



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

MZUMBE UNIVERSITY



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ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following forty six (46) vacancies in academic positions at the University.

1.1 ASSISTANT LECTURER (EPIDEMIOLOGY AND BIOSTATISTICS) (1 POST)

1.1.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Epidemiology, Biostatistics, Epidemiology & Biostatistics, Field Epidemiology, Applied Statistics, and Mathematics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.1.2 Qualification

Holder of Master Degree in one of the following fields: Epidemiology, Biostatistics, Epidemiology & Biostatistics, Field Epidemiology, Applied Statistics, or Mathematics, with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Applied Statistics, Mathematics, or Medicine, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

1.1.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.1.4 DUTY STATION: MAIN CAMPUS

1.2 ASSISTANT LECTURER (PUBLIC HEALTH) (1 POST)

1.2.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Public Health, Implementation Sciences, Field Epidemiology and Health Research;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.2.2 Qualification

Holder of Master Degree in one of the following fields: Public Health, Implementation Science, Field Epidemiology or Health Research, with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Medicine, Nursing or Environmental Health, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

1.2.3 REMUNERATION: SALARY SCALE- PUTS 2.1

1.2.4 DUTY STATION: MAIN CAMPUS

1.3 ASSISTANT LECTURER (RESEARCH AND PUBLIC POLICY) (1 POST)

1.3.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Research and Public Policy;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualification

Holder of Master degree in Research and Public Policy with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Public Administration or Education, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

1.3.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.3.4 DUTY STATION: MAIN CAMPUS

1.4 ASSISTANT LECTURER (TRANSPORT MANAGEMENT) (2 POSTS)

1.4.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Transport & Logistics, Transport & Management, Transport & Supply Chain Management, Transport & International Logistics, Logistics & Transport Management or Transport Economics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.4.2 Qualification

Holder of Master degree in one of the following fields; Transport & Logistics, Transport Management, Transport & Supply Chain Management, Transport & International Logistics, Logistics & Transport Management or Transport Economics with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.4.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.4.4 DUTY STATION: MAIN CAMPUS

1.5 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) (1 POST)

1.5.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Accounting & Finance and Public Sector Accounting;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.5.2 Qualification

Holder of Master degree in one of the following fields; Accounting & Finance or Public Sector Accounting with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.5.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.5.4 DUTY STATION: MAIN CAMPUS

1.6 ASSISTANT LECTURER (STATISTICS) (1 POST)

1.6.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Applied Statistics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.6.2 Qualification

Holder of Master degree in Applied Statistics with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.6.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.6.4 DUTY STATION: MAIN CAMPUS

1.7 ASSISTANT LECTURER (NATURAL RESOURCE ECONOMICS) (1 POST)

1.7.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Natural Resource Economics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.7.2 Qualification

Holder of Master degree in Natural Resource Economics with at least a GPA of 4.0 out of 5. At the undergraduate level, the applicant must hold a Bachelor's degree in Environmental Economics or Natural Resource Economics with minimum GPA of 3.8 out of 5 and with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.7.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.7.4 DUTY STATION: MAIN CAMPUS

1.8 ASSISTANT LECTURER (LINGUISTICS IN ENGLISH) (1 POST)

1.8.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Linguistics (English);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.8.2 Qualification

Holder of Master degree in Arts Linguistic (English) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.8.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.8.4 DUTY STATION: MAIN CAMPUS

1.9 ASSISTANT LECTURER (LINGUISTICS IN KISWAHILI) (1 POST)

1.9.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Linguistics (Kiswahili);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.9.2 Qualification

Holder of Master degree in Arts Linguistic (Kiswahili) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for

recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.9.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.9.4 DUTY STATION: MAIN CAMPUS

1.10 ASSISTANT LECTURER (ENVIRONMENTAL LAW) (1 POST)

1.10.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Environmental Law or Climate Change Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.10.2 Qualification

Holder of Master Laws (LLM) degree in Environmental Law, Climate Change Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.10.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.10.4 DUTY STATION: MAIN CAMPUS

1.11 ASSISTANT LECTURER (ICT LAW) (1 POST)

1.11.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in ICT Law and Computer Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and

viii. To perform any other duties that may be assigned by the relevant authorities.

