

# ARDHI UNIVERSITY



**Ref. No:** CGA.2/480/01/C/

**Date:** 15<sup>th</sup> October, 2024

## EMPLOYMENT OPPORTUNITIES

Ardhi University has vacant positions in the Academic cadres. The University subscribes to the policy of an equal opportunity employer and therefore invites applications from competent and suitably qualified candidates who are interested to work in a thriving University environment to be considered for immediate employment to fill the following vacant posts:

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

#### 1.1 DEPARTMENT OF LAND MANAGEMENT AND VALUATION

##### 1.1.1 ASSISTANT LECTURER (LAW) – 1 POST

###### a) Duties and Responsibilities of Assistant Lecturer

- i) To acquire and improve pedagogic skills;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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.

###### b) Required Qualifications

The candidate **MUST** have a Bachelor Degree in Law with an overall GPA of 3.8 or above. **AND**

The candidate **MUST** have a Master's Degree in Law from a recognized University, with a GPA off 4.0 or above.

###### c) Salary scale: PUTS 2

### **1.1.2 TUTORIAL ASSISTANT (LAND MANAGEMENT AND VALUATION) – 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practical's;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

#### **b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Land Management Valuation with an overall GPA of 3.8 or above from recognized University

#### **c) Salary Scale: PUTS 1**

### **1.1.3 TUTORIAL ASSISTANT (REAL ESTATE FINANCE) - 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

#### **b) Required Qualification**

The candidates MUST have a Bachelor's Degree in one of the following; Real Estate Finance and Investment, Real Estate Finance and Development, Real Estate Business Management, Real Estate & Urban Land Economics, Real Estate Management and Finance, Real Estate Economics and Finance, Real Estate Development, Real Estate Finance, Real Estate Studies OR Real Estate, with an overall GPA of 3.8 or above, with a minimum score of B+ in the relevant subjects or its equivalent.

#### **c) Salary Scale: PUTS 1**

## **1.2 DEPARTMENT OF BUSINESS STUDIES**

### **1.2.1 ASSISTANT LECTURER (MONETARY ECONOMICS & BANKING) - 2 POSTS**

#### **a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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.

### **b) Required Qualifications**

The candidates MUST have a Bachelor's Degree in one of the following; Monetary Economics and Banking, Banking and Insurance, Business Administration with Banking and Finance, Islamic Banking, 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 OR an average of B+ or above in unclassified degrees;

AND

A Master's Degree in one of the following; Business Administration (Banking and Finance), Monetary Economics and Banking, Banking and Insurance, Islamic Banking, Investment Banking, Financial Services, Banking and Financial Services, International Banking OR Banking and Finance with an overall GPA of 4.0 or above, with a minimum score of B+ in the relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees;

### **c) Salary Scale: PUTS 2**

## **1.2.2 TUTORIAL ASSISTANT (BANKING AND FINANCE) 1 POST**

### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

### **b) Required Qualifications**

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

### **c) Salary Scale: PUTS 1**

## **1.3 DEPARTMENT OF GEOSPATIAL SCIENCE AND TECHNOLOGY (GST)**

### **1.3.1 TUTORIAL ASSISTANT (GEOMATICS, GEOSPATIAL SCIENCES) 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Geomatics, Geomatics Engineering, Geospatial Science, Land Surveying, and Geodetic Science with an overall GPA of 3.8 or above.

**c) Salary Scale:** PUTS 1

**1.3.2 TUTORIAL ASSISTANT (GIS & RS/ GEOINFORMATICS) 1 POST**

**a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

**b) Required Qualifications**

Holder of Bachelor Degree in GIS and Remote sensing or Geoinformatics with overall GPA OF 3.8 or above.

**c) Salary Scale:** PUTS 1

**1.3.3 TUTORIAL ASSISTANT (INFORMATION SYSTEM MANAGEMENT/ COMPUTER SCIENCE) - 1 POST**

**a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

**b) Qualification and Experience**

Holder of a Bachelor Degree in one of the following information System Management, Computer Science or Software Engineering with an overall GPA of at least 3.8 or above. Additionally, the candidate must be interested to develop his/her carrier Geospatial Sciences.

**c) Salary Scale:** PUTS 1

**1.4 DEPARTMENT OF COMPUTER SYSTEM AND MATHEMATICS**

**1.4.1 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) - 1 POST**

**a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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
- vii) To perform any other duties that may be assigned by the relevant authorities.

