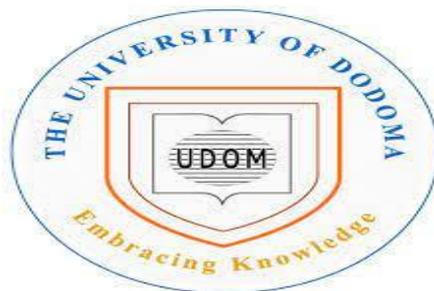


THE UNIVERSITY OF DODOMA



14th June 2023

Vacancies

The University of Dodoma invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following academic vacant posts:-

1. COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

POST	Tutorial Assistant– 1 Post
Field	Land Surveying and Mapping Science
Qualification and Experience	Holder of Bachelor Degree in Land use Planning and Management/Urban Planning and Valuation/Geomatics/Geo-information/Computer Science and or Urban and Regional Planning with GPA of 3.8
Duties and Responsibilities	<ul style="list-style-type: none">• This is a training post; the staff is required to undergo a Master’s Degree training programme;• Undergo an induction course in pedagogic skills for those who had none before;• Understudy senior members, including attending lectures, seminars, tutorials and practical training;• To conduct tutorial, seminars and practical’s;• Assist in research, consultancy and outreach activities; and• To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.1
POST	Assistant Lecturer – 1 Post
Field	Literature in English
Qualification and Experience	Holder of Master’s degree in Literature with GPA of 4.0 from recognized University and Bachelor of Arts with Education (majoring in Literature), Bachelor of Education (majoring in

	Literature) with a GPA of 3.8 from any recognized University.
POST	Assistant Lecturer – 3 Posts
Field	Social Work
Qualification and Experience	Holder of Master Degree in Social Work from an accredited Higher Learning Institution with a GPA of 4.0 or above and Bachelor Degree in Social Work from an accredited Higher Learning Institution with a GPA of 3.8.
POST	Assistant Lecturer – 2 Post
Field	Tourism
Qualification and Experience	Holder of Master’s Degree in Tourism with minimum GPA of 4.0 and Bachelor Degree in Tourism with a Minimum GPA of 3.8.
POST	Assistant Lecturer – 1 Post
Field	Archaeology/Heritage Studies
Qualification and Experience	Holder of Master’s Degree in Archaeology or Heritage Management with minimum GPA of 4.0 and Bachelor Degree in Archaeology or Heritage Management with a Minimum GPA of 3.8.
POST	Assistant Lecturer – 1 Post
Field	Fine Arts and Design
Qualification and Experience	Holder of Master Degree in Arts and Design, Fine and Performing Arts (Fine Arts), Fine Arts and Design, Fashion Design with at least a GPA 4.0 out of 5 and a Bachelor Degree in Arts and Design, Fine and Performing Arts (Fine Arts), Fine Arts and Design, Fashion Design with a minimum GPA of 3.8 out of 5 in the first Degree in any recognized University
POST	Assistant Lecturer – 1 Post
Field	International Relations/Political Science
Qualification and Experience	Holder of Master’s Degree in International Relations or Master’s Degree in Political Science with minimum GPA of 4.0 and Bachelor’s Degree in International Relations or Bachelor Degree in Political Science and Public Administration with minimum GPA of 3.8.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision;

	<ul style="list-style-type: none"> To attend workshops, conferences and symposia; and To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 2.1

POST	Lecturer – 1 Post
Field	Sociology
Qualification and Experience	Holder of a PhD in a field related to Sociology from accredited Higher Learning Institution, Holder of Masters of Sociology from accredited Higher Learning Institution with a GPA of 4.0 and a Bachelor Degree in Sociology from accredited Higher Learning Institution with a GPA of 3.8 and above
POST	Lecturer – 1 Post
Field	Archaeology/Heritage Studies
Qualification and Experience	Holder of a Doctor of Philosophy Degree (PhD) in areas relevant to Heritage Studies (e.g. Archaeology, Cultural Studies, Anthropology preferably Cultural and/or Physical Anthropology) with minimum GPA of 4.0, and Bachelor Degree in Archaeology or Heritage Management with a Minimum GPA of 3.8.
POST	Lecturer – 1 Post
Field	Philosophy
Qualification and Experience	Holder of a PhD Degree in related to the field of Philosophy. Master Degree in Philosophy with minimum GPA of 4.0 and Bachelor Degree in Philosophy with minimum GPA 3.8.
POST	Lecturer – 1 Post
Field	International Relations/Political Sciences
Qualification and Experience	Holder of a Doctor of Philosophy Degree (PhD) related to the field of International Relations/Political Science, Master Degree in International Relations/Master of Political Science with minimum GPA of 4.0 and Bachelor Degree in International Relations/Bachelor Degree in Political Science with minimum GPA of 3.8.
Duties and Responsibilities	<ul style="list-style-type: none"> To undertake an induction course in pedagogic skills for those who had none before; To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes; To mentor junior staff in relevant fields; To participate or contribute in curriculum development; To participate in developing and managing various University/Constituent College activities; To undertake research and publish/ disseminate results; To carry out consultancies and community services;

