

THE UNITED REPUBLIC OF TANZANIA

MWALIMU JULIUS K. NYERERE UNIVERSITY
OF AGRICULTURE AND TECHNOLOGY
(MJNUAT)



OFFICE OF THE DEPUTY VICE
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**CALL FOR APPLICATIONS OF APPOINTMENTS AND TRANSFER
VACANCIES**

The Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT) is a Public Institution established in 2014. It has its headquarters in Butiama District -Mara Region. MJNUAT invites applications from competent and qualified Tanzania Public Servants with existing **CHECK NUMBERS** to be considered for the available five (5) Appointments and sixty two (62) Transfer vacancies at MJNUAT as listed below;

1.0 APPOINTMENT POSTS

1.1 DIRECTOR OF ESTATES MANAGEMENT UNIT (1 POST)

(a) Qualifications

Holder of Master's Degree in one of the following fields; Civil Engineering, Electrical Engineering, Architecture, Building Economics, Land Management and Valuation or any other related fields. He/she must be registered with relevant professional Board with working experience of at least ten (10) years in a related field from reputable organization, of which two (2) years must be in a managerial position. The Masters' Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To formulate policy proposals related to estates activities;
- ii. To coordinate consultancy services in estates management;

- iii. To maintain and coordinate work contracts with building and maintenance staff of the Estates Unit;
- iv. To prepare and compile budget estimates for Capital Development;
- v. To prepare training and development plans for Estates staff;
- vi. To coordinate the effective maintenance and rehabilitation of the infrastructure;
- vii. To prepare reports related to Estates Management;
- viii. To coordinate the preparation of designs of buildings and other infrastructures;
- ix. To supervise preparation of sketches and designs for major modification to the existing University owned buildings;
- x. To participate in evaluation and selection of suitable cleaning and sanitation service providers;
- xi. To supervise feasibility studies and evaluation of viability of proposed projects on the University land; and
- xii. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 14.

1.2 DIRECTOR OF PLANNING AND INVESTMENT UNIT (1 POST)

(a) Qualifications

Holder of Master Degree in one of the following fields; Planning, Economics, Agricultural Economics, Projects Planning and Management, Statistics or any related qualification from a recognised University/Institution with working experience of at least ten (10) years in a related field from reputable organization of which two (2) years must be in a managerial position. The Master Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To prepare investment plans and project documents for submission through Council to the government and other donors for funding;
- ii. To coordinate the preparation, implementation, monitoring and evaluation of the MJNUAT Corporate Strategic Plan and other strategic plans of the University;
- iii. To coordinate the preparation, implementation and periodic review of the investments, planning and estates management policies of the University and to recommend major policies of the University;

- iv. To recommend effective marketing plans, strategies and techniques and to ensure execution of marketing and business promotion campaigns;
- v. To coordinate the preparation of the budget of the Directorate, control budgeted resources and to ensure that activities of the Directorate are carried out as per annual work plan;
- vi. To monitor and report progress against objectives and plans and key milestones for the University;
- vii. To provide leadership in the planning of income generation activities;
- viii. To coordinate development of business plans for income generation activities/projects;
- ix. To oversee implementation business ventures and evaluation of the same;
- x. To oversee academic planning of the university; and
- xi. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 14.

1.3 HEAD OF LEGAL UNIT/CORPORATE SECRETARY (1 POST)

(a) Qualifications

Holder of Master Degree (LL.M) from a recognized institution with at least eight (8) years working experience in a related field from reputable organization. The candidate must be registered as Advocate of the High Court of Tanzania and should be at senior position. The Master Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To serve as the Custodian of the University Seal;
- ii. To serve as Custodian of legal documents including contracts that the University has entered with individuals, organizations, institutions etc;
- iii. To provide legal advice to the University and the management;
- iv. To liaise with the High Court and subordinate courts, various institutions, Government Ministries and Departments on legal matters;
- v. To assist the Vice Chancellor to respond to legal inquiries about University operations;
- vi. To review and propose the necessary amendments to MJNUAT legislation;
- vii. To educate other members of staff and students on their legal rights and

