



UNIVERSITY OF DAR ES SALAAM

VACANCY ANNOUNCEMENT

Introduction

The University of Dar es Salaam invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill a vacant post of a Hotel Manager.

Job Summary

Manage, and transform the hotel to be competitive.

Duties and Responsibilities

- Administering hotel operations and implementation of hotel activities.
- Controlling Hotel revenue and expenditure.
- Ensuring Hotel standards are adhered.
- Developing Plans and Budgets for the hotel.
- Administering all activities related to upholding hotel standards.
- Marketing the hotel products and services within and outside the country.
- Liaising with the University and other stakeholders on hotel matters.
- Preparation of hotel weekly, monthly, quarterly and annual reports on hotel performance.
- Performing any other related duties as may be directed by the Hotel Board or University Administration.

Key competences: Communication skills, and management skills.

Qualifications: A Bachelor Degree in Tourism or related field of study such as Business Administration, Finance, Accounting, Finance, Marketing, Human Resources, Public Administration. A Technician Certificate of Hospitality Operations is an added advantage.

Experience: Must have at least five (5) years working experience of which two (2) must be in the senior positions in the hospitality or related industry.

Language: Preferably English and Kiswahili.

Age Limit: Must not exceed 50 years of age.

Remuneration: Attractive package.

Terms of Employment: Contract-based renewed based on the performance.

Application Requirements: Applicants must enclose application letter, curriculum vitae, and certified true copies of academic credentials.

Application Submission: Applications are submitted online through dean.udbs@udsm.ac.tz e-mail titled “Application for the Hotel Manager” and should be addressed to

Dean

University of Dar es Salaam Business School

P.O. Box 35046 Dar es Salaam.

Application Deadline: 08th December, 2022 1600hrs EAT.