UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE

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VACANCIES

University of Dar es Salaam Computing Centre (UCC) is an information and communications technology (ICT) services company wholly owned by the University of Dar es Salaam (UDSM) UCC provides ICT services and products to the University of Dar es Salaam as well as the general public. Its portfolio of products and services include Software development; ICT Training and consultancy; Internet; Hardware Maintenance and Repair; Networks (i.e. Local Area Network and Wide Area Network) Design, Installation and Maintenance; and Web design and Hosting.

UCC is hereby inviting applications from suitable qualified candidates to immediately fill in the following vacant positions currently existing in the company.

1. **POSITION: FINANCE AND ADMINISTRATION MANAGER**

   Work Station: Dar es Salaam

   Reports to: Deputy Managing Director

Job Summary

To oversee all aspects of financial, administration and human resources management and ensure that UCC's policies and procedures are effectively implemented and complied with. Provide   strategic   support   to   UCC   Board   and   Executive   Management.
Duties and responsibilities
   (i)   Oversee all finance and accounting functions including budgeting; asset management; cash flow management; payroll management ; financial variance and accounts analysis.
   (ii)   Oversee all aspects of human resource management for all employees
   (iii)   Assist in the development of current and long-term organizational plan as well as policies and procedures for UCC operations.
   (iv)   Ensure internal financial and administrative procedures are compatible with prevailing laws of UCC and the Country.
   (v)   Ensure that procurement and administration policies and procedures are adhered to.
   (vi)   Performs any other duties assigned by one's reporting authority

Qualifications and Experiences
   •   A Bachelor's degree in Accounting, Commerce or Business Administration or Equivalent.
   •   Certified Public Accountant (CPA), ACCA, CIMA or equivalent.
   •   An MBA is an added advantage
   •   Excellent computer skills with expertise in Power point, Word, Excel and Outlook
   •   Hand-on use of a variety of accounting software packages such as Tally,
   •   A minimum of 5 years of working experience in senior financial management

2. **POSITION: BRANCH OPERATIONS MANAGER**

Work Station: UCC Head Office, Dar es Salaam

Reports to: Deputy Managing Director

Responsible for: Branch Managers and Manager, Professional and Tailor-made courses

Duties and Responsibilities
Basic Functions:
Manager, Training Services (Branch Operations Manager) is the overall-in-charge of the training business and operations for the company. This covers academic (certificate and diploma) courses as well as short-term, professional and tailor-made courses. The Manager is responsible for branch managers who are responsible for the operations of respective branches where most of the trainings are conducted as well as Manager, Professional and Tailor-made courses.

Specific Functions:
   i. Preparation of plans and budgets for training services and set appropriate performance indicators
   ii. Supervise activities of managers reporting to you and ensure generation of business in line with the plans as well as efficient utilization of the resources allocated to training business.
   iii. Monitor the performance of the branch managers in relation to plans and budgets, prepare related performance reports (at the prescribed intervals) and take corrective actions
   iv. Provide leadership, motivation and inspiration to branch managers and other human resource
   v. Manage the performance of managers, by among other things, setting appropriate performance targets for each manager, appraising the performance and offering appropriate guidance
   vi. Manage the quality of services offered and customers relations
   vii. Perform other duties as may be assigned from time to time.

   Qualifications and Experiences
   • Holder of Master's degree in Information Technology, Computer Science, Information Systems or the equivalent
   • A minimum of 5 years working experience in senior positions,

3. **POSITION: CHIEF ACCOUNTANT**
   Work Station: Dar es Salaam
   Reports to: Finance & Administration Manager
   Duties and responsibilities

   (i)   Implements Planning and Finance as well as board resolutions on financial matters, annual estimates and budgeting
   (ii)   Controls capital and recurrent expenditure.
   (iii)   Maintains up to-date financial information on revenue and expenditure.
   (iv)   Maintains up to-date and transparent Management Information System on all accounts at all levels.
   (v)   Ensures periodic reporting on all income and expenditure transactions.
   (vi)   Performs any other duties assigned by one's reporting authority

Qualifications and Experiences
   • A Bachelor's degree in Accounting, Commerce or Business Administration or equivalent.
   • Certified Public Accountant (CPA), ACCA, CIMA or equivalent.
   • Excellent computer skills with expertise in Power point, Word, Excel and outlook.

