ARUSHA TECHNICAL COLLEGE

EMPLOYMENT OPPORTUNITIES

Arusha Technical College (ATC) is an autonomous Institution established by the Government Establishment Order No. 78 as enabled by the NACTE Act No. 9 of 1997. ATC replaced the then Technical College Arusha (TCA) that existed since 1978. The vision of ATC is to be a centre of excellence in training, research and consultancy in science and technology in Africa by 2020. In order to fulfill its functions properly, the College is seeking to recruit qualified and experienced Tanzanians to fill in the following vacancies:

1. **LECTURER** (**3 Posts**: Civil Engineering/Structural Engineering, Irrigation Engineering, Chemistry, Electrical Engineering)
   Qualification: Holder of Doctorate (PhD) Degree in relevant field.
   Duties and Responsibilities:
   a) Teaches up to undergraduate (NTA level 8);
   b) Prepares learning resources and design training exercises for students;
   c) Conducts consultancy and community services;
   d) Develops and reviews existing curriculum;
   e) Undertakes individual research and participates in scientific/academic congregations ;
   f) Coaches junior teaching staff; and
   g) Performs any other duties as assigned by supervisors.
   Salary Scale: PHTS 10 - 12
   Terms of Engagement: Permanent and Pensionable

2. **ASSISTANT LECTURER** (**7 Posts**: Computer Engineering/Science/IT, Electrical Engineering, Electronics and Telecommunication Engineering, Land Surveying/Geomatics, Irrigation Engineering/Water Resources/Integrated Water Resources, Transportation Engineering, Automobile Engineering/Mechanical Engineering with a bias in hydraulics and Pneumatics)
   Qualification: Holder of Masters' Degree in relevant field.
   Duties and Responsibilities:
   a) Teaches up to undergraduate (NTA level 8);
   b) Prepares learning resources for tutorial exercises;
   c) Conducts research, seminars and case studies;
   d) Carries out consultancy and community services;
   e) Prepares teaching manual; and
   f) Performs any other duties as assigned by supervisor.
   Salary Scale: PHTS 8 - 9
   Terms of Engagement: Permanent and Pensionable

3. **TUTORIAL ASSISTANT** (**10 Posts**: Entrepreneurship, Physics, Biology, Mechanical Engineering with specialization in Energy Technology and Industrial Experience, Electrical Engineering, Electronics and Telecommunication Engineering, Civil Engineering with specialization in Geotechnical Engineering/Pavement Engineering /Highway Engineering/Structural Engineering, Automobile/Autoeletric and electronics Engineering)
   Qualification: Holder of Bachelor's Degree in relevant field.
   Duties and Responsibilities
   a) Teaches up to NTA level 7 (Higher Diploma) ;
   b) Assists in conducting tutorial and practical exercises for students;
   c) Prepares learning resources for tutorial exercises;
   d) Assists in conducting research under close supervision;
   e) Carries out consultancy and community services;
   f) Performs any other duties as assigned by supervisors.
   Salary Scale: PHTS 4 - 7
   Terms of Engagement: Permanent and Pensionable

4. **SENIOR INSTRUCTOR II** (**4 Posts:** Electrical engineering, Electronics and Telecommunication Engineering, Mechanical Engineering with specialization in Welding/Foundry/ fitter Mechanics, Automobile Eng. and Communication Skills)
Qualification: Holder of Bachelor's Degree or equivalent in relevant field.

Duties and Responsibilities

a) Teaches up to NTA level 7 (Higher Diploma) ;
b) Conducts research and consultancy projects;
c) Develops and reviews curricula;
d) Supervises students projects;
e) Supervises and assists junior teaching staff;
f) Assumes leadership roles; and
g) Performs any other duties as assigned by supervisors.

Salary Scale: PTSS 13 - 14
Terms of Engagement: Permanent and Pensionable

5. **ACCOUNTS TECHNICIAN II** (**2 Posts**)
Qualification: Holder of Ordinary Diploma in Accountancy from a recognized institution, ATEC II or equivalent qualifications with at least two years working experience.
Duties and Responsibilities
a) Ensuring that all invoices are properly recorded and filed after payments;
Posting of all primary data in the respective journals;
Cashiering;
Maintaining Petty cash journals;
Performs any other duties assigned by his/her seniors.
Salary Scale: PGSS 8 - 9
Terms of Engagement: Permanent and Pensionable

6. **SENIOR TECHNICIAN I** (**2 Posts:** Laboratory Science – Chemistry , Electrical Engineering)
Qualification: Holders of Ordinary Diploma (NTA-6) or FTC in the relevant field with at least three (3) years working experience
Duties and Responsibilities
a) Assists the Principal Technician in administrative work;
b) Ensures availability of materials and equipment and their safe custody;
c) Supervises junior technicians;
d) Supports lecturers and Instructors in their teaching, research and consultancy services;
e) Trains or conducts orientations for newly recruited technicians;
f) Conducts routine repairs and regular maintenance of equipment in the respective ;
g) Laboratory workshop.
h) Performs any other duties assigned by his/her seniors.
Salary Scale: PGSS 12-14
Terms of Engagement: Permanent and Pensionable

