UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION**

Ref. No. FA. 97/288/01/09   **2nd December, 2024**

EMPLOYMENT OPPORTUNITIES

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College, as stipulated in the Charter and the Rules of 2010, are to provide integrated teaching, research and public service. To enhance effective teaching and learning, research and provision of public services, the College invites applications from suitable qualified Tanzanians to fill the following vacant positions:

1.0 ASSISTANT LECTURER (DISASTER RISK MANAGEMENT) - 1 POST

1.0.1 Duties and Responsibilities

(i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;

(ii) To prepare and present case studies;

(iii) To conduct and publish/disseminate research results;

(iv) To participate/contribute in curriculum development;

(v) To recognize students having learning difficulties, intervene and provide assistance and support;

(vi) To guide students in various academic issues;

(vii) To participate in consultancy and community services under supervision;

(viii) To attend workshops, conferences and symposia; and

(ix) To perform any other related duties as may be assigned by the supervisor.

1.0.2 Qualifications and Experience

Master in Disaster Risk Management or Geography and Environmental Studies or Climate Change or Master of Urban Planning and Management or Master in Geographic Information System and either a Bachelor Degree in Disaster Risk Management or Geography and Environmental Studies or Climate Change or Bachelor of Science in Urban Planning and Regional Development or Bachelor of Science in Geoinformatics or Bachelor of Science in Geographical Information System and Remote Sensing from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points at the Master's Degree and a minimum GPA of 3.8 points (out of 5 points) at the Bachelor's Degree and a minimum of B+ in Disaster Risk Management-related courses.

1.0.3 Remuneration: PUTS 2.1

Administration Building, Dar es Salaam University College of Education, P.O.BOX 2329, Dar es Salaam.
Email: dparc@duce.ac.tz,Website: www.udsm.ac.tz,www.duce.ac.tz

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2.0 ASSISTANT LECTURER (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) - 1 Post

2.0.1 Duties and Responsibilities

(i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;

(ii) To prepare and present case studies;

(iii) To conduct and publish/disseminate research results;

(iv) To participate/contribute in curriculum development;

(v) To recognize students having learning difficulties, intervene and provide assistance and support;

(vi) To guide students in various academic issues;

(vii) To participate in consultancy and community services under supervision;

(viii) To attend workshops, conferences and symposia; and

(ix) To perform any other related duties as may be assigned by the supervisor.

2.0.2 Qualifications and Experience

Master of Arts in Political Science and Public Administration or Master of Political Science or Master of Public Administration and either Bachelor of Arts in Political Science and Public Administration or Bachelor of Arts with Education (majoring Political Science and Public Administration) or Bachelor of Education in Arts (majoring Political Science and Public Admnistration) from a recognized academic institution, The candidate should possess a GPA of at least 4.0 points in Master's Degree and a minimum GPA of 3.8 points (out of 5 points) in the Bachelor's Degree.

2.0.3 Remuneration: PUTS 2.1

3.0 ASSISTANT LECTURER (MATHEMATICS TEACHING METHODS) - 1 POST

3.0.1 Duties and Responsibilities

(i) To carry out lectures, conduct tutorials, seminars and practical's for undergraduate programmes;

(ii) To prepare and present case studies;

(iii) To conduct and publish/disseminate research results;

(iv) To participate/contribute in curriculum development;

(v) To recognize students having learning difficulties, intervene and provide assistance and support;

(vi) To guide students in various academic issues;

(vii) To participate in consultancy and community services under supervision;

(viii) To attend workshops, conferences and symposia; and

(ix) To perform any other related duties as may be assigned by the supervisor.

3.0.2 Qualifications and Experience

Master of Education in Science or Master of Science with Education or Master of Mathematics or Master of Education in Mathematics Education and either a Bachelor of Science with Education (majoring in Mathematics) or Bachelor of Education in Science (majoring in Mathematics) or Bachelor of Education in Mathematics from a recognized academic institution.

The candidate should possess a GPA of at least 4.0 points at the Master's Degree and a minimum GPA of 3.8 points (out of 5 points) in the Bachelor's Degree.

