

UNIVERSITY OF DAR ES SALAAM



TRANSFER VACANCIES

The University of Dar es Salaam invites applications from suitably qualified public servants who wish to transfer to the University of Dar es Salaam as follows:

- 1. (a) Position: Senior Administrative Officer III (2 posts)**
 - (b) Qualifications and Experience:**
Possession of Bachelor degree in Public Administration, Human Resource Management, Sociology, Law or any other relevant field from a recognized and reputable institution with at least seven (7) years relevant work experience.
 - (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 2. (a) Position: Administrative Officer I (2 posts)**
 - (b) Qualifications and Experience:**
Possession of Bachelor degree in Public Administration, Human Resource Management, Sociology, Law or any other relevant field from a recognized and reputable institution with at least four (4) years relevant work experience.
 - (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 3. (a) Position: Internal Auditor Trainee (5 posts):**
 - (b) Qualifications and Experience**
Holder of Bachelor Degree in Auditing, Accountancy, Finance, Commerce/ Business Administration majoring in Accountancy or Finance or any relevant field from a recognized and reputable institution and must possess CPA (T)/ACCA or its equivalent with at least four (4) years relevant work experience.
 - (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015.
- 4. (a) Position: Legal Officer II (1 post)**
 - (b) Qualifications and Experience**
Possession of Bachelor Degree in Law from a recognized and reputable institution and must possess Postgraduate Diploma in Legal Practise.
 - (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015

- 5. Position: Secretary II (2 posts):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Diploma in Secretarial Studies (NTA Level 6) with working experience of at least four (4) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 6. (a) Position: Secretary I (1 post):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Diploma in Secretarial Studies (NTA Level 6) with relevant working experience of at least three (3) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 7. (a) Position: Higher Clerical Officer II (2 posts):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Diploma in Records Management (NTA Level 6) plus six (6) years relevant working experience.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 8. (a) Position: Clerical Officer I (3 posts):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Diploma in Records Management (NTA Level 6) plus four (4) years relevant working experience.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 9. (a) Position: Driver II (5 posts):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) 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 (4) years relevant working experience.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015

- 10. (a) Position: Insurance Officer I (1 post):**
- (b) Qualifications and experience**
Possession of Bachelor Degree in Insurance, Risk Management, Actuarial Science or relevant field from a recognized and reputable institution with working experience of four (4) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 11. (a) Position: Senior Accountant II (1 post):**
- (b) Qualifications and Experience**
Possession of Bachelor degree in Accountancy, Finance, Commerce /Business Administration majoring in Accountancy or Finance or any relevant field from a recognized and reputable institution and must possess CPA (T)/ACCA or its equivalent and must have been registered as Authorized Accountant with NBAA and relevant experience of at least ten (10) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 12. (a) Position: Assistant Accountant I (2 posts):**
- (b) Qualifications and Experience**
Possession of Bachelor Degree in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or any relevant field with a relevant experience of at least four (4) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 13. (a) Position: Accounts Assistant (2 posts):**
- (b) Qualifications and Experience**
Possession of Diploma in Accountancy, Finance, ATEC II or any relevant field from any recognised institution with relevant working experience of at least four (4) years.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 14. (a) Position: Supplies Officer (1 post):**
- (b) Qualifications and Experience**
Possession of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution who has obtained CSP/CPSP certificate or equivalent professional qualifications recognized by PSPTB plus Computer literacy with relevant working experience of at least three (3) years.

- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
15. (a) **Position: Senior Assistant Supplies Officer I (5 posts):**
- (b) **Qualifications and Experience**
Possession of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy with relevant working experience of at least three (3) years.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
16. (a) **Position: Senior Assistant Supplies Officer II (1 post):
UDSM Mbeya College of Health and Allied Sciences**
- (b) **Qualifications and Experience**
Possession of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy. **An applicant should be ready to work at University of Dar es Salaam Mbeya College of Health and Allied Sciences located in Mbeya.**
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
17. a) **Position: Senior Assistant Supplies Officer I (1 post):
Institute of Marine Sciences - Zanzibar**
- (b) **Qualifications and Experience**
Possession of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy with relevant working experience of at least three (3) years. **An applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
18. (a) **Position: Workshop Instructor II (1 post): Training Workshop**
- (b) **Qualifications and Experience:**
Possession of BSc. Civil Engineering or its equivalent from a reputable and recognized institution or other relevant fields from a recognized and reputable institution.
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015