**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in one of the following, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Geo-Informatics, Computer and Information Security , Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR telecommunication Engineering, with an overall GPA of 3.8 or above, with a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees, **AND**

A Master’s Degree in one of the following; Computer Science, Information Systems, Information and Communication Technology and Engineering, Computer Networks, Electronics and Electrical Engineering, Computer and Information Security, Embedded Systems, Computer Engineering, Artificial Intelligence OR Data Science with an overall GPA of 4.0 or above OR an average of B+ or above in unclassified degrees.

**c) Salary Scale: PUTS 2**

**1.4.2 TUTORIAL ASSISTANT (INFORMATION COMMUNICATION TECHNOLOGY) - 3 POSTS**

**a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master’s Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in one of the following, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Geo-Informatics, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR telecommunication Engineering, with an overall GPA of 3.8 or above, and a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees,

**c) Salary Scale: PUTS 1**

## **2.0 SCHOOL OF ENGINEERING AND ENVIRONMENTAL STUDIES (SEES)**

### **2.1 DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

#### **2.1.1 ASSISTANT LECTURER (INTERGRATED SANITATION MANAGEMENT) - 2 POSTS**

##### **a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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.

##### **b) Required Qualifications**

The candidate **MUST** have a Bachelor Degree of Science in one of the following, In Environmental Engineering or Environmental Science and Management or Municipal and Industrial Services, Engineering or Environmental Laboratory, Science and Technology, or Engineering, with an overall GPA of 3.8 or above; **AND**

The candidates **MUST** have a Master's Degree of Science in one of the following; In Integrated Sanitation Management or Environment Technology and Management or Civil Engineering or Environmental Management or Water, Resources Engineering or Integrated Water, Resources Management or Irrigation Engineering, with an overall GPA of 4.0 or above OR an average of B+ or above in unclassified degrees.

##### **d) Salary Scale: PUTS 2**

#### **2.1.2 TUTORIAL ASSISTANT (CIVIL ENGINEERING) - 3 POSTS**

##### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

##### **b) Required Qualifications**

The candidate **MUST** have a Bachelor of Science in Civil Engineering with an overall GPA of 3.8 or above.

##### **c) Salary Scale: PUTS 1**

## **2.1.3 TUTORIAL ASSISTANT (ENVIRONMENT SCIENCE) – 2 POSTS**

### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities;

### **b) Required Qualifications**

The candidate **MUST** have a Bachelor of Science in Environment Engineering or Environment Science and Management, Municipal and Industrial Services, Engineering or Environment laboratory, Science and Technology with an overall GPA of 3.8 or above.

### **d) Salary Scale: PUTS 1**

## **3.0 SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)**

### **3.1 DEPARTMENT OF URBAN AND REGIONAL PLANNING (URP)**

#### **3.1.1 ASSISTANT LECTURER (URBAN SOCIOLOGY) - 1 POST**

##### **a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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;
- viii) To perform any other duties that may be assigned by the relevant authorities.

##### **b) Required Qualifications**

The candidate **MUST** have a Bachelor Degree in Sociology with an overall GPA of 3.8 or above.  
**AND**

The candidate **MUST** have a Master's Degree in Urban Sociology, or Environmental Psychology with a GPA of 4.0 and above.

### **d) Salary Scale PUTS 2**

### **3.1.2 ASSISTANT LECTURER (TRANSPORT AND TRANSPORTATION) - 1 POST**

#### **a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carryout lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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.

#### **b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Transportation with an overall GPA of 3.8 or above. **AND**

The candidate MUST have a Master's Degree in Transport, Transportation Science, Project Planning and Management (majoring in transportation project) with a GPA of 4.0 and above.

#### **d) Salary Scale PUTS 2**

### **3.1.3 TUTORIAL ASSISTANT (URBAN AND REGIONAL PLANNING) 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

#### **b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Urban and Regional Planning with an overall GPA of 3.8 or above.

#### **c) Salary Scale: PUTS 1**

### **3.1.4 TUTORIAL ASSISTANT (DEVELOPMENT STUDIES) - 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- vi) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities



**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in one of the following; Development Studies, Community Development, Gender and Development, Management of Social Development with an overall GPA of 3.8 or above.

**c) Salary Scale: PUTS 1**

**3.2 DEPARTMENT OF ECONOMICS AND SOCIAL STUDIES (ESS)**

**3.2.1 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) - 1 POST**

**a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Community Development, Public Administration, Sociology and Rural Development Planning with an overall GPA of 3.8 or above.