1.11.2 Qualification

Holder of Master of Laws (LLM) degree in ICT Law, Computer Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.11.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.11.4 DUTY STATION: MAIN CAMPUS

1.12 ASSISTANT LECTURER (TAX LAW) (1 POST)

1.12.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Tax Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.12.2 Qualification

Holder of Master of Laws (LLM) degree in Tax Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.12.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.12.4 DUTY STATION: MAIN CAMPUS

1.13 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (2 POSTS)

1.13.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.

- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Human Resource Management;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.13.2 Qualification

Holder of Master degree in Human Resource Management with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.13.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.13.4 DUTY STATION: MBEYA CAMPUS

1.14 ASSISTANT LECTURER (LAW) (1 POST)

1.14.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Laws (LLM);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.14.2 Qualification

Holder of Master degree in Laws (LLM) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.14.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.14.4 DUTY STATION: DAR ES SALAAM CAMPUS

1.15 ASSISTANT LECTURER (GEOGRAPHICAL INFORMATION SYSTEMS AND REMOTE SENSING) (1 POST)

1.15.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Geographical Information System (GIS) and Remote Sensing (RS);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.15.2 Qualification

Holder of Master degree in one of the following fields; Geographical Information System & Remote Sensing/Geography with Geographical Information System & Remote Sensing Components/Environmental Science with specialization in Geographical Information System & Remote Sensing, Geomatics/Surveying & Geoinformatics, Earth Observation or similar fields with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.15.3 REMUNERATION: SALARY SCALE - PUTS 2.1

1.15.4 DUTY STATION: MAIN CAMPUS

1.16 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) (1 POST)

1.16.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Human Resource Management Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.16.2 Qualification**
Holder of Bachelor degree in Human Resource Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.16.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.16.4 DUTY STATION: MAIN CAMPUS**
- 1.17 TUTORIAL ASSISTANT (LOCAL GOVERNMENT MANAGEMENT) (1 POST)**
- 1.17.1 Duties and Responsibilities**
- Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - To undergo an induction course in pedagogic skills for those who had none before;
 - To understudy senior members, including attending lectures and seminars, tutorials and practical's in Local Government Management or Public Administration in Local Government Management;
 - To conduct tutorials, seminars and practical's;
 - To assist in research, consultancy and outreach activities; and
 - To perform any other duties that may be assigned by the relevant authorities.
- 1.17.2 Qualification**
Holder of Bachelor degree in Local Government Management or Public Administration in Local Government Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.17.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.17.4 DUTY STATION: MAIN CAMPUS**
- 1.18 TUTORIAL ASSISTANT (ENTREPRENEURSHIP) (2 POSTS)**
- 1.18.1 Duties and Responsibilities**
- Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - To undergo an induction course in pedagogic skills for those who had none before;
 - To understudy senior members, including attending lectures and seminars, tutorials and practical's in Entrepreneurship Development and Entrepreneurship & Innovation Management;
 - To conduct tutorials, seminars and practical's;
 - To assist in research, consultancy and outreach activities; and
 - To perform any other duties that may be assigned by the relevant authorities.
- 1.18.2 Qualification**
Holder of Bachelor degree in Entrepreneurship Development or Entrepreneurship & Innovation Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.18.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.18.4 DUTY STATION: MAIN CAMPUS**

1.19 TUTORIAL ASSISTANT (MARKETING) (1 POST)

1.19.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Marketing Management, Marketing & Public Relations, Marketing and Communication Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.19.2 Qualification

Holder of Bachelor degree in one of the following fields; Marketing Management, Marketing & Public Relations or Marketing and Communication Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.19.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.19.4 DUTY STATION: MAIN CAMPUS

1.20 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) (1 POST)

1.20.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Accounting & Finance (Business Sector), Accounting & Finance (Public Sector), Arts in Accounting & Finance, Accounting & Taxation, Accountancy, Business Administration in Accounting;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.20.2 Qualification

