

## UNIVERSITY OF DAR ES SALAAM



### VACANCIES

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following vacant posts on contract basis:

#### **1. Job Title: Laboratory Scientist III (4 posts)**

##### **1.1 Fields and Required Qualifications**

##### **i. College of Natural and Applied Sciences: Laboratory Scientist III - Department of Molecular Biology and Biotechnology (1 post)**

###### **Qualifications and Experience**

Applicants should possess BSc. in Molecular Biology or its equivalent from a recognized and reputable institution.

##### **ii. College of Agricultural Sciences and Fisheries Technology: Laboratory Scientist III – Food Science and Technology (1 post)**

###### **Qualifications and Experience**

Applicants should possess BSc. in Food Science and Technology from a recognized and reputable institution.

##### **iii. Mbeya College of Health and Allied Sciences: Laboratory Scientist III – Department of Microbiology (1 post)**

###### **Qualifications and Experience**

Applicants should possess BSc. in Microbiology or its equivalent from a recognized and reputable institution.

##### **iv. College of Engineering and Technology Laboratory Scientist III - Department of Transportation and Geotechnical Engineering (1 post)**

###### **Qualifications and Experience**

Applicants should possess BSc. in Geomatics or its equivalent from a recognized and reputable institution.

**1.2 Main Duties:**

- i. Organizes practicals for undergraduate students;
- ii. Participates in consultancy projects under close supervision of senior staff;
- iii. Assists academic staff in their research and development activities;
- iv. Plans and supervises maintenance of laboratory/workshop facilities;
- v. Guides technicians and artisans in their daily activities; and
- vi. Performs any other duties that may be assigned to her/him from time to time.

**1.3 Salary Scale:** PUSS 4

**2. Job Title: Laboratory Technician IV (12 posts)**

**2.1 Required Fields**

**i. College of Agricultural Sciences and Fisheries Technology (3 posts) in the following fields:**

- (a) Laboratory Technician - Bee Keeping (1 post)
- (b) Laboratory Technician – Agro Mechanisation (2 posts)

**ii. College of Engineering and Technology (4 posts) in the following fields:**

- (a) Laboratory Technician - Building Materials
- (b) Laboratory Technician - Electrical Engineering
- (c) Laboratory Technician - Mining Engineering
- (d) Laboratory Technician - Highway Materials

**iii. College of Natural and Applied Sciences (3 posts) in the following fields:**

- (a) Laboratory Technician - Zoology
- (b) Laboratory Technician - Chemistry
- (c) Laboratory Technician - Physics

**iv. Institute of Marine Sciences (1 post) in the following field:**

- (a) Laboratory Technician - Physical Oceanography, Geology or Physics (1 post)

**v. Mbeya College of Health and Allied Sciences (MCHAS) in Mbeya (1 post) in the following field:**

- (a) Laboratory Technician – Microbiology (1 post)

## **2.2 Qualifications and Experience:**

Applicants should possess FTC or Diploma in relevant fields from a recognized and reputable institution.

### **2.3 Main Duties**

- i. Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. Assists in the repair and maintenance of laboratory or workshop facilities;
- iii. Assists senior staff in relevant fields of operation;
- iv. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

### **2.4 Salary Scale: PUSS 2**

## **3. Job Title: Laboratory Assistant II (3 posts) in the following Units:**

- (i) **Mbeya College of Health and Allied Sciences (MCHAS) – Mbeya in the following field:**
  - (a) Laboratory Assistant - Anatomy
- (ii) **College of Natural and Applied Sciences in the following field:**
  - (a) Laboratory Assistant - Botany
- (iii) **College of Engineering and Technology in the following field:**
  - (a) Laboratory Assistant – Fabrication and welding

### **1.1. Qualifications and Experience:**

Applicants should possess a Certificate of Secondary Education Examination plus Trade Test Grade I or Certificate of Competence Level III in relevant fields from a recognized and reputable institution. Higher grades in trade certificates will be an added advantage.

