



UNIVERSITY OF DAR ES SALAAM

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

TEMPORARY EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified Tanzanians to fill the following temporary vacant position at the Dar es Salaam University College of Education (DUCE) situated at Chang'ombe, Temeke District in Dar es Salaam. Successful candidates shall be engaged on Temporary contract terms for the following vacancies at the College.

1. Artisan II - Public Addressing System (2 posts)

Qualifications and Experience

A holder of form IV certificate and certificate in one of the following fields; NVTA1 or Trade Test Grade III.

Duties and Responsibilities

- (i) To perform routine specified tasks that demand higher technical skills under supervision;
- (ii) To keep the work place tidy;
- (iii) To collect and take care of working tools;
- (iv) To carry out minor repairs and maintenance;
- (v) To report maintenance problems to senior staff; and
- (vi) To perform any other related duties as may be assigned by the supervisor.

Salary Scale: POSS 2

2. Artisan II - Electrical (1 Post)

Holder of form IV certificate and certificate in one of the following fields; NVTA1 or Trade Test Grade III

Duties and Responsibilities:

- (i) To perform routine specified tasks that demand higher technical skills under supervision;
- (ii) To keep the work place tidy;
- (iii) To collect and take care of working tools;
- (iv) To carry out minor repairs and maintenance;
- (v) To report maintenance problems to senior staff; and
- (vi) To perform any other related duties as may be assigned by the supervisor.

Salary Scale: POSS 2

3. Driver II

Qualifications and Experience

A holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

Duties and Responsibilities

- (i) To drive DUCE vehicles skilfully;
- (ii) To maintain and keep up-to-date log-books;
- (iii) To adhere to Maintenance Schedules;
- (iv) To keep motor vehicle in good running conditions and report immediately faults and defects to Transport officer;
- (v) To undertake minor repairs when necessary;
- (vi) To ensure that valid documents are obtained prior to commencing any journey;
- (vii) To ensure safety and cleanliness of the vehicle at all times;
- (viii) To take care of the vehicle assigned to him/her by carrying out standard checks;
- (ix) To check validity of relevant documents such as insurance, TLB, Plying fees and report the same to the Transport Officer for necessary action;
- (x) To perform messenger Duties and Responsibilities such as dispatching documents/ letters, collecting mail, photocopying of documents; and
- (xi) To perform any other related duties as may be assigned by his superiors.

Salary Scale: PGSS 2

4. Health Laboratory Assistant II

Qualifications and Experience

Holder of National Form IV Certificate who has completed a two (2) years Certificate in Health Laboratory Science or equivalent qualifications from recognized institutions

Duties and Responsibilities

- (i) To perform basic laboratory investigations;
- (ii) To maintain general cleanliness of laboratory glass ware and equipment;
- (iii) To collect venous blood from patients and preserve specimens;
- (iv) To keep records of laboratory investigations carried out in the register;
- (v) To maintain patient confidence and protects operations by keeping information confidential; and
- (vi) To perform any other related duties as may be directed by his/her supervisor.

Salary Scale: PMGSS 2

5. Personal Assistant of Staff with Disabilities and Special Needs (3 Posts)

Qualifications:

- (i) Applicant must be a holder of Diploma/Bachelor Degree in Education, Social Work, Human Resource, or Sociology;
- (ii) Adequate Knowledge and skills in Computer applications;
- (iii) Good communication skills in both written and spoken English and Kiswahili languages;
- (iv) Ability to work with persons with disabilities and other special needs;
- (v) Age should not exceed 45 Years; and
- (vi) Possession of driving licence will be an added advantage.

Duties and Responsibilities:

- (i) Searching, downloading and printing materials from the internet;
- (ii) Borrowing and returning or renewing publications from the library and other sources;
- (iii) Reading aloud ink-print publications (text books, journal articles, research reports, conventions, acts, letters, newspapers) either directly to a lecturer with blindness or on to a cassette tape to be listened later;

- (iv) Assisting the staff with blindness when conducting research and teaching using PowerPoint presentation and other technologies;
- (v) Assisting the staff in writing reports, papers, notes, and memos;
- (vi) Guiding the staff with blindness to lecture/seminar rooms, practical training stations, conferences, symposium, workshops, seminars and other new complex settings, and
- (vii) To perform any other duties that may be assigned by the relevant authorities.

6. Cook II (1 post)

Qualifications: Holder of Form IV Certificate plus Certificate in one of the following fields; Food Production, Cookery, Domestic Science, Home Economics (NTA 5) or equivalent qualifications from recognized institutions.

Duties and Responsibilities:

- (i) To clean kitchen facilities and surrounding areas including stores and cold rooms;
- (ii) To help cooks in food preparations;
- (iii) To serve food; and
- (iv) To perform such other related duties as may be directed by one's reporting officer.

Salary Scale: POSS 3

Note:

- (i) Applicant must be a Tanzanian Citizen.
- (ii) The application should be attached with a detailed Curriculum vitae and copies of academic and professional Certificates.
- (iii) Only short listed candidates will be contacted. Interested applicants should submit their handwritten applications to the:

Deputy Principal (Administration)
Dar es Salaam University College of Education (DUCE)
P.O. Box 2329
DAR ES SALAAM

The deadline for submitting applications is Monday 6th August 2021 at 3.00 PM