



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY  
UNIVERSITY OF DAR ES SALAAM



## VACANCY ANNOUNCEMENT

### Introduction

The University of Dar es Salaam invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill vacant post of Artisan (Plumber).

### Job Title: Artisan (Plumber) 1 Post

#### A: Qualifications

Holder of Certificate of Secondary Education Examination (CSEE) and National Vocational Award/Trade Test Grade II in Plumbing and Pipe Fittings or equivalent from a recognized Institution.

#### B: Duties and Responsibilities

- i. To repair all water leakages in the washrooms, kitchens and in offices.
- ii. To operate the water pumping machines.
- iii. To install and repair sinks, toilets and other plumbing fixtures.
- iv. To collect and takes care of working tools.
- v. To report maintenance problems to senior staff.
- vi. To perform any other related duties as may be assigned by immediate Supervisor.

#### C: Salary: PGSS 2.1

**Key competences:** Excellent communication and organizational skills, strong interpersonal and problem-solving abilities, highly responsible & reliable, ability to work cohesively as part of a team and good organizational and time-management skills.

## **General Guidelines for the post**

**Language:** Preferably English and Kiswahili.

**Age Limit:** Must not exceed 45 years of age.

**Remunerations:** Attractive package.

**Reports to:** Dean, University of Dar es Salaam Business School.

**Terms of Employment:** One (1) year fixed term contract may be renewed based on the performance.

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

**Application Submission:** Applications are submitted through UDSM recruitment portal by using the following address:

[https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.

A signed application letter should be written in either Swahili or English and addressed to:

**Deputy Vice Chancellor  
Planning, Finance and Administration  
University of Dar es Salaam  
P.O. Box 35091 Dar es Salaam.**

**Application Deadline: 25<sup>th</sup> July, 2023**



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**VACANCY ANNOUNCEMENT**

**Introduction**

The University of Dar es Salaam invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill vacant posts of Drivers and Account Assistant as follows.

**Job Title: Driver (4 Posts)**

**A. Qualification**

Holder of Form IV certificate of Secondary Education plus a Basic Driving Course certificate from VETA or other recognized College. Must have a valid Driving License in class E or C1 with at least one (1) year driving experience without causing accident. Possession of Trade Test II or CBET II from a recognized Institution will be an added advantage.

**B. Duties and Responsibilities**

The Driver will be responsible to:

- (i) To drive HEET Project vehicles safely;
- (ii) To maintain and keep up-to-date log-books;
- (iii) To ensure that valid documents are obtained prior to commencing any journey;
- (iv) To ensure safety of passenger (s) during driving;
- (v) To ensure safe-keeping and cleanliness of the vehicle and tools;
- (vi) To keep motor vehicle in good running conditions and reports immediately faults and defects to the Transport Officer;
- (vii) To maintain disciplined behavior, smartness and proper conduct in rendering services;
- (viii) To adhere to Vehicles Maintenance Schedules;
- (ix) To report promptly any defects or problems detected in the vehicle;

- (x) To perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents;
- (xi) To perform any other related duties and responsibilities as may be assigned by one's Reporting Officer.

**C. Salary: PGSS 2.1**

**Job Title: Accounts Assistant (1 Post)**

**A. Qualifications**

Holder of Certificate in Accountancy, Finance, ATEC I or any relevant field from any recognized institution.

**B. Duties and Responsibilities:**

- (i) To prepare journal voucher/batches;
- (ii) To prepare various payment schedules;
- (iii) To receive and pay out cash and cheques;
- (iv) To maintain accountable documents (Register);
- (v) To prepare various payment reports schedules and lists of various expenditures;
- (vi) To prepare various payment schedules (e.g. student allowance, cheques)
- (vii) To maintain vote books and various registers;
- (viii) To maintain and update assets register;
- (ix) To perform any other duties as may be assigned by immediate Supervisor

**C. Salary: PGSS 3**

**General guidelines for all applicants**

Language: **Preferably English and Kiswahili**

Age Limit: **Must not exceed 45 years of age.**

Remuneration: **Attractive package.**

Reports to: **HEET Project Coordinator- UDSM**

Terms of Employment: **3 Years Contract based on performance.**

Application requirements: **Applicants must enclose application letter, curriculum vitae and certified true copies of academic credentials including birth certificates.**

Application submission: Applications should be submitted through UDSM recruitment portal by using the following address:

**<https:hhrmis.udsm.ac.tz/hrportal/index.php/application>** and not otherwise.

A Signed application letter should be written in either English or Swahili and addressed to:

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