- Hand- on use of a variety of accounting software packages such as Tally,
- A minimum of 4 years of working experience in senior financial management

4. POSITION: HUMAN RESOURCE OFFICER

Work Station: Dar es Salaam

Reports to: Finance & Administration Manager

Duties and responsibilities:

(i) Handling Human Resource Management matters in the area of deployment i.e. recruitment, selection, placement, transfer, leave, training and development;

(ii) Provision of guidance and advice on human resource matters within established policies, rules and regulations;

(iii) Assists in Organizing and directing, staffing, compensation, staff development and staff relations services in accordance with the approved policies.

(iv) Assists in developing and implementing programmes and methods to document the company administrative and personnel policies and informs employees accordingly,

(v) Assists in providing advisory service to senior officers at the company on all HR matters and administration.

(vi) Performs any other duties assigned by one's reporting authority

Qualifications & Experience

- Holder of Bachelor Degree in Human Resource Management or equivalent.
- At least three years experience from a reputable firm
- Excellent interpersonal skills
- He/she should be able to maintain ethical standard at work
- Excellent public relation and team building

5. POSITION: SYSTEMS ANALYST

Work Station: Dar es Salaam

Duties and responsibilities

(i) Ensure that all UCC software solutions address business goals and objectives (e.g. reduction in costs, increased efficiencies) by defining the business and functional requirements for the system.

(ii) Performs Systems Analysis/Database Design/Programming and Training

(iii) Performs a variety of complex programming tasks, such as designing, documenting, and coding program logic.

(iv) Performs as a project lead and directs systems analysts. Provides leadership and coordination on projects assigned to systems analysts.

(v) Continues to develop professional skills in the information systems in health care, educational, and other domain fields through seminars, and courses. Assists in training analyst staff.

(vi) Performs any other duties assigned by one's reporting authority

Minimum Qualifications

- Bachelor's degree in Computer Science, Information Systems Engineering, or related field, and post graduate studies.

- Knowledge of information systems, including some familiarity with health information system / clinical applications, financial /business applications, education information systems, plan and perform medium- to large-scale software projects.
- Minimum of five years experience in systems analysis and/or programming required with project management or leadership responsibilities.

6. POSITION: DRIVER CUM MESSENGER

Work Station: Dar es Salaam

Duties and responsibilities

(i) Drives company vehicles to transport person and/or materials as directed Collect, sorts and distributes incoming and outgoing mail, stationery and other materials within and outside the HQ office and makes appropriate entries in register when required.

(ii) Cleans vehicles, checks on oil, gasoline, water and tyres, change tyres and reports need of major repairs.

(iii) Maintains logbooks, record of mileage, gasoline and oil used and any unusual performance of the vehicle.

(iv) Reports promptly any defect or problems detected in the vehicle

(v) Carries out diagnoses of minor problems requiring immediate repair

(vi) Performs any other duties as may be assigned from time to time by one's reporting officer.

Qualifications & Experience

- He/she should possess at least a Certificate of Secondary Education Examination
- Holder of Class C driving license
- Excellent communication skills

Remuneration: Attractive.

GENERAL CONDITIONS
a. Testimonials and all Partial transcripts will not be accepted;
b. Applicants should indicate three reputable referees with their reliable contacts;
c. Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
d. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
e. Applicants must attach their certified copies of relevant certificates.

Mode of Application. Eligible Candidates should send Application letter and Curriculum Vitae to:

The Managing Director,
University of Dar es Salaam Computing Centre,
P.O. Box 35062,
DAR ES SALAAM.

Closing date for receiving application is two weeks from the date of the first appearance of the advertisement. Only short-listed candidates will be contacted for interview.