THE UNIVERSITY OF DODOMA

VACANCIES 2012/13



The University of Dodoma invites applications from suitably qualified Tanzanians to fill the following positions.

1. POSITION: HUMAN RESOURCES AND ADMINISTRATIVE OFFICER II - PGSS 10 (15 Positions)

Required qualifications

(a) Bachelor Degree/Advanced Diploma in Public/Business Administration, Law, Human Resources, Management Education, or its equivalent from a recognized University/Institution

(b) Analytical skills, Good Communication and Human Relations, Computer Literacy and ability to work under minimum supervision

Duties and responsibilities

(i) To assist in the administration of recruitment and placement.
(ii) To assist in office administration.
(iii) To carry out orientation of new staff and students.
(iv) To assist in providing advice and support to staff on human resources/student administration related matters.
(v) To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules.
(vi) To assist in collecting, analysing and maintaining personnel/students records and statistics
(vii) Performs any other duties assigned from time to time by one's reporting officer

2. POSITION: SENIOR HUMAN RESOURCES AND ADMINISTRATIVE OFFICER II - PGSS 14 (1 Position)

Required qualifications

(a) Holder of a Bachelor Degree/Advanced Diploma in Public Administration, Business Administration, Law, Human Resources, Management Education, or its equivalent from a recognized University/Institution with at least at least work experience in a similar

(b) at least five years relevant working experience in a similar position in a reputable organization/institution preferably a University or an Institution of Higher Learning.
(a) Analytical skills, Good Communication and Human Relations, Computer Literacy and ability to work under minimum supervision

Duties and responsibilities

(i) To administer recruitment and placement.
(ii) To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules.
(iii) To collect, analyse, update and maintain human resource/students records and statistics.
(iv) To monitor implementation of security and cleanliness activities.
(v) To participate in human resources/students enrolment planning.
(vi) To coordinate identified staff training needs.
(vii) To implement strategies for maintaining harmonious working environment.
(viii) To handle issues related to pension and terminal benefits.
(ix) To coordinate staff performance appraisal process.
(x) To advice and counsel staff in respect to rights, responsibilities, code of conduct and entitlements.
(xi) Performs any other duties a may be assigned by one's reporting officer

3. POSITION: PLANNING OFFICER II - PGSS 10 (4 Positions)

Required qualifications

Bachelor Degree/Advanced Diploma in Economics, Educational Planning, Statistics, Planning or equivalent from a recognized University/Institution.

Duties and responsibilities:

(i) To assist in collecting information and data on the goals and objectives of the University.
(ii) To assist in analysing and evaluating data as a basis of formulation of plans.
(iii) To assist in collecting Information on students and staff
(iv) To assist in collecting data on Physical facilities. (plant and equipment by categories and functions educational programmes, goals and achievements.
(v) To prepare profiles to bring together available statistics on the activities and resources of each School/Institute and Department.
(vi) To combine and analyses categories of data as basis of plan formulation.
(vii) Performs any other duties as assigned by one's reporting officer.

4. POSITION: ACCOUNTS ASSISTANTS I - *PGSS 7-8* (10 Positions)
Required qualifications

Holder of certificate in Accounting/ATEC I from a recognized University/Institution with at least three years of working experience in in a similar position in a reputable organization/institution

Duties and responsibilities

1. To participate in the reconciliation of fees register.

2. To receive and keep in proper custody bills, invoices and other claims pending payment.
3. To prepare bank reconciliation statements.
4. To cross check reconciled general ledger balances with subsidiary ledger balances.
5. To maintain books of accounts.
6. To reconcile fees register.
7. To maintain an updated cheque register.
8. To reconcile general ledger balances with subsidiary ledger balances.
9. Performs any other duties as may be assigned from time to time.

5.POSITION: ARTISAN I POSS 6-7 (15 Positions)

Required qualifications

(i) Secondary Education Certificates with Trade Test Grade II/Level II
(ii) At least three years working experience in a similar position in a reputable organization.
(iii) Ability to work under minimum supervision

Duties and responsibilities:

(i) To maintain and install simple equipment.
(ii) To assist in preparing reports.
(iii) To assist in performing craft jobs under close supervision.
(iv) To carry out cleaning activities of work sites.
(v) To care for working tools and equipment.
(vi) To assist in carrying out repairs and maintenance.
(vii) Performs any other duties as assigned by one's reporting officer

