



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
MBEYA COLLEGE OF HEALTH AND ALLIED SCIENCES
OFFICE OF THE PRINCIPAL



VACANCIES

The NeuroSolve project is funded by the European Union Horizon 2020 Program and implemented by three African institutions namely University of Dar es Salaam - Mbeya College of Health and Allied Sciences and Sokoine University of Agriculture both in Tanzania, University of Zambia in Zambia in collaboration with two European institutions: University of Gent Belgium and R-EVOLUTION WORLDWIDE S.R.L. - IMPRESA SOCIALE Italy.

The project research on the Implementation of superior treatment regimen and improved patient pathway for Neurocysticercosis in Sub-Saharan Africa and is multidisciplinary involving clinical researchers, epidemiologists, statisticians, economists, and social sciences for three years.

The University of Dar es Salaam - Mbeya College of Health and Allied Sciences invites applications from qualified Tanzanians to be considered for immediate employment to fill the following vacant posts under **NEUROSOLVE PROJECT**.

The NeuroSolve project is looking for qualified Tanzanians to be considered for immediate employment to fill the following posts:

1. DRIVER (1 POST)

WORKING STATION: Mbeya Region at UDSM - Mbeya College of Health and Allied Sciences

A: REQUIRED QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate of Secondary Education with passes in Kiswahili and English plus a Basic Driving Course certificate from a VETA or other recognized College. Must have a valid Driving License in class E or C1 and should have at least two (2) years continuous driving experience without causing accident. Possession of Trade Test II or CBET II and Advanced Driver Course Grade II from a recognized Institution as an added advantage.

B: DUTIES AND RESPONSIBILITIES

- i. To drive University vehicles for Neuro Project 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 its tools;
- vi. To keep motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- vii. To maintain disciplined behavior, smartness and proper conduct in Rendering services;
- viii. To adhere to Vehicle 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; and
- xi. documents/letters, collecting mail, photocopying of documents; and
- xii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

2. ACCOUNTS ASSISTANT (1 POST)

WORKING STATION: Mbeya Region at UDSM - Mbeya College of Health and Allied Sciences

A: REQUIRED QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Accountancy, Finance, Business Administration, ATEC II or any other relevant field from any recognized institution with working experience of at least two (2) years in related field.

B. DUTIES AND RESPONSIBILITIES:

- i. To file accounts documents;
- ii. To arrange accounts files in storage places;
- iii. To dispatch cheques to payees;
- iv. To prepare Payment vouchers;
- v. To issue receipts for Neurosolve Project's receivables and obtain acknowledgement for Neurosolve Project's payment;

- vi. To maintain register associated with account activities for the project;
- vii. To maintain fixed assets, register and ensures that it is up to date for Neurosolve Project's;
- viii. To maintain imprest, records and retirements for the project; and
- ix. To perform any other duties assigned by immediate Supervisor;

TERMS AND REMUNERATIONS:

- One year contract renewable based on the good performance and availability of funds
- Attractive salary and other benefits will be paid by the project

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing

- a) Details CV;
- b) Photocopy of relevant Academic certificates and transcripts;
- c) Basic Driving certificate and Driving license in Class E or C1 for the Driver post;
- d) Photocopy of birth certificate;
- e) Names and addresses of two referees; and
- f) Mode of communication, e.g. telephone and email

HOW TO APPLY

Interested candidates should address their applications with cover letters addressed to:

c/o NeuroSolve Project Principal Investigator
University of Dar es Salaam
Mbeya College of health and Allied Sciences
P. O. Box. 608

MBEYA

APPLICATION SUBMISSION

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

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

DEADLINE

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

NOTE: Only shortlisted candidates will be contacted for interview.