responsibilities; and

- viii. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 13

1.4 HEAD OF COMMUNICATION AND MARKETING UNIT (1 POST)

(a) Qualifications

Holder of a Master's Degree in one of the following fields; Public Relations, Mass Communication, International Relations, Journalism, Business Communication or related qualifications from a recognized Institutions. Must have at least eight (8) years work experience in a related field from a reputable organization and should be at senior position. The Master Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To maintain good public relations within and outside the University and assist the Vice Chancellor to improve interpersonal relations and enhance teamwork and participative management;
- ii. To attend public, staff and students' complaints;
- iii. To plan meetings with the public and calling in visitors and fix key appointments for the Vice Chancellor and other officials;
- iv. To brief the Vice Chancellor on current issues and events, prepare press releases and the Vice Chancellor's speeches;
- v. To liaise with Directors, Deans, and other Heads of Units in the marketing of university products and services;
- vi. To follow up and bring to the attention of the Vice Chancellor published issues in the newspapers, radio or TV which are relevant to the University;
- vii. To prepare memos for the Vice Chancellor;
- viii. To participate in preparing the Almanac of the University for each financial year; and
- ix. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 13

1.5 MANAGER OF INFORMATION AND COMMUNICATION TECHNOLOGY UNIT (1 POST)

(a) Qualifications

Holder of Master Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology or related field from a recognized Institution with working experience of at least eight (8) years in a related field from reputable organization. The applicant must be at senior position and his/her Master Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To ensure maximum application and utilization of ICT resources across the University;
- ii. To coordinate the development, review and implementation of ICT policies, strategies and master plan;
- iii. To prepare recommendations for ICT projects and coordinate their implementation and review;
- iv. To ensure security of ICT infrastructure in the University and ensure its proper maintenance, support and functioning across the University;
- v. To liaise with the ICT systems suppliers or vendors on various matters;
- vi. To approve test runs and installation of new programs, hardware and other ICT resources;
- vii. To approve technical specifications for ICT resources;
- viii. To oversee career development of ICT personnel and see to it that there is a general ICT literacy across the University;
- ix. To provide leadership and coordinate effective use of ICT in university operations;
- x. To advise the University and Management on all issues pertaining to ICT; and
- xi. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 13

2.0 TRANSFER POSTS

2.1 SENIOR LECTURERS (CROP SCIENCE -1 POST, AGRICULTURAL ECONOMICS AND AGRIBUSINESS -1 POST, AGRICULTURAL ENGINEERING -1 POST AND CURRICULUM AND TEACHING-1 POST)

(a) Qualifications

Holders of PhD in relevant field, Master's degree in the relevant field 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 addition, one must have working experience of at least 3 years in a related field and minimum total of 5 points from peer reviewed publications.

(b) Duties and Responsibilities

- i. To undertake an induction course in pedagogical skills for those who had none before.
- ii. Carry out lecturers; conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- iii. To play a leadership role at the level of the Department, Directorate and School;
- iv. To mentor junior staff in relevant fields;
- v. To develop curricula;
- vi. To develop and manage various University activities;
- vii. To undertake research and publish/disseminate research results;
- viii. To carry out consultancy and community services
- ix. To write teaching manuals and compendium;
- x. To supervise field practicals, undergraduate special projects, Masters and PhD dissertations/thesis;
- xi. To organise and participate in workshop, conferences and symposium; and
- xii. To perform any other duties that may be assigned by the supervisor.

(c) Remuneration – PUTS 4.1

2.2 LECTURERS (ANIMAL SCIENCE -1 POST, AGRONOMY -1 POST, HORTICULTURE -1 POST, HUMAN NUTRITION -1 POST, ENTERPRENUERSHIP - 1 POST, COMPUTER SCIENCE -1POST, ENEGRY ENGINEERING -1 POST, ENVIRONMENTAL ENGINEERING -1 POST, PROCESSING AND POST HARVEST ENGINEERING -1 POST, MINING ENGINEERING -1 POST, MINERAL PROCESSING ENGINEERING -1 POST, IRRIGATION ENGINEERING -1 POST AND PHILOSOPHY OF EDUCATION -1 POST)

(a) Qualifications

Holders of PhD in relevant field, Master's degree in the relevant field 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 addition, Unclassified Master Degree by thesis/research one must have published at least two (2) papers in reputable peer reviewed journals.

