

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

VACANCY ANNOUNCEMENT

ARDHI UNIVERSITY

Ardhi University (ARU) is a public university in Dar es Salaam, Tanzania. It was established on 28th March 2007, though it has been offering training for more than 60 years in different status. It is situated on Observation Hill close to University of Dar es Salaam.

On behalf of **Ardhi University (ARU)**, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill posts as mentioned below;

**1.1.0 TUTORIAL ASSISTANT - SCHOOL OF ARCHITECTURE, CONSTRUCTION
ECONOMICS AND MANAGEMENT (SACEM) -1 POST**

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.1.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Interior Design with a minimum GPA of 3.8 or above.

1.1.3. REMUNERATION: PUTS 1

1.2.0. TUTORIAL ASSISTANT – 1 POST

1.2.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.2.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Landscape Architecture with a minimum GPA of 3.8 or above.

1.2.3. REMUNERATION: PUTS 1

1.3.0. TUTORIAL ASSISTANT - SCHOOL OF EARTH SCIENCES, REAL ESTATE BUSINESS AND INFORMATICS (SERBI) – 1 POST

1.3.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.3.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Property and Facilities Management with a minimum GPA of 3.8 or above.

1.3.3. REMUNERATION: PUTS 1

1.4.0. TUTORIAL ASSISTANT - SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST) – 1 POST

1.4.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.4.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Science in one of the following; Biotechnology and Laboratory Science OR Molecular Biology and Biotechnology with a minimum GPA of 3.8 or above. The candidate must have a minimum score of B⁺ for Environmental Microbiology subject.

1.4.3. REMUNERATION: PUTS 1

1.5.0. TUTORIAL ASSISTANT- SCHOOL OF SPATIAL PLANNING AND SOCIAL STUDIES (SSPSS) - 1 POST

1.5.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.5.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following; Community Development / Development Studies / Rural Development / Sociology with a minimum GPA of 3.8 or above.

1.5.3. REMUNERATION: PUTS 1

1.6.0. TUTORIAL ASSISTANT – 1 POST

1.6.1. DUTIES AND RESPONSIBILITIES

- i. To undergo a Master Degree training programme;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- 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

1.6.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Architecture with a minimum GPA of 3.8 or above, with a minimum score of B+ in the relevant subjects or its equivalent.

1.6.3. REMUNERATION: PUTS 1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- 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: -
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/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 employed in the Public Service should route his application letter through his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **30th January, 2022;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

**ACTING SECRETARY,
PUBLIC SERVICE RECRUITMENT SECRETARIAT.**