

UNIVERSITY OF DAR ES SALAAM



TRANSFER VACANCIES

The University of Dar es Salaam invites applications from suitably qualified Public Servants who wish to transfer to the University of Dar es Salaam as follows:

1. **(a) Position: Laboratory Scientist II – Physics (1 post):**
(b) Qualifications and experience
Possession of BSc. in Physics or its equivalent from a reputable and recognized institution.
(c) Salary scale: PUSS 3.1
2. **(a) Position: Laboratory Scientist II – Electronics (1 post):**
(b) Qualifications and experience
Possession of BSc. in Electronic Science/Engineering or its equivalent from a reputable and recognized institution.
(c) Salary scale: PUSS 3.1
3. **(a) Position: Laboratory Scientist II – Chemistry (1 post):**
(b) Qualifications and experience
Possession of BSc. in Chemistry or its equivalent from a recognized institution.
(c) Salary scale: PUSS 3.1
4. **(a) Position: Laboratory Engineer II (1 post):**
(b) Qualifications and experience
Possession of B.Sc. in Mechanical Engineering from a recognized institution.
(c) Salary scale: PUSS 3.1
5. **(a) Position: Laboratory Technician II (3 posts):**
(b) Qualifications and experience
Possession of Form IV Certificate of Secondary Education with FTC/Diploma/NTA Level 6 in Civil Engineering from a recognized institution.

- (c) Salary scale:** PUSS 2.1
6. **(a) Position: Inspector of Works I (1 post):**
- (b) Qualifications and experience**
Possession of Bachelor Degree (BSc.) in Building Economics or Quantity Surveying with at least four (4) years working experience.
- (c) Salary scale:** PGSS 6.1
7. **(a) Position: Electrical Technician II (1 post):**
- (b) Qualifications and experience**
Possession of Form IV Certificate of Secondary Education FTC/Diploma/NTA Level 6 in Electrical Engineering or its equivalent from a recognized institution. **Applicant should be ready to work at the Institute of Marine Sciences which is located in Zanzibar.**
- (c) Salary scale:** PGSS 3.5
8. **(a) Position: Artisan II – Fabrication & Welding or Electrical (2 posts):**
- (b) Qualifications and experience**
Possession of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.
- (c) Salary scale:** PGSS 3.5
9. **(a) Position: Studio Instructor II (1 post):**
- (b) Qualifications and experience**
Possession of Bachelor degree (with upper second class) or equivalent in Film and Television or related field from a recognized institution.
- (c) Salary scale:** PUSS 3.1
10. **(a) Position: Artist in Residence II (1 post):**
- (b) Qualifications and experience**
Possession of Bachelor degree (with upper second class) or equivalent in Film and Television or related field from a recognized institution.
- (c) Salary scale:** PUSS 4.5

11. **(a) Position: Accountant (1 post):**

(b) Qualifications and experience

Possession of Bachelor degree in Accountancy, Finance, Commerce /Business Administration majoring in Accountancy or Finance or any relevant field from a recognized and reputable institution and must possess CPA (T)/ACCA or its equivalent and must have been registered as Authorized Accountant with NBAA and relevant experience of at least ten (10) years.

(c) Salary scale: PGSS 11.1

12. **(a) Position: Assistant Accountant I (2 posts):**

(b) Qualifications and experience

Possession of Bachelor Degree in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or any relevant field with a relevant experience of at least four (4) years.

(c) Salary scale: PGSS 8.1

13. **(a) Position: Senior Administrative Officer III (2 posts):**

(b) Qualifications and experience

Possession of Bachelor Degree in the field of Public Administration, Human Resource Management, Manpower Planning or Personnel Management, Commerce (majoring in Human Resources Management) or Business Administration (majoring in Human Resources Management) from a recognized and reputable institution with relevant working experience of at least seven (7) years.

(c) Salary scale: PGSS 8.1

14. **(a) Position: Administrative Officer I (3 posts):**

(b) Qualifications and experience

Possession of Bachelor Degree in the field of Public Administration, Human Resource Management, Manpower Planning or Personnel Management, Commerce (majoring in Human Resources Management) from a recognized and reputable institution with a relevant experience of at least four (4) years.

(c) Salary scale: PGSS 6.1

15. **(a) Position: Administrative Officer II (4 posts):**

(b) Qualifications and experience

Possession of Bachelor Degree in the field of Public Administration, Human Resource Management, Manpower Planning or Personnel Management,

Commerce (majoring in Human Resources Management) or Business Administration (majoring in Human Resources Management) from a recognized and reputable institution.

(c) Salary scale: PGSS 4.1

16. **(a) Position: Systems Administrator II (2 posts):**

(b) Qualifications and experience

Possession of BSc. degree in Computer Science, Computer Engineering, Information Systems or related computer studies from a recognized and reputable Institution.

(c) Salary scale: PGSS 5.1

17. **(a) Position: Supplies Officer (2 posts):**

(b) Qualifications and experience

Possession of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy. Should possess CSP and must be registered as Graduate Supplies Officer/Stock Verifier with PSPTB plus relevant working experience of at least four (4) years.