(b) Duties and Responsibilities

- i. To undertake an induction course in pedagogical skills for those who had none before;
- ii. Carry out lecturers; conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- iii. To participate in developing and managing various University activities;
- iv. To mentor junior staff in relevant fields;
- v. To undertake research and publish/disseminate research results;
- vi. To carry out consultancy and community services
- vii. To write teaching manuals and compendium;
- viii. To supervise field practicals, undergraduate special projects, Masters and PhD dissertations/thesis;
- ix. To attend/organise workshops, conferences and symposium; and
- x. To perform any other duties that may be assigned by the relevant authorities.

(c) Remuneration – PUTS 3.3

2.3 ASSISTANT LECTURERS (AQUACULTURE AND & FISHERIES -1 POST, HORTICULTURE -1 POST, AGRICULTURAL INVESTMENT AND FINANCE -1 POST, COMPUTER SCIENCE -1 POST, ENVIRONMENTAL ENGINEERING -1 POST, PROCESSING AND POST HARVEST ENGINEERING -1 POST)

(a) Qualifications

Holders of Master's degree in the relevant field 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 with a minimum of B+ in the Dissertation. In addition, Unclassified Master Degree by thesis/research one must have a pass grade and published at least two (2) papers in reputable peer reviewed journals.

(b) Duties and Responsibilities

- i. To undergo an induction course in pedagogical skills for those who had none before.
- ii. Carry out lecturers; 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 symposium; and
- viii. To perform any other duties that may be assigned by the supervisor.

(c) Remuneration – PUTS 2.1

2.4 LABORATORY TECHNICIAN I (4 POSTS)

(a) Qualifications

Holders of Diploma in one of the following fields; Laboratory Engineering, Laboratory Technology or equivalent qualifications from recognized Institution, with at least four (4) years of working experience in a related field.

(b) Duties and Responsibilities

- i. To implement specified maintenance plans for laboratory facilities;
- ii. To implement specified technical plans and designs connected with research, students' practical and consultancy work;
- iii. To prepare preventive maintenance plan of Motor Vehicles, Plants and Equipment;
- iv. To draw safety plan for Mechanical Workshops;
- v. To assist in students projects and practical research and consultancy work; and
- vi. To perform any other related duties assigned by supervisor.

Remuneration – PUSS 4.1

2.5 SENIOR ACCOUNTANT II (1 POST)

(a) Qualifications

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy, Finance or Commerce) or equivalent qualifications from a recognized institution who have attained CPA (T), ACCA, ACA or equivalent professional qualifications recognized by NBAA with working experience of at least seven (7) years in a related field.

(b) Duties and Responsibilities

- i. To prepare draft final accounts and submit the same to the supervisor;
- ii. To carry out accounting functions in accordance with financial regulations;
- iii. To control capital and recurrent expenditure;
- iv. To post subsidiary registers for debtors, creditors and fixed assets;
- v. To prepare bank and final accounts reconciliation; and
- vi. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 9.1

2.6 ACCOUNTANT I (1 POST)

(a) Qualifications

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy, Finance or Commerce) or equivalent qualifications from a recognized institution who have attained CPA (T), ACCA, ACA or equivalent professional qualifications recognized by NBAA with working experience of at least four (4) years in relevant field.

(b) Duties and Responsibilities

- i. To file all accounting documents properly;
- ii. To properly record and file all invoices after payments;
- iii. To follow-up outstanding payments;
- iv. To maintain employees' ledger for staff advances, loans or imprests;
- v. To maintain accurate registers for debtors;
- vi. To maintain cheque register;
- vii. To prepare bank reconciliation statements;
- viii. To assist in preparing reports on revenue, expenditure and returns;
- ix. To assist in preparing the University's financial statements;
- x. To assist in preparing monthly pay-slips for staff;
- xi. To keep records and payroll registers;
- xii. To participate in preparing Journal Vouchers and monthly payroll; and
- xiii. To perform any other duties as assigned by supervisor.