### **1.2. Main Duties:**

- i. Performs specified laboratory jobs under close supervision.
- ii. Performs general cleaning of laboratory glassware.
- iii. Takes care of instruments and equipment in the laboratory.
- iv. Performs any other Duties and responsibilities as may be assigned by one's reporting officer.

### **1.3. Salary Scale: PUSS 1**

## **4. Job Title: Assistant Prosecutor II (I post): Re-advertised**

**Mbeya College of Health and Allied Sciences (MCHAS); Mbeya**

**4.1. Qualifications and Experience:**

Applicants should possess FTC or Diploma or equivalent qualifications in Prosection or related fields.

**4.2. Main Duties**

- i. Preparation of cadavers for dissection;
- ii. Prosection of human bodies (cadavers);
- iii. Embalming of human bodies;
- iv. Pre-curing of human bodies for dissection;
- v. Demonstrating gross anatomy lithology to medical students;
- vi. Guiding medical students with their dissection of human bodies;
- vii. Guiding students with cells and histology practicals;
- viii. Preparation of histological slide for training medical students;
- ix. Coordinate and participate in setting up and maintain gross histology laboratory on daily basis;
- x. Maintaining, cleaning equipment and disposal of biohazardous materials; and
- xi. Performs any other related duties as may be assigned by one's reporting officer.

**4.3. Salary Scale: PUSS 4**

**5. Job Title: Administrative Officer II (3 posts)**

**5.1. Qualifications and Experience:**

Applicants should possess a University degree in Public Administration, Human Resource Management, Sociology, Law or any other relevant field from a recognized and reputable institution.

**5.2. Main Duties:**

- i. Interprets and implements schemes of service;
- ii. Assists in making Training Needs Assessment;
- iii. Prepares periodic performance reports;
- iv. Collects, analyses and plans proper statistics records for human resources plans;
- v. Assists in the provision of administrative services;
- vi. Prepares and handles seniority list;
- vii. Assists in preparation of various meetings and periodic performance reports;
- viii. Assists in conducting Staff Performance Appraisal;
- ix. Assists in dealing with general disciplinary matters;
- x. Performs any other duties and responsibilities as may be assigned by immediate supervisor.

**5.3. Salary Scale: PGSS 6**

**6. Job Title: Systems Administrator III (4 posts)**

- (i) Institute of Marine Sciences (IMS) - Zanzibar (1 post)
- (ii) Mwalimu J. K Nyerere Mlimani Campus (Programming) – (1 post)
- (iii) Mbeya College of Health and Allied Sciences – Mbeya (1 post)

**6.1. Qualifications and Experience:**

Applicants should possess a BSc. degree in Computer Science, Computer Engineering, Information Systems or related computer studies from a recognized and reputable institution.

**6.2. Main Duties**

- i. Assists in standard software installation;
- ii. Assists in hardware installation;
- iii. Assists in trouble shooting LAN and hardware/software problems;
- iv. Assists students and other ICT users in the respective unit; and
- v. Performs any other duties assigned by one's supervisor.

**6.3. Salary Scale:** PGSS 7

**7. Job Title: Systems Administrator III – Systems Audit (1 post)**

**7.1. Qualifications and Experience**

Applicants should possess a BSc. in Information Technology/Computer Information Systems or related qualifications from a recognized and reputable institution. Possession of Certified Information Systems Auditor (CISA) certificate with at least two years of work experience as an IT Auditor will be an added advantage

**7.2. Main Duties**

- i. Evaluates University technological governance methodologies and frameworks and advises appropriately where controls weaknesses exists;
- ii. Assess University technological risks and develop audit and advisory recommendations;
- iii. Evaluate University vulnerability on emerging IT based operational, legal and regulatory compliance matters and provide recommendations;
- iv. Performs University information technology control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery as well as system maintenance;

- v. Performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems;
- vi. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems;
- vii. Support operational, compliance, financial and investigative audits as assigned;
- viii. Examine internal IT controls, evaluate the design and operational effectiveness, determine exposure to risk and develop remediation strategies;
- ix. Test and identify network and system vulnerabilities, and create counteractive strategies to protect the network;
- x. Follows up on IT audit findings to ensure that management has taken corrective action(s); and
- xi. Performs any other related duties as may be assigned by one's reporting officer.