6. POSITION: ASSISTANT ACCOUNTANT II - PGSS 10 (17 Positions)

Required qualifications

(i) Bachelor Degree or Advanced Diploma in Accountancy, Finance from a recognized institution OR full Intermediate Professional stage with Module C&D
(ii) Ability to use relevant computer application software

Duties and responsibilities

(i) Prepare invoices and issue to customers
(ii) To prepare and keep payment vouchers and other records in safe custody
(iii) To carry out posting of accounting entries into books of accounts, balances the books of accounts
(iv) To prepare reconciliation statements
(v) Performs any other duties as may be assigned by one's reporting officer

b

7. POSITION: ASSISTANT INTERNAL AUDITOR II - PGSS 10 (6 Positions)

Required qualifications

(i) Holder of Bachelor Degree or Advanced Diploma in Accountancy or Finance from a recognised institution OR Full Intermediate Professional stage with Module C&D
(ii) Ability to use relevant computer application software

Duties and responsibilities

(i) To execute audit programmes regarding:-
  (a) Payment and retirement of imprests.
  (b) Ordering and payment for local goods and services
  (c) Bank reconciliation
  (d) Maintenance of vote-books
(ii) Performs any other duties as may be assigned by one's reporting officer

8. POSITION: ASSISTANTS SUPPLIES/PROCUREMENT AND LOGISTICS OFFICERS I - PGSS 10 (6 Positions)

Required qualifications

(i) Bachelor Degree/Advanced Diploma in Materials Management, Procurement or its equivalent for a recognized University/institution
(ii) Professional Level II or equivalent qualification,
(iii) Must be registered as Provisionally Approved Supplies Officer or Stock Verifier.
(iv) Must be conversant with the Public Procurement Act and its Regulations
(v) Should be computer literate with knowledge of procurement and materials management packages.

Duties and responsibilities:

(i) To receives goods and materials in store
(ii) To issue goods and materials to user departments.
(iii) To inspect goods for quality and quantity upon delivery, issue or during storage
(iv) To prepare stores documents such as Local Purchase Orders, Goods Received Notes and Requisition and Issue Vouchers
(v) Performs any other duties as may be assigned from time to time.

9. POSITION: SUPPLIES/PROCUREMENT AND LOGISTICS OFFICER II PGSS 14 (2 Positions)

Required qualifications*:*

(i) Bachelor Degree/Advanced Diploma in Material Management, Supplies, Procurement or its equivalent from a recognized Institution.
(ii) Must be registered by a recognized Procurement and Supplies Professional Board.
(iii) She/he must possess a CSP.

Duties and responsibilities

(i) To make follow up on receiving, storing and distribution of all stock items
(ii) To maintain a location index system in the store
(iii) To issue approved tendering and contract documents
(iv) To manage an archive records of the procurement and disposal process
(v) To maintain a list or Register of all contract awarded
(vi) To maintain an updated inventory of goods, supplies and materials
(vii) To assist in the process of procurement tenders as per approved University policies and procedures.
(viii) To maintain records for each local purchase order.

(ix) To follow up supply contracts and ensures contracts are honoured.
(x) Performs any other duties as may be assigned from time to time.

10. **POSITION: PERSONAL SECRETARY I - PGSS 8-9 (12 Positions)**

Required qualifications

(i) Diploma in Secretarial Services from a recognised institution with typing speed of 50/60 w.p.m, and also PASSED Manuscript and Tabulation stage III, Secretarial Duties and Office Practice Stage II,
(ii) Must have a Shorthand speed of 100/120 w.p.m.
(iii) At least five years work experience in a similar position in a reputable organization/institution

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 information 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 attend meetings and take records of proceedings
(vii) To make travel arrangements
(viii) Performs any other duties as may be assigned by one's reporting officer

11. POSITION: WARDEN II– PGSS 10 (15 Positions)

Required qualifications

Bachelor Degree in Education, Psychology, Counselling Sociology and Home Economics or equivalent from a recognized University/Institution.

Duties and responsibilities:

(i) To assist in dealing with cases involving students on social matters.
(ii) To disseminate University's' directives to students.
(iii) To offer first aid support when needed and appropriate and
(iv) To assist in maintaining accurate records pertaining to students' welfare
(v) To participate in identifying behavioral trends that may require action.
(vi) To assist in administering students' welfare services
(vii) Performs any other duties as may be assigned by one's reporting officer.

12. POSITION: OFFICE ATTENDANT/ASSISTANT II - POSS 5

Required qualifications

National Form IV Certificate with passes in English and Kiswahili.