(c) Remuneration – PGSS 8.1

2.7 HUMAN RESOURCE OFFICER I (1 POST)

(a) Qualifications

Holder of a Bachelor Degree in one of the following fields; Human Resource Management, Public Administration, Commerce or Business Administration majoring in Human Resource Management or Personnel Management or equivalent qualification from a recognized institution with at least four (4) years work experience in a related field.

(b) 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, updating and maintaining personnel/students records and statistics;
- vii. To participate in human resources/student enrolment planning;
- viii. To assist in the identification of training needs of staff;
- ix. To monitor staff work attendance;
- x. To assist in maintaining harmonious working environment; and
- xi. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.8 ADMINISTRATIVE OFFICER I (1 POST)

(a) Qualifications

Holder of a Bachelor Degree in one of the following fields; Human Resource Management, Public Administration, Commerce or Business Administration majoring in Human Resource Management or Personnel Management or equivalent qualification from a recognized institution with at least four (4) years work experience in a related field.

(b) Duties and Responsibilities

- i. To assist in the administration of recruitment and placement activities;
- ii. To assist in office administration;
- iii. To carry out orientation of new staff and students;
- iv. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules;
- v. To assist in collecting, analysing, updating and maintaining personnel/students records and statistics;
- vi. To assist in monitoring implementation of security and cleanliness activities;
- vii. To participate in human resources/student enrolment planning;

- viii. To assist in the identification of training needs of staff;
- ix. To monitor staff work attendance;
- x. To assist in maintaining harmonious working environment; and
- xi. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.9 RECORDS MANAGEMENT ASSISTANT I (2 POSTS)

(a) Qualifications

Holder of Diploma in one of the following fields; Records Management, Archives Management or equivalent qualifications from a recognized Institution with at least four (4) years work experience in a related field. Must be computer Literate.

(b) 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 correspondence;
- vi. To maintain an updated diary and records for files movements; and
- vii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 5.1

2.10 SENIOR OFFICE MANAGEMENT SECRETARY (2 POSTS)

(a) Qualifications

Holder of an Ordinary Diploma in Secretarial Services with at least seven (7) years work experience in a related field plus Executive Management Certificates from a recognized institution. Must be computer literate, with typing speed of 50 w.p.m., shorthand speed of 100 w.p.m. Must have attended and passed Management Development for Executive Assistant Stage I (MDEA I).

(b) Duties and Responsibilities

- i. To take dictations and transcribe accordingly;
- ii. To receive telephone calls and book outgoing telephone calls as required;
- iii. To attend routine hotel and travel arrangements of the executives;
- iv. To keep files, sensitive documents and other material in secured or confidential place;
- v. To reply to correspondence regarding routine issues which require standard information, with added responsibilities on decision making and problem solving;
- vi. To guide and train subordinates on their work; and
- vii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 6.1

2.11 OFFICE MANAGEMENT SECRETARY I (2 POSTS)

(a) Qualifications

Holder of an Ordinary Diploma in Secretarial studies from a recognized Institution with four (4) years work experience in a related field. Must have typing speed of 50 w.p.m., shorthand speed of 80 w.p.m. and computer literate.

(b) 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 advise him/her on appointment requested;
- iv. To convey messages and instructions from executive to subordinates;
- v. To prepare list of office equipment and submit to the relevant offices;
- vi. To attend meetings and take records of proceedings;
- vii. To make travel arrangements for officers; and
- viii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 5.1

2.12 PLANNING OFFICER I (2 POSTS)

(a) Qualifications

Holder of a Bachelor Degree in one of the following fields; Economics, Planning, Statistics, Projects Planning and Management, Agricultural Economics, or equivalent qualifications from a recognized institution with at least four (4) years of work experience in a related field.

