

# UNIVERSITY OF DAR ES SALAAM



## TRANSFER VACANCIES

The University of Dar es Salaam invites applications from suitably qualified Public Servants who wish to transfer their service to the University of Dar es Salaam as follows:

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| <p><b>1. Position: Administrative Officer II (1 post)</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Possession of Bachelor Degree in Public Administration, Industrial Relations, Sociology, Law, Business Administration majoring in Human Resources Management or equivalent qualifications from a recognized institution with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 6</b></p> <p><b>2. Position: Internal Auditor II (10 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Auditing, Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or any relevant field from a recognized and reputable institution and must possess CPA (T)/ACCA or its equivalent with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 7</b></p> <p><b>3. Position: Legal Officer II (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Laws (LLB) or equivalent field from Institution/University recognized by the Government and should have completed an internship program or the Law School of Tanzania with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 7</b></p> <p><b>4. Position: Personal Secretary II (4 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form VI or Form IV Certificate of Secondary Education with passes, plus Certificate in Office Management/ Secretarial Studies (NTA 5) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II plus knowledge in computer from a recognized institution with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 3</b></p> <p><b>5. Position: Records Management Assistant II (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV or Form VI Certificate of Secondary Education with a pass in English at "O" level plus a Diploma in Records Management from a recognized institution with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 3</b></p> <p><b>6. Position: Driver II (5 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Form IV certificate of Secondary Education plus a Basic Driving Course certificate from VETA and Trade Test II or CBET II driver's course from a recognized institution or College. Candidate must have a valid Driving License in class E or C1 plus three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 2</b></p> <p><b>7. Position: Accounts Officer I (6 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or any relevant field from any recognized institution with at least four (4) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 7</b></p> <p><b>8. Position: Account Assistant I (5 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Diploma in Accountancy, Finance, ATEC II or any relevant field from any recognized institution with working experience of at least four (4) years in related field.</p> <p><b>(b) Salary Scale: PGSS 4</b></p> <p><b>9. Position: Senior Supplies Officer II (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Procurement, Supplies Business Administration majoring in procurement or supplies, Professional Level IV from PSPTB OR equivalent qualifications from recognised Institution. Must be registered as Approved Procurement and Supplies Professional by PSPTB with working experience of at least seven (7) years in the relevant field.</p> <p><b>(b) Salary Scale: PGSS 8</b></p> <p><b>10. Position: Supplies Officer I (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Procurement, Supplies Business Administration majoring in procurement or supplies, Professional Level III from PSPTB OR equivalent qualifications from recognised Institution. Must be registered as Approved Procurement and Supplies Professional by PSPTB with working experience of at least four (4) years in the relevant field.</p> <p><b>(b) Salary Scale: PGSS 7</b></p> <p><b>11. Position: Technician II - (13 posts)</b></p> <p style="text-align: center;"><b>Directorate of Estates Services</b></p> <p><b>11.1. Technician II - Plumbing (3 Posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Ordinary Diploma (NTA 6)/FTC in Plumbing or Civil Engineering field or equivalent in relevant subject area with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 5</b></p> <p><b>11.2. Position: Technician II - Electrical (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Ordinary Diploma (NTA 6)/FTC in Electrical Engineering field or equivalent in relevant subject area with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 5</b></p> <p><b>11.3. Position: Technician II - Mechanical (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Ordinary Diploma (NTA 6)/FTC in Mechanical Engineering field or equivalent in relevant subject area with at least three (3) years relevant work experience.</p> | <p><b>(b) Salary Scale: PGSS 5</b></p> <p><b>11.4. Position: Technician II - Carpentry (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Ordinary Diploma (NTA 6)/FTC in Carpentry or equivalent in relevant subject area with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 5</b></p> <p><b>11.5. Position: Technician II - Masonry (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Ordinary Diploma (NTA 6)/FTC in Masonry or equivalent in relevant subject area with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 5</b></p> <p><b>12. Position: Library Officer II (5 posts)</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Possession of a Bachelor Degree in Librarianship, Information Studies or any other relevant field from a recognized and reputable institution plus ICT skills with at least three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PGSS 6</b></p> <p><b>13. Position: Library Assistant II (5 posts)</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Possession of a Form IV/VI Certificate of Secondary Education with Diploma in Library and Information Studies or related studies plus ICT skills with at least three (3) years work experience.