**7.3. Salary scale:** PGSS 7

**8. Job Title: Systems Administrator III - Web Master (1 post)**

**8.1. Qualification and Experience**

Applicant should possess BSc. in Computer Science, Computer Engineering, Information Systems or related computer studies from a recognized and reputable institution. Familiarity with web standards, working knowledge of website management tools, proficient in HTML/XML: CSS/Bootstrap, FONT AWESOME; and strong troubleshooting and analytical abilities.

**8.2. Main Duties**

- i. Format, test and post website content in a timely and efficient manner
- ii. Assist in content creation as required, including photography and multimedia products.
- iii. Ensure all UDSM websites are standardized in terms of look and feel
- iv. Assess and resolve problems when appropriate and inform supervisor and formulate recommendations
- v. Ensure site security by setting up login pages and check the level of security on each site and update it
- vi. Debug pages and fix broken links or images

- vii. Monitor and analyse site performance (e.g traffic, conversions) and ensure the day-to-day operations of a website
- viii. Monitor the site for any issues such as downtime and slow-loading pages
- ix. Ensure that the sites along with the pages attached to them are in working order
- x. Analyse the site layouts and structures, HTML coding, navigation systems, etc., for optimizing the content with a view to receive top search engine rankings and enhance the visibility of the websites;
- xi. Carry out web design; and
- xii. Performs any other related duties as may be assigned by one's reporting officer

**8.3. Salary scale:** PGSS 7

**9. Job Title: Assistant Accountant II (1 post)**

**8.1 Qualifications and Experience**

Applicant should possess Bachelor Degree or Advanced Diploma in Accountancy, Commerce/Business Administration majoring in Accountancy or any relevant field from a recognized and reputable institution with relevant working experience of at least four (4) years in a reputable organization.

**8.2 Main Duties**

- (i) Verifies payment reports, schedules and lists of various expenditure;
- (ii) Keeps vote book and various registers e.g. debtor, imprest creditors, etc.;
- (iii) Collects and pays out cash and cheques;
- (iv) Maintains accounting records;
- (v) Prepares monthly trial balances;
- (vi) Prepares Bank reconciliation statements;
- (vii) Supervises staff under them;
- (viii) Supervise the preparation of cash books and bank reconciliation statements;
- (ix) Performs any other related duties as may be assigned by one's reporting officer.

**8.3 Salary scale:** PGSS 7

**10. Job Title: Assistant Supplies Officer II (3 posts)**

- (i) Mbeya College of Health and Allied Sciences (1 post)
- (ii) Mwalimu J.K. Nyerere Mlimani Campus (2 posts)

**10.1. Qualifications and Experience**

Applicant should possess Ordinary Diploma in Procurement, Supplies Management, or Business majoring in Procurement and Supplies or equivalent qualifications from a recognized and reputable institution OR other qualification recognized by PSPTB. Must be registered by PSPTB as Procurement and Supplies Technician/Procurement and Supplies Full Technician.

**10.2. Main Duties**

- i. Cross-checks procurement records;
- ii. Receives invoices from suppliers;
- iii. Prepares procurement needs as required;
- iv. Prepares and keeps list of suppliers/bidders according to goods and services provided;
- v. Follows-up of invoices as per Local Purchasing Order (LPO);
- vi. Receives bid requests and bidding documents;
- vii. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

**10.3. Salary scale: PGSS 2**

**11. Job Title: Clerical Officer IV (3 posts)**

- i. Institute of Marine Sciences- Zanzibar (1 post)
- ii. Mbeya College of Health and Allied Sciences (1 post)
- iii. Mwalimu J. K Nyerere Mlimani Campus (1 post)

**11.1. Qualifications and Experience:**

Applicants should possess a Form IV or Form VI certificate plus certificate (NTA Level 5) in Records Management from a recognized and reputable institution. Possession of Diploma in Records Management (NTA Level 6) is an added advantage.