7. **TECHNICIAN I** (**7 Posts**: Civil Engineering, Transportation/Highway Engineering, Electrical Engineering, Mechanical Engineering, Automotive Engineering, Computer Engineering/Science/IT)
Qualification: Holders of Ordinary Diploma (NTA-6) or FTC in the relevant field with at least three (3) years working experience
Duties and Responsibilities
a) Assist in students' practical training and projects;
b) Maintains laboratory/ workshop facilities and equipment;
c) Trains and supervises newly recruited and junior technicians / artisans;
d) Supports lecturers and Instructors in teaching, research and consultancy projects;
e) Provides specialized technical services to the public;
f) Performs any other duties assigned by the Head of Department or relevant senior staff.
Salary Scale: PGSS 8-9
Terms of Engagement: Permanent and Pensionable

8. **HUMAN RESOURCES OFFICER II (1 Post)**

Qualification: Holders of a Bachelor Degree with a bias in either Human Resources Management, Personnel Management, Business Administration or equivalent qualifications from a recognised Institution.

Duties and Responsibilities

a) Collects, analyses, tabulates and maintains personnel records and statistics;
b) Assists in the administration of recruitment and staff allocation;
c) Assists in office management, personnel management, and staff welfare;
d) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 8-9

Terms of Engagement: Permanent and Pensionable

9. **SENIOR PLANNING OFFICER II (2 Posts)**

Qualification: Holders of a Bachelor degree in Economics, Educational Planning, Engineering/General Management/Human Resources Management, System analysis/, Statistics or its equivalent with at least two (2) years of working experience in that position.

Duties and Responsibilities

a) Heads the activities of the information sub-section of the Planning unit;
b) Formulates and co-ordinates corporate plans and strategies based upon priorities for resource allocation to various functional programmes;
c) Prepares plans or projects document for submission through Governing Board to Government and other Donors for funding;
d) Prepares basic statistical and management reports;
e) Stores and retrieves inventory information;
f) Interprets and analyses data for plan formulation ;
g) Performs any other duties as delegated by principal.

Salary Scale: PGSS 12-13

Terms of Engagement: Permanent and Pensionable

10. **SENIOR ESTATES OFFICER GRADE II (1 Post)**

Qualification: Holders of a Bachelor Degree in Civil Engineering,, Architectural Studies or equivalent from a recognised Institution and must have at least two years of working experience.

Duties and responsibilities

a) Supervises maintenance and cleaning of College properties and grounds;
b) Examines bills of quantities;
c) Follows-up of title deeds and acquisition of land;
d) Prepares budgets for maintenance works
e) Ensures that ATC office buildings, staff houses, furniture and equipment are properly maintained;
f) Ensures that all staff houses and office buildings have Title Deeds;
g) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 12-13

Terms of Engagement: Permanent and Pensionable

11. **PRINCIPAL INTERNAL AUDITOR II (2 Posts)**

Qualification: Holder of a Bachelor Degree in Commerce majoring in Accountancy or ADA from a recognized institute, CPA (T) and must be registered by NBAA as authorized Auditor/Accountant, with at least three years working experience.

Duties and Responsibilities:

a) Plans, coordinates and directs all internal audit operations;
b) Advises the College on the soundness, adequacy and application of Internal controls, accounting and financial regulations;
c) Conducts checks and investigates all books of accounts;
d) Keeps all offices informed of College policies, regulations and Governing Board resolutions related to internal auditing matters;
e) Examines financial documents and controls over assets of the College and reports to the Principal quarterly on the findings;
f) Advises on measures to reduce expenses and increase revenue;
g) Reviews and audits the financial activities;
h) Performs any other duties as may be assigned by his/her senior.

Salary Scale: PGSS 17

Terms of Engagement: Permanent and pensionable

12. **SENIOR LEGAL OFFICER GRADE III** (**1 Post**)

Qualification: Holder of a Bachelor Degree in Laws or Equivalent Qualification from a recognized institution with at least three years of working experience.

Duties and Responsibilities

a) Represents the college in courts of law;
b) Drafts contracts as may be required by the College;
c) Prepares draft amendments to the College's Act;
d) Recommends improvements in Governing Board regulations in line with the College's Act;
e) Assists in the interpretation of laws and other Legal documents;
f) Performs any other duties as may be assigned by Principal.

Salary Scale: PGSS 12-13

Terms of Engagement: Permanent and pensionable

13. **WARDEN GRADE I** (**1 Post)**

Qualification: Holder of a Bachelor Degree with a bias in Education/Social Science or Advanced Diploma in Social Science or Community Development with at least one year working experience.

Duties and Responsibilities

a) Assists the Dean of Students in planning, directing and managing the operations of the student's welfare;
b) Undertakes the administration of student's welfare services in the areas of accommodation, catering, health and recreation;
c) Acts as advisor of the students organisation;
d) Assists the general election of the students Government;
e) Ensures that the Colleges by laws and regulations guiding the students' life in Halls of residence are being observed;
f) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 10-11

Terms of Engagement: Permanent and pensionable

14. **ARTISAN I** (**5 Posts:** Fitter and tuner, Carpentry and Joinery, Masonry and Brick laying, Electrical Engineering Automotive Parts Machinist/Automechanics,)

Qualification: Holder of Certificate of Secondary School Education (CSSE) and Trade Test I or equivalent in the relevant fields.

