

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY



UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION

TRANSFER VACANCIES

ADVERTISEMENT

Kumb: Na. BA. 341/392/01/52

Date: 13th October, 2025

Mkwawa University College of Education (MUCE), a Constituent College of the University of Dar es Salaam invites applications from suitably qualified public servants to fill Eleven (11) vacancies for transfer as follows:

1. SENIOR ACCOUNTANT II – 1 POST

a. Qualifications:

Shall be the holder of Bachelor Degree or Advance Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from the recognized Institution. The candidate must possess one of the following: CPA (T), ACCA, ACA, CIMA or its equivalent professional qualifications recognized by NBAA with working experience of at least seven (7) years in the related field.

b. Duties and Responsibilities:

- i. To examine vouchers and pass for payment;
- ii. To examine purchases receipts for the department;
- iii. To reply to audit queries as raised by External Auditors;
- iv. To prepare imprest report to relevant authorities;
- v. To prepare accounts reports;
- vi. To prepare and adjust Payroll and Data Sheets;
- vii. To check accuracy of financial reports;
- viii. To analyse and recommend on the Financial and management reports on budget, income and expenditure;
- ix. To verify accounts receivables and prepare Non-Current Assets Register;
- x. To cross check cheque list-against voucher list;
- xi. To respond to Audit queries; and
- xii. To perform any other related duties as may be assigned by the supervisor.

c. Salary Scale: PGSS 9

2. PRINCIPAL OFFICE MANAGEMENT SECRETARY II

a. Qualifications:

Shall be the holder of Diploma in Secretarial Services or NTA Level 6 of Secretarial course from a recognized College/Institution who passes 100 w.p.m shorthand either in Kiswahili or in English, Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher with at least ten (10) years working experience. The candidate must have attended and passed Management Development Examination for Executive Assistants Stage II. Use of modern office equipment will be a necessary requirement.

b. Duties and Responsibilities:

- i. To type all forms of correspondence memoranda, minutes and reports;
- ii. To handle all visitors with courtesy and ascertain the nature of the visitor's business and relay Public Relations & Communication to the officer;
- iii. To maintain a dairy of appointments for the Head of divisions and advises him/her on appointment requested;
- iv. To convey messages and instructions from Executive to subordinates;
- v. Prepares list of office equipment and Submit to the relevant offices;
- vi. To make travel arrangements;
- vii. Order office supplies and keep them in safe custody;
- viii. Handle telephone contacts;
- ix. Maintain a register of incoming and outgoing files and ensure proper record of movement of files;
- x. Keep classified documents and Public Relations & Communication in confidence;
- xi. To perform other related duties as may be assigned by the supervisor.

c. Salary Scale: PGSS 7

3. PRINCIPAL OFFICE MANAGEMENT SECRETARY I

a. Qualifications:

Shall be the holder of Diploma in Secretarial Services or NTA Level 6 of Secretarial course from a recognized College/Institution who passes 100 w.p.m shorthand either in Kiswahili or in English, Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher with at least thirteen (13) years working experience. The candidate must have attended and passed Management Development Examination for Executive Assistants Stage II. Use of modern office equipment will be a necessary requirement.

b. Duties and Responsibilities:

- i. Deals with all appointment schedules for the relevant Executive Officer;
- ii. Handles all incoming and outgoing mails, files, faxes and E-mail; messages and ensures they are properly channeled to respective destinations;
- iii. Takes minutes at meetings;
- iv. Handles all official travel related matters for the relevant Executive officer;
- v. Receives and directs visitors;

- vi. Receives telephone calls and take messages;
- vii. Handles travel arrangement on duty for Seniors and other members of the Unit/department;
- viii. Co-ordinates secretarial functions with other departments;
- ix. Co-ordinates all office needs and requirements;
- x. Ensures expedient, accurate and clean execution of duties;
- xi. Coordinates and supervise junior secretarial staff in the Unit;
- xii. Ensures expedient, accurate and clean execution of duties;
- xiii. Coordinates and supervise junior secretarial staff in the Unit;
- xiv. Performs any other duties and responsibilities assigned by one's reporting officer.

