



Dar es Salaam University Press (DUP)

VACANCIES

BACKGROUND

Dar es Salaam University Press (DUP) was re-established in March 2017 to take over the activities previously conducted by the Dar es Salaam University Press (1996) Limited (DUP 1996 Ltd). DUP is one of the University of Dar es Salaam (UDSM) Strategic Companies mandated to publish all academic and scholarly works, as well as all official documents of the University and external customers. UDSM, since its inception, has charted distinct pathways to academic excellence; thus, DUP has been playing a special role to make UDSM known in Tanzania and beyond. DUP functions include *Publishing, Printing, Graphic Design* and *Book Selling* as a limited liability. The Company produces scholarly books, journals, conference proceedings, University reports, calendars, prospectuses, almanacs, project proposals, research agendas, inaugural lectures, policies and procedures, strategic plans, business plans, action plans, as well as master's and PhD theses/dissertations. DUP also provides services related to publishing, such as editing, proofreading, typesetting and graphic designing.

DUP vision is *"to become a modern University press providing high-quality scholarly publications for inclusive and sustainable development"*. DUP invites qualified and passionate individuals to apply for the following job positions on contract terms:

1. EDITOR (TYPE SETTING) – 1 POST

Working Station: Dar es Salaam University Press – UDSM Mwalimu Nyerere Main Campus

A. Position Summary

The Editor (Typesetting) is responsible for preparing, formatting, and refining manuscripts and other written materials for publication. This includes ensuring consistency in layout, style, and structure; applying professional typesetting standards; managing page design; and coordinating with editors, graphic designers, and printers to deliver high-quality print and digital publications. The

role demands precision, technical proficiency, and a keen eye for detail to uphold the organization's publishing standards.

B. Key Duties and Responsibilities

- (i) To format and typeset manuscripts, books, and other materials according to the DUP style and design standards;
- (ii) To apply appropriate typography, layout, and page design principles for readability and visual appeal;
- (iii) To ensure consistency in fonts, spacing, alignment, and style across all publications;
- (iv) To review and prepare manuscripts for typesetting, checking completeness and structure;
- (v) To proofread and correct text, layout, and formatting errors before final production;
- (vi) To produce and revise proofs based on editorial and author feedback;
- (vii) To prepare print-ready and digital files in required formats for production and distribution;
- (viii) To collaborate with editors, designers, and printers to ensure smooth workflow and quality output;
- (ix) To maintain accuracy in tables, images, figures, and references during layout and formatting;
- (x) To ensure adherence to editorial style guides (APA, Chicago, or in-house standards);
- (xi) To conduct quality control checks to ensure materials meet publishing and printing specifications;
- (xii) To troubleshoot and resolve typesetting or formatting issues in relevant software;
- (xiii) To keep templates, style sheets, and layout standards updated and consistent;
- (xiv) To manage file organization, version control, and archiving of final typeset materials;
- (xv) To participate in editorial and production meetings to plan schedules and deliverables;
- (xvi) To update oneself on new trends, tools, and technologies in publishing and typography; and
- (xvii) To perform any other duties and responsibilities assigned by the supervisor.

C. Key Skills

- (i) Proficiency in software (i.e., Adobe InDesign, Illustrator, Photoshop, LaTeX, QuarkXPress, and Microsoft Office);
- (ii) Strong knowledge of typography, layout design, and pre-press production;
- (iii) Excellent Attention to detail, good customer care, as well as organization, and time management skills;
- (iv) Ability to work under pressure and meet tight deadlines;
- (v) Strong interpersonal and excellent communication skills;

- (vi) Ability to work collaboratively in diverse teams;
- (vii) Excellent analytical and problem-solving skills;
- (viii) Good communication and teamwork skills; and
- (ix) Ability to work effectively in a dynamic environment with changing needs and requirements;

D. Entry Qualifications and Experience

- (i) A holder of a Bachelor's Degree in Publishing, Graphic Design, Foreign Language and Linguistics, Linguistics, Kiswahili, Communication Studies, or equivalent qualifications from a recognized institution; and
- (ii) At least 3 to 5 years of professional experience in typesetting or editorial production in a publishing environment.

2. PRINTING TECHNICIAN – 1 POST

Working Station: Dar es Salaam University Press – UDSM Mwalimu Nyerere Main Campus

A. Duties and Responsibilities

1. Printing and Binding

- (i) To operate small offset printing machines;
- (ii) To operate paper-cutting machines;
- (iii) To operate other machines such as SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing;
- (iv) To operate hydraulic power for lifting reams, etc.;
- (v) To generate and submit monthly printing and photocopying reports to the supervisor;
- (vi) To report any faults and recommend preventive maintenance of the machines;
- (vii) To handle Binds; and
- (viii) To assemble all printed materials into finished printed products.