Duties and Responsibilities

a) Performs routine specified tasks that demand higher technical skills under supervision;
b) Keeps the work place tidy;
c) Collects and takes care of working tools;
d) Carries out minor repairs and maintenance;
e) Reports maintenance problems to senior staff;
f) Performs any other duties as assigned by the relevant senior staff.

Salary Scale: PGSS 6-7

Terms of Engagement: Permanent and pensionable

15. **SENIOR LIBRARY ASSISTANT II** (**1 Post**)

Qualification: Holder of Diploma in Librarianship from SLADS with at least one year working experience.

Duties and Responsibilities

a) Performs library clerical duties;
b) Registration of readers ;
c) Issuing of books to readers;
d) Receiving books from readers;
e) Assists in cataloguing and classification of books, journals reprints;
f) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 9-10

Terms of Engagement: Permanent and pensionable

16. **SUPPLIES OFFICER II** (**2 Posts**)

Qualification: Holder of Diploma in Materials Management , Supplies, Procurement and have passed Part II examinations conducted by the Procurement and Supplies Professionals and Technicians Board and who has completed at least three (3) years of satisfactory service in that position.

Duties and Responsibilities

a) Ensures full responsibilities for the entire procurement of supplies functions;
b) Co-ordinates and forecast stores requirements;
c) Ensures maintenance and amendment of stock level figures;
d) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 9-10

Terms of Engagement: Permanent and pensionable

17. **OFFICE MANAGEMENT SECRETARY I (1 Post)**

Qualification: Holders of a Diploma in Secretarial Studies from government recognized institutions and who has advanced training in modern office technology including computer application with office administration and working experience of at least three years.

Duties and Responsibilities

a) Provides assistance to top executives of the College;
b) Undertakes routine correspondence with prior approval of his/her senior;
c) Arranges meetings and appointment schedules for the Senior Executives;
d) Assists in drafting and proof – reading speeches and write-ups for the executives;
e) Deals with confidential matters in the office of the Executives;
f) Performs any other duties as may be assigned by his/her senior.

Salary Scale: PGSS 13-15

Terms of Engagement: Permanent and pensionable

18. **SECRETARY I** (**2 Posts**)

Qualification: Holders of a Diploma in Secretarial Studies from government recognized institutions also serving in that position for at least three years and has training in Office Management, Computer applications, Word Processors and other modern Office Machines like scanner, Telefax etc.

Duties and Responsibilities

a) Types all general correspondence and non-confidential matters;
b) Types letters, minutes, notes, bulletins, circulars, certificates, charts and stencils;
c) Duplicates reports, letter etc. ;
d) Takes proper care of all machines under his/her charge and make sure that are used for official work only;
e) Files copies of typed letter in relevant files;
f) Receives and directs visitors;
g) Makes sure there are all necessary facilities for proper job performance e.g. typewriters, different typing papers, carbon papers, erasing ink, ribbons etc;
h) Uses modern machines in discharging his/her duties;
i) Takes care of all facilities under his/her charge ;
j) Performs any other duties assigned by his/her seniors.

Salary Scale: PGSS 8-9

Terms of Engagement: Permanent and pensionable

19. **OFFICE ATTENDANT (W)** (**1 Post:** Automotive Stores Attendant)

Qualification: Holders of Certificate of Secondary School Education (CSSE) and Trade Test II or equivalent qualification with at least three years working experience.

Duties and Responsibilities

a) Keeps the work place tidy;
b) Collects and takes care of working tools;
c) Carries out minor repairs and maintenance;
d) Reports maintenance problems to senior staff.

Salary Scale: POSS 8-9

Terms of Engagement: Permanent and pensionable

20. **SENIOR DRIVER II (2 Posts)**

Qualification: Holder of Certificate of Secondary School Education (CSSE) and Class "C" driving license with at least three years of clean driving experience and have passed Trade Test II or equivalent qualification in a motor vehicle mechanics or other relevant field.

Duties and Responsibilities

a) Drives motor vehicles, cars, pick-ups and lorries as may be assigned;
b) Ensures motor vehicles and their accessories are in good condition;
c) Makes some minor repairs;
d) Maintains and records log sheets (books) for all journeys made;
e) Reports promptly any defects or problems detected in the vehicles;
f) Performs any other duties assigned by his/her seniors.

Salary Scale: POSS 8-9

Terms of Engagement: Permanent and pensionable

GENERAL REQUIREMENTS FOR APPLICANTS

a) Applicants must submit signed application letters accompanied with the following:
   i) Copies of relevant certificates and transcripts;
   ii) Current Curriculum Vitae.
   iii) Names and complete addresses of two referees;
b) **Age limit**: Not above 45 years.
c) Application should reach the College by using the address below not later than **24th February, 2012**.
d) Only short- listed applicants will be contacted.

The Principal,
Arusha Technical College,
P. O. Box 296,
Arusha.