3.0.3 Remuneration: PUTS 2.1

4.0 ASSISTANT LECTURER (MICROBIOLOGY) - 1 POST
4.0.1 Duties and Responsibilities
(i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
(ii) To prepare and present case studies;
(iii) To conduct and publish/disseminate research results;
(iv) To participate/contribute in curriculum development;
(v) To recognize students having learning difficulties, intervene and provide assistance and support;
(vi) To guide students in various academic issues;
(vii) To participate in consultancy and community services under supervision;
(viii) To attend workshops, conferences and symposia; and
(ix) To perform any other related duties as may be assigned by the supervisor.

4.0.2 Qualifications and Experience
Master of Science in Microbiology or Master of Science in Immunology and a Bachelor Degree of Science in Microbiology from a recognized academic institution. The Candidate should possess a GPA of at least 4.0 points in the Master's Degree and a minimum GPA of 3.8 points (out of 5 points) in Bachelor's Degree.

4.0.3 Remuneration: PUTS 2.1

5.0 ASSISTANT LIBRARIAN (SOFTWARE DEVELOPMENT) - 1 POST
5.0.1 Duties and Responsibilities
(i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
(ii) To prepare and present case studies;
(iii) To conduct and publish/disseminate research results;
(iv) To participate/contribute to curriculum development;
(v) To recognize students having learning difficulties, intervene and provide assistance and support;
(vi) To guide students in various academic issues;
(vii) To participate in consultancy and community services under supervision;
(viii) To attend workshops, conferences and symposia; and
(ix) To perform any other related duties as may be assigned by the supervisor.

5.0.2 Qualifications and Experience
Master of Science in Software Engineering or Master of Science in Information Systems or Master of Science in Computer Science, and either a Bachelor Degree of Science in Computer Science or Bachelor of Science in Information Systems or Bachelor of Science in Software Engineering or Bachelor of Science

in Information Technology or Bachelor of Science in Informatics or Bachelor of Science with Education majoring Computer Science and Mathematics from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points at the Master's Degree and a minimum GPA of 3.8 points (out of 5 points) in the Bachelor's Degree.

5.0.3 Remuneration: PUTS 2.1

6.0 ASSISTANT LIBRARIAN (COMPUTER NETWORKS) - 1 POST
6.0.1 Duties and Responsibilities
(i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
(ii) To prepare and present case studies;
(iii) To conduct and publish/disseminate research results;
(iv) To participate/contribute to curriculum development;
(v) To recognize students having learning difficulties, intervene and provide assistance and support;
(vi) To guide students in various academic issues;
(vii) To participate in consultancy and community services under supervision;
(viii) To attend workshops, conferences and symposia; and
(ix) To perform any other related duties as may be assigned by the supervisor.

6.0.2 Qualifications and Experience
Master of Science in Computer Engineering or Master of Science in Data Communication and Networking or Master of Science in Computer Science or Master of Science in Computer Networks, and either a Bachelor Degree of Science in Computer Science or Bachelor of Science in Information Systems or Bachelor of Science in Software Engineering or Bachelor of Science in Information Technology or Bachelor of Science in Informatics or Bachelor of Science with Education majoring Computer Science and Mathematics from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points in Master's Degree and a minimum GPA of 3.8 points (out of 5 points) in the Bachelor's Degree.

6.0.3 Remuneration: PUTS 2.1

7.0 TUTORIAL ASSISTANT (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) - 1 POST
7.0.1 Duties and Responsibilities
(i) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
(ii) To conduct tutorials, seminars and practical;
(iii) To assist in research, consultancy and outreach activities; and
(iv) To perform any other duties that may be assigned by the supervisor.

7.0.2 Qualifications and Experience

Bachelor Degree of Science in Molecular Biology and Biotechnology or Bachelor of Science in Molecular Biology and Genetics or Bachelor of Science in Molecular Biology or Bachelor of Science in Biotechnology from a recognized academic institution. The candidate should possess a minimum GPA of 3.8 points (out of 5 points).

7.0.3 Remuneration: PUTS 1.1

8.0 TUTORIAL ASSISTANT (ORGANIC CHEMISTRY) - 1 POST
8.0.1 Duties and Responsibilities
(i) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
(ii) To conduct tutorials, seminars and practical;
(iii) To assist in research, consultancy and outreach activities; and
(iv) To perform any other duties that may be assigned by the supervisor.

8.0.2 Qualifications and Experience

Bachelor of Science with Education majoring Chemistry or Bachelor of Science in Chemistry or Bachelor Science in Petroleum Chemistry or Bachelor Science in Chemistry and Physics or Bachelor of Education in Science (Chemistry) from a recognized academic institution. The candidate should possess a minimum GPA of 3.8 points (out of 5 points); and a minimum of B+ in Organic Chemistry subjects.

