from any recognized University.

##### **1.37.4 Remuneration - PUTS 1.2**

#### **1.38. ASSISTANT LECTURER – EMERGENCE AND CRITICAL CARE (1 POST)**

##### **1.38.1 Department of Clinical Nursing**

##### **1.38.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
  
- viii) To perform any other duties that the relevant authorities may assign.

##### **1.38.3 Qualifications and Experience**

Holder of Master of Science in Emergence and Critical Care Nursing with a minimum GPA of 4.0 out of 5 from any recognized University and Bachelor of Science in

Emergence and Critical Care Nursing with a GPA of 3.8 out of 5 from any recognized University.

#### **1.38.4 Remuneration - PUTS 2.1**

### **1.39. TUTORIAL ASSISTANT – ORAL MAXILLOFACIAL SURGERY (1 POST)**

#### **1.39.1 Department of Dentistry and Dental Science**

##### **1.39.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
  
- vi) To perform any other duties that the relevant authorities may assign.

##### **1.39.3 Qualifications and Experience**

Holder of Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) with B grade pass in Oral maxillofacial surgery and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as dental practitioner by Medical Council of Tanganyika.

#### **1.39.4 Remuneration - PUTS 1.3**

### **1.40 TUTORIAL ASSISTANT – RESTORATIVE DENTISTRY (1 POST)**

#### **1.40.1 Department of Dentistry and Dental Science**

##### **1.40.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
  
- vi) To perform any other duties that the relevant authorities may assign

##### **1.40.3 Qualifications and Experience**

Holder of Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) with B pass in Restorative dentistry and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as dental practitioners by Medical Council of Tanganyika

#### **1.40.4 Remuneration - PUTS 1.3**

### **1.41. TUTORIAL ASSISTANT – PERIODONTOLOGY (1 POST)**

#### **1.41.1 Department of Dentistry and Dental Science**

#### **1.41.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master’s Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.41.3 Qualifications and Experience**

Holder of Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) with B pass in Periodontology and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as dental practitioner by Medical Council of Tanganyika.

#### **1.41.4 Remuneration - PUTS 1.3**

### **1.42. TUTORIAL ASSISTANT – GENERAL SURGERY (3 POSTS)**

#### **1.42.1 Department of Surgery**

#### **1.42.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master’s Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.42.3 Qualifications and Experience**

Holder of Doctor of Medicine (MD) or Bachelor of Medicine and Bachelor of Surgery (MBBS) with B pass in General surgery and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as general practitioner by Medical Council of Tanganyika (MCT).

#### **1.42.4 Remuneration - PUTS 1.3**

### **1.43. TUTORIAL ASSISTANT – PATHOLOGY (1 POST)**

#### **1.43.1 Department of Mobid Anatomy and Histopathology**

#### **1.43.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.43.3 Qualifications and Experience**

Holder of Doctor of Medicine (MD) or Bachelor of Medicine Bachelor of Surgery (MBBS) with B pass in Medical Pathology and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as general practitioner by Medical Council of Tanganyika (MCT).

#### **1.43.4 Remuneration - PUTS 1.3**

### **1.44. TUTORIAL ASSISTANT – EMERGENCY MEDICINE (1 POST)**

#### **1.44.1 Department of Internal Medicine**

#### **1.44.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

#### **1.44.3 Qualifications and Experience**

Holder of Doctor of Medicine (MD) or Bachelor of Medicine and Bachelor of Surgery (MBBS) with B pass in Emergency Medicine or Internal Medicine or General surgery or Pediatrics & Child Health and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as general practitioner by Medical Council of Tanganyika (MCT).

#### **1.44.4 Remuneration - PUTS 1.3**

### **1.45. TUTORIAL ASSISTANT – BIOMEDICAL ENGINEERING (3 POSTS)**

#### **1.45.1 Department of Anatomy and Histology**

##### **1.45.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

##### **1.45.3 Qualifications and Experience**

Holder of Bachelor of Science in Biomedical Engineering (BScBME) or Bachelor of Science in Clinical Engineering (BScCE), with an average of B pass or overall GPA of 3.8 and above from any recognized University. Applicants must be registered and recognized as biomedical practitioners in their fields by their relevant professional Boards/Councils.

#### **1.45.4 Remuneration - PUTS 1.2**

### **1.46. TUTORIAL ASSISTANT – HOSPITAL AND CLINICAL PHARMACY (1 POST)**

#### **1.46.1 Department of Pharmacy and Pharmaceutical Science**

##### **1.46.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.46.3 Qualifications and Experience**

Holder of Bachelor of Pharmacy (BPharm) or Doctor of Pharmacy, with B pass in Pharmacology and a minimum overall GPA of 3.8 from any recognized University. Applicants must be registered and recognized as practitioners by the pharmacy council.