(c) Salary scale: PGSS 9.1

18. **(a) Position: Planning Officer II (1 post):**

(b) Qualifications and experience

Possession of Bachelor Degree in Economics, Statistics or any other relevant field.

(c) Salary scale: PGSS 4.1

19. **(a) Position: Secretary II (6 posts):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with Diploma in Secretarial Studies (NTA Level 6) with working experience of at least four (4) years.

(c) Salary scale: PGSS 7.1

20. **(a) Position: Secretary I (3 posts):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with Diploma in Secretarial Studies (NTA Level 6) with relevant working experience of at least four (4) years.

(c) Salary scale: PGSS 8.1

21. **(a) Position: Secretary II (1 post)- IMS Zanzibar:**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with Diploma in Secretarial Studies (NTA Level 6) with relevant working experience of at least three (3) years. **Applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**

(c) Salary scale: PGSS 7.1

22. **(a) Position: Administrative Assistant II (3 posts):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with Diploma in Secretarial Studies (NTA Level 6) with relevant working experience of at least thirteen (13) years.

(c) Salary scale: PGSS 10.3

23. **(a) Position: Clerical Officer I/Records Management Assistant I (4 posts):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with Diploma in Records Management (NTA Level 6) with relevant working experience of at least four (4) years.

(c) Salary scale: PGSS 4.1

24. **(a) Position: Driver I (5 posts):**

(b) Qualifications and experience

Possession of Form IV Secondary Certificate with passes in Kiswahili and English. He/ She must have a valid Class C Driving License with possession of Trade Test Grade I/Drivers Grade I certificate from NIT or VETA plus four (4) years relevant working experience.

(c) Salary scale: PGSS 3.5

25. **(a) Position: Auxiliary Police (5 posts):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples military Training Phase I or any form of military training plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be vetted by the Police.

(c) Salary scale: PGSS 3.5

26. **(a) Position: Security Guard I (1 post):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or People's Militia Training Phase II or any other form of military training. The candidate must be vetted by the police.

(c) Salary scale: PGSS 2.1

27. **(a) Position: Office Attendant- Life Guard I (1 post):**

(b) Qualifications and experience

Possession of Form IV certificate of Secondary Education with skills in Life Guard or Swimming.

(c) Salary scale: POSS 2.1

28. **(a) Position: Office Attendant II (1 post):**

(b) Qualifications and experience

Possession of Form IV Certificate of Secondary Education.

(c) Salary scale: POSS 2.1

29. **(a) Position: Health Officer I (1 post):**

(b) Qualifications and experience

Possession of Bachelor Degree in Public Health/Health Sciences/ Environmental Health Sciences with at least four (4) years of working experience.

(c) Salary scale: PMGSS 5.1

30. **(a) Position: Assistant Nursing Officer II (1 post):**

(b) Qualifications and experience

Possession of Form IV/VI certificate of Secondary Education plus a Diploma in Nursing from a recognized and reputable institution. Candidates must also be registered with valid Nursing license.

(c) Salary scale: PMGSS 3.1

31. **(a) Position: Trained Nurse/Midwife II (1 post)- IMS Zanzibar**

(b) Qualifications and experience

Possession of Form IV Certificate of Secondary Education with Certificate in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council. **Applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**

(c) Salary scale: PMGSS 3.1

32. **(a) Position: Nursing Assistant II (2posts):**

(b) Qualifications and experience

Possession of Form IV Certificate who has completed a one year pre-nursing course from a recognized Nursing Training Centre.

(c) Salary scale: PMOSS 1.1

33. **(a) Position: Workshop Instructor II (1 post)**

(b) Qualifications and experience

Possession of B.Sc. in Chemical and Processing Engineering from a recognized and reputable institution with at least four (4) years working experience.

(c) Salary scale: PUSS 4.5

34. **(a) Position: Laboratory Technician I (1 post)**

(b) Qualifications and experience

Possession of Form VI and Diploma in Marine Engineering and Technology at least four (4) years working experience.

(c) Salary scale: PUSS 3.1

35. **(a) Position: Legal Officer II (1 post)**

(b) Qualifications and experience

Possession of Bachelor Degree in Law from a recognized and reputable institution plus one (1) year of internship or Law School.

(c) Salary scale: PGSS 4.1

36. **(a) Position: Nurse/ Midwife II (1 post)**

(b) Qualifications and experience

Possession of Certificate (NTA Level 5) in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council .

(c) Salary scale: PMSS 2.1

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing:

- (i) Detailed CV
- (ii) Certified copies of certificates, transcripts and valid licenses

NOTE:

- (i) Applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- (ii) All applicants should indicate the positions they apply on top of the envelope.
- (iii) Applicants for positions located at IMS Zanzibar should indicate in the application letters.
- (iv) Only successful candidates will be contacted for further procedures.
- (v) Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.

Interested applicants should submit their applications to the following address:

Deputy Vice Chancellor (Administration),
University of Dar es Salaam,
P.O. Box 35091,
DAR ES SALAAM

DEADLINE

Two weeks from the date of first appearance of this advertisement.

20th May, 2019