**11.2. Main Duties:**

- i. Maintains file movement record cards;
- ii. Looks for files and collects them whenever required;
- iii. Returns files to the cabinets and arranges them in proper order;
- iv. Keeps ready files marked B.U. for the Supervisor;
- v. Weeds out inactive files, i.e. old closed volumes, files for people who have passed away, resigned, retired and those who have been dismissed or terminated;
- vi. Checks files in the cabinets periodically and ensures order and neatness; and



- vii. Performs any other duties as may be assigned by one's reporting officer.

**11.3. Salary scale:** PGSS 2

**12. Job Title: Library Assistant IV (1 post) at Mbeya College of Health and Allied Sciences (1 post)**

**12.1. Qualifications and Experience:**

Applicants should possess a Form IV certificate plus a Certificate (NTA 5) in Library and Information Studies from a recognized and reputable institution. Possession of Diploma in Library and Information Studies is an added advantage.

**12.2. Main Duties:**

- i. Performs more routine and clerical duties e.g. handling of simple enquiries from readers, bibliographical searching, collection of Library statistics etc. as determined by one's reporting officer;
- ii. Processes added copies and continuations
- iii. Maintains public and staff catalogues
- iv. Ensures proper shelves of books and periodicals
- v. Copies catalogues with CIP data
- vi. Handles inter library loans-gifts and exchanges
- vii. Performs any other duties as may be assigned from time to time by his/her senior.

**12.3. Salary Scale:** PGSS 2

**13. Job Title: Artisan IV (7 posts) in the following Units:**

**i. Mbeya College of Health and Allied Sciences (3 posts)**

- (a) Artisan IV – Carpentry (1 post)
- (b) Artisan IV – Electrical (1 post)
- (c) Artisan IV – Plumbing (1 post)

**ii. College of Engineering and Technology**

- (a) Artisan IV – Carpentry (1 post)

**iii. Directorate of Estates Services**

- (a) Artisan IV – Electrical (1 post)
- (b) Artisan IV – Plumbing (2 post)

**13.1. Qualifications and Experience:**

Applicants should possess a Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in respective field from VETA or other Institutions recognized by VETA.

**13.2. Main Duties:**

- i. Performs specified craft jobs under close supervision;
- ii. Performs (technical) cleaning of the work environment;
- iii. Takes care of tools and equipment;
- iv. Assists in operational repairs of machinery and buildings;
- v. Assists in fitting and turning; and
- vi. Performs any other duties as assigned by one's reporting officer.

**13.3. Salary scale:** PGSS 1

**14. Job Title: Office Attendant III (11 posts)**

- (i) Mwalimu J.K Nyerere Mlimani Campus (9 posts)
- (ii) Institute of Marine Sciences (IMS), Zanzibar (1 post)
- (iii) Mbeya College of Health and Allied Sciences (1 post)

**14.1. Qualifications and Experience:**

Applicants should possess a Form IV certificate with passes in English and Kiswahili. Possession of Basic Technician Certificate in Secretarial, Records Management, Computer Studies, Customer Service, Library Studies or any other relevant field will be an added advantage.

**14.2. Main Duties:**

- i. Cleans and tidies offices and surroundings;
- ii. Collects and delivers letters;
- iii. Transmits official documents within the University;
- iv. Carries machinery/equipment;
- v. Prepares and serves office refreshments etc.
- vi. Performs any duties as may be assigned by one's reporting officer.