Duties and responsibilities:

(i) To collect and distributes mails across various offices within the University

(ii) To prepare and serves tea and refreshments
(iii) Delivers and collects mails to/from post office or courier service
(iv) To arrange office equipment and machines
(v) To photocopy, binding, lamination of documents and related duties
(vi) To file in appropriate folders all letters and other records
(vii) To maintain office machines and equipment and reports defects.
(viii) To ensure that doors and windows are locked at the close of each business day and opened at the commencement of each business day
(ix) To prepare meeting rooms and assists in the preparation of materials for various meetings and the packing and distribution of the same
(x) Performs any other duties as may be assigned by one's reporting officer

13. POSITION: DRIVER II - POSS 5 (6 Positions)

Required qualifications

(i) National Secondary School Examination Certificate plus class "C" Driving License with a clean record in a reputable institution including of not causing an accident for at least the past at least three years.

(ii) He/she must have attended and passed Advanced Drivers Course Grade II at the National Institute of Transport or any other recognized institution OR Driving Trade Test II from a recognised institution..

Duties and responsibilities:

(i) To drive vehicles towards approved destinations and in accordance with traffic regulations.
(ii) To undertake minor mechanical repairs.
(iii) To take vehicles due for routine maintenance/repair to the appointed service agent.
(iv) To maintain motor vehicle log books.
(v) To make pre–inspection to the assigned vehicle prior travelling and report mechanical damages/defects.
(vi) To ensure safety and cleanliness of the vehicle at all times.
(vii) To ensure that valid documents and permits are acquired prior commencement of any journey.
(viii) To report promptly accidents or incidents involving the vehicles to the relevant authority
(ix) Performs any other duties as may be assigned from time to time.

14. POSITION: JANITOR I- PGSS 9 (15 Positions)

Required qualifications

Diploma in Education, Home Economics, Community Development or equivalent qualification from a recognised University/institution with at least three years work experience in related fields

Duties and responsibilities

(i) To assist in supervising hall attendants.
(ii) To assist in enforcing students' rules and regulations.
(iii) To assist in keeping and maintaining proper residence records

(iv) To assist in ensuring security in and around halls of residence
(v) Performs any other duties as may be assigned from time to time.

15. POSITION: SYSTEMS / NETWORK ADMINISTRATOR II (4 positions)

Required qualifications

Bachelor Degree/Advanced Diploma in Computer Science, Information Technology, Electronics or equivalent from a recognized University/Institution.

Duties and responsibilities

(i) To develop and/or customize software to meet specific requirements of the University.
(ii) To support repair and maintenance of all IAA computer hardware.
(iii) To assist in the upkeep of network infrastructure.
(iv) To maintain documentation of all network cabling systems.
(v) To provide front line network support, troubleshooting and network diagnosis.
(vi) To support installation, configuration and management of all network equipment.
(vii) To provide support for staff and computer lab software installations.
(viii) Performs any other duties as may be assigned from time to time.

16. POSITION: RECORDS MANAGEMENT ASSISTANT I - PGSS 6 (15 Positions)

Required qualifications

(i) Secondary Education certificate with ordinary diploma in records management from Public Service College or any other recognized College/Institution
(ii) At least three years work experience in a similar position in a reputable organization/institution

Duties and responsibilities

(i) To monitor file movements.
(ii) To prepare file Index and other facilities in order to simplify the availability of the documents.
(iii) To liaise with National archives for safe keeping of closed files and other documents.
(iv) To analyse and classify records in specified categories.
(v) To monitor correspondences.
(vi) To maintain an updated diary and records for files movements
(vii) Performs any other duties that may be assigned by one's reporting officer

17. POSITION: LIBRARY OFFICER II - PGSS 10 (10 Positions)

Required qualifications

Bachelor Degree in Library Studies, Information Studies or its equivalent from a recognized University/Institution.

Duties and responsibilities

(i) To assist in maintaining public and staff catalogues.
(ii) To assist in maintaining records of library materials loaned to users.

(iii) To shelf books, periodicals, journals and other library materials.
(iv) To assist in processing newly acquired information materials.
(v) To maintain user profile.
(vi) To collect information needs of users.
(vii) To assist in identifying of library materials to be ordered.
(viii) To guide readers to find information
(ix) Performs any other duties as may be assigned from time to time.