### **1.46.4 Remuneration - PUTS 1.2**

## **1.47. ASSISTANT LECTURER – LAW (4 POSTS)**

### **1.47.1 School of Law**

#### **1.47.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

### **1.47.3 Qualifications and Experience**

Holder of Master of Laws (LLM) with a minimum GPA of 4.0 out of 5 and Bachelor of Laws (LLB) with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.47.4 Remuneration - PUTS 2.1**

## **1.48. ASSISTANT LIBRARIAN TRAINEE– INFORMATION AND COMMUNICATION TECHNOLOGY (3 POSTS)**

### **1.48.1 Directorate of Library Services**

#### **1.48.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.

- vi) To perform any other duties that the relevant authorities may assign

### **1.48.3 Qualifications and Experience**

Holder of three (3) years Bachelor of Science in Information and Communication Technology with a minimum GPA of 3.8 out of 5 from any recognized University.

### **1.48.4 Remuneration - PUTS 1.1**

## **1.49. ASSISTANT LIBRARIAN TRAINEE– CLINICAL NUTRITION AND DIETETICS (1 POST)**

### **1.49.1 Directorate of Library Services**

#### **1.49.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.49.3 Qualifications and Experience**

Holder of four (4) years Bachelor of Science in Clinical Nutrition and Dietetics with a minimum GPA of 3.8 out of 5 from a recognized University.

### **1.49.4 Remuneration - PUTS 1.2**

## **1.50. TUTORIAL ASSISTANT– PROJECT PLANNING MANAGEMENT (3 POSTS)**

### **1.50.1 Institute of Development Studies**

#### **1.50.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.
- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.50.3 Qualifications and Experience**

Holder of three (3) years Bachelor Degree in Project Planning Management or Agricultural Economics or Agribusiness or Community Economic Development with a Minimum GPA of 3.8 out of 5 from any recognized University.

#### **1.50.4 Remuneration - PUTS 1.1**

### **1.51. ASSISTANT LECTURER – PROJECT PLANNING MANAGEMENT (1 POST)**

#### **1.51.1 Institute of Development Studies**

##### **1.51.2 Duties and Responsibilities**

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To attend workshops, conferences and symposia; and
- viii) To perform any other duties that the relevant authorities may assign.

#### **1.51.3 Qualifications and Experience**

Holder of Master Degree in Project Planning Management or Monitoring and Evaluation or Community Economic Development or Agricultural Economics and Agribusiness with a Minimum GPA of 4 out of 5 from any recognized University and Bachelor Degree in Project Planning Management or Monitoring and Evaluation or Community Economic Development or Agricultural Economics and Agribusiness with a Minimum GPA of 3.8 out of 5 from any recognized University.

#### **1.51.4 Remuneration - PUTS 2.1**

### **1.52. TUTORIAL ASSISTANT– CHINESE LANGUAGE (2 POSTS)**

#### **1.52.1 Confucius Institute**

##### **1.52.2 Duties and Responsibilities**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme.
- ii) Undergo an induction course in pedagogic skills for those who had none before.
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training.
- iv) To conduct tutorials, seminars and practicals.

- v) Assist in research, consultancies and outreach activities.
- vi) To perform any other duties that the relevant authorities may assign

### **1.52.3 Qualifications and Experience**

Holder of three (3) years Bachelor Degree in Chinese Language from any recognized University with a minimum GPA 3.8 out of 5 from any recognized University.

### **1.52.4 Remuneration - PUTS 1.1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- ii. **An applicant with special needs/case (disability) is supposed/advised to indicate for UDOM 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;
- v. Applicants must attach their certified copies of the following certificates:-
  - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates;
  - PhD/Master/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- 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. The National Examination Council of Tanzania (NECTA) should verify certificates from foreign examination bodies for Ordinary or Advanced level education.
- xi. The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE) should verify certificates from foreign Universities and other training institutions;
- xii. Certificates from foreign Universities should bare a GPA calculated (out of five (5) grade points) by Tanzania Commission for Universities (TCU).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to ***Vice Chancellor, University of Dodoma (UDOM), and P.O. Box 259, Dodoma.***
- xiv. Deadline for application is 25<sup>th</sup> June, 2025;
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. 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')

***Released by:***

**VICE CHANCELLOR  
UNIVERSITY OF DODOMA (UDOM)**