c. Salary Scale: PGSS 8

4. SENIOR LEGAL OFFICER II

a. Qualifications:

Shall be the holder of Bachelor Degree in Law from the recognized institution with one-year Internship or must have attended the Law School of Tanzania with the working experiences of at least seven (7) years in related field. Must be registered as an Advocate of the High Court.

b. Duties and Responsibilities:

- i. To scrutinize leases and transfer of the College properties;
- ii. To effect registration of leases and transfer of properties in liaison with Estates Manager;
- iii. To participate in negotiations for writing up of general contracts pertaining to leases and transfer of properties;
- iv. To appear in court on behalf of the College;
- v. To perform other related duties as may be assigned by the supervisor.

c. Salary Scale: PGSS 9

5. SENIOR PUBLIC RELATIONS OFFICER I

a. Qualifications:

Shall be the holder of Bachelor Degree or Advanced Diploma in one of the following fields: Public Relations, Journalism, Mass Communication or equivalent qualifications from the recognized institutions with the working experiences of at least ten (10) years in a similar or related field.

b. Duties and Responsibilities:

- i. To produce and distribute calendars, greeting cards and posters;
- ii. To participate in handling protocol and travel arrangements for University College dignitaries;
- iii. To analyze public complaints, criticism and enquiries with a view to improving and promoting the University College public image by suggesting to management on the appropriate remedial actions;
- iv. To plan and edit the University College's publications; and
- v. To perform any other related duties as may be assigned by the supervisor.

c. Salary Scale: PGSS 9

6. PRINCIPAL ARTISAN

a. Qualifications:

Shall be the holder of Form IV/V1 certificate plus Trade Test Grade II/Level II or its equivalent from recognized Institution plus 13 years relevant working experience.

b. Duties and Responsibilities:

- i. To perform - with minimum supervision - large technical jobs requiring high levels of skills/craftsmanship;
- ii. To guide junior artisans in their job;
- iii. To supervise and co-ordinates activities of artisans as may be directed by senior technical staff;
- iv. To conduct on the job training of junior artisans;
- v. To perform any other duties as may be assigned from time to time by one's reporting officer.

c. Salary Scale: PGSS 6

7. ACCOUNTS ASSISTANT II

a. Qualifications:

Shall be the holder of Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accounting or Finance or equivalent qualifications from the recognized Institutions.

b. Duties and Responsibilities:

- i. Shall participate in the preparations of revenue and expenditure reports;
- ii. To participate in the preparations of revenue reports;
- iii. To participate in the reconciling Bank statements;
- iv. To prepare salary reports;
- v. To write payment vouchers and delivery notes;
- vi. To keep deposit register Book;
- vii. To carry out other duties related to his/her field as assigned by the immediate supervisor.

c. Salary Scale: PGSS 4

8. SENIOR HUMAN RESOURCE OFFICER II

a. Qualifications:

Shall be the holder of Bachelor Degree in one of the following fields: Human Resource Management, Public Administration, Human Resource Planning and Management, Industrial Relations, Commerce or Business Administration majoring in Human Resource Management, Political Science and Public Administration or equivalent qualifications from the recognized institutions with the working experiences of at least seven (7) years in the related field. Must have passed the Proficiency Examination for Human Resources Officers (PHR).

b. Duties and Responsibilities:

- i. To prepare annual personnel emolument estimates;
- ii. To facilitate implementation of succession plan;
- iii. To prepare orientation/induction programmes for new entrants in the service;
- iv. To carry out training needs assessment for the office and prepare training program;
- v. To administer salaries and process payroll;
- vi. To prepare reports concerning Human Resource Development;
- vii. To assist in coordinating the implementation of Open Performance Appraisal;
- viii. To assist in reviewing and recommending on the Human Resources policy;
- ix. To act as secretary to designated committees and ensure implementation of resolutions;
- x. To coordinate the performance management processes including providing technical support on the process and tools and ensure all evaluations and appraisals are undertaken as scheduled;
- xi. To support in the cost-effective management of the recruitment and induction processes and ensure that recruitment policies are adhered to at all times;
- xii. To assist in organizing and directing matters on staffing, compensation, staff development and staff relations in accordance with the approved policies;
- xiii. To perform any other duties as be assigned from time to time by the supervisor.

