

# MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Telephone: +255 (0)25 2502861 or 250 3016/7

Fax: +255 (0)25 2502302/0736608528

E-mail: [vc@mustnet.ac.tz](mailto:vc@mustnet.ac.tz)  
[must@mustnet.ac.tz](mailto:must@mustnet.ac.tz)

Website: [www.mustnet.ac.tz](http://www.mustnet.ac.tz)



P.O. Box 131,  
Mbeya,  
Tanzania.

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## EMPLOYMENT OPPORTUNITIES

Mbeya University of Science and Technology (MUST) is a Public University established under the Mbeya University of Science and Technology Charter 2013.

Mbeya University of Science and Technology invites applications from suitably and competent persons to fill the following vacancies that exist at the University.

### 1. VICE CHANCELLOR

#### 1.1 QUALIFICATIONS

A Professor/Associate Professor or Senior academician with outstanding academic qualifications on the basis of recommendation submitted by a search committee.

#### 1.2 WORKING EXPERIENCE

Should have administrative experience and capability of at least 6 years at senior management level with a teaching experience in a recognised higher learning Institution.

#### 1.3 DUTIES AND RESPONSIBILITIES

- Shall be the Chief Executive Officer of the University
- Shall be responsible to the Council for the implementation of the decisions of the Council
- Shall be responsible to the Chancellor in respect of such matters of education programmes delivery and administration

- Shall be the chief advisor of, and assistant to the Chancellor in respect of such matters of the University as shall be assigned to him/her as may be prescribed
- Shall facilitate learning (by teaching) of academic programmes at the University
- Shall perform any other duties as may be assigned to him/her as may be prescribed.

#### **1.4 TENURE**

The Vice Chancellor shall hold the office for a term of five (5) years and may be reappointed consecutively for one more term of five (5) years upon satisfactory service.

**1.5 SALARY SCALE:** As attached to his/her duty post

**1.6 FRINGE BENEFITS:** As determined by the Council

### **2. DEPUTY VICE CHANCELLOR - ACADEMIC, RESEARCH AND CONSULTANCY**

#### **2.1 QUALIFICATIONS**

A Professor/Associate Professor in Engineering, Science, Education, Management or Senior academician with outstanding academic qualifications on the basis of recommendation submitted by a search committee

#### **2.2 WORKING EXPERIENCE**

Should have teaching experience of not less than six (6) years of which four (4) should be in a senior position in a recognised higher learning Institution

#### **2.3 DUTIES AND RESPONSIBILITIES**

- Responsible to the Vice Chancellor in respect of such matters of education programmes delivery and administration
- The chief advisor of, and assistant to the Vice-Chancellor in respect of such matters of the University as shall be assigned to him/her as may be prescribed

- Deputize for the Vice-Chancellor during his absence or during a vacancy in the office of Vice-Chancellor as may be prescribed
- Facilitate learning (by teaching) of academic programmes at the University
- Responsible for the smooth running and development of academics at the University
- Advise the Vice Chancellor on all matters pertaining to academics, management, quality control and assurance
- Evaluate current progress of academics at the University and recommend future programmes
- Recommend appropriate budgets for academic affairs
- Oversee Research and Consultancy activities of the University
- Coordinate the development and establishment of the academic programmes and management of academic resources
- Oversee admission and examination regulations
- Supervises the administration and operation of the University Radio and Television
- Perform any other duties as may be assigned by Vice chancellor

#### **2.4 TENURE**

The Deputy Vice Chancellor shall hold office for a term of four (4) years and may be reappointed consecutively for one more term of four (4) years upon satisfactory service

**2.5 SALARY SCALE:** As attached to his/her duty post

**2.6 FRINGE BENEFITS:** As determined by the Council

### **3. DEPUTY VICE CHANCELLOR - PLANNING, FINANCE AND ADMINISTRATION**

#### **3.1 QUALIFICATIONS**

A Professor/Associate Professor in Engineering, Science, Education, Management or Senior academician with outstanding academic qualifications on the basis of recommendation submitted by a search committee

#### **3.2 WORKING EXPERIENCE**

Should have teaching experience of not less than six (6) years of which four (4) should be in a senior position in a recognised higher learning Institution

#### **3.3 DUTIES AND RESPONSIBILITIES**

- Responsible to the Vice Chancellor in respect of such matters pertaining to the administration of the University, including planning and administration of funds and other assets of the University
- The chief advisor of, and assistant to the Vice-Chancellor in respect of such matters of the University as may be prescribed
- Responsible for Planning, Finance and Administration of the University
- Facilitate learning (by teaching) of academic programmes at the University
- Deputize for the Vice-Chancellor in the absence of both Vice Chancellor and Deputy Vice Chancellor responsible for Academic, Research and Consultancy
- Supervise and maintain acceptable standards of discipline of staff.
- Advise the Vice Chancellor on all administrative, legal, personnel and financial matters
- Responsible for formulating accounting policies and procedures of the University, submitting budgets and audited accounts
- Perform other duties as may be assigned by the Vice chancellor.

### **3.4 TENURE**

The Deputy Vice Chancellor shall hold office for a term of four (4) years and may be reappointed consecutively for one more term of Four (4) years upon satisfactory service.

**3.5 SALARY SCALE:** As attached to his/her duty post

**3.6 FRINGE BENEFITS:** As determined by the Council

### **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania
- ii. Applicants must attach an up to date /current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants who are currently employed in the Public Sector should channel their applications through their employers.
- v. Applicants must attach certified copies of the relevant Academic certificates:
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma Transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Professional Certificates from respective boards (if any).
  - One recent passport size photograph and a certified copy of a birth certificate.
- vi. Form IV and Form VI results slips are strictly not accepted
- vii. Testimonials, Partial transcripts and results slips will not be accepted.
- viii. Presentation of forged academic certificates and other information in the CV will necessitate legal action.
- ix. Applicants who have/were retired from the Public Service for whatever reason should not apply.

- x. Applicants should indicate three reputable referees with their reliable contacts.
- xi. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- xii. Women are highly encouraged to apply.
- xiii. Only short listed candidates will be informed of the date of interview
- xiv. Dead line for application is 19<sup>th</sup> October 2017
- xv. APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

**THE COUNCIL CHAIRPERSON,  
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
P.O.BOX 131,  
MBEYA**

**For more information about Mbeya University of Science and Technology (MUST) visit our website [www.mustnet.ac.tz](http://www.mustnet.ac.tz)**