



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



Date: 27th February 2025

EMPLOYMENT OPPORTUNITIES (CONTRACT)

Applications are hereby invited from suitable and qualified Tanzanians to fill vacant position on contract terms of **ONE**-year renewable once at the College of Business Education (CBE). The 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 provides 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 following vacant position:

1.0 Office Management Secretary II (13 Posts)

1.1 Entry Qualifications

Holder of Form IV/VI certificate with a Diploma in Secretarial Studies (NTA Level 6) who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with knowledge in computer programs (MS-Word, MS-Excel, Internet, Email, Ms-Publisher) from a recognized institution.

1.2 Duties and Responsibilities:

- i. To receive letters and other forms of correspondence directed to his/her office;
- ii. To receive visitors and direct them to relevant scheduled officers;
- iii. To keep records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- iv. To receive calls, files and transmit messages to relevant recipients;

- v. To provide relevant information to the scheduled officers;
- vi. To acquire office goods and supplies;
- vii. To collect/receive files and deliver to the addressed officer;
- viii. To prepare documents for departmental meetings;
- ix. To facilitate and serve official meetings;
- x. To report on faulty equipment and follow up on repairs or replacements;
- xi. To identify and prepare a list of office requirements and follow up on their acquisition or procurement; and
- xii. To type confidential and open letters/documents as assigned by the Supervisor.
- xiii. To perform any other related duties as may be assigned by superiors.

1.3 Salary Scale: PGSS 4

1.4 Mode of Application:

Interested candidates who meet the requirements of the advertised position are directed to send their application letter enclosing the following:

- a. Detailed Curriculum (CV);
- b. Copies of relevant academic certificates. Please note that testimonials or provisional results are not required;
- c. Contact address including day time telephone numbers;
- d. Copies of Birth Certificates; and
- e. Copies of NIDA card.

All applications should be addressed to the undersigned:

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

1.5 Deadline

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 Campuses [i.e Dar es Salaam, Dodoma, Mwanza and Mbeya].