**14.3. Salary Scale:** POSS I

**15. Job Title: Life Guard Attendant III (1 post)**

**15.1. Qualifications and Experience:**

Applicants should possess a Form IV certificate with passes in English and Kiswahili plus Certificate and practical skills/experience in Life Guard and Swimming from recognized Institutions. In addition, the candidate should have the following attributes:

- Ability to react calmly and effectively in emergency situations;
- Ability to swim at least 200m non-stop;
- Skill in the application of lifeguarding surveillance and rescue techniques;
- Ability to pass a pre-employment physical skill evaluation as stipulated by the Directorate of Social Services;
- Ability to prepare routine administrative paperwork;

- Knowledge of CPR and emergency medical procedures;
- Ability to follow routine verbal and written instructions;
- Knowledge of customer service standards and procedures

### **15.2. Main Duties**

- i. Maintains constant surveillance of patrons in the facility;
- ii. Acts immediately and appropriately to secure safety of patrons in the event of emergency within the University of Dar es Salaam sports facilities;
- iii. Provides emergency care as required until the arrival of emergency medical services or arrange for evacuation of the victim;
- iv. Performs various maintenance duties as directed to maintain a clean and safe facility;
- v. Assist in preparations of swimming and other sports equipment and facilities;
- vi. Assists Senior Coaches staff in their day-to-day Duties and Responsibilities;
- vii. Prepares and maintains appropriate activity reports;
- viii. Performs miscellaneous job-related duties as assigned by the Coordinator of Sports and Games.

### **15.3. Salary Scale: POSS 1**

## **16. Job Title: Sports Facility Attendant III (1 post)**

### **16.1. Qualifications and Experience:**

Applicants should possess a Form IV certificate with passes in English and Kiswahili. Possession of Certificate in Landscaping, Agriculture, Physical Education, Gardening studies or any other relevant field will be an added advantage.

### **16.2. Main Duties**

- i. To create a conducive environment for sports training in the university playgrounds;
- ii. To regularly irrigate grass in sports pitches;
- iii. To regularly mark sport pitches before games;
- iv. To ensure regular cleanliness in the sports fields;
- v. To ensure all equipment used for coaching/training programmes is correctly set up, maintained, stored and returned upon completion of the coaching/training programmes;
- vi. To ensure appropriate implementation of health, environment and safety policies and procedures in line with UDSM standards;
- vii. To provide appropriate support and guidance to staff and students participating in games;

- viii. To continually assist in all sessions, activities and programmes and provide the coordinator of sports with progress reports and training logs linked to agreed work programmes;
- ix. To attend all training sessions including all gym and field sessions as per timetable; and
- x. Performs any other related duties and responsibilities as may be assigned by one's reporting officer

**16.3. Salary Scale:** POSS 1

**17. Job Title: Driver III (7 posts)**

- (i) Mwalimu J.K Nyerere Mlimani Campus (6 posts)
- (ii) Institute of Marine Sciences (IMS), Zanzibar (1 post)

**17.1. Qualifications and Experience:**

Applicants should possess Form IV Certificate with passes in Kiswahili and English. He/ She must have a valid Class C Driving License with possession of Trade Test Grade I/Drivers Grade I certificate from NIT or VETA plus four years relevant working experience in a similar position.

**17.2. Main Duties**

- i. Drives institutional vehicles;
- ii. Maintains logbooks;
- iii. Responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- iv. Maintains disciplined behaviour and proper conduct in rendering services to his/her assignees;
- v. Maintains cleanliness of the vehicle and tools;
- vi. Keeps motor vehicle in good running conditions and immediately reports faults and defects to Transport officer;
- vii. Perform messengerial duties such as dispatching documents/letters, collecting mail, photocopying of documents and any other duties as may be assigned by one's reporting officer; and
- viii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

**17.3. Salary Scale:** PGSS 2

**18. Job Title: Technician IV – Information Communication Technology (2 posts)**

**18.1. Qualifications and Experience**

Applicants should possess a Form IV/VI Certificate plus a Diploma in Computer Science, Computer Engineering (NTA 6) or its equivalent from a recognized and reputable institution. A course in Computer Application

or Certification e.g. International Computer Driving Licence is an added advantage.

