

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION SCIENCE & TECHNOLOGY

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



Date: 19th January 2024

TRANSFER EMPLOYMENT OPPORTUNITIES

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with the aim of becoming the leading centre of excellence for knowledge, skills and applied education in science and technology.

Mbeya University of Science and Technology invites dynamic and suitable qualified Public Servants to fill seven (07) transfer vacant posts mentioned below;

1. OFFICE MANAGEMENT SECRETARY II - (2 POSTS)

1.1 Direct Entry Qualifications

Holders of Diploma in Secretarial Studies who have passed Shorthand (English) and *Hati Mkato* (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.2 Duties and Responsibilities

- (i) Types all general correspondence and non-confidential matters
- (ii) Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils
- (iii) Prints re University s, letters etc.

- (iv) Handles office files
- (v) Files copies of typed letters in relevant files
- (vi) Attends telephone calls and takes messages
- (vii) Records incoming and outgoing files
- (viii) Ensures that the respective office is punctually opened
- (ix) Receives and directs visitors
- (x) Makes sure that there are all necessary facilities for proper job performance
- (xi) Takes proper care of all facilities under his/her charge and makes sure that they are used for official uses only
- (xii) Performing any other duties as assigned by supervisor

1.3 Salary Scale: PGSS 4

1.4 Duty Post: MUST MAIN CAMPUS

2. RECORDS MANAGEMENT ASSISTANT II - (1 POST)

2.1 Entry Qualifications

Holder of Diploma in one of the following areas; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or related qualifications from any recognized Institutions.

2.2 Duties and Responsibilities

- (i) Receives, sorts and distributes all incoming mails and enters them in the relevant registers
- (ii) Receives and distributes official publications according to standing instructions
- (iii) Maintains a register of sent or received files and file index books
- (iv) Sorts and dispatches all outgoing correspondence
- (v) Distributes files to scheduled officers
- (vi) Files correspondence in appropriate files and ensures cross referencing
- (vii) Performs any other duties as may be assigned by supervisor.

2.3 Salary Scale: PGSS 4

2.4 Duty Post: MUST MAIN CAMPUS

3.0 TUTORIAL ASSISTANT – CIVIL/MINING/COMPUTER ENGINEERING (3 POSTS)

3.1 DUTIES AND RESPONSIBILITIES

- (i) This is a training post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0
- (ii) Undergo an Induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members, Including attending lecturers and seminars, tutorials and practical training;
- (iv) Conduct tutorials, seminars and practical's;
- (v) Assist in research, consultancy and outreach activities; and
- (vi) Perform any other duties that may be assigned by the relevant authorities.

3.2 DIRECT ENTRY QUALIFICATIONS

Holder of Bachelor degree in Civil/Mining/Computer Engineering with a minimum GPA of 3.8 out of 5 or its equivalent qualification in a relevant field from recognized University.

3.3 REMUNERATION: PUTS 1.2

3.4 DUTY POST: MUST-MAIN CAMPUS

4.0 PUBLIC RELATION OFFICER II (1 POST)

4.1 DUTIES AND RESPONSIBILITIES

- (i) Assist in facilitating conferences, seminars, ceremonies and other functions
- (ii) Reports public criticisms and complaints to the supervisor
- (iii) Assists in organising official functions, tours and protocol matters
- (iv) Assists in executing exhibitions activities (e.g. trade fairs, open days exhibitions)

- (v) Assists in producing Radio and TV programmes
- (vi) Performs routine public relations activities
- (vii) Assists in Compiling news for MUST Newsletter, Press release and other house journals
- (viii) Assists in Compiling information and prepares speeches
- (ix) Liaises with mass media on press matters
- (x) Assists in Preparing of MUST Prospectus, Calendar, Annual Reports
- (xi) Organizes official functions, tours and protocol matters
- (xii) Maintains photographic records of major events
- (xiii) Performs any other duties as may be assigned by supervisor

4.2 ENTRY QUALIFICATIONS

Holder of Bachelor Degree in Journalism, Mass Communication or equivalent qualification from recognized institutions.

4.3 REMUNERATION: PGSS 6.1

4.4 Duty Post: MUST-MAIN CAMPUS

GENERAL CONDITIONS

- i. All applicants must be Public Servants of Tanzania;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts; postal address / post code, email and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach copies of the following certified certificates;
 - Bachelor Degree Certificates and Transcript
 - Diploma Certificates and Transcript
 - Form IV and Form VI National Examination Certificates;
 - Birth Certificates
- v. Applicants should indicate three reputable referees with reliable contacts and one recent passport size photo;
- vi. Certificates from Foreign Universities should be verified by TCU;

- vii. Applicants with special needs/case (disability) are advised to indicate so;
- viii. A signed application letter should be written in English and addressed to the Vice Chancellor, Mbeya University of Science and Technology, P.O. Box 131, Mbeya;
- ix. Presentation of forged certificates and other information will necessitate legal action; and
- x. Applicants should indicate their willingness and commitment to cover their costs as the application for transfer will be considered self-initiated;
- xi. **Applications not channeled through their employers will not be accepted.**
- xii. **Deadline for application is 31st January, 2024**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

THE VICE CHANCELLOR,
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,
P.O.BOX 131,
MBEYA.