- 19. (a) Position: Laboratory Scientist II (1 post) - Geology:**
- (b) Qualifications and Experience**
Possession of BSc. Geology or its equivalent from a reputable and recognized institution.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 20. (a) Position: Laboratory Scientist II (1 post) – Food Science/ Aquaculture/Aquatic Sciences (1 post):**
- (b) Qualifications and Experience**
Possession of BSc. Food Science/Aquatic Sciences/Beekeeping or its equivalent from a reputable and recognized institution.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 21. (a) Position: Laboratory Scientist II – (2 posts): Mbeya College of Health and Allied Sciences**
- (b) Qualifications and Experience**
Possession of BSc. in Microbiology or Pharmacology or its equivalent from a reputable and recognized institution. **An applicant should be ready to work at Mbeya College of Health and Allied Sciences located in Mbeya.**
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 22. (a) Position: Laboratory Engineer II – Electronics and Telecommunication Engineering (1 post):**
- (b) Qualifications and Experience**
Possession of BSc. in Electronics and Telecommunication Engineering or its equivalent from a reputable and recognized institution.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 23. (a) Position: Laboratory Engineer II – Mechanical and Industrial Engineering (1 post):**
- (b) Qualifications and Experience**
Possession of BSc. in Mechanical and Industrial Engineering or its equivalent from a recognized institution.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015

- 24. (a) Position: Laboratory Technician II – Aquatic Sciences and Fisheries Technology (1 post)**
- (b) Qualifications and Experience**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus an FTC, NTA 6 or Diploma in Aquatic Sciences/Fisheries or any other related fields from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar’s Circular No.9 of 2015
- 25. (a) Position: Laboratory Technician II (1 post):
Institute of Marine Sciences - Zanzibar**
- (b) Qualifications and Experience**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus a FTC, NTA 6 or Diploma in Chemistry or Physics or any other related fields from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar’s Circular No.9 of 2015
- 26. (a) Position: Laboratory Technician II (3 posts) – Mechanical and Industrial Engineering**
- (b) Qualifications and Experience**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus a FTC, NTA 6 or Diploma in Mechanical Engineering or any other related fields from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar’s Circular No.9 of 2015
- 27. (a) Position: Laboratory Technician II (1 post)
UDSM Mbeya College of Health and Allied Sciences**
- (b) Qualifications and Experience**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus a FTC, NTA 6 or Diploma in Microbiology or any other related fields from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar’s Circular No.9 of 2015

- 28. (a) Position: Laboratory Assistant II (1 post): Mechanical and Industrial Engineering**
- (b) Qualifications and Experience:**
Possession of a Certificate of Secondary Education Examination plus Trade Test Grade I or Certificate of Competence Level III in Engineering Drawing D or other relevant fields from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 29. (a) Position: Technician II – Plumbing (1 post)**
- (b) Qualifications and Experience**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) and FTC, NTA 6 or Diploma in Plumbing or Civil Engineering from a recognized and reputable institution.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 30. (a) Position: Artisan II – Carpentry (1 post):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) and Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 31. (a) Position: Library Officer II: (2 posts)**
- (b) Qualifications and Experience:**
Possession of a Bachelor Degree in Librarianship, Information Studies or any other relevant field from a recognized and reputable institution plus ICT skills.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 32. (a) Position: Library Assistant I: (6 posts)**
- (b) Qualifications and Experience:**
Possession of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus a Diploma in Library and Information Studies with at least four (4) years relevant experience.

- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 33. (a) Position: Library Assistant II: (6 posts)**
- (b) **Qualifications and Experience:**
Possession of a Certificate of Secondary Education Examination (CSEE) 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.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 34. (a) Position: Inspector of Works I (1 post):**
- (b) **Qualifications and Experience**
Possession of Bachelor Degree (BSc.) in Building Economics or Quantity Survey with at least four (4) years working experience.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 35. (a) Position: Janitor I – (2 posts):**
- (b) **Qualifications and Experience**
Possession of Diploma in Education, Educational Psychology, Social Works, Psychology, or equivalent qualification from a recognized Institution with four (4) years relevant working experience in similar position.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 36. (a) Position: Janitor I – (1 post):
Institute of Marine Sciences, Zanzibar.**
- (b) **Qualifications and Experience**
Possession of Diploma in Education, Educational Psychology, Social Work, Psychology, or equivalent qualification from a recognized Institution with four (4) years relevant working experience in similar position. **An applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 37. (a) Position: Clinical Officer II – (1 post):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education (ACSEE) plus a

Diploma in Clinical Medicine/Dentistry from a recognized and reputable institution.