**c) Salary Scale: PUTS 1**

**3.2.2 TUTORIAL ASSISTANT (ECONOMICS) 1 POST**

**a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

**b) Required Qualifications**

The candidate MUST have a Bachelor Degree in Economics, Statistics, Economics and Statistics, Economics of Development, International Economics and Trade, OR Business Economics with an overall GPA of 3.8 or above.

**c) Salary Scale: PUTS 1**

### **3.2.3 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY) - 1 POST**

#### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- vi) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authority

#### **b) Required Qualifications**

The candidate MUST have a Bachelor Degree in one of the following; Computer Science, Computer Engineering, Information Systems Management, Business Information System, Business Information Technology, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronic Science and Telecommunication or Telecommunication Engineering, with an overall GPA of 3.8 or above.

#### **c) Salary Scale: PUTS 1**

## **4.0 SCHOOL OF ARCHITECTURE CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)**

### **4.1 DEPARTMENT OF BUILDING ECONOMICS**

#### **4.1.1 ASSISTANT LECTURER (QUANTITY SURVEYING / CONSTRUCTION ECONOMICS AND MANAGEMENT) - 2 POSTS**

##### **a) Duties and Responsibilities of Assistant Lecturer**

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To solicit opportunities for, and engage in PhD 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.

##### **b) Required Qualifications**

The candidate MUST have a Master's Degree in Construction Economics and Management or MSc. In Engineering Management or MSc. Construction Management or relevant Masters with a GPA of at least 4.0 or above; AND

Candidate must have BSc. in Quantity Surveying and Construction Economics (BSc.QSCE) OR Building Economics with a GPA/Grade of at least 3.8 or above.

##### **c) Salary Scale PUTS 2**

#### **4.1.2 TUTORIAL ASSISTANT (QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS) - 2 POSTS**

##### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- vi) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

##### **b) Required Qualifications**

The candidate MUST have a Bachelor in Quantity Surveying and Construction Economics or Bachelor in Building Economics with a GPA of 3.8 or above.

##### **c) Salary Scale: PUTS 1**

#### **4.2 DEPARTMENT OF ARCHITECTURE**

##### **4.2.1 TUTORIAL ASSISTANT (ARCHITECTURE) 1 POST**

##### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

##### **b) Required Qualifications**

The candidate MUST have a Bachelor of Architecture with a GPA of 3.8 or above

##### **c) Salary Scale: PUTS 1**

#### **4.3 DEPARTMENT OF INTERIOR DESIGN**

##### **4.3.1 TUTORIAL ASSISTANT (INTERIOR DESIGN) 1 POST**

##### **a) Duties and Responsibilities of Tutorial Assistant**

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

##### **b) Required Qualifications**

The candidate MUST have a Bachelor of Science in Interior Design with a GPA of 3.8 or above

##### **Salary Scale: PUTS 1**

### 4.3.2 TUTORIAL ASSISTANT (LANDSCAPE ARCHITECTURE) 1 POST

#### a) Duties and Responsibilities of Tutorial Assistant

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

#### b) Required Qualifications

The candidate MUST have a Bachelor of Science in Landscape Architecture with a GPA of 3.8 or above.

#### c) Salary Scale: PUTS 1

### GENERAL REQUIREMENTS

1. All applicants must be Citizens of Tanzania generally with the age not above **45** years
2. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
3. All applicants must have a pass of Division Three or above on Form IV and Form VI.
4. Certificates from foreign examination bodies for Ordinary or Advanced Level Education should be verified by The National Examination Council of Tanzania (NECTA).
5. Professional Certificates from Foreign Universities and other Training Institutions should be verified by the Tanzania Commission for Universities (TCU).
6. Only applicants studied in University Accredited by Tanzania Commission for Universities (TCU) are eligible to apply for the mentioned positions.
7. All applicants should indicate in their application letter post which they are applying.
8. Application letters must be accompanied with the following:
  - a) Copies of relevant academic and professional certificates;
  - b) Three names and complete addresses of referees;
  - c) Current CV having reliable contacts, postal address, email and phone number
9. All certificates must be certified.
10. A signed application letter should be written in English and addressed to ***Vice Chancellor, Ardhi University, P. O. Box 35176, Dar es Salaam*** and uploaded to the Recruitment portal using the following address; <http://portal.ajira.go.tz/> and **not otherwise.**
11. Deadline for application is **28<sup>th</sup> October, 2024.**
12. Only short-listed applicants will be contacted.

Issued by;

**VICE CHANCELLOR  
ARDHI UNIVERSITY (ARU)**