

THE UNIVERSITY OF DODOMA



9th August, 2024

Vacancies

The University of Dodoma invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following academic posts:-

1. COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

POST	Assistant Lecturer – 1 Post (Re-advertisement)
Field	Literature in English
Qualification and Experience	Holder of Master's Degree in Literature with a GPA of 4.0 from a recognized University and a Bachelor of Arts with Education (majoring in Literature) or Bachelor of Education (majoring in Literature) with a GPA of 3.8 from any recognized University.
POST	Assistant Lecturer – 1 Post (Re-advertisement)
Field	Fine Arts and Design
Qualification and Experience	Holder of a Master's Degree in Arts and Design, Fine and Performing Arts (Fine Arts), Fine Arts and Design, or Fashion Design with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Arts and Design, Fine and Performing Arts (Fine Arts), Fine Arts and Design, Fashion Design with a minimum GPA of 3.8 out of 5 in the first Degree in any recognized University
POST	Assistant Lecturer – 1 Post (Re-advertisement)
Field	International Relations/Political Science
Qualification and Experience	Holder of a Master's Degree in International Relations or Master's Degree in Political Science with a minimum GPA of 4.0 and a Bachelor's Degree in International Relations or Bachelor's Degree in Political Science and Public Administration with a minimum GPA of 3.8.
Duties and Responsibilities	<ul style="list-style-type: none">• To undergo an induction course in pedagogic skills for those who had none before;

	<ul style="list-style-type: none"> • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and <p>To perform any other duties that the relevant authorities may assign.</p>
Remuneration	PUTS 2.1
POST	Lecturer – 1 Post (Re-advertisement)
Field	Sociology
Qualification and Experience	Holder of a PhD in a field related to Sociology from an accredited Higher Learning Institution, Master of Sociology with a GPA of 4.0 and a Bachelor's Degree in Sociology from an accredited Higher Learning Institution with minimum GPA of 3.8.
POST	Lecturer – 1 Post (Re-advertisement)
Field	Archaeology/Heritage Studies
Qualification and Experience	Holder of a Doctor of Philosophy Degree (PhD) in areas relevant to Heritage Studies, Master Degree in Archaeology, Cultural Studies, Anthropology preferably Cultural and/or Physical Anthropology with a minimum GPA of 4.0, and Bachelor's Degree in Archaeology or Heritage Management with a Minimum GPA of 3.8.
POST	Lecturer – 1 Post (Re-advertisement)
Field	Philosophy
Qualification and Experience	Holder of a PhD Degree in related to the field of Philosophy, Master's Degree in Philosophy with a minimum GPA of 4.0, and Bachelor's Degree in Philosophy with a minimum GPA of 3.8.
POST	Lecturer – 1 Post (Re-advertisement)
Field	International Relations/Political Sciences
Qualification and Experience	Holder of a Doctor of Philosophy Degree (PhD) related to the field of International Relations/Political Science, Master Degree in International Relations/Master of Political Science with minimum GPA of 4.0, and Bachelor Degree in International Relations/Bachelor Degree in Political Science with minimum GPA of 3.8.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undertake an induction course in pedagogic skills for those who had none before;

	<ul style="list-style-type: none"> • To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes; • To mentor junior staff in relevant fields; • To participate or contribute in curriculum development; • To participate in developing and managing various University/Constituent College activities; • To undertake research and publish/ disseminate results; • To carry out consultancies and community services; • To write teaching manuals and compendia; • To supervise field practicals, undergraduate special projects Masters and PhD Dissertation/thesis; • To attend/organize Workshops, Conferences and symposia; and <p>To perform any other duties as may be assigned by the relevant authorities</p>
Remuneration	PUTS 3.3
POST	Instructor II – 1 Post (New)
Field	Music
Qualification and Experience	Holder of Bachelor Degree in Music or Fine and Performing Arts (Major in Music or sound production) from recognized Institutions.
POST	Instructor II – 1 Post (New)
Field	Print Media
Qualification and Experience	Holder of Bachelor Degree in Journalism or Mass Communications from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To assist Senior Studio Instructors in the operations of relevant areas of field specialization in the course of their duties. • To prepare teaching materials in the relevant area of specialization of studio work. • To perform any other duties as may be assigned by the immediate supervisor
Remuneration	PUSS 4.1

2. DIRECTORATE OF LIBRARY SERVICES

POST	Assistant Librarian Trainee - 1 Post (Re-advertisement)
Field	Medicine
Qualification and Experience	Holder of Doctor of Medicine with a minimum GPA of 3.8 out of 5 from any recognized institution.

