

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/307

2nd June, 2023

VACANCY ANNOUNCEMENT- READVERTISED

On behalf of College of Business Education, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **Fourty three (43)** vacant posts as mentioned below;

1.0 THE COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education 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 and Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

1.0 POSITION: LECTURERS – ICT (6 POST)

1.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have 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 and Master Degree must not be below 3.8 and 4.0 or an average of B+ respectively. Applicants must have major/specialize in the following disciplines:

- Software Engineering;
- Computer Science;
- Information Systems Development;

- Information Technology;
- Data Analytics;
- Informatics; and
- Computer Engineering.

1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

1.3 SALARY SCALE: PHTS 3.1

2.0 POSITION: LECTURERS – PROCUREMENT AND SUPPLIES MANAGEMENT (5 POSTS)

2.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have 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 and Master Degree must not be below 3.8 and 4.0 or an average of B+ respectively. Applicants must have major/specialize 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; and
- Freight Clearing and Forwarding.

2.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

2.3 SALARY SCALE: PHTS 3.1

3.0 LECTURER – ACCOUNTANCY (6 POSTS)

3.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have 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 and Master Degree must not be below 3.8 and 4.0 or an average of B+ respectively. Applicants must have major/specialize in the following disciplines:

- Accounting and Finance;
- Banking and Finance;
- Public Finance; and
- Taxation.

3.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

3.3 SALARY SCALE: PHTS 3.1

4.0 POSITION: LECTURER – METROLOGY AND STANDARDIZATION (1 POST)

4.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have 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 and Master Degree must not be below 3.8 and 4.0 or an average of B+ respectively. Applicants must have major/specialize 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; and
- Electronics and Telecommunication.

4.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

4.3 SALARY SCALE: PHTS 3.1

5.0 POSITION: LECTURER (BUSINESS ADMINISTRATION - 8 POSTS)

5.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have 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 and Master Degree must not be below 3.8 and 4.0 or an average of B+ respectively. Applicants must have major/specialize in the following disciplines:

- Human Resource Management or Public Administration;
- Records and Archives Management;
- Project Planning, Monitoring and Evaluation;
- Corporate and Commercial Law; and
- Economics.

5.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

5.3 SALARY SCALE: PHTS 3.1

6.0 POSITION: ASSISTANT LECTURER (EVENT MANAGEMENT- 1 POST)

6.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Marketing Management;
- Marketing;

6.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

6.3 SALARY SCALE: PHTS 2.1

7.0 ASSISTANT LECTURER – DIGITAL MARKETING (1 POST)

7.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Digital Marketing;

7.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

7.3 SALARY SCALE: PHTS 2.1

8.0 POSITION: ASSISTANT LECTURER (PROJECT MANAGEMENT, PLANNING AND EVALUATION - 1 POST)

8.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Project Planning;
- Project Management

8.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

8.3 SALARY SCALE: PHTS 2.1

9.0 ASSISTANT LECTURER (ICT-PROGRAMMING - 3 POSTS)

9.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Computer Science;
- Information Technology;
- Information System;
- Computer Engineering; and
- Software Engineering;

9.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

9.3 SALARY SCALE: PHTS 2.1

10.0 POSITION: ASSISTANT LECTURER (ACCOUNTANCY - 3 POSTS)

10.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Accounting and Finance;
- Banking and Finance;
- Public Finance; and
- Taxation

10.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

10.3 SALARY SCALE: PHTS 2.1

11.0 POSITION: ASSISTANT LECTURER (METROLOGY AND STANDARDIZATION 4 POSTS)

11.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Metrology and Standardization;
- Laser Measurement Technology;
- Measurement Technologies;
- Oil and Gas Technology;
- Optics and Photonics;
- Mechanical or Mechatronic Engineering; and
- Electrical or Electronics Engineering;

11.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

11.3 SALARY SCALE: PHTS 2.1

12.0 POSITION: ASSISTANT LECTURER – RECORDS AND ARCHIVES MANAGEMENT (3 POSTS)

12.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Records and Archives Management;

12.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

12.3 SALARY SCALE: PHTS 2.1

13.0 POSITION: ASSISTANT LECTURER – ECONOMICS (1 POST)

13.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in the Masters Degree. Applicant must have studied both Bachelor and Masters Degree in the same discipline as shown below:

- Economics;

13.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' projects; and
- vi. Performs any other relevant duties as assigned by supervisor

13.3 SALARY SCALE: PHTS 2.1

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;

- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. 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.
- xiv. Deadline for application is **15th June, 2023**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

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

'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**