(b) Duties and Responsibilities

- i. To participate in developing methodologies for data collection on various aspects of University operational programmes;
- ii. To design and review data collection instruments;
- iii. To participate in the analysis and evaluation of information gathered;
- iv. To assist in the assessment of systems clientele needs;
- v. To take part in analysing programme loads and implementation techniques;
- vi. To find out operational efficiency of the programme using costs and other indicators;
- vii. To draft statistical and management reports;
- viii. To store and retrieve inventory information;
- ix. To assist interpreting and analysing data for plan formulation; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.13 PROCUREMENT OFFICER I (2 POSTS)

(a) Qualifications

Holder of Bachelor degree in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from a recognized institution plus Computer literate. Must be registered as Graduate Procurement and Supplies Officer/Stock Verifier by PSPTB with working experience of at least four (4) years in a related field.

(b) Duties and Responsibilities

- i. To recommend procurement and disposal by Tender procedures;

- ii. To verify and prepare statements of user requirements;
- iii. To prepare tendering documents;
- iv. To prepare advertisements of tender opportunities;
- v. To make receipts, issue vouchers, raise bills, Processing stores requisitions, Order expedition, Inventory verification and Stock replenishment;
- vi. To participate in evaluating vendor performance and advise accordingly;
- vii. To follow up overdue or back orders, make special arrangements and terms of delivery and communicate to divisions expected delivery dates;
- viii. To participate in identifying contract defaulters and report to Superior for further action;
- ix. To assist in planning and forecasting supplies requirements; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.14 SUPPLIES OFFICER I (1 POST)

(a) Qualifications

Holder of Bachelor degree in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from a recognized institution plus Computer literate. Must be registered as Graduate Procurement and Supplies Officer/Stock Verifier by PSPTB, with working experience of at least four (4) years in related field.

(b) Duties and Responsibilities

- i. To make receipts, Processing stores requisitions, Inventory verification and Stock replenishment;
- ii. To liaise with user department on stores requirements and specification;
- iii. To assist in planning the procurement and disposal of assets of the University through the appropriate procedures;
- iv. To assist in planning and forecasting supplies requirements;
- v. To issue goods according to stores regulations;
- vi. To assist in the preparation of quarterly and yearly reports;
- vii. To report store losses;

- viii. To ensure effective distribution and supplies of office equipments as per procurement plan;
- ix. To prepare and maintain consumption statistics; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.15 PUBLIC RELATIONS OFFICER I (1 POST)

(a) Qualifications

Holder of a Bachelor Degree in one of the following fields; Journalism, Mass Communication, Public Relations, International Relations, Business Communication or equivalent qualifications from a recognized institution with at least four (4) years work experience in a related field. Must be computer literate.

(b) Duties and Responsibilities

- i. To assist in manning exhibitions stands (e.g. Trade Fairs, Open day exhibitions);
- ii. To collect and sub-edit materials for radio programmes and the University newsletter;
- iii. To assist in facilitating conferences, seminars, ceremonies pertaining the University's operational activities etc;
- iv. To assist in the production of Radio and TV programmes and other relevant media programmes;
- v. To maintain photographic records of major events;
- vi. To assist in a designing the marketing plan for University products; and
- vii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.16 LEGAL OFFICER I (2 POSTS)

(a) Qualifications

Holder of LLB Degree from a recognized institution with practical legal training at Law School of Tanzania or undergone internship program recognized by the Attorney General Chambers with at least four (4) years work experience in a related field.

(b) Duties and Responsibilities

- i. To assist in ensuring insurance cover for employees, equipment and premises is current;
- ii. To compile evidence relevant for court cases involving the University;
- iii. To assist in dealing with legal routine correspondence addressed to the University;
- iv. To assist in administering compliance to the terms of agreements and contracts;

- v. To compile a list of amended legislations, regulations and rules;
- vi. To maintain an updated database of court decisions;
- vii. To assist in drafting legal documents for University; and
- viii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8.1

2.17 INTERNAL AUDITOR I (1 POST)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Accountancy, Auditing, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or its equivalent qualification from any recognized University/Institution with at least four (4) years of work experience in a related field. The candidate must possess CPA (T), ACCA, ACA, CIA, or equivalent professional qualifications recognized by NBAA.

