



THE UNIVERSITY OF DODOMA

VACANCIES



The University of Dodoma invites applications from suitably qualified Tanzanians to fill the following academic positions at its Colleges:-

1. POSITION: Assistant Lecturers: PUTS 2.1 (4 Positions)

Required qualifications

- (a) Holders of Masters Degree in Political Science and Public Administration (2); Mineral Processing (1) and Electronics/Telecommunications (1) with at least a GPA of 4.0 out of 5 and a minimum Degree GPA of 3.8 out of 5 or its equivalent in the First Degree. Both Master's and Bachelor's degrees must be obtained from recognized institutions.

Duties and responsibilities:

- (i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes.
- (ii) To participate in research, consultancy and public service
- (iii) To conduct, publish/disseminate research results
- (iv) To perform any other duties assigned by relevant authorities.

2. POSITION: Tutorial Assistants: PUTS 1.1 - 1.3 (9 Positions)

Required qualifications

Holders of Bachelors Degree in Political Science and Public Administration (2); French (1); Geo-informatics (1); Biochemistry (1); Anatomy (1); Special Needs Education (1); Logistics and Procurement Management (1); and Chemistry (1) with a minimum GPA of 3.8 out of 5 or its equivalent from a recognized institution. Additionally, one must have scored a B+ or its equivalent in the relevant subjects.

Duties and responsibilities

- (i) This is a training post. Successful candidates will be required to undergo a Masters Degree Training programme.
- (ii) To conduct tutorials , seminars and practical training;
- (iii) To assist in research, consultancy and outreach activities;
- (iv) To teach Certificates and Diploma Courses
- (v) To perform any other duties that may be assigned by relevant authorities.

GENERAL APPLICATION CONDITIONS:

- i. All applicants must be Citizens of Tanzania
- ii. Applicants must be less than 45 Years, i.e. born after 1st January 1974
- iii. They must attach an up-to-date Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers
- iv. They must attach dully filled and sealed referee report forms attached as ***Annex I***
- v. Applicants should apply on the strength of the information given in this advertisement
- vi. The title of the position should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.
- vii. Applicants must attach their relevant certified copies of Academic/Professional certificates i.e. Postgraduate/Degree/Advanced Diploma/Diploma/Certificates and transcripts; National Form IV and Form VI Examination Certificates; Computer Certificates; Professional certificates from respective boards; One recent passport size picture and birth certificate
- viii. Form IV and VI results slips, Testimonials and Partial transcripts are **strictly not accepted**
- ix. **Employees of any institution must route their application letters through their respective employers.**
- x. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)
- xi. Women are highly encouraged to apply
- xii. Application letters should be written in English
- xiii. Only short listed candidates will be informed on a date for interview
- xiv. Presentation of forged academic certificates and other information in the CV will necessitate to legal action

MODE OF APPLICATION:

Complete application package that consists of application letters supported with detailed Curriculum Vitae, relevant copies of certificates i.e. Degree/Diploma certificates /testimonials, academic transcripts plus Secondary School Certificates and dully filled referee report forms should be submitted to:

DEPUTY VICE CHANCELLOR,
(ACADEMIC, RESEARCH AND CONSULTANCY)
UNIVERSITY OF DODOMA,
P.O. BOX 259
DODOMA

DEADLINE: 21st June, 2018

THE UNIVERSITY OF DODOMA

EMPLOYMENT REFEREE'S FORM

Name of Applicant

THE APPLICANTS PERSONAL ATTRIBUTES					
S/No	MAIN FACTORS	QUALITY ATTRIBUTE	GRDADE		
1	WORKING RELATIONSHIPS	Ability to work in team			
		Ability to get on with other staff			
		Ability to gain respect from others			
2	COMMUNICATION AND LISTENING	Ability to express in writing			
		Ability to express orally			
		Ability to listen and comprehend			
		Ability to train and develop subordinates			
3	MANAGEMENT AND LEADERSHIP	Ability to plan and organize			
		Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
		Ability for resilience and persistence			
4	PERFORMANCE IN TERMS OF QUANTITY	Ability to meet demand			
		Ability to handle extra work			
5	RESPONSIBILITY AND JUDGEMENT	Ability to accept and fulfil responsibility			
		Ability to make right decisions			
6	CUSTOMER FOCUS	Ability to respond well to the customer			
7	LOYALTY	Ability to demonstrate follower ship skills			
		Ability to provide ongoing support to supervisor(s)			
		Ability to comply with lawful instructions of supervisors			
8	INTEGRITY	Ability to devote working time exclusively to work related duties			
		Ability to provide quality services without need for any inducements			
		Ability to comply with institutional rules and regulations			
		Ability to behave in trustworthy manner			
		Ability to apply knowledge abilities to benefit Government and not for personal gains			
How long have you know the applicant?					
In What capacity?					
How do you rank the applicant in the following areas?					
	Excellent	Very Good	Good	Satisfactory	Poor
Intellectual Ability					
Capacity of Original Thinking					
Maturity					
Motivation to conduct Lecturers					
Motivation to conduct Research					
Motivation to conduct Consultancy Work					
Motivation to offer service to the public					

Other capabilities/Talents worth mentioning		
What do you consider to be the Applicant's Weakness		
What is your recommendation on the suitability of the applicant to the applied position? (you may use additional paper if necessary)		
<i>Overall Recommendations on the applicant's suitability for academic and administrative positions (tick ✓ only one box below)</i>		
<input type="checkbox"/> Contributor	He has been always showing consistent achievement toward meeting established performance expectations.	
<input type="checkbox"/> Below Contributor	He has been showing deficiencies which interfere with the attainment of performance expectations.	
<input type="checkbox"/> Not Contributor	He can neither be entrusted to handle students nor administrative duties at the institution of higher learning	
Give any additional comments that you consider relevant about the applicant		
Referees Name and Contacts:		
Name	Title	Institution
Postal Address	Telephone (Landline)	Telephone (Mobile)
Fax	E-mail	
Signature		Date:

Grading Scale: (5 – Excellent), (4 – Very Good), (3 – Good), (2 – Satisfactory), (1 – Poor)