c. Salary Scale: PGSS 8**9. ICT OFFICER - II (SYSTEM ADMINISTRATOR)****a. Qualifications:**

Shall be the holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information Systems, Telecommunications, Electronics or equivalent qualifications from the recognized institution.

b. Duties and Responsibilities:

- i. To assist in standard software installation;
- ii. To assist in hardware installation;
- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the Department/Faculty/College

c. Salary Scale: PGSS 7**10. PRINCIPAL INTERNAL AUDIT OFFICER II****a. Qualifications:**

Shall be the holder of Master Degree in one of the following fields; Auditing, Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from the recognized Institution with the working experiences of at least thirteen (13) years in the related field.

b. Duties and Responsibilities:

- i. To verify normal, special, technical audits and investigations reports;
- ii. To participate in conducting value for money audit for institutional assets and developmental projects;
- iii. To participate in the preparation of annual internal audit report;
- iv. To review internal audit documents to ascertain its quality standards;
- v. To coordinate monitoring and implementation of audit recommendations;
- vi. To carry out other duties related to his/her field as assigned by immediate supervisor.

c. Salary Scale: PGSS 10**11. ASSISTANT LECTURER –BIOLOGY 1 POST****a. Qualifications and Experience**

The applicant shall be a holder of Master's degree with an overall GPA of not less than 4.0 and a Bachelor's degree with an overall GPA of not less than 3.8 in the relevant field from the reputable Universities.

b. Areas of Specialization: Any field of study within Biology, Molecular Biology, Botany, Biotechnology, Wild life and conservation, Micro Biology, Ecology and Zoology

c. Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate Programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

d. Remuneration: PUTS 2/1**12. TUTORIAL ASSISTANT - EARLY CHILDHOOD EDUCATION - 1 POST****a. Qualifications and Experience**

The applicant shall be a Holder of Bachelor of Education in Early Childhood Education (ECE) with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

b. Areas of Specialization: Bachelor of Education in Early Childhood Education (ECE) with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

c. Duties and Responsibilities

- i) To undergo an induction course in pedagogy for those who had none before;
- ii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) To conduct tutorials, seminars and practicals;
- iv) To assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) To perform any other duties that may be assigned by the relevant authorities

d. Remuneration: PUTS 1/1

13. ASSISTANT LECTURER – CHEMISTRY- 1 POST

a. Qualifications and Experience

The applicant shall be a holder of Master's degree with an overall GPA of not less than 4.0 and a Bachelor's degree with an overall GPA of not less than 3.8 in the relevant field from the reputable Universities.

b. Areas of Specialization:

Holder of Master of Science in Chemistry, Master of Science in Industrial Chemistry, Master of Science in Petroleum Chemistry, Master of Science with Education, Master of Science in Materials Science and Engineering, Master Degree in Petroleum Chemistry or Master of Science in Materials Chemistry. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

c. Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate Programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

d. Remuneration: PUTS 2/1

Note:

- I.** All candidates who have pursued their studies outside the country should attach a letter from TCU certifying the credibility of their training institutions and certificates as well as grades translated into local equivalency.
- II.** Candidates with unclassified degrees should attach an Official GPA count from the respective University.

2. MODE OF APPLICATION

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts/testimonials, two current passport size photographs and detailed CV with at least three referees. Applications should reach the undersigned within two weeks from the date of this advertisement.

Applicants must route their application letters through their respective employers.

Deputy Principal – Planning, Finance and Administration,
Mkwawa University College of Education,
P.O Box 2513,
IRINGA.