</p> <p><b>(b) Salary Scale: PGSS 3</b></p> <p><b>14. Position: Estates Officer II - Quantity Surveyor (3 posts)</b></p> <p style="text-align: center;"><b>Directorate of Estates Services</b></p> <p><b>14.1. Estates Officer II - Quantity Surveyor (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Architecture, Building Economics or equivalent qualification from a reputable institution and must be registered as a Graduate Architecture or Quantity Surveyor with a relevant Professional Board.</p> <p><b>14.2. Position: Estates Officer II - Civil Engineering (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Civil Engineering from a recognized and reputable institution and must be registered as a Graduate Engineer.</p> <p><b>(b) Salary Scale: PGSS 7</b></p> <p><b>15. Position: Clinical Officer II (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV or VI certificate of Secondary Education plus a Diploma in Clinical Medicine/Dentistry from a recognized and reputable institution with three (3) years relevant work experience.</p> <p><b>(b) Salary Scale: PMGSS 4</b></p> <p><b>16. Position: Games Tutor II (4 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Physical Education and Sports Science with minimum of Lower Second Class or equivalent, from a recognized and reputable institution with three (3) years of relevant work experience.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>17. Position: Nurse II (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Certificate (NTA Level 5) in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council with at least three (3) years relevant working experience in a similar field.</p> <p><b>(b) Salary Scale: PMGSS 2</b></p> <p><b>18. Position: Pharmaceutical Technician II (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of a Diploma in Pharmaceutical Course from a recognised and reputable institution and licensed by the Pharmacy Council with a working experience of at least three (3) years in similar field.</p> <p><b>(b) Salary Scale: PMGSS 4</b></p> <p><b>19. Position: Instructor II - Film and Theatre (6 posts)</b></p> <p style="text-align: center;"><b>College of Humanities</b></p> <p><b>19.1. Position: Instructor II - Film and Theatre (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Film and Television, Theatre art or Fine and Performing art (Film and Theatre art) with a working experience of three (3) years in the similar field.</p> <p><b>19.2. Position: Instructor - Arts and Design II (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Arts and Design, Fine and Performing Art (Fine Art) with at least four (4) years of working experience in the similar field.</p> <p><b>19.3. Position: Instructor II - Music (1 Post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Music or Fine and Performing Art (Music) with at least four (4) years of professional experience in the similar field.</p> <p><b>(b) Salary Scale: PUS 4</b></p> <p><b>20. Position: Transcriber II (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Special Education for the Blind/Deaf from a recognized and reputable institution with at least four (4) years relevant work experience in similar field.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>21. Position: ICT Officer II (4 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Computer Science, Computer Engineering or Information Systems, or related computer studies who has relevant working experience of at least three (3) years.</p> | <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>22. Position: Planning Officer II (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Bachelor Degree in Economics, Statistics, Agricultural Economics and Agribusiness or any other relevant field with working experience of at least three (3) years.</p> <p><b>(b) Salary Scale: PGSS 6</b></p> <p><b>23. Position: Auxiliary Police - Constable (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples Military Training or any form of military training plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be vetted by the Police.</p> <p><b>(b) Salary Scale: PGSS 2</b></p> <p><b>24. Position: Auxiliary Police - Corporal (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples Military Training or any form of military training plus Auxiliary Police Corporal Training Course from Police Training College. The candidate must be vetted by the Police.</p> <p><b>(b) Salary Scale: PGSS 3</b></p> <p><b>25. Position: Auxiliary Police - Sergeant (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples Military Training or any form of military training plus Auxiliary Police Sergeant Course from Police Training College. The candidate must be vetted by the Police.</p> <p><b>(b) Salary Scale: PGSS 4</b></p> <p><b>26. Position: Auxiliary Police - Assistant Inspector (2 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples Military Training or any form of military training plus Auxiliary Police Assistant Inspector Course from Police Training College. The candidate must be vetted by the Police.</p> <p><b>(b) Salary Scale: PGSS 6</b></p> <p><b>27. Position: Senior Office Assistant II (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of Form IV Certificate of Secondary Education has relevant working experience of at least seven (7) years from a reputable organization.