

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/176**

**11<sup>th</sup> November, 2022**

**VACANCY ANNOUNCEMENT (RE-ADVERTISED)**

On behalf of the College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill Forty Four (**44**) vacant posts as mentioned below.

**1.0.1 COLLEGE OF BUSINESS EDUCATION (CBE)**

The College of Business Education was established by the College of Business Education Act, Cap 315 R.E 2002 (CBE Act). It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

**1.0.2 JOB TITLE: LECTURER – ACCOUNTANCY - (6 POSTS)**

**1.0.3 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor.

#### **1.0.4 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization.

The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines; Accounting and Finance; Banking and Finance; Public Finance; or Taxation.

#### **1.0.5 REMUNERATION: PHTS 3.1**

#### **1.0.6 LECTURER – METROLOGY AND STANDARDIZATION (1 POST)**

#### **1.0.7 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To perform any other duties as assigned by supervisor.

#### **1.0.8 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Metrology and Standardization; Laser Measurement Technology; Measurement Technologies; Oil and Gas Technology; Optics and Photonics; Mechanical or Mechatronic Engineering; Electronics Engineering; Electrical Engineering; Instrumentation Engineering; or Electronics and Telecommunication.

#### **1.0.9 REMUNERATION: PHTS 3.1**

#### **1.0.10 LECTURERS – ICT (6 POST)**

#### **1.0.11 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;

- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- ix. To perform any other duties as assigned by supervisor.

#### **1.0.12 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Computer Science; Information Technology; Information Systems; Computer Forensics; Data Analytics; or Software Engineering.

#### **1.0.13 REMUNERATION: PHTS 3.1**

#### **1.0.14 POSITION: LECTURERS – PROCUREMENT AND SUPPLIES MANAGEMENT (5 POST)**

#### **1.0.15 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coache junior teaching staff; and
- viii. Perform any other duties as assigned by supervisor;

#### **1.0.16 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Procurement and Supply Chain Management; Procurement and Logistics Management; Materials Management; Transport and Logistics Management; Supply Chain Management; Procurement and Supply Management; Procurement and Supplies Management; or Freight Clearing and Forwarding.

#### **1.0.17 REMUNERATION: PHTS 3.1**

#### **1.0.18 LECTURER (BUSINESS ADMINISTRATION – (8 POSTS)**

##### **1.0.19 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor.

##### **1.0.20 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Human Resource Management or Public Administration; Records and Archives Management; Corporate and Commercial Law; or Economics.

### **1.0.21 REMUNERATION: PHTS 3.1**

### **1.0.22 ASSISTANT LECTURER (DIGITAL MARKETING) – (1 POST)**

#### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.24 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the Digital Marketing.

### **1.0.25 REMUNERATION: PHTS 2.1**

### **1.0.26 POSITION: ASSISTANT LECTURER (EVENT MANAGEMENT- (1 POST)**

#### **1.0.27 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.28 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Marketing Management; or Marketing.

### **1.0.29 REMUNERATION:PHTS 2.1**

### **1.0.30 POSITION: ASSISTANT LECTURER (ICT - 3 POSTS)**

#### **1.0.31 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vi. To perform any other duties as assigned by supervisor.

### **1.0.32 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Computer Science; Information Technology; Information System; Computer Engineering; Software Engineering; Multimedia Systems; Data Analytics; and IT Security.

### **1.0.33 REMUNERATION: PHTS 2.1**

### **1.0.34 ASSISTANT LECTURER (PROJECT MANAGEMENT, PLANNING AND EVALUATION - 1 POST)**

### **1.0.35 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.36 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Project Planning; or Project Management

### **1.0.37 REMUNERATION: PHTS 2.1**

### **1.0.38 POSITION: ASSISTANT LECTURER (ACCOUNTANCY – (3 POSTS))**

#### **1.0.39 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.40 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Accounting and Finance; Banking and Finance; Public Finance; and Taxation.

#### **1.0.41 REMUNERATION: PHTS 2.1**

#### **1.0.42 POSITION: ASSISTANT LECTURER – RECORDS AND ARCHIVES MANAGEMENT (3 POSTS)**

#### **1.0.43 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- viii. To perform any other duties as assigned by supervisor.

#### **1.0.44 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the discipline of Records and Archives Management.

#### **1.0.45 REMUNERATION: PHTS 2.1**

#### **1.0.46 ASSISTANT LECTURER (METROLOGY AND STANDARDIZATION) (4 POSTS)**

#### **1.0.47 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;



- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.48 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Metrology and Standardization; Laser Measurement Technology; Measurement Technologies; Oil and Gas Technology; Optics and Photonics; Mechanical or Mechatronic Engineering; or Electrical or Electronics Engineering;

#### **1.0.49 REMUNERATION: PHTS 2.1**

#### **1.0.50 ASSISTANT LECTURER – ECONOMICS (1 POST)**

##### **1.0.51 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.52 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be

less than 4.0 or an average of B+. Applicants should have studied (major) in the discipline of Economics.

#### **1.0.53 REMUNERATION: PHTS 2.1**

#### **1.0.54 POSITION: ASSISTANT MEDICAL OFFICER II (1 POST)**

#### **1.0.55 DUTIES AND RESPONSIBILITIES**

- i. To practice general medicine and pediatrics;
- ii. To administer preventive medicine;
- iii. To attend to general outpatient clinics; and
- iv. Perform any other related duties assigned by ones reporting officer.

#### **1.0.56 QUALIFICATIONS AND EXPERIENCE**

Holder of Advanced Diploma in Clinical Medicine or equivalent qualifications from a recognized institution and must have been registered with the Tanganyika Medical Board.

#### **1.0.57 REMUNERATION: PMGSS 5.1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **25<sup>th</sup> November, 2022;**
- xvi. Only shortlisted candidates will be informed on the date of interview and;
- xvii. Presentation of forged certificates and other information will necessitate 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**