



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION (CBE)**
(INCORPORATED BY ACT OF PARLIAMENT No. 31 of 1965)



In reply please quote:

Our Ref. No: BA.459/531/01/53

Date: 06th January, 2025

EMPLOYMENT OPPORTUNITIES

Applications are hereby invited from suitable qualified and experienced Tanzanian to fill vacant position for contract terms of 1 year (Renewal Once) at the College of Business Education (CBE).

College of Business Education was established by Act of Parliament, Act No. 315 R.E 2002. The College of Business Education is a Public Higher Learning Institution which provide, Training Research and Consultancy in the field of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT and other business – related disciplines.

To enhance effective teaching and learning, research and provision of Public Services, the College invites applications from suitable qualified Tanzanians to fill the vacant position:

1.0 Office Management Secretary II (13 Posts)

1.1 Holder of Diploma in Secretarial Studies or NTA level 6 in Secretarial who has passed shorthand (English) and Hatimkato Kiswahili at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, Ms-Publisher from a recognized institution.

Duties and Responsibilities

- i. To assist in organising meetings in the department;
- ii. To make booking and travel arrangement for immediate officer;
- iii. To provide general services in the department;

- iv. To make minutes at staff meetings;
- v. To provide secretarial service at Meetings, Seminars etc.;
- vi. To record official appointments and make sure that the officer is kept informed in time; and
- vii. To perform any other related duties as may be assigned by superiors.

Salary Scale: As per Treasurer Circular

Mode of Application:

Interested candidates should apply within from the first appearance of this advertisement, enclosing the following: -

- Comprehensive Curriculum (CV)
- Copies of relevant certificates and awards
- Contact address including day time telephone numbers
- Copies of Birth Certificates
- Copies of NIDA card

All applications should be addressed to the undersigned.

**The Rector,
College of Business Education,
P.O. BOX 1968,
DAR ES SALAAM**

The deadline for submitting applications is **fourteen (14) days** from the date of the advertisement. Successful applicants should be ready to work in any of the College of Business Education Ampuses [i.e Dar es Salaam, Dodoma, Mwanza and Mbeya].