(b) Duties and Responsibilities

- i. To review payroll records on monthly/quarterly basis;
- ii. To check costing records of activity centres;
- iii. To check records of all University inventories;
- iv. To assist in preparation of annual work plans;
- v. To synchronize and analyse Audit queries;
- vi. To determine adequacy of the system in place used to safeguard assets;
- vii. To assist in conducting pre-audit within the University;
- viii. To assist in performing regular checks and investigations; and
- ix. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8.1

**2.18 INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (PROGRAMMER
- 1 POST, FULL STACK WEB DEVELOPER - 1 POST)**

(a) Qualifications

Holder of Bachelor's Degree or Advanced Diploma in one of the following fields; Computer Science, Information and Communication Technology, Telecommunication Engineering, Computer Engineering or equivalent qualification from a recognized institution with at least four (4) years working experience in a related field.

(b) Duties and Responsibilities

- i. To ascertain that network cabling systems meet international structured cabling standards;
- ii. To provide suitable documentation of network cabling systems;
- iii. To participate in the planning and implementation of controlled testing of disaster recovery procedures;
- iv. To assist in tracking network security breaches;
- v. To analyse and report problem trends;
- vi. To participate in implementing procedures and systems to establish weekly status of critical ICT resources; and
- vii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8.1

2.19 ESTATES OFFICER I (1 POST)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Civil, Electrical, Environmental, Mechanical Engineering, Architecture, Building Economics, Quantity Survey, Land Management and Valuation or equivalent qualifications from a recognized higher learning Institution with at least four (4) years of work experience in a related field. Must be registered under "Graduate Category" with an appropriate professional body and must be computer literate.

(b) Duties and Responsibilities

- i. To participate in drawing up short and long term programs for the general

- improvement of landscaping of the University's compounds;
- ii. To deal with conditioning, maintaining, and upgrading of University's buildings/estates and other assets;
 - iii. To assist in the planning of Estates and other forms of physical resource establishments and services;
 - iv. To participate in making project feasibility studies, evaluates the viability of proposed projects in estates management and conducting consultancy services;
 - v. To receive and evaluate routine user inquiries or requests for maintenance works and services and recommend the same to relevant authorities;
 - vi. To investigate and respond to staff, students and other stakeholder's complaints and requests;
 - vii. To assist in the investigation of claims made against the University pertaining to estate operations and other forms of institutional;
 - viii. To supervise/oversee or evaluate, in partnerships with other institutional organs, outsourced works and services undertaken by external Parties; and
 - ix. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8.1

2.20 ARTISANS I (3 POSTS)

(a) Qualifications

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in one of the following fields; Mechanical, Electricity, Masonry, Carpentry, Plumbing, Printing, Painting or equivalent qualification who has working experience of at least four (4) years in a related field.

(b) Duties and Responsibilities -CIVIL WORKS

- i. To perform specified craft jobs under supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To report maintenance problems to senior staff;
- vi. To perform any other duties as may be assigned by Supervisor.

(c) Duties and Responsibilities -ELECTRICAL

- i. To carry out regular electrical maintenance and repair of motor starter professionally;
- ii. To complete job card every electrical maintenance and repair carried out;
- iii. To make sure all electrical appliances undergo service and at least contact cleaning, tightening of both cable terminal to the starter and motor and panel cleaning are routinely done;
- iv. To prepare daily, weekly and monthly preventive and corrective maintenance report;
- v. To ensure prompt and efficient repairing of all reported electrical faults of buildings, machines and equipments;
- vi. To perform any other duty as assigned by supervisor.

(d) Remuneration – PGSS 3.1

2.21 DRIVER I (2 POSTS)

(a) Qualifications

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E; Advanced Driving Course offered by the National Institute of Transport (NIT) or any other recognized institution and Trade Test II/Level II in Motor Vehicle Driving, Motor Vehicle Mechanics or Auto-Electricity plus driving experience of at least four (4) years.

(b) 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.; and

- ix. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 3.1

2.22 LIBRARY OFFICER I (2 POSTS)

(a) Qualifications

Holders of Bachelor Degree in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation, Information Management or equivalent qualifications from recognised institutions with working experience of at least four (4) years in a related field.

