**UNIVERSITY OF DAR ES SALAAM**

**SCHOOL OF LAW**



**VACANCY**

The University of Dar es Salaam School of Law invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the vacant post of on contract basis:

1. **Job Title: Programme Assistant (1 post) at the University of Dar es Salaam School of Law**
	1. **Qualifications and Experience:**

Applicants should possess at least a Diploma in Public Administration, Human Resource Management, and Sociology, Law or any other relevant field from a recognized and reputable institution. Possession of a relevant degree will be an added advantage

* 1. **Main Duties:**
1. To prepare contracts for the Tutors
2. To Prepare weekly Administrative and Academic performance reports for the Taught LL.M programme
3. To ensure all teaching materials are in good condition and available all the time
4. Assists in the provision of administrative services;
5. Perform any other activities assigned by your immediate Supervisor

Send your application to;

 Dean,

 University of Dar es Salaam, School of Law

 P.O. Box 35093,

 **DAR ES SALAAM**

 **Note**:

* Deadline for application is one (1) week from the date of this advertisement and only candidates short-listed for interview will be informed.

**Issued on 11th December, 2020**