

ARDHI UNIVERSITY



ADVERTISEMENT OF VACANCIES ON TRANSFER

DECEMBER, 2021

Ardhi University has vacant positions in the Academic, Administrative and Technical cadres. The University subscribes to the policy of an equal opportunity employer and therefore invites applications from competent and suitably qualified **Public Servants with existing Check Numbers** who are interested to work in a thriving University environment to be considered for immediate employment to fill the following vacant posts **on transfer**.

A: ACADEMIC POSITIONS

1.0 SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

1.1 Assistant Lecturer (1 Position)

Required Qualifications:

- i) The candidate **MUST** have a Master of Science in Civil Engineering (Water Resources / Structures / Transportation OR Geotechnical) with at least a GPA of 4.0 or above with a minimum score of B+ in the relevant subjects.
- ii) The candidate **MUST** also have a GPA of 3.8 or above in the first degree.

Salary Scale: PUTS 2

1.2 Tutorial Assistant (1 Position)

Required Qualifications:

The candidate **MUST** have a Bachelor Degree in Architecture with a minimum GPA of 3.8 or above with a minimum score of B+ in the relevant subjects.

Salary Scale: PUTS 1

2.0 SCHOOL OF EARTH SCIENCES, REAL ESTATE BUSINESS AND INFORMATICS (SERBI)

2.1 Assistant Lecturer (1 Position)

Required Qualifications:

- i) The candidate MUST have a Master Degree in one of the following; Computer Engineering / Embedded Systems Engineering OR Telecommunication Engineering with at least a GPA of 4.0 or above.
- ii) The candidate MUST also have a minimum GPA of 3.8 or above in the first degree with a minimum score of B⁺ in the relevant subjects or its equivalent.

Salary Scale: PUTS 2

2.2 Tutorial Assistant (1 Position)

Required Qualifications:

The candidate MUST have a Bachelor Degree in one of the following; Banking / Banking and Insurance / Banking and Financial Services OR Banking and Finance with an overall GPA of 3.8 or above, with a minimum score of B⁺ in the relevant subjects or its equivalent.

Salary Scale: PUTS 1

3.0 SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST)

3.1 Assistant Lecturer (1 Position)

Required Qualifications:

- i) The candidate MUST have a Master of Science in one of the following; Environmental Technology and Management / Water Resources Engineering / Integrated Water Resources Management / Environmental Sanitation / Integrated Environmental Management OR Environmental Chemistry with at least a GPA of 4.0 or above.
- ii) The candidate MUST have a first degree in one of the following; Environmental Engineering / Environmental Science and Management / Municipal and Industrial Services Engineering OR Environmental Laboratory Science and Technology.
- iii) The candidate MUST also have an overall GPA 3.8 in the first degree with a minimum score of B⁺ in the relevant subjects or its equivalent.

Salary Scale: PUTS 2

3.2 Tutorial Assistant (1 Position)

Required Qualifications:

The candidate MUST have Bachelor of Science in one of the following; Environmental Engineering / Environmental Science and Management / Municipal and Industrial Services Engineering OR Environmental Laboratory Science and Technology with an overall GPA of 3.8 or above, with a minimum score of B⁺ in the relevant subjects or its equivalent

Salary Scale: PUTS 1

4.0 SCHOOL OF SPATIAL PLANNING AND SOCIAL STUDIES (SSPSS)

4.1 Assistant Lecturer (1 Position)

Required Qualifications:

- i) Candidate MUST have a Master Degree with at least a GPA of 4.0 or above in one of the following:
 - a) Master of Science in Rural Development Planning (preferably with specialization in Development Planning / Land Use Planning / GIS and Remote Sensing) OR
 - b) Master of Arts in (Economics / Demography / Statistics / Public Administration / Community Development)
- ii) The candidate MUST also have a minimum GPA of 3.8 or above in the first degree with a minimum score of B⁺ in the relevant subjects or its equivalent.

Salary Scale: PUTS 2

5.0 INSTITUTE OF HUMAN SETTLEMENTS STUDIES (IHSS)

5.1 Assistant Research Fellow (2 Positions)

Required Qualifications

- i) The candidate MUST have a Master Degree in one of the following; Housing / Economics / Policy Analysis / Natural Resources and Management / Sociology / Urban and Regional Planning / Finance and Investment OR Banking with at least a GPA 4.0 or above.
- ii) The candidate MUST also have a minimum GPA of 3.8 or above in the first degree, with a minimum score of B⁺ in the relevant subjects or its equivalent.

Salary Scale: PUTS 2

5.2 Research Assistant (2 Positions)

The candidate MUST have a Bachelor Degree in one of the following; Development Studies / Economics / Community Development / Natural Resource OR Sociology with a minimum GPA of 3.8 or above, with a minimum score of B+ in the relevant subjects or its equivalent.