## **18.2. Main Duties**

### ***a. Hardware***

- i. Installs PCs and peripherals;
- ii. Provides technical support for PCs and related peripheral equipment;
- iii. Assists ICT Officer in testing new or modified systems;
- iv. Documents and communicates problems, solutions, and the implementation process to supervisor;

### ***b. Software***

- i. Stores copies of software and documentations of computer systems;
- ii. Assists ICT Officer in finding source documents and solutions for identified problems;
- iii. Maintains operations, system development and/or programming documentation manual libraries;
- iv. Performs archiving of official documents;
- v. Performs simple coding of raw data on source documents by applying established, clearly defined codes;
- vi. Key data from source documents; verify keyed data; upload data to computer server;
- vii. Reviews production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;
- viii. Assists programmers in testing new or revised application programs;
- ix. Validates (check, verify dates and times, etc.) input to and output from information systems;
- x. Monitors console for errors; observe elements of operation for evidence of incorrect operation;
- xi. Separates and sorts output for distribution; set up input job streams and submit jobs; schedule submission of work to the system; and
- xii. Performs any other Duties and responsibilities assigned by one's reporting officer.

## **18.3. Salary Scale: PGSS 2**

## **19. Job Title: Pump Attendant IV (2 posts)**

### **19.1 Qualifications and Experience**

Applicants should possess a Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.

## **19.2 Main Duties**

- (i) Performs specified craft jobs under supervision.
- (ii) Performs cleaning of the work environment.
- (iii) Takes care of tools and equipment.
- (iv) Assists in operational repairs of machinery and buildings.
- (v) Assists in fitting and turning.
- (vi) Ensures the functioning of plumbing and sanitary systems.
- (vii) Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

## **19.3 Salary Scale: PGSS 1**

## **20. Job Title: Sanitary Attendant III (3 posts)**

### **20.1 Qualifications and Experience**

Applicants should possess a Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.

### **20.2 Main Duties**

- i. Assists senior pump operators in ensuring maintenance of plumbing systems at UDSM premises.
- ii. Assists senior pump operators in the identification of likely defects that might cause damage in plumbing systems.
- iii. Performs inspections of plumbing systems to identify and replace worn parts
- iv. Analyses problem and identifies appropriate tools and materials for repair
- v. Collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing
- vi. Tests plumbing systems for leaks and other problems
- vii. Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids
- viii. Performs any other duties and responsibilities as may be assigned by one's reporting officer

### **20.3 Salary Scale: PGSS 1**

## **21. Job Title: Artisan IV – Photography (1 post)**

### **21.1 Qualifications and experience**

Applicants should possess a Form IV certificate plus Certificate in Photojournalism or equivalent from a recognized and reputable Institution.

## **21.2 Main Duties**

- i. Taking photos of various events at the University of Dar es Salaam
- ii. Manage photos on the UDSM website Advise and assist DPS and PRO on proper equipment for better photos;
- iii. Direct subjects for the poses, mood and overall feel of the product shots;
- iv. Constantly improve image quality using various editing methods;
- v. Process photos by developing negatives or editing digital images to produce clear visuals;
- vi. Use and maintain modern and traditional technical equipment (cameras, lenses etc);
- vii. Arrange objects, scenes, lighting and background to adhere to specifications;
- viii. Ensure that all photo equipment is looked after and stored away correctly;
- ix. Archive photographic images and maintain database;
- x. Keep abreast of photographic best practices and procedures;
- xi. Suggesting innovative ideas regarding lighting and shooting techniques;
- xii. Use a variety of cameras to take photographs of important locations, people, events or moments;
- xiii. Compose headlines, captions or other descriptive tag to interpret a photo;
- xiv. Use photo editing software such as Print Shop Pro or Photoshop to edit or enhance an image;
- xv. Collaborate with reporters to ensure images correspond with news stories;
- xvi. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

## **21.3 Salary Scale: PGSS 1**

## **22. Job Title: Inspector of Works I – Civil Engineer (1 post)**

### **22.1 Qualifications and experience**

Applicant should possess a Bachelor Degree in Civil Engineering or its equivalent from a recognized and reputable institution and must be registered as a Graduate Engineer with a relevant Board. The candidate must have a relevant working experience of at least four (4) years in similar field.