18. POSITION: LIBRARY ASSISTANT I - PGSS 6

Required qualifications

Secondary Education Certificate with Certificate in Library Services or its equivalent with at least three years of working experience in related field.

Duties and responsibilities:
(i) To display new books and other reading materials.
(ii) To upkeep baskets of newspapers and journals.
(iii) To prepare cuttings from newspapers of relevance to the University.
(iv) To handle simple enquiries from readers.
(v) To undertake bibliographical searching.
(vi) To input data and prepare bar codes.
(vii) To process newly acquired materials.
(viii) To assist users in retrieving information
(ix) Performs any other duties as may be assigned from time to time.

19. POSITION: DEPUTY DEAN OF STUDENTS/*PRINCIPAL WARDEN I PGSS 20 (2 Positions)*

Required qualifications

(i) Masters Degree in Education, Psychology, Counselling, Sociology and Home Economics or equivalent from a recognized University/Institution.

(ii) At least twelve years relevant work experience in a similar position and in a reputable organization.

(iii) Should not be more that 45 years old

Duties and responsibilities
(i) To deal with cases involving students on social matters.
(ii) To oversee students' welfare services.
(iii) To facilitate Students' Organization activities.
(iv) To participate in career guidance and counseling to students.
(v) To maintain conducive learning environment.
(vi) To deal with the student disciplinary issues.
(vii) To present students' needs to the University departments, faculty and administration.
(viii) To guide students in observing By-Laws and Regulations.
(ix) To organize and implement orientation programme for new students in collaboration with other Departments.
(x) To develop extracurricular programmes with students' organization to promote their personal growth and development.

(xi) To participate in developing and coordinating policies and procedures related to students' welfare.
(xii) Performs any other duties as may be assigned from time to time

20. POSITION: DEPUTY ESTATES MANAGER/*PRINCIPAL ESTATE OFFICER I PGSS 20 (2 Positions)*

Required qualifications

(i) Masters Degree in Architecture, Building Economics, Land Management and Valuation, Civil, Electrical, Environmental Engineering or its equivalent from a recognized University/Institution.
(ii) At least seven years working experience in related field with twelve years working experience in related field and in a reputable organization.
(iii) Should not be more that 45 years old.

Duties and responsibilities

(i) To participate in developing estate management objectives and plans.
(ii) To supervise the development of systems and procedures for estate management.
(iii) To manage the feasibility studies and evaluate the viability of proposed projects in estate management.
(iv) To participate in formulating policies on estate management.
(v) To coordinate investigation on claims against the University estate operations.
(vi) To verify plans, sketches and designs of the University for approval.
(vii) To advise in the preparation of the physical Master Plan.
(viii) To supervise maintenance and rehabilitation of the University's infrastructure.
(ix) To propose policies for Estate management functions.
(x) To facilitate in identifying training needs.
(xi) To implement the estate management master plan
(xii) Performs any other duties as may be assigned from time to time by his/her senior.

21. TITLE: ESTATE OFFICER II PGSS 11

Required qualifications

Bachelor Degree/Advanced Diploma in Architecture, Building Economics, Land Management and Valuation, Civil, Electrical or Environmental Engineering from a recognized University/Institution or equivalent qualifications.

Duties and responsibilities

(i) To deal with conditioning, maintaining, and upgrading the surroundings of the University's buildings.
(ii) To assist in the planning of Estate activities and services.
(iii) To participate in making feasibility studies.
(iv) To evaluate the viability of proposed projects in estates management.
(v) To receive routine user inquiries or requests for maintenance services.
(vi) To investigate and respond to staff and students complaints and requests.

(vii) To assist in the investigation of matters related to claims made against the University pertaining to estate operations
(viii) Performs any other duties assigned to him/her by his/her senior.

22. TITLE: INSTRUCTOR II - PUSS 6

Required qualifications

Bachelor Degree in Fine Art, Music, Language, Engineering, Theatre Art, or its equivalent from any recognized university/institution.

Duties and responsibilities

(i) To assist Senior Studio Instructors in the operations of relevant areas of field specialization in the course of their duties.
(ii) To prepare teaching materials in the relevant area of specialization of studio work-
(iii) Performance any other duties assigned to him/her by his/her senior

23. POSITION: LABORATORY SCIENTIST II - PUSS 6

Required qualifications

Bachelor Degree/Advanced Diploma in Science/Engineering or its equivalent from a recognised University/institution with specialization in Mineral Processing, Geology, Petroleum, Chemistry, Physics, Biology or Anatomy.