Holder of Bachelor degree in one of the following fields; Accounting & Finance (Business Sector), Accounting & Finance (Public Sector), Arts in Accounting & Finance, Accounting & Taxation, Accountancy, Business Administration in Accounting from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.20.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.20.4 DUTY STATION: MAIN CAMPUS

1.21 TUTORIAL ASSISTANT (MATHEMATICS) (2 POSTS)

1.21.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Mathematics;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.21.2 Qualification

Holder of Bachelor degree in Mathematics from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.21.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.21.4 DUTY STATION: MAIN CAMPUS

1.22 TUTORIAL ASSISTANT (STATISTICS) (2 POSTS)

1.22.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Statistics;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.22.2 Qualification

Holder of Bachelor degree in Statistics from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.22.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.22.4 DUTY STATION: MAIN CAMPUS

1.23 TUTORIAL ASSISTANT (COMPUTER SCIENCE) (1 POSTS)

1.23.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Computer Science;
- iv. To conduct tutorials, seminars and practical's;

- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.23.2 Qualification

Holder of Bachelor degree in Computing Science from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.23.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.23.4 DUTY STATION: MAIN CAMPUS

1.24 TUTORIAL ASSISTANT (CURRICULUM STUDIES) (1 POST)

1.24.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Curriculum Studies;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.24.2 Qualification

Holder of Bachelor degree in Arts in Education from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.24.3 REMUNERATION: SALARY SCALE- PUTS 1.1

1.24.4 DUTY STATION: MAIN CAMPUS

1.25 TUTORIAL ASSISTANT (EDUCATION PSYCHOLOGY) (1 POST)

1.25.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Education Psychology;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.25.2 Qualification

Holder of Bachelor degree in Arts in Education from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.25.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.25.4 DUTY STATION: MAIN CAMPUS

1.26 TUTORIAL ASSISTANT (LINGUISTICS IN ENGLISH) (1 POST)

1.26.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Linguistics in English;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.26.2 Qualification

Holder of Bachelor degree in Bachelor of Arts in Education with Linguistic English from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.26.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.26.4 DUTY STATION: MAIN CAMPUS

1.27 TUTORIAL ASSISTANT (LITERATURE IN ENGLISH) (1 POST)

1.27.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Literature in English;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.27.2 Qualification

Holder of Bachelor degree in Arts in Education with Literature from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.27.3 REMUNERATION: SALARY SCALE- PUTS 1.1

1.27.4 DUTY STATION: MAIN CAMPUS

1.28 TUTORIAL ASSISTANT (LINGUISTIC IN KISWAHILI) (1 POST)

1.28.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Linguistic in Kiswahili;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.28.2 Qualification**
Holder of Bachelor degree in Arts in Education with Linguistic (Kiswahili) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.28.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.28.4 DUTY STATION: MAIN CAMPUS**
- 1.29 TUTORIAL ASSISTANT (LAW) (3 POSTS)**
- 1.29.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - ii. To undergo an induction course in pedagogic skills for those who had none before;
 - iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Laws;
 - iv. To conduct tutorials, seminars and practical's;
 - v. To assist in research, consultancy and outreach activities; and
 - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.29.2 Qualification**
Holder of Bachelor Degree in Laws (L.L.B) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.29.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.29.4 DUTY STATION: MAIN CAMPUS**
- 1.30 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) (2 POSTS)**
- 1.30.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - ii. To undergo an induction course in pedagogic skills for those who had none before;
 - iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Human Resource Management Management;
 - iv. To conduct tutorials, seminars and practical's;
 - v. To assist in research, consultancy and outreach activities; and
 - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.30.2 Qualification**
Holder of Bachelor degree in Human Resource Managemant from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.30.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.30.4 DUTY STATION: MBEYA CAMPUS**

1.31 TUTORIAL ASSISTANT (LAW) (1 POST)

1.31.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Laws;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.31.2 Qualification

Holder of Bachelor degree in Laws (L.L.B) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.31.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.31.4 DUTY STATION: MBEYA CAMPUS

1.32 TUTORIAL ASSISTANT (ACCOUNTING) (1 POST)

1.32.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Accounting;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.32.2 Qualification

Holder of Bachelor degree in Accounting & Finance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.32.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.32.4 DUTY STATION: MBEYA CAMPUS

