

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/24

7th January, 2022

VACANCY ANNOUNCEMENT

On behalf of University of Dodoma (UDOM), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **3 vacant** posts as mentioned below;

1.0 UNIVERSITY OF DODOMA (UDOM) .

The University of Dodoma (UDOM) was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The first academic programmes commenced in September 2007. The University is located at Chimwaga area about 8 kilometers East of Dodoma town center within Dodoma City. The University has seven colleges.

The broad objective of establishing UDOM is "To create in Tanzania a place where knowledge will be transferred from one generation to another; a place where through relevant teaching and learning processes, human capital vested with knowledge and skills for economic development of Tanzania will be produced; and a place where through relevant research, the frontiers of knowledge will be advanced and provide solutions to the people's sufferings".

1.1.0. LECTURER - BIOLOGY- 1 POST

1.1.1. DUTIES AND RESPONSIBILITIES:

- i. To undertake an induction course in pedagogic skills for those who had none before
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes.
- iii. To mentor junior staff in relevant fields
- iv. To participate/contribute in curriculum development
- v. To participate in developing and managing various university/constituent college activities
- vi. To undertake research and publish/disseminate results
- vii. To carry out consultancy and community services
- viii. To write teaching manuals and compendia
- ix. To supervise field practical's undergraduate special projects, Masters and PhD dissertations/theses
- x. To attend/organise workshops, conferences and symposia and;
To perform any other duties as may be assigned by the relevant authorities

1.1.2. QUALIFICATIONS AND EXPERIENCE:

Holder of a PhD in Molecular Biology, Biotechnology, Microbiology, Biochemistry, Bioinformatics or Veterinary Medicine. Master's Degree in Biology, Biotechnology, Microbiology or Biochemistry, with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in respective areas.

1.1.3. SALARY SCALE: PUTS 3.1

1.2.0. ASSISTANT LECTURER - SPECIAL NEEDS IN PSYCHOLOGY OR COUNSELLING - 1 POST

1.2.1. DUTIES AND RESPONSIBILITIES:

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes.
- iii. To prepare and present case studies
- iv. To conduct and publish/disseminate research results.

- v. To recognize students having difficulties, intervene and provide help and support.
- vi. To participate in consultancies and community services under supervision
- vii. To attend workshops, conferences and symposia.
- viii. To perform any other duties as may be assigned by the relevant authorities

1.2.2. QUALIFICATIONS AND EXPERIENCE:

Holder of a Master's Degree in Education in either in Special Needs, Psychology or Counselling with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in Respective areas.

1.2.3. SALARY SCALE: PUTS 2.1

1.3.0. ASSISTANT LECTURER- MINING ENGINEERING- 1 POST

1.3.1. DUTIES AND RESPONSIBILITIES:

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes.
- iii. To prepare and present case studies
- iv. To conduct and publish/disseminate research results.
- v. To recognize students having difficulties, intervene and provide help and support.
- vi. To participate in consultancies and community services under supervision
- vii. To attend workshops, conferences and symposia.
- viii. To perform any other duties as may be assigned by the relevant authorities

1.3.2. QUALIFICATIONS AND EXPERIENCE:

Holder of a Master's Degree in Mining Engineering or Master's Degree in Mineral Processing Engineering with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in respective areas.

1.3.3. SALARY SCALE: PUTS 2.10

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment

Secretariat, P.O. Box 2320, University of Dodoma (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.

- xiv. Deadline for application is **20th January , 2022**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/>and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal**')**

Released by:

**SECRETARY,
PUBLIC SERVICE RECRUITMENT SECRETARIAT.**