



## UNIVERSITY OF DAR ES SALAAM

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

### TRANSFER VACANCIES

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010, are to provide integrated teaching, research and public service.

The College invites applications from suitable qualified Public Servants who wish to be transferred to our College in the following positions:

#### **Lecturer (2 Posts)**

##### **Qualifications**

A PhD holder with Masters in a relevant field with a GPA of 4.0 points (out of 5 points) and a minimum of a GPA of 3.8 points (out of 5 points) in the first degree with a minimum score of B<sup>+</sup> in relevant subjects.

##### **Areas of Specialization**

Political Science and Public Administration (2)

##### **Duties and responsibilities**

- (i) To undergo induction courses in pedagogical skills for those who had not undergone;
- (ii) To carry out lectures, conduct tutorials, seminars and practicals for Undergraduate and Postgraduate Programmes;
- (iii) To mentor junior staff in relevant field;
- (iv) To participate in or contribute to curriculum development;
- (v) To participate in developing and managing various University/College activities;
- (vi) To undertake research and publish/disseminate research results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practicals, undergraduate special projects, Masters and PhD Dissertations/theses;
- (x) To attend/organize workshops, conferences and symposia; and
- (xi) To perform any other duties as may be assigned by relevant College Authorities

#### **Assistant Lecturer (7 Posts)**

##### **Qualifications**

A holder of a Masters degree in a relevant field functional area with at least a GPA of 4.0 points at Masters level and a minimum GPA of 3.8 points (out of 5 points) at undergraduate degree.

##### **Areas of Specialization**

- (i) Development studies (1)
- (ii) History (2)
- (iii) Linguistics (1)
- (iv) Geography (1)

- (v) Library studies and/ Information Studies (1)
- (vi) Education or education psychology (1)

### **Duties and responsibilities**

- (i) To undergo induction courses in pedagogical skills for those who had not undergone;
- (ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- (iii) Conduct research and publish/disseminate results;
- (iv) Participate/contribute in curriculum development;
- (v) Recognize students having difficulties, intervene and provide help and support;
- (vi) Guide students in various academic issues;
- (vii) Participate in consultancy and community services under supervision;
- (viii) To attend workshops, conferences and symposia; and
- (ix) To perform any other related duties as may be assigned by the supervisor.

### **Tutorial Assistant (2 posts)**

#### **Qualifications**

A first degree holder with a minimum GPA of 3.8 points (out of 5 points) and a minimum of B+ in relevant subjects.

#### **Area of Specialization**

Political Science and Public Administration

### **Duties and responsibilities**

This is a training post; hence, the staff is required to:

- (i) Undergo Masters Degree training programme;
- (ii) Undergo an induction course in pedagogical skills for those who had not undergone;
- (iii) To undergo mentorship under senior members, including attending lecturers and seminars, tutorials and practical training;
- (iv) Conduct tutorials, seminars and practicals;
- (v) Assist in research, consultancy and outreach activities; and
- (vi) Perform any other duties that may be assigned by the Head of Department.

### **General Instructions**

- (i) An applicant must be a Public Servant;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) Applicants must channel their application letters through their respective employers;
- (iv) Applicants should attach an up-to-date detailed CV;
- (v) Applicants should attach certified copies of academic certificates and Transcripts;
- (vi) Certificates from foreign Universities must be verified by TCU;
- (vii) Applicants should indicate in the application letter their willingness to cover the transfer costs;
- (viii) Only successful candidates will be contacted for further procedures;
- (ix) All applications should be addressed to:

Deputy Principal (Administration)

Dar es Salaam University College of Education (DUCE)

P.O. Box 2329

**DAR ES SALAAM**

**Deadline for submitting applications is Tuesday 30<sup>th</sup> March, 2021 before the closure of official business.**