### **22.2 Main Duties**

- i. Assists in the implementation of maintenance policies pertaining to buildings.
- ii. Evaluates maintenance progress reports and makes recommendations.
- iii. Advises on issues related to the maintenance and repair of buildings.
- iv. Maintains the necessary drawings and maintenance manuals required for effective and efficient maintenance operations on buildings and equipment.
- v. Undertakes various types of civil engineering/building works under close supervision
- vi. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

**22.3 Salary Scale:** PGSS 8

## **23 Job Title: Inspector of Works I – Quantity Surveyor (1 post);**

### **23.1 Qualifications and experience**

Applicants should possess a Bachelor Degree in Building Economics or equivalent from a recognized and reputable institution and must be registered as a Graduate Engineer/Valuer with a relevant Board. The candidate must have a relevant working experience of at least four (4) years in similar field.

### **23.2 Main Duties**

- i. Draws-up short and long term programmes for the general improvement of the landscaping of the campus built and un-built drainage systems;
- ii. Keeps and maintains relevant equipment in good working order;
- iii. Assists in preparing sketches and designs for major modifications to existing buildings;
- iv. Prepares various types of estimates for Estates Management projects;
- v. Implements maintenance policies pertaining to buildings;
- vi. Evaluates maintenance progress reports and makes recommendations;
- vii. Advises on issues related to the maintenance and repair of buildings;
- viii. Maintains the necessary drawings and maintenance manuals required for effective and efficient maintenance operations on buildings and equipment;
- ix. Supervises maintenance, cleaning and sanitation of University built and un-built environment and drainage systems;
- x. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

**23.3 Salary Scale:** PGSS 8

## **24 Job Title: Security Guard II (24 posts)**



### **24.1 Qualifications and Experience:**

Applicants should possess a Form IV certificate with at least two passes in any subjects and National Service Training or People's Militia Training Phase II or any other form of military training.

### **24.2 Main Duties:**

- i. Guards sensitive areas where security is highly required;
- ii. Searching vehicles and suspected visitors or employees;
- iii. Assist in firefighting;
- iv. Reports occurrences in his/her area and other matters relating to security to his/her supervisors;
- v. Takes preventive measures against possible theft and insecurity;
- vi. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

### **24.3 Salary Scale:** POSS 1

## **25 Job Title: Dental Surgeon III (1 post)**

### **25.1 Qualifications and experience**

Applicants should possess a Bachelor Degree in Dentistry from a recognized and reputable institution plus successful completion of internship period of one year in one of the consulting hospitals and has been registered by the Tanganyika Medical Council as a Dental Surgeon.

### **25.2 Main Duties**

- i. Admits and manage patients within the Health Centre and outside the University;
- ii. Provides medical services to patients and clients;
- iii. Refers patients to specialists where necessary;
- iv. Assists in undertaking curative services of different diseases conditions;
- v. Assists in providing health education which is geared to preventive measures to the community;
- vi. Identifies, reports and controls epidemic disease conditions;
- vii. Performs any other duties and responsibilities as assigned by one's reporting authority.

### **25.3 Salary Scale:** PMGSS 7

## **26 Job Title: Radiology Technologist II (2 posts)**

### **26.1 Qualifications and Experience**

Applicants should possess a Diploma in X-ray Technology, Radiology, Medical Imaging and any other relevant field from a recognized and reputable institution.