	<ul style="list-style-type: none"> • To write teaching manuals and compendia; • To supervise field practicals, undergraduate special projects Masters and PhD Dissertation/thesis; • To attend/organize Workshops, Conferences and symposia; and <p>To perform any other duties as may be assigned by the relevant authorities</p>
Remuneration	PUTS 3.3

2. COLLEGE OF INFORMATICS AND VIRTUAL EDUCATION

POST	Tutorial Assistants – 3 Posts
Fields	Telecommunication, Electronics or Mechatronics
Qualification and Experience	Holder of Bachelor Degree in Telecommunication, Electronics or Mechatronics minimum GPA of 3.8 out of 5 in from recognized institution
POST	Tutorial Assistants – 2 Posts
Fields	Multimedia and Digital Instructional Design
Qualification and Experience	Holder of Bachelor Degree with at least a 3.8 GPA in the following: Multimedia Technology and Animation, Multimedia Content Development, Instructional Design, Education Technology, Information Technology, Information Systems, eLearning or related fields with experience in eLearning, Content Development, Instructional Design, Animation, Graphic Design Video and Audio production.
POST	Tutorial Assistants – 3 Posts
Fields	Information Systems/Technology
Qualification and Experience	Holder of Bachelor’s Degree with at least a 3.8 GPA in the following fields; Information Systems, Health Information Systems, Business Information Systems, Information Technology, Information System Management.
POST	Tutorial Assistants - 5 Posts
Fields	Computer Science and Engineering
Qualification and Experience	Holder of Bachelor Degree with minimum GPA of 3.8 out of 5; Computer Science, Computer Engineering, Software Engineering.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master’s Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical’s; • Assist in research, consultancy and outreach activities; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.2

3. COLLEGE OF BUSINESS AND ECONOMICS

POST	Tutorial Assistant – 2 Posts
Fields	Accounting
Qualification and Experience	Holder of Bachelor Degree in the following areas of specialization; Bachelor of Commerce in Accounting, Bachelor of Accounting and Finance with a minimum GPA of 3.8 from a recognized institution.
POST	Tutorial Assistant – 2 Post
Fields	Human Resource Management
Qualification and Experience	Holder of Bachelor Degree in Human Resource Management, Bachelor of Business Administration (Human Resource Management), Bachelor of Commerce in Human Resource Management with a minimum GPA of 3.8 from a recognized institution.
POST	Tutorial Assistant – 2 Posts
Fields	Tourism and Hospitality Management
Qualification and Experience	Holder of Bachelor degree in the following area of specializations; Wildlife Tourism, Travel Agency and Tour Operation, Tourism and Hospitality with Apprenticeship, Tourism Management and Marketing, Tourism Management and Tourism and Hospitality Management with a minimum GPA of 3.8 from a recognized institution.
POST	Tutorial Assistant – 1 Posts
Fields	Environmental Economics
Qualification and Experience	Holder of Bachelor degree in the following areas specialization: Bachelor of Economics, Agricultural Economics and Agribusiness, Environmental Economics and Policy, Economics and Statistics, with a minimum GPA of 3.8 from any recognized institution.
POST	Tutorial Assistant - 2 Post
Fields	Economics
Qualification and Experience	Holder of Bachelor degree in the following areas specialization: Bachelor of Economics, Economics and Finance, Economics and Statistics, Economics and Sociology with a minimum GPA of 3.8 from any recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master’s Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical’s; • Assist in research, consultancy and outreach activities; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.1