Duties and responsibilities

(i) To assist in all technical duties requiring a higher degree of planning and organizes practical for undergraduate students.
(ii) To assist in research and development activities.
(iii) Assists in consultancy activities.
(iv) To plan and supervise maintenance of laboratory/workshop facilities.
(v) To guide technicians and artisans in their daily activities
(vi) Performs any other duties assigned to him/her by the supervisor.

24. POSITION: TECHNICIAN II – PUSS 4 (4 Positions)

Required qualifications

(i) (NTA Level 6), Diploma in Medical Lab. Technology, (DMLT), City & Guilds I & II (CGLT), Higher National Cert. (HNC) or its equivalent from a relevant recognised University/ institution.

Duties and responsibilities

(i) To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services.
(ii) To assist in the repair and maintenance of laboratory or workshop facilities
(iii) To assist senior staff in relevant fields of operation
(iv) Performs any other duties as may be assigned from time to time.

25. POSITION: AUXILIARY POLICE II - PGSS/POSS 7 (10 Positions)

Required qualifications

(i) Holder of a Form IV certificate with passes in English, Kiswahili, and History, Civics or Form VI certificate with National Service Training or People's Militia Training Phase II and must be vetted by Police

(ii) At least three years work experience.

Duties and responsibilities:

(i) To guard sensitive areas where security is highly required
(ii) To report anomaly events in his/her area and other matters relating to security to his/her supervisors.
(iii) To take preventive measures against possible theft and insecurity
(iv) Performs any other duties and responsibilities as assigned by one's reporting Officer.

26. POSITION: MEDICAL OFFICER II - PMGSS 10 (3 Positions)

Required qualifications

(i) Bachelor Degree in Medicine from a recognised University/institution
(ii) Must have undergone internship period of one year with provisional registration as Medical Officer with the Tanganyika Medical Council.

Duties and responsibilities

(i) To undertake all medical duties pertaining to internal medicine, surgery, obstetrics and gynaecology, paediatric diseases and preventive medicine.
(ii) To attend general outpatient clinics
(iii) Performs any other duties as may be assigned from time to time.

27. POSITION: ASSISTANT MEDICAL OFFICER II - PMGSS 6 (6Positions)

Required qualifications

Advanced Diploma in Clinical Medicine and must have been registered with Tanganyika Medical Board

Duties and responsibilities

(i) To practice general medicine and paediatrics
(ii) To attend to simple Obstetrics and Gynaecological cases
(iii) To attend to general outpatient clinics
(iv) Performs any other duties as may be assigned from time to time.

28. POSITION: CLINICAL OFFICER II- PMGSS 5 (10 Positions)

Required qualifications

Diploma in Clinical Medicine from a recognized University/ institution.

Duties and responsibilities:

(i) To make proper diagnosis of disease,
(ii) To prescribe treatments,
(iii) To give First Aid to MCH problems,
(iv) To attend general outpatient clinics.
(v) Performs any other duties assigned by one's reporting officer

29. POSITION: GRADUATE NURSING OFFICER 11 - PMGSS 7 (3 Positions)

Required qualifications

Bachelor of Science Degree in Nursing or its equivalent from a recognised University/institution and must be registered with Nurses and Midwives Council of Tanganyika

Duties and responsibilities

(i) To provide Quality nursing care to patients
(ii) To assist in training of junior staff
(iii) To participate in health education programs
(iv) To prepare duty rosters.
(v) To assist in implementing Primary Health Care Programs To keep and maintain patients records and statistics
(vi) To carry out data processing
(vii) Performs any other duties as may be assigned from time to time.

30. POSITION: HEALTH LABORATORY ASSISTANT II – PMGSS 3 (5 Positions)

Required qualifications

National Form Four Certificate with a Certificate in Medical Laboratory Technology or its equivalent from a recognized University/institution.

Duties and responsibilities:

(i) To maintain cleanliness in the laboratory, equipments and glassware.
(ii) To keep record of laboratory tests
(iii) To perform laboratory tests
(iv) To perform specified laboratory tests under the supervision of senior staff
(v) To perform any other related duties as may be assigned by one's reporting officer

31. POSITION: HEALTH ATTENDANT II - PMOSS 3 (10 Positions)

Required qualifications

National Form IV Certificate with one year nursing course from a recognised Nursing Training University/institution.