Salary Scale: PUTS 1

6.0 LIBRARY

6.1 Assistant Librarian (1 Position)

Required Qualifications:

- i) The candidate MUST have a Master Degree in one of the following; Library and Information Studies / Library and Information Science / Information Studies / Library Science OR Librarianship with at least a GPA of 4.0 or above.
- ii) The candidate MUST also have a minimum GPA of 3.8 or above in the first degree, with a minimum score of B+ in the relevant subjects or its equivalent.

Salary Scale: PUTS 2

General Duties and Responsibilities of Assistant Lecturer/Assistant Research Fellow/Assistant Librarian:

- 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;
- 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.

General Duties and Responsibilities of a Tutorial Assistant/Research Assistant:

- i) This is a training post; the staff is required to undergo a Master Degree training programme;
- ii) Undergo an induction course in pedagogic skills for those who had none before;

- iii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) Conduct tutorials, seminars and practicals;
- v) Assist in research, consultancy and outreach activities;
- vi) Perform any other duties that may be assigned by the relevant authorities

B: ADMINISTRATIVE POSITIONS

1. Planning Officer I (2 Positions)

The candidate must have a First Degree in Economics / Educational Planning / Engineering Management / Statistics or any other relevant field with working experience of at least five years in a similar position.

Duties

- i) Prepares basic statistical and management reports.
- ii) Stores and retrieves inventory information.
- iii) Interprets and analyses data for plan formulation.
- iv) Attends select Board and Committee meetings and presents planning information.
- v) Performs any other related duties as may be assigned by one's reporting officer.

Salary Scale: PGSS 7

2. Estate Officer 1 (2 Positions)

The candidate must have a First Degree/Advanced Diploma in Land Management and Valuation / Environmental Engineering / Architecture / Building Economics / Civil Engineering or related field with working experience of at least five years in a similar position plus ICT skills.

Duties

- i) Supervises maintenance, cleaning and sanitation of University built and un-built environment and drainage systems.
- ii) Draws-up short and long term programmes for the general improvement of the landscaping of the campus built and un-built drainage systems.
- iii) Keeps and maintains relevant equipment in good working order.
- iv) Assists in preparing sketches and designs for major modifications to existing buildings.
- v) Prepares various types of estimates for Estates Management projects.
- vi) Performs any other related duties as may be assigned by one's reporting officer.

Salary Scale: PGSS 7

3. Transport Officer II (1 Position)

The candidate must have a First Degree/Advanced Diploma in Transport Management with clean Class “C” driving license and working experience of at least three years in a similar position plus ICT skills.

Duties

- i) Assists drivers to make periodic follow-up on motor vehicles service manuals.
- ii) Assists in arranging oral and practical interviews of drivers.
- iii) Assists in checking log books and making sure fuel consumption corresponds with mileage.
- iv) Assists in follow-up on registration of new institutional vehicles
- v) Assists in follow-up on insurance of vehicles.
- vi) Makes follow-up on repairs and maintenance of vehicles.
- vii) Makes follow-up on motor vehicle accidents and submits claims to the relevant Insurance Company for compensation.
- viii) Makes follow-up on traffic cases in co-operation with the University Legal Officers
- ix) Assists in preparing various licences for University motor vehicles.
- x) Performs any other related duties as may be assigned by one’s reporting officer.

Salary Scale: PGSS 6

4. Artisan I (2 Positions)

Holder of Form IV/VI Certificate with Trade Test Grade I in AC & Refrigeration / Plumbing or any other relevant field and working experience of at least three years in a similar position plus ICT skills.

Duties

- i) Performs specified technical jobs under supervision.
- ii) Undertakes repair and maintenance of facilities.
- iii) Keeps records of work done, attendance and overtime.
- iv) Supervises junior staff.
- v) Assists in operational repairs of machinery, facilities, buildings and infrastructure.
- vi) Performs any other related duties as may be assigned by one’s reporting officer.

Salary Scale: PGSS 3

C: THE DUTY STATION FOR ALL ADVERTISED POSTS IS DAR ES SALAAM

D: GENERAL REQUIREMENTS FOR ALL APPLICANTS

1. All academic awards should be from recognized Universities and Institutions.
2. For Academic positions, Candidates registered with relevant professional bodies will have added advantage
3. All applicants for Academic positions, should indicate in their application letter post, the name of the School to which they are applying.
4. All applicants with certificates from foreign Universities should have the certificates verified by the Tanzania Commission for Universities (TCU)
5. All applicants must channel their applications through their respective employers.
6. All applicants must submit signed application letters accompanied with the following:
 - i) Copies of relevant academic and professional certificates;
 - ii) Three names and complete addresses of referees;
 - iii) Current CV
7. Applications should reach the University by using the address below not later than **20th December, 2021.**
8. Only short-listed applicants will be contacted.

Interested applicants should submit their applications to the undersigned:

**The Deputy Vice Chancellor,
(Planning, Finance and Administration),
Ardhi University,
P.O. Box 35176,
Dar es Salaam.**