- 38. (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- (a) Position: Clinical Officer II – (1 post):
Institute of Marine Sciences - Zanzibar**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education (ACSEE) plus a Diploma in Clinical Medicine/Dentistry from a recognized and reputable institution. **An applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 39. (a) Position: Health Officer II (1 post):**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education (ACSEE) plus Diploma in Public Health/Health Sciences/ Environmental Health Sciences.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 40. (a) Position: Assistant Nursing Officer II (1 post)**
- (b) Qualifications and experience**
Possession of Certificate of Secondary Education Examination (CSEE) plus Diploma in Nursing or its equivalent and be registered by the Tanzania Nurses and Midwifery Council
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 41. (a) Position: Trained Nurse/Midwife II (5 posts)**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Certificate in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council.
- (c) Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 42. (a) Position: Trained Nurse/Midwife II (2 posts)**
- (b) Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with Certificate in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council. **An applicant**

should be ready to work at the Institute of Marine Sciences located in Zanzibar.

- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 43. (a) Position: Pharmaceutical Technician II (1 post)**
- (b) **Qualifications and Experience**
Possession of a Diploma in Pharmaceutical Course from a recognised and reputable Institution and licensed by the Pharmacy Council.
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 44. (a) Position: Nursing Assistant II (3 posts)**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with a one-year pre-nursing course from a recognised Nursing Training Centre.
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 45. (a) Position: Health Laboratory Assistant I (1 post):
Institute of Marine Sciences - Zanzibar**
- (b) **Qualifications and Experience:**
Possession of a Certificate of Secondary Education Examination (CSEE) plus Trade Test Grade I or Certificate of Competence Level III in Health Laboratory Sciences or other relevant fields from a recognized and reputable institution. **An applicant should be ready to work at the Institute of Marine Sciences located in Zanzibar.**
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 46. (a) Position: Studio Instructor II (1 post):**
- (b) **Qualifications and Experience**
Possession of Bachelor Degree (with upper second class) or equivalent in Film and Television or related field from a recognized institution.
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015
- 47. (a) Position: Artist in Residence II (2 posts):**
- (b) **Qualifications and Experience**
Possession of Bachelor Degree (with upper second class) or equivalent in Arts and Design or related field from a recognized institution.
- (c) **Salary:** As per Treasury Registrar's Circular No.9 of 2015

- 48. (a) Position: Senior Computer Programmer/Systems Analyst III (1 post):**
- (b) Qualifications and Experience**
Possession of BSc. Degree in Computer Science, Computer Engineering, Information Systems or related computer studies from a recognized and reputable Institution.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 49. (a) Position: Systems Administrator II (3 posts): in the following Units**
- i. Mwalimu J.K. Nyerere Mlimani Campus (2 posts)
 - ii. UDSM Mbeya College of Health and Allied Sciences (1 post)
- (b) Qualifications and Experience**
Possession of BSc. Degree in Computer Science, Computer Engineering, Information Systems or related computer studies from a recognized and reputable Institution.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 50. (a) Position: Planning Officer II (1 post):**
- (b) Qualifications and experience**
Possession of Bachelor Degree in Economics, Statistics or any other relevant field.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 51. (a) Position: Senior Public Relations Officer II (Producer/Reporter) (1 post):**
- (b) Qualifications and Experience**
Possession of Bachelor Degree in Journalism/Mass Communication from a recognized and reputable institution with at least seven (7) years working experience.
- (c) Salary:** As per Treasury Registrar's Circular No.6 of 2015
- 52. (a) Position: Public Relations Officer II (Producer/Reporter) (2 posts):**

- (b) **Qualifications and Experience**
Possession of Bachelor Degree in Journalism/Mass Communication from a recognized and reputable institution.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
53. (a) **Position: Auxiliary Police (2 posts):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with at least two passes in any subjects and National Service Training or Peoples Military Training Phase I or any form of military training plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be vetted by the Police.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
54. (a) **Position: Security Guard II (1 post):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) 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. The candidate must be vetted by the police.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
55. (a) **Position: Senior Office Attendant III (1 post):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with at least four (4) years' experience.
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
56. (a) **Position: Office Attendant II (2 posts):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE).
- (c) **Salary:** As per Treasury Registrar's Circular No.6 of 2015
57. (a) **Position: Telephone Operator II (1 post):**
- (b) **Qualifications and Experience**
Possession of Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili or Advanced Certificate of Secondary Education (ACSEE) plus Diploma in one of the following:

Hospitality, Hotel Management or relevant field from a recognized institution.

(c) Salary: As per Treasury Registrar's Circular No.6 of 2015

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing:

- (i) Detailed CV
- (ii) Certified copies of certificates, transcripts and valid licenses

NOTE:

- (i) Applicants must be Public Servants and channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- (ii) All applicants should indicate the positions they apply on top of the envelope.
- (iii) Applicants for positions at the Institute of Marine Sciences – Zanzibar and UDSM Mbeya College of Health and Allied Sciences should indicate so in the application letters.
- (iv) Only successful candidates will be contacted for further procedures.
- (v) Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.**

Interested applicants should submit their applications to the following address:

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

DEADLINE

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

23rd June, 2020