Duties and responsibilities:

(i) To maintain cleanliness of the infrastructure including floors, walls, windows lockers, toilets bathrooms and surroundings, as well as making beds and tiding rooms and wards
(ii) To ferry and distribute food to patients
(iii) To assist nurses in administering drugs, dressing wounds and administration of intramuscular injections only

(iv) To monitor and record temperature, blood pressure and purse
(v) To takes specimen from patients
(vi) Performs any other duties as may be assigned from time to time.

32. POSITION: HEALTH LABORATORY TECHNOLOGIST II - PMGSS 5 (2 Positions)

Required qualifications:

Diploma in Medical Lab Technology or its equivalent from a recognized University/institution

Duties and responsibilities

(i) To prepare reagents
(ii) To perform examinations in parasitology, haematology, microbiology, biochemistry and immunology.
(iii) To collect and maintain laboratory records.
(iv) To process specimens collected by Drs for examination and transfer to referral Laboratory for diagnosis.
(v) To assist in minor repair or maintenance of laboratory facilities.
(vi) To perform any other related duties as may be assigned by one's reporting officer

33. POSITION: ENROLLED NURSE/MIDWIFE I1 - PMGSS 4 (5 positions)

Required qualifications

Form IV certificate plus a Nurse/Midwife certificate or Public Health Nurse Certificate from a recognized institution.

Duties and responsibilities:

(i) To perform general nursing care of patients
(ii) To perform maternal and child care services
(iii) To administer drugs and treatment as prescribed by the Medical Officers
(iv) To provide health education on family planning, nutrition, vaccination, sanitation and child spacing
(v) To monitor pregnancy development
(vi) Performs any other duties as may be assigned from time to time.

34. POSITION: NURSING OFFICER II - PMGSS 5 (5 Positions)

Required qualifications

Form IV/VI certificate with Diploma in Nursing from a recognised University/institution

Duties and responsibilities:

(i) To understand and solve problems of patients in line with nursing ethics and general nursing services
(ii) To supervise Health Attendants and Enrolled Nurses/Midwives
(iii) To order drugs from the Health Centre/Hospital stores
(i) To look after D.D.A Box
(ii) To conduct Public Health Education,

(iii) To manage stores and ordering wards equipment.
(iv) To perform any other duties as may be assigned by one's reporting officer.

35. POSITION: PHARMACEUTICAL TECHNICIAN I1–PMGSS 5

Required qualifications

Form IV/VI certificate with Diploma in Pharmaceutical Technology or its equivalent from a recognized University/institution

Duties and responsibilities

(i) To undertake Pharmaceutical Production i.e. compounding/manufacture under supervision of senior staff
(ii) To carry out dispensing duties under supervision of senior staff
(iii) To perform any other duties as may be assigned by one's reporting officer.

GENERAL APPLICATION CONDITIONS:

i. All applicants must be Citizens of Tanzania
ii. Applicants must be less that 45 Years i.e. they are must be born after 1st January 1968
iii. They must attach an up-to-date Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers
iv. They must attach dully filled and sealed referee report forms
v. Applicants should apply on the strength of the information given in this advertisement
vi. The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid
vii. Applicants must attach their relevant certified copies of Academic/Professional certificates i.e. Postgraduate/Degree/Advanced Diploma/Diploma/Certificates and transcripts; National Form IV and Form VI Examination Certificates; Computer Certificate; Professional certificates from respective boards; One recent passport size picture and birth certificate
viii. Form IV and VI results slips, Testimonials and Partial transcripts are strictly not accepted
ix. Applicants employed by public institutions must route their application letters through their respective employers.
x. Applicants should indicate three reputable referees with their reliable contacts
xi. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)
xii. Women are highly encouraged to apply
xiii. Application letters should be written in English
xiv. Only short listed candidates will be informed on a date for interview
xv. Presentation of forged academic certificates and other information in the CV will necessitate to legal action

MODE OF APPLICATION:

Complete application package that consists of application letter supported with detailed Curriculum Vitae, relevant copies of certificates i.e. Degree/Diploma certificates /testimonials, academic transcripts plus Secondary School Certificates and dully filled referee report form which is available at www.udom.ac.tz (*for those who cannot access the form must submit names and addresses of at least two referees and mode of communication, e.g. telephone, fax and email*) should be submitted to:

DEPUTY VICE CHANCELLOR,
(PLANNING, FINANCE AND ADMINISTRATION)
UNIVERSITY OF DODOMA,
P.O. BOX 259
DODOMA

DEADLINE: 10th September, 2012