1.33 TUTORIAL ASSISTANT (PROCUREMENT AND LOGISTICS) (1 POST)

1.33.1 Duties and Responsibilities

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practical's in Procurement and Logistic and Supply Chain Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.33.2 Qualification**
Holder of Bachelor degree in Supply Chain Management or Business Administration in Procurement and Logistics Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.33.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
1.33.4 DUTY STATION: MBEYA CAMPUS
- 1.34 TUTORIAL ASSISTANT (DEVELOPMENT STUDIES) (1 POST)**
1.34.1 Duties and Responsibilities
- Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - To undergo an induction course in pedagogic skills for those who had none before;
 - To understudy senior members, including attending lectures and seminars, tutorials and practical's in Development Studies, Planning & Policy Analysis, Governance & Development, International Relations and Public Administration & Management;
 - To conduct tutorials, seminars and practical's;
 - To assist in research, consultancy and outreach activities; and
 - To perform any other duties that may be assigned by the relevant authorities.
- 1.34.2 Qualification**
Holder of Bachelor degree in one of the following fields; Development Studies, Planning & Policy Analysis, Governance & Development, International Relations, Public Administration & Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.34.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
1.34.4 DUTY STATION: MAIN CAMPUS
- 1.35 TUTORIAL ASSISTANT (GENDER STUDIES) (1 POST)**
1.35.1 Duties and Responsibilities
- Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
 - To undergo an induction course in pedagogic skills for those who had none before;
 - To understudy senior members, including attending lectures and seminars, tutorials and practical's in Gender Studies, Gender & Development and Gender & Governance;
 - To conduct tutorials, seminars and practical's;
 - To assist in research, consultancy and outreach activities; and
 - To perform any other duties that may be assigned by the relevant authorities.
- 1.35.2 Qualification**
Holder of Bachelor degree in one of the following fields; Gender Studies, Gender & Development and Gender & Governance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.35.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
1.35.4 DUTY STATION: MAIN CAMPUS

1.36 ASSISTANT LIBRARIAN TRAINEE (3 Posts)

1.36.1 Duties and Responsibilities

- i. Assistant Library Trainee is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practicals;
- iv. To conduct tutorials, seminars and practicals;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.36.2 Qualification

Holder of Bachelor degree in Library Information Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.36.3 REMUNERATION: SALARY SCALE - PUTS 1.1

1.36.4 DUTY STATION: MAIN CAMPUS

2. MODE OF APPLICATION:

Application letters accompanied by a detailed Curriculum Vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should reach the undersigned electronically through the Recruitment Portal, not later than **two weeks from the date of this advertisement**. Applicants must also give names, contact addresses as well as telephone numbers of two academic or professional referees best known to them.

Please note the following:

- Applicants must be citizens of Tanzania with an age not above 45 years.
- **People with disability are highly encouraged to apply and apply and should indicate clearly in the portal for MU attention.**
- Female candidates are highly encouraged to apply.
- Applicant must have National Identification numbers from the National Identification Authority (NIDA).
- Applicants who currently employed in the Public Service must channel their application letter through their respective employers.

- Applicants whose employment in Public Service was terminated for whatever reasons should NOT apply.
- Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- Certificates from foreign Universities should bare a GPA calculated (**out of five (5) grade points**) by Tanzania Commission for Universities (TCU).
- Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Concil of Tanzania (NECTA).
- Presentation of forged certificates & other false information will result in automatic disqualification and legal action.
- All candidates (shortlisted or not shortlisted) will be notified through their Ajira Portal accounts.
- Interested candidates should address their signed application letter to; **The Vice Chancellor, Mzumbe University, P.O.Box 1, Morogoro**
- All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and **Not otherwise**. This Address can also be found at PSRS Website, Click 'Recruitment Portal'.
- The advertised positions require excellent communication skills in both spoken and written English language.
- Applicants should indicate the positions they are applying for in their application letters.
- Applicants should be ready to work at any of the Mzumbe University's campuses.
- Deadline for application is **6th July, 2025**.

Released by:

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)
MZUMBE UNIVERSITY
P.O. BOX 1 MOROGORO