POST	Assistant Librarian Trainee - 1 Post (Re-advertisement)
Field	Environmental Engineering
Qualification and Experience	Holder Bachelor of Science in Environmental Engineering with a minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Assistant Librarian Trainee - 1 Post (New)
Field	Clinical Nutrition and Dietetics
Qualification and Experience	Holder of Bachelor of Science in Clinical Nutrition and Dietetics with a minimum GPA of 3.8 out of 5 from a recognized institution.
POST	Assistant Librarian Trainee - 1 Post (New)
Field	Library and Information Studies
Qualification and Experience	Holder of Bachelor of Arts in Library and Information Studies with a minimum GPA of 3.8 out of 5 from a recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme. • Undergo an induction course in pedagogic skills for those who had none before. • Understudy senior members, including attending lectures, seminars, tutorials and practical training. • To conduct tutorials, seminars and practicals. • Assist in research, consultancies and outreach activities. • To perform any other duties that the relevant authorities may assign
Remuneration	PUTS 1.1
POST	Assistant Librarian – 4 Posts (Re-advertisement)
Qualification and Experience	Holder of a Master's Degree in Library or Information Studies or Library and Information Science with a minimum of GPA of 4.0 out of 5 and Bachelor's Degree in Library and Information Studies or Bachelor Degree in any field with a minimum GPA of 3.8.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programs; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that the relevant authorities may assign.
Remuneration	PUTS 2.1

3. COLLEGE OF EDUCATION

POST	Assistant Lecturer- 1 Post (Re-advertisement)
Fields	ICT Teaching Method
Qualification and Experience	Holder of a Master's Degree in Education with at least a GPA of 4.0 out of 5 and Bachelor of Education in Science (Majoring in ICT) with at least a GPA of 3.8 out of 5 from any recognized University.
POST	Assistant Lecturer - 1 Post (Re-advertisement)
Field	Physics Teaching Methods
Qualification and Experience	Holder of a Bachelor of Science with Education or Bachelor of Education in Science with Physics as a major teaching subject and obtained a minimum GPA of 3.8 from a recognized Institution and Master of Education in Science with a minimum GPA of 4.0 from recognized Institutions.
POST	Assistant Lecturer – 1 Post (Re-advertisement)
Fields	Adult Education/Community Development
Qualification and Experience	Holder of a Master's Degree in Education with at least a GPA of 4.0 out of 5 and Bachelor of Education in Adult Education/Community Development with at least a GPA of 3.8 out of 5 from any recognized University.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that the relevant authorities may assign.
Remuneration	PUTS 2.1

4. COLLEGE OF EARTH SCIENCES AND ENGINEERING

POST	Tutorial Assistants - 1 Post (Re-advertisement)
Field	Geology
Qualification and Experience	Holder of Bachelor Degree in Geology, Geophysics, Applied Geology, Petroleum Geology, Petroleum Geoscience, and Engineering Geology with a minimum GPA of 3.8 out of 5 from a recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before;