8.0.3 Remuneration: PUTS 1.1

9.0 TUTORIAL ASSISTANT (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) - 1 Post
9.0.1 Duties and Responsibilities
(i) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
(ii) To conduct tutorials, seminars and practical;
(iii) To assist in research, consultancy and outreach activities; and
(iv) To perform any other duties that may be assigned by the supervisor.

9.0.2 Qualifications and Experience

Bachelor of Arts in Political Science and Public Administration or Bachelor of Arts with Education (Political Science and Public Administration) or Bachelor of Education in Arts (majoring Political Science and Public Admnistration) from a recognized academic institution. The candidate should possess a GPA of at least 3.8 (out of 5 points) and a minimum of B+ in Political Science and Public Administration subjects.

9.0.3 Remuneration: PUTS 1.1

10.0 TUTORIAL ASSISTANT (EDUCATIONAL MEDIA AND TECHNOLOGY) - 1 POST

10.0.1 Duties and Responsibilities

(i) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
(ii) To conduct tutorials, seminars and practical;
(iii) To assist in research, consultancy and outreach activities; and
(iv) To perform any other duties that may be assigned by the supervisor.

10.0.2 Qualifications and Experience

Bachelor of Education in Mathematics and Information Technology or Bachelor of Science with Education (majoring in Information and Communication Technology) or Bachelor of Education in Science (majoring in Information and Communication Technology) or Bachelor of Education in Arts or Bachelor of Arts with Education (majoring in Information and Communication Technology) or Bachelor of Information Technology with Education from a recognized academic institution. The candidate should possess a minimum GPA of 3.8 points (out of 5 points); and a minimum of B$^+$ in Educational Media and Technology course(s); and Information and Communication Technology subjects.

10.0.3 Remuneration: PUTS 1.1

11.0 TUTORIAL ASSISTANT – (PHILOSOPHY OF EDUCATION) - 1 POST

11.0.1 Duties and Responsibilities

(i) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
(ii) To conduct tutorials, seminars and practical;
(iii) To assist in research, consultancy and outreach activities; and
(iv) To perform any other duties that may be assigned by the supervisor.

11.0.2 Qualifications and Experience

Bachelor of Education in Arts or Bachelor of Arts with Education or Bachelor of Education in Science or Bachelor of Science with Education or Bachelor of Philosophy with a major in Education from a recognized academic institution. The candidate should possess a minimum GPA of 3.8 points (out of 5 points); and a minimum of B$^+$ in the Philosophy of Education or Educational Foundations subjects.

11.0.3 Remuneration: PUTS 1.1

GENERAL CONDITIONS

(i)   All applicants **MUST** be citizens of Tanzania with age not exceeding 45 years;
- Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts, postal address/post code, e-mail and telephone numbers;
- Applicants should apply on the strength of the information given in this advertisement;

(ii)   **Applicants with special needs/case (disability) are highly encouraged to apply and advised to indicate in the Recruitment Portal for DUCE attention.**

(iii) Applicants must attach their certified copies of the following:
- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates; Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
- Form IV and Form VI National Examination Certificates;
- Birth certificate; and
- National Identification Card.

(iv)   Attaching copies of the following is strictly not accepted: -
- Form IV and form VI results slip;
- Testimonials and partial transcripts;

(v)   An applicant must attach one recent Passport Size Photo;

(vi)   An applicant who is retired from the Public Service for whatever reason should not apply;

(vii) An applicant should indicate three reputable referees with reliable contacts;

(viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examinations Council of Tanzania (NECTA);

(ix)   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);

(x)   Applicants who are currently employed by the Government should channel their application letters through their respective employers;

(xi)   Applicants who were Government employees should indicate in their application letters;

(xii) Presentation of forged certificates and other information will necessitate legal action; and

(xiii) A signed application letter should be written in English or Kiswahili and addressed to Principal, Dar es Salaam University College of Education, P.O. Box 2329 **DAR ES SALAAM**.

(xiv) Only short- listed candidates will be informed on the date of interview.

The deadline for submitting application is 16th December, 2024.

NOTE: All applications must be sent through the Recruitment Portal by using the following address: **https://portal.ajira.go.tz/** and not otherwise (This address also can be found on Public Service Recruitment Secretariat Website, Click' Recruitment 'Portal').