

UNIVERSITY OF DAR ES SALAAM



VACANCY

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the vacancy of **Security Guard post:**

1. Job Title: Security Guard (10 posts)

A. Qualifications and Experience

Holders of Form IV or VI certificate plus National Service Training and/or People's Militia Training Phase II and/or any other form of military training. The candidate must be vetted and have the certificate of clearance by the police.

B: Duties and Responsibilities

- i. To assist in the daily routine beats around the campus so as to maintain peace and order;
- ii. To guard the property of the Institution;
- iii. To control movement of visitors to and from College premises with the aim of preventing burglary and theft;
- iv. To control the movement of motor vehicles and parking at the College Compound;
- v. To report to senior security guard on any unusual occurrences within the College compound; and
- vi. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

C. Salary Scale: POSS 1.1

2. TERMS OF SERVICE AND SUPERVISION

The job will be for one year fixed contract and may be extended based on satisfactory performance as per scope and responsibilities. As a Security Guard, you will be reporting to the Director of Social Services through the Acting Commandant- Auxiliary Unit.

3. MODE OF APPLICATION

Application letter, CV and certified copies of Academic, Professional, National Service Training and/or People's Militia Training Phase II and Birth Certificates to be addressed to:

Deputy Vice Chancellor (Planning, Finance and Administration)
University of Dar es Salaam,
P. O. Box 35091,
Dar es Salaam.

4. NOTE:

- i. Certificate from foreign examination bodies for Ordinary or Advance level education should be verified by the National Examination Council of Tanzania (NECTA).
- ii. Applicants must be citizens of Tanzania with age between 18 and 25 years
- iii. Applicants must indicate their National Identification Numbers (NIDA Number).
- iv. Presentation of forged certificates and other information will result in disqualification and legal action.
- v. Applicants should apply on the strength of the information given in this advertisement
- vi. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers
- vii. An applicant should indicate three reputable referees with their reliable contacts
- viii. A signed application letter should be written either in Swahili or English
- ix. Only shortlisted candidates will be contacted for an interview through the University website.
- x. All applications must be sent through UDSM recruitment portal by using the following address: https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise.

5. DEADLINE:

The deadline for application is 14 days from the first appearance of this advertisement.

Released by

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)