4. DIRECTORATE OF LIBRARY SERVICES

POST	Assistant Librarian Trainee - 1 Post
Field	Medicine
Qualification and Experience	Holder of Doctor of Medicine with a minimum GPA of 3.8 from any recognized institution.
POST	Assistant Librarian Trainee - 1 Post
Field	Law
Qualification and Experience	Holder of Bachelor of Law with a minimum GPA of 3.8 from any recognized institution.
POST	Assistant Librarian Trainee - 1 Post
Field	Information and Communication Technology
Qualification and Experience	Holder of Bachelor of Science in Information Systems with a minimum GPA of 3.8 from any recognized institution
POST	Assistant Librarian Trainee - 1 Post
Field	Environmental Engineering
Qualification and Experience	Holder of Degree in Bachelor of Science in Environmental Engineering from with minimum GPA of 3.8 out of 5 from a recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme. • Undergo an induction course in pedagogic skills for those who had none before. • Understudy senior members, including attending lectures, seminars, tutorials and practical training. • To conduct tutorial, seminars and practical's. • Assist in research, consultancies and outreach activities. • To perform any other duties that may be assigned by the relevant authorities
Remuneration	PUTS 1.1
POST	Assistant Librarian – 4 Posts
Qualification and Experience	Holder of Master's Degree in Library or Information Studies or Library and Information Science with a minimum of GPA of 4.0 out of 5 and a Bachelor's Degree in any field with a minimum GPA of 3.8.
Main Duties	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 2.1

5. COLLEGE OF EDUCATION

POST	Assistant Lecturer – 1 Post
Fields	Mathematics Teaching Method
Qualification and Experience	Holder of Master Degree in Education (Mathematics) with at least a GPA of 4.0 out of 5 and a Bachelor of Education in Science/Bachelor of Science with Education (Majoring in Mathematics) with a Minimum GPA of 3.8 out of 5 from any recognized University.
POST	Assistant Lecturer- 1 Posts
Fields	ICT Teaching Method
Qualification and Experience	Holder of Master Degree in Education with at least a GPA of 4.0 out of 5 and a Bachelor of Education in Science (Majoring in ICT) with a at least a GPA of 3.8 out of 5 from any recognized University.
POST	Assistant Lecturer – 1 Posts
Fields	Adult Education/Community Development
Qualification and Experience	Holder of Master Degree in Education with at least a GPA of 4.0 out of 5 and Bachelor of Education in Adult Education/Community Development with at least a GPA of 3.8 out of 5 from any recognized University.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 2.1

POST	Lecturer- 1 Post
Fields	Education Measurement and Evaluation
Qualification and Experience	Holder of PhD in Education (Measurement and Evaluation/Assessment) plus a Master Degree in Education (Measurement and Evaluation/Assessment) with at least a GPA of 4.0 out of 5 and a Bachelor Degree in Education with at least a GPA of 3.8 out of 5 from any recognized University.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undertake an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes; • To mentor junior staff in relevant fields; • To participate or contribute in curriculum development; • To participate in developing and managing various University/Constituent College activities; • To undertake research and publish/ disseminate results; • To carry out consultancies and community services; • To write teaching manuals and compendia; • To supervise field practicals, undergraduate special projects Masters and PhD Dissertation/thesis; • To attend/organize Workshops, Conferences and symposia; and • To perform any other duties as may be assigned by the relevant authorities
Remuneration	PUTS 3.3

6. COLLEGE OF EARTH SCIENCES AND ENGINEERING

POST	Tutorial Assistants – 2 Posts
Field	Environmental Engineering
Qualification and Experience:	Holder of Degree in Bachelor of Science in Environmental Engineering from with minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Tutorial Assistants - 1 Posts
Field	Geology
Qualification and Experience	Holder of Bachelor Degree in Geology, Geophysics, Applied Geology, Petroleum Geology, Petroleum Geoscience, Engineering Geology with minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Tutorial Assistants - 1 Posts
Field	Electrical Engineering
Qualification and Experience	Holder of Bachelor of Science in Electrical Engineering with a minimum GPA of 3.8 out of 5 from a recognized institution.