</p> <p><b>(b) Salary Scale: POSS 3</b></p> <p><b>28. Position: Laboratory Engineer II (1 post)</b></p> <p style="text-align: center;"><b>Department of Water Resource Engineering</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Civil and Water Engineering or Environmental Engineering from a reputable and recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>29. Position: Laboratory Engineer II (2 posts)</b></p> <p style="text-align: center;"><b>Department of Mechanical Engineering</b></p> <p><b>29.1. Position: Laboratory Engineer II - Materials Engineering (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Mechanical Engineering (Materials Engineering) from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>29.2. Position: Laboratory Engineer II - Production Engineering (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Mechanical Engineering (Production Engineering) from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>30. Position: Laboratory Engineer II (2 posts)</b></p> <p style="text-align: center;"><b>Department of Transportation and Geotechnical Engineering</b></p> <p><b>30.1. Position: Laboratory Engineer II - Highway Engineering (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Civil Engineering (Highway Engineering) from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>30.2. Position: Laboratory Engineer II - Geomatics (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Geomatics from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>31. Position: Laboratory Engineer II (2 posts)</b></p> <p style="text-align: center;"><b>Department of Agricultural Engineering</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Agricultural Engineering or its equivalent from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>32. Position: Laboratory Engineer II (4 Posts)</b></p> <p style="text-align: center;"><b>Department of Electrical Engineering</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Electrical Engineering or its equivalent from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>33. Position: Laboratory Engineer II (1 Post)</b></p> <p style="text-align: center;"><b>Department of Structural and Construction Engineering</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Possession of BSc. in Electrical Engineering or its equivalent from a recognized institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.</p> <p><b>(b) Salary Scale: PUSS 4</b></p> <p><b>34. Position: Laboratory Assistant II (1 Post)</b></p> <p style="text-align: center;"><b>Department of Electrical Engineering</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Electrical Installation from VETA or other Institutions recognized by VETA.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>35. Position: Laboratory Assistant II (1 post)</b></p> <p style="text-align: center;"><b>Department of Water Resource Engineering</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>36. Position: Laboratory Assistant II (1 post)</b></p> <p style="text-align: center;"><b>Mechanical Engineering</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Filter Mechanics from VETA or other Institutions recognized by VETA.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>37. Position: Laboratory Assistant II - (1 post)</b></p> <p style="text-align: center;"><b>Department of Chemical and Processing Engineering</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>38. Position: Laboratory Assistant II - (1 post)</b></p> <p style="text-align: center;"><b>School of Mines and Geosciences</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Form IV certificate plus NTA level 4 in Petroleum Geology or Petroleum Engineering from a reputable institution.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>39. Position: Laboratory Assistant II (1 post)</b></p> <p style="text-align: center;"><b>School of Aquatic Sciences and Fisheries Technology</b></p> <p><b>(a) Qualifications and Experience:</b></p> <p>Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Chemistry or Laboratory Assistant from a reputable institution.</p> <p><b>(b) Salary Scale: PUSS 1</b></p> <p><b>40. Position: Senior Teacher Grade B (1 post)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Holder of Form IV or VI and Diploma in Education with two teaching subjects in Mathematics and Science with experience of not less than six (6) years of work in the same field.</p> <p><b>(b) Salary Scale: PSTS 5</b></p> <p><b>41. Position: Teacher Grade IB (3 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Holder of Form IV or VI and Diploma in Education with two teaching subjects in Mathematics and Science with experience of not less than five (5) years of work in the same field.</p> <p><b>(b) Salary Scale: PSTS 4</b></p> <p><b>42. Position: Teacher Grade IIB (4 posts)</b></p> <p><b>(a) Qualifications and Experience</b></p> <p>Holder of Form IV or VI and Diploma in Education with competence in English, Mathematics or Science teaching subjects for not less than four (4) years work experience.</p> <p><b>(b) Salary Scale: PSTS 3</b></p> |
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**MODE OF APPLICATION**

Interested Public Servants should apply in confidence enclosing:

- (i) Detailed CV which include names and address
- (ii) Certified copies of certificates, transcripts and valid licenses

**NOTE:**

- (i) Applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- (ii) All applicants should indicate the positions and department they apply on top of the envelope for the posts of Laboratory Engineers and Assistants.
- (iii) Transfer is not promotion therefore applicants should apply for the position they are currently holding.
- (iv) Only successful candidates will be contacted for further procedures.
- (v) Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.

Interested applicants should submit their applications to the following address:

Deputy Vice Chancellor (Administration),  
University of Dar es Salaam,  
P.O. Box 35091,  
**DAR ES SALAAM**

**DEADLINE**

Seven (7) from the date of first appearance of this advertisement.

**10<sup>th</sup> May, 2022**