(b) Duties and Responsibilities

- i. To maintain public and staff catalogue;
- ii. To maintain records of library materials loaned to users;
- iii. To shelf books, periodicals, catalogue, journals and other library materials;
- iv. To process newly acquired information materials;
- v. To maintain user profile;
- vi. To collect information needs of users;
- vii. To assist in identifying library materials to be ordered;
- viii. To guide readers to find information;
- ix. To maintain an index to keywords for retrieval purposes; and

(c) Remuneration – PGSS 7.1

2.23 WARDEN I (2 POSTS)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Education, Psychology, Guidance & Counselling, Gender, Sociology, Social Work, Community Development or equivalent qualifications from a recognized institution with at least four (4) years work experience in a related field.

(b) Duties and Responsibilities

- i. To assist in dealing with cases involving students on social matters;
- ii. To disseminate Universities' directives to students;
- iii. To offer first aid support when needed and appropriate;
- iv. To assist in maintaining accurate records pertaining to students' welfare;
- v. To participate in identifying behaviour trends that may require action;
- vi. To assist in administering students' welfare services;
- vii. To assist in facilitating Students' Organization activities;
- viii. To participate in career guidance and counselling to students;
- ix. To assist in maintaining conducive learning environment; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 7.1

2.24 JANITOR I (2 POSTS)

(a) Qualifications

Holder of Diploma in one of the following fields; Education, Social works, Sociology, Counselling, Home Economics, Community Development or equivalent qualifications from a recognized institution with at least (4) years working in a related field.

(b) 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. To ensure security in and around hall of residence; and
- vi. To perform any other related duties assigned by supervisor.

(c) Remuneration – PGSS 5.1

2.25 ASSISTANT MEDICAL OFFICER I (1 POST)

(a) Qualifications

Holder of Advanced Diploma in Clinical Medicine or equivalent qualifications from recognized institution and must be registered by Tanganyika Medical Council with working experience of at least four (4) years in a related field.

(b) Duties and Responsibilities

- i. To assist in surgical procedures;
- ii. To attend to Obstetrics and Gynaecological cases;
- iii. To administer Preventive Medicine;
- iv. To attend to general outpatient clinics;
- v. To assist in surgical procedure; and
- vi. To perform any other related duties as may be assigned by supervisor.

(c) Remuneration – PMGSS 6.1

2.26 HEALTH LABORATORY TECHNICIAN I (1 POST)

(a) Qualifications

Holder of Diploma in Medical Lab Technology or its equivalent from a recognised Institution with working experience of at least four (4) years in a related field. Must also have an operating licence from Health Laboratory Practitioners' Council.

(b) Duties and Responsibilities

- i. To process specimens collected by Doctors for examination and transfer to referral Laboratory for diagnosis;
- ii. To assist in minor repair or maintenance of laboratory facilities;
- iii. To assist in the repair and maintenance of laboratory facilities;
- iv. To assist senior staff in relevant fields of laboratory operations; and
- v. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PMGSS 5.1

MODE OF APPLICATION AND GENERAL CONDITIONS

Please take note of the following general application conditions;

- i. Applicants must be Public Servants with existing **CHECK NUMBERS**;
- ii. Signed application letters should be written in English or Swahili;
- iii. All applicants should indicate the positions they are applying for;
- iv. All application letters shall be routed through current respective employers;
- v. All applicants should attach certified copies of all academic and professional certificates and transcripts as well as birth certificates;
- vi. Certificates from foreign Institutions must be verified by relevant Authorities in Tanzania;
- vii. Applicants should attach current and duly signed curriculum vitae which bears the most recent passport size photograph, as well as a list of three referees indicating their names, designation, employer, physical address, mobile number(s) and email address;
- viii. Applicants should indicate their willingness and commitment to cover transfer cost upon being successful, since the transfer is considered to be self-initiated;

Interested and qualified individuals should submit their applications through the following address;

**Deputy Vice Chancellor – Planning, Finance and Administration,
Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT),
P.O. Box 976,
MUSOMA.**

Or

Submit their application documents in pdf format **as one zipped folder electronically** to email address; **recruitment@mjnuat.ac.tz**.

DEADLINE:

The deadline for submission of applications is 14th June, 2024 at 16:00 hrs. This advertisement can also be accessed through the University website www.mjnuat.ac.tz.