POST	Tutorial Assistants – 1 Posts
Field	Mechanical Engineering
Qualification and Experience	Holder of Bachelor of Science in Mechanical Engineering with a minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Tutorial Assistants – 1 Post
Field	Chemical Engineering
Qualification and Experience	Holder of Bachelor of Science in Chemical and Process Engineering with a minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Tutorial Assistants – 2 Post
Field	Mining Engineering
Qualification and Experience:	Holder of Bachelor Degree in Mining Engineering with minimum GPA of 3.8 out of 5 from a recognized institution.
POST:	Tutorial Assistants - 3 Post
Field	Metallurgy and Mineral Processing Engineering
Qualification and Experience:	Holder of Bachelor Degree in Metallurgy and Mineral Processing Engineering with minimum GPA of 3.8 out of 5 from recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master’s Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical’s; • Assist in research, consultancy and outreach activities; and <p>To perform any other duties that may be assigned by the relevant authorities.</p>
Remuneration	PUTS 1.2

7. COLLEGE OF NATURAL AND MATHEMATICAL SCIENCES

POST	Tutorial Assistant – 2 Posts
Field	Pure Mathematics
Qualification and Experience	Holder of Bachelor of Science in Mathematics or Bachelor of Science with Education or Bachelor of Education in Science (Majoring in Mathematics) with a Minimum GPA of 3.8 out of 5 from any recognized institution.
POST	Tutorial Assistant – 2 Posts
Field	Physics/Electronic
Qualification and Experience	Holder of Bachelor of Science in Physics, Bachelor of Science in Electronics, Bachelor of Science in Electronics

	and Telecommunication Engineering or Bachelor of Science with Education or Bachelor of Education in Science (majoring in Physics) with a Minimum GPA of 3.8 out of 5 from any recognized institution.
POST	Tutorial Assistant – 2 Posts
Field	Statistics /Biostatistics/ Actuarial Science
Qualification and Experience	Holder of Bachelor Degree in Statistics or Bachelor Degree in Economics and Statistics or Bachelor of Science with Education or Bachelor of Education in Science (majoring in Mathematics) or Bachelor Degree in Actuarial Statistics/Science with a minimum GPA of 3.8 out of 5 in the from any recognized institution.
POST	Tutorial Assistant – 1 Post
Field	Forest or Botany
Qualification and Experience	Holder of Bachelor Degree in Forestry, Botany, Horticulture, Crop Sciences or related field with a minimum GPA of 3.8 out of 5 from any recognized institution.
POST	Tutorial Assistant – 3 Post
Field	Chemistry
Qualification and Experience	Holder of Bachelor of Science in Chemistry or Bachelor of Science with Education or Bachelor of Education in Science (majoring Chemistry) with a Minimum GPA of 3.8 out of 5 or its equivalent from any recognized University.
POST	Tutorial Assistant – 1 Post
Field	Biotechnology and Bioinformatics
Qualification and Experience	Holder of Bachelor of Science in Biotechnology, Bioinformatics, Molecular Sciences, Biology or related Sciences. Should have minimum GPA of 3.8 out of 5.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master’s Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical’s; • Assist in research, consultancy and outreach activities; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.2
8. INSTITUTE OF DEVELOPMENT STUDIES	
POST	Tutorial Assistant – 1 Post
Field	Project Planning Management

Qualification and Experience	Bachelor Degree in Project Planning Management with a Minimum GPA of 3.8 out of 5 from any recognized institution.
Duties and Responsibilities for Tutorial Assistant	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical's; • Assist in research, consultancy and outreach activities; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.1
9. SCHOOL OF MEDICINE AND DENTISTRY	
POST	Tutorial Assistant – 1 Post
Field	Anatomy
Qualification and Experience	Applicant must be a holder of Bachelor degree in Medicine, Doctor of Dental Surgery and Bachelor of Science in Veterinary Medicine with B pass in Anatomy and a GPA of 3.8 above from a recognized Institution. Applicants must be registered and recognized as practitioners in their fields by their relevant professional Boards/Councils.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorial, seminars and practical's; • Assist in research, consultancy and outreach activities; and • To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 1.3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- 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:-
 - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates;
 - PhD/Master/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 who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to ***Vice Chancellor, University of Dodoma (UDOM), and P.O. Box 259, Dodoma.***

- xiii. Deadline for application is 28th June, 2023;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- xv. 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/http://portal.ajira.go.tz/> not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**VICE CHANCELLOR
UNIVERSITY OF DODOMA (UDOM)**