## **26.2 Main Duties**

- (i) Give instruction to the patient regarding the radiological procedure to be performed;
- (ii) Maintain proper radiation protection for the staff and patients;
- (iii) Carry out all imaging procedures as instructed by physician;
- (iv) Assist the radiologist during special procedures;
- (v) Maintain proper and regular dusting and disinfections of equipment and other accessories;
- (vi) Perform any other duties and responsibilities as may be assigned by his/her senior.

26.3 **Salary Scale:** PMGSS 4

## **27 Job Title: Pharmaceutical Technician IV (2 posts)**

### **27.1 Qualifications and Experience**

Applicants should possess a Diploma in Pharmaceutical Course from a recognised and reputable Institution and licensed by the Pharmacy Council.

### **27.2 Job Descriptions**

- (i) Dispensing medicine and medical supplies to patient;
- (ii) Ensures proper storage and use of medicine and medical supplies;
- (iii) Keeps records of medicine and medical supplies;
- (iv) Identifies and reports adverse drug reaction;
- (v) Performs any other duties and responsibilities as may be assigned by his/her senior.

27.3 **Salary scale:** PMGSS 4

## **28 Job Title: Counsellor II (4 posts)**

### **28.1 Qualifications and experience**

Applicants should possess a Bachelor Degree in Counselling, Psychology, Clinical Psychology or in any relevant field from a recognized and reputable institution with at least three years working experience. Possession of Master's degree in above fields plus registration and recognition by Tanzania Psychological Association (TAPA) is an added advantage.

### **28.2 Main Duties**

- i. Provide professional guidance and counselling services to UDSM staff and students;
- ii. Provide counselling needs to clients through specific counselling skills such as effective communication skills, empathy and problem solving skills;

- iii. Adhere to professional integrity and ethics on counselling matters for clients;
- iv. Conduct seminars to educate UDSM staff and students on key counselling issues e.g. stress;
- v. Support Head of Counselling Unit to conduct awareness raising of guidance and counselling services at UDSM;
- vi. Monitor clients progress and adjust treatment plan as needed.
- vii. Liaise with other counselling provider within and out of UDSM to provide quality counselling services
- viii. Perform any other duties as may be assigned by one's reporting officer.

**28.3 Salary scale:** PGSS 6

**TERMS OF SERVICE:** Short-term one (1) year fixed - term contract.

Possible continuation to following fixed - term contracts is subject to satisfactory performance.

## **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts i.e. postal address/post code, e-mail, telephone numbers etc. and should indicate three (3) reputable referees with their reliable contacts;
- iii. Applicants must attach certified copies of the following certificates:
  - Postgraduate/Degree/Diploma/Certificates;
  - Postgraduate/Degree/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies;
  - Birth certificate;
- iv. Applicants must attach their recent passport size photo;
- v. Applicants employed in the Public Service on permanent and pensionable terms and those who retired/resigned or were terminated from the Public Service for whatever reason should not apply;
- vi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- vii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- viii. Candidates who apply for positions at the Institute of Marine Sciences (located in Zanzibar) and Mbeya College of Health and Allied Sciences (located in Mbeya) should indicate so in their application letters; and
- ix. Candidates who apply for posts of Laboratory Scientists, Laboratory Technician and Laboratory Assistant should indicate the Department and fields they apply in their application letters.

A signed application letter should be addressed to:

Deputy Vice Chancellor (Administration),  
University of Dar es Salaam,  
P.O. Box 35091,  
**DAR ES SALAAM**

### **Note:**

- Deadline for application is two (2) weeks from the date of this advertisement. Only candidates short-listed for interview will be contacted.
- Applicants for posts at the Institute of Marine Sciences (IMS) Zanzibar must be residents of Zanzibar or must be willing to work in Zanzibar without the possibility of transfer to mainland. Residents of Zanzibar will be given priority.

**Issued on 23<sup>rd</sup> December, 2019**