



MKWAWA UNIVERSITY COLLEGE OF EDUCATION



A Constituent College of the University of Dar es Salaam

EMPLOYMENT OPPORTUNITIES

Mkwawa University College of Education (MUCE), a Constituent College of the University of Dar es Salaam invites job applications from suitably qualified candidates to fill the following vacant posts:

1. Administrative Officer III – (2 posts)

(a) Qualification and Experience

Holder of a University degree or Advanced Diploma in Public Administration/ Management/ Human Resource Management or any other relevant field from a recognized institution.

(b) Duties

- Assist in preparation of annual leave roster and managing staff leaves and permission;
- Assist in managing employees attendance at work and take appropriate measures for latecomers and absentees;
- Assist in interpretation of laws, policies and regulations;
- Assist in Managing employees on the due respective issues;
- Assist in ensuring employees health safety at work place;
- Assist in handling employee's complaints and grievances, and planning appropriate mitigation and interventions;
- Liaise with Office Supervisor to ensure proper records management;
- Assist in preparation of College's HR plans;
- Assist in managing recruitment and selection activities and prepare contracts of employment for new employees and continuing administrative and technical staff;

- Assist in job placement and orientations for new employees;
- Assist in preparing, Managing, and keeping employees' statistics, staff list, etc and update them from time to time;
- Assist in managing staff performance appraisal and promotions;
- Assist in preparation of Personnel Emoluments budget and liaise with planning officer for compilation to the College budget;
- Assist in managing training issues for Administrative and Technical Staff;
- Perform any other duties assigned by his/her reporting officer;

(c) Salary Scale: PGSS 3/5

(d) Tenure: 1 YEAR CONTRACT

2. DRIVER IV – (1 post)

(a) Qualification and Experience

Holder of form IV/VI Secondary Education with passes in Kiswahili and English. Holder of valid Class C Driving License and working experience of not less than four years. Holder of Trade Test Grade II/Drivers Grade II Certificate from recognised Institutions such as NIT or VETA.

(b) Duties

- Drive institutional vehicles
- Maintain logbooks
- Responsible for safe-keeping of the vehicle and tools entrusted to him/her
- Maintain disciplined behavior and proper conduct in rendering services
- Maintain cleanliness of the vehicle and tools
- Reports promptly any defect or problems detected in the vehicle
- Perform messengerial duties such as dispatching documents/letters, collecting mail and any other duties as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 1/1

(d) Tenure: 1 YEAR CONTRACT

MODE OF APPLICATION

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts, two current passport size photographs and detailed CV with at least three referees. Applications should reach the undersigned not later than 10th January, 2018.

Deputy Principal Administration
Mkwawa University College of Education
P.O Box 2513
IRINGA.