	<ul style="list-style-type: none"> • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorials, seminars and practicals; • Assist in research, consultancy and outreach activities; and <p>To perform any other duties that the relevant authorities may assign.</p>
Remuneration	PUTS 1.2
POST	Assistant Lecturer – 1 Post (Re-advertisement)
Field	Civil Engineering
Qualification and Experience	Holder of Bachelor's Degree in Civil Engineering with a minimum GPA of 3.8 from recognized Institutions and a Master of Science in Civil Engineering / Structural Engineering / Geotechnical Engineering / High Way Transportation Engineering / Water Resource Engineering with a minimum GPA of 4.0 from recognized Institutions.
POST	Assistant Lecturer – 2 Posts (Re-advertisement)
Field	Architecture
Qualification and Experience	Holder of a Bachelor of Architecture with a minimum GPA of 3.8 from recognized Institutions and a Master of Architecture / Structural Engineering / Geotechnical Engineering / High Way Transportation Engineering / Water Resource Engineering with a minimum GPA of 4.0 from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and <p>To perform any other duties that the relevant authorities may assign.</p>
Remuneration	PUTS 2.1
5. INSTITUTE OF DEVELOPMENT STUDIES	
POST	Lecturer – 1 Post
Field	Project Planning Management (Re-advertisement)
Qualification and Experience	Holder of PhD in Development Economics, Statistics, Development Planning and Project Planning, Master degree in Project Planning Management with at least a GPA of 4.0 out of 5 and Bachelor Degree in Project Planning Management with a Minimum GPA of 3.8 out of 5 from any recognized University.

Remuneration	PUTS 3.3
Duties and Responsibilities	<ul style="list-style-type: none"> • To undertake an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes; • To mentor junior staff in relevant fields; • To participate or contribute in curriculum development; • To participate in developing and managing various University/Constituent College activities; • To undertake research and publish/ disseminate results; • To carry out consultancies and community services; • To write teaching manuals and compendia; • To supervise field practicals, undergraduate special projects Masters and PhD Dissertation/thesis; • To attend/organize Workshops, Conferences and symposia; and <p>To perform any other duties as may be assigned by the relevant authorities</p>
POST	Tutorial Assistant – 1 Post (Re-advertisement)
Field	Project Planning Management
Qualification and Experience	Holder of Bachelor Degree in Project Planning Management with a Minimum GPA of 3.8 out of 5 from any recognized institution.
Duties and Responsibilities for Tutorial Assistant	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master’s Degree training programme; • Undergo an induction course in pedagogic skills for those who had none before; • Understudy senior members, including attending lectures, seminars, tutorials and practical training; • To conduct tutorials, seminars and practicals; • Assist in research, consultancy and outreach activities; and • To perform any other duties that the relevant authorities may assign.
Remuneration	PUTS 1.1

6. SCHOOL OF MEDICINE AND DENTISTRY

POST	Assistant Lecturer – 1 Post (Re-advertisement)
Field	Medical Laboratory Sciences
Qualification and Experience:	Holder of Bachelor of Medical Laboratory Science or Bachelor of Health Laboratory Sciences with a minimum GPA of 3.8 from a recognized Institution and Master of Medical Laboratory Sciences with a minimum GPA of 4.0. Applicants

	must be registered and recognized by the Health Laboratory Practitioner Council.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programs; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that the relevant authorities may assign.
Remuneration	PUTS 2.1

7. SCHOOL OF LAW

POST	Assistant Lecturer – 2 Posts (Re-advertisement)
Field	Law
Qualification and Experience:	Holder of LLM with at least a GPA of 4.0 out of 5 and LLB with a minimum GPA 3.8 out of 5 from any recognized Higher Learning Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, and conduct tutorials, seminars and practicals for undergraduate programs; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and • To perform any other duties that the relevant authorities may assign.
Remuneration	PUTS 2.1

8. CENTRAL ADMINISTRATION

POST	Games Tutor – 4 Post
Field	Education
Qualification and Experience	Holder of Bachelor Degree in Physical Education and Sports Science or its equivalent qualifications from recognized institution.
Duties and Responsibilities	<ul style="list-style-type: none">• To assist senior games staff in their duties.• To assist in taking Charge of play grounds, courts and sports gear.• To assist in basic training in various sports and games.• To perform any duties as may be assigned by the immediate supervisor
Remuneration	PUSS 4.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates;
 - PhD/Master/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;

- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to ***Vice Chancellor, University of Dodoma (UDOM), and P.O. Box 259, Dodoma.***
- xiii. Deadline for application is 22nd August, 2024;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address also can be found at Public Service Recruitment Secretariat Website)

Released by:

**VICE CHANCELLOR
UNIVERSITY OF DODOMA (UDOM)**