2. Graphic Designing

- (i) To take care and cleanliness of prepress equipment;
- (ii) To prepare the artwork submitted by the clients for printing;
- (iii) To assist in operating the CTP machine in processing plates;
- (iv) To assist in processing files through True flow/Prinergy or Rampage workflow;
- (v) To print jobs with less quantity with the RISO photo printer;
- (vi) To scan documents to make digital files and import them for the supervisor.
- (vii) To perform any other duties and responsibilities assigned by one's reporting officer.

B. Key Skills and Experience

- (i) Strong interpersonal and excellent communication skills;
- (ii) Ability to work collaboratively in diverse teams;
- (iii) Excellent analytical and problem-solving skills;
- (iv) Attention to detail and good customer care skills;
- (v) Proven ability to assist in minor machine repairs, foresee and detect technical issues, and take immediate preventive action;
- (vi) Proven computer application skills i.e., Adobe Illustrator and Photoshop;
- (vii) Ability to work effectively in a dynamic environment with changing needs and requirements;
- (viii) At least 3 years of experience in the active publishing and printing industry.

C. Entry Qualifications

A holder of a Form IV/VI Certificate of Secondary Education and an Ordinary Diploma (NTA 6) in the following fields: Graphic Arts and Printing, Printing Technology, as well as Printing or Binding Technology from a recognized and reputable institution.

3. PRINTING ARTISAN - 1 POST

Working Station: Dar es Salaam University Press – UDSM Mwalimu Nyerere Main Campus

A. Duties and Responsibilities

1. Printing and Binding

- (i) To operate small offset printing machines;
- (ii) To operate paper cutting machines;
- (iii) To operate other machines such as SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing;
- (iv) To operate hydraulic power for lifting reams, etc.;
- (v) To assist in generating and submitting monthly printing and photocopying reports to the supervisor;
- (vi) To handle binds;
- (vii) To collate, cut and trim papers; and
- (viii) To assemble all printed material into finished printed products.

2. Graphic Designing

- (i) To take care and clean prepress equipment;
- (ii) To prepare the artworks submitted by the clients for printing;
- (iii) To assist in operating CTP machine in processing plates;
- (iv) To assist in processing files through True flow/Prinergy or Rampage workflow;
- (v) To print jobs with less quantity in the RISO photo printer;
- (vi) To scan documents to make digital files and import them into specialized software;
- (vii) To perform any other related duties as may be assigned by the Supervisor.

B. Key Skills and Experience

- (i) Strong interpersonal and excellent communication skills;
- (ii) Ability to work collaboratively in diverse teams;
- (iii) Excellent analytical and problem-solving skills;
- (iv) Attention to detail and good customer care skills;
- (v) Proven ability to assist in minor machine repairs, foresee and detect technical issues, and take immediate preventive action;
- (vi) Proven computer application skills i.e., Adobe Illustrator and Photoshop;
- (vii) Ability to work effectively in a dynamic environment with changing needs and requirements; and
- (viii) At least 3 years of experience in the active publishing and printing industry.

C. Entry Qualifications

A holder of a Form IV/VI Certificate of Secondary Education and a Certificate (NTA 5)/Trade Test II/Level II in one of the following fields: Printing or Binding Technology, Graphic Arts and Printing, or equivalent qualifications from a recognized and reputable institution.

4. TERMS AND REMUNERATION

- (i) Successful applicants will be offered a one-year contract, which will be renewable subject to satisfactory performance and
- (ii) An Attractive salary and other benefits will be paid to successful applicants.

5. HOW TO APPLY

Interested candidates of all genders and backgrounds should address their applications with motivation letters addressed to:

**The Acting Manager,
Dar es Salaam University Press (DUP),
P.O. Box 35182,
Dar es Salaam - Tanzania.**

6. APPLICATION SUBMISSION

Applications should be submitted through the UDSM recruitment portal by using the following address and not otherwise:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list

7. NOTE

DUP is committed to equal opportunity without any bias based on gender, ethnicity, disability, or any other status.

Applicants must attach:

- (i) Application letter;
- (ii) Updated Curriculum Vitae (CV) with at least three referees; and
- (iii) Copies of relevant academic and professional qualifications.

8. DEADLINE

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

**ISSUED BY THE MANAGEMENT OF DAR ES SALAAM UNIVERSITY PRESS
(DUP)**