UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE

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VACANCIES

University of Dar es Salaam Computing Centre (UCC) is an information and communications technology (ICT) company wholly owned by the University of Dar es Salaam (UDSM). UCC provides ICT services and products to the University of Dar es Salaam as well as the general public. Its portfolio of products and services include Software development; ICT Training and consultancy; Internet; Hardware Maintenance and Repair; Networks (i.e. Local Area Network and Wide Area Network) Design, Installation and Maintenance; as well as Web design and Hosting.

UCC hereby invites applications from suitable qualified candidates to immediately fill the following vacant positions currently existing in the company.

Position   :   Business Development & Quality Assurance Manager
Department :   Business Development & Quality Assurance Department
Reports to   :   Managing Director

Duties and Responsibilities:-

The Business Development and Quality Assurance (BD&QA) Manager is responsible for developing the business side of the company as well as setting and enforcing quality of the company's products. The manager is overall in charge of the BD&QA department with the core Duties and Responsibilities that include:

(i)   Identifying rising business opportunities and sales leads, pitch products to new clients as well as build and maintain a good long-term relationships with prospects in order to increase company revenue and maximize profits,

(ii)   Formulating quality management policies and/or guidelines and ensuring that processes of producing and delivering company's products comply with these policies/guidelines as well as the best practices in the industry and relevant regulatory provisions

(iii)   Implement performance management system for staff in the department.

Other (Specific) Duties and Responsibilities include:

(i)   Undertaking research and analysis of the economy and business environment to aid the strategic planning process and business development

(ii)   Undertaking research and surveys on past, current and future products and establish customers' needs, perception and satisfaction in relation to company's products

(iii)   Establishing and following up new businesses, links and collaborations opportunities

(iv)   Communicating new product developments to prospective clients

(v)   Overseeing the development of marketing strategy and literature and implementing / disseminating the same

(vi)   Organizing, supervising, coordinating and managing consultancy, research as well as collaborations and partnerships for the purpose of sharing knowledge and business.

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(vii) Writing reports and providing management with feedback
(viii) Perform any other related duties as may be assigned from time to time

Minimum Qualifications and Attributes:
- Possession of a degree in marketing or related fields from a recognized University/ Institution. A postgraduate degree/training and/or training in ICT will be an added advantage.
- Minimum of ten (10) years relevant experience of which, six (6) must be in a senior position.
- Experience in business development in ICT products will be an added advantage.
- Strong business sense coupled with ability to network and negotiate.
- Excellent communication (written and spoken) and presentation skills.
- High degree of integrity and well organizational and interpersonal skills.
- Self-confidence and initiatives

Position	**:**	**Senior Systems Analyst (2) POST**
Department	**:**	**Software Engineering Department**
Reports to	**:**	**Software Engineering Manager**

Duties and Responsibilities:-

(i) **Systems analysis**. Takes responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution. Identifies, evaluates and recommends options, implementing if required. Collaborates with, and facilitates stakeholder groups, as part of formal or informal consultancy agreements. Seeks to fully address client needs, enhancing the capabilities and effectiveness of client personnel, by ensuring that proposed solutions are properly understood and appropriately exploited.

(ii) **Systems design**. Specifies and designs large or complex systems. Selects appropriate design standards, methods and tools, consistent with agreed enterprise and solution architectures and ensures they are applied effectively. Reviews others' systems designs to ensure selection of appropriate technology, efficient use of resources, and integration of multiple systems and technology. Contributes to policy for selection of architecture components. Evaluates and undertakes impact analysis on major design options and assesses and manages associated risks. Ensures that the system design balances functional, service quality, security and systems management requirements.

(iii) **Programming/software development**. Designs, codes, tests, corrects and documents complex programs and scripts from agreed specifications, and subsequent iterations, using agreed standards and tools, to achieve a well-engineered result. Takes part in reviews of own work and leads reviews of colleagues' work.

Minimum Qualifications
- Bachelor's degree in computer science or a related field. A Masters degree in ICT will be an added advantage
- Strong portfolio demonstrating your systems analysis and design skills
- Expert knowledge of Microsoft .NET, ASP.NET MVC, C#, relational databases SQL

Server 2012, and PHP and MVC frameworks(Yii/Yii2 will be an added advantage)
- Strong analytical, problem solving, and decision making skills.
- Excellent verbal, written and interpersonal communication skills
- Effective and proven to move projects forward on a schedule with minimal direct supervision.
- Five or more years of industry experience

Position	:	**Senior Software Developer (2) POST**
Department	:	**Software Engineering Department**
Reports to	:	**Software Engineering Manager**

Duties and Responsibilities:-

(i) **Software Design**. Work with team members to design innovative software programs that improve and simplify customer experience, design fault tolerant, redundant systems that are highly available and resolve complex technical design issues.

(ii) **Programming/software development.** Designs, codes ,corrects and documents complex programs and scripts from agreed specifications, and subsequent iterations, using agreed standards and tools to achieve a well-engineered result. Take part in reviews of own work and leads reviews of colleagues' work.

(iii) **Software Testing and Debugging.** Leverage modern best practices such as Test Driven Development and Continuous Integration to deliver system earlier, unit testing, and integration testing, debug complex issues found in production between multiple systems or services in a controlled environment and in real life system usage.

(iv) **Participate in Software Development Process.** In the full development process, provide software documentation, Participate in software product definition including business case or gap analysis. Participate in, and help lead various agile ceremony meetings (Sprint Planning, Stand-up, Pair-Programming, Code Reviews, Retrospective, etc.)

(v) **Coach other members of the team on technology and best practices**

Minimum Qualifications
- Bachelor's degree in computer science or a related field. A Masters degree in ICT will be an added advantage
- Expertise in multiple modern programming languages across multiple platforms and systems (Java, Python, PHP, C#, Ruby, etc.)
- Comfortable with full development stack (e.g. UX, Web, API, Business Logic, database).
- Expert knowledge in Scrum and/or other agile development methodologies
- Experience in a mixed operating system environment (Windows, Linux)
- Five or more years of industry experience

Position : **Software Developer (5) POST**
Department : **Software Engineering Department**
Reports to : **Software Engineering Manager**

Duties and Responsibilities:-

(i) **Programming/software development.** Designs, codes, corrects and documents programs and scripts from agreed specifications, and subsequent iterations, using agreed standards and tools to achieve a well-engineered result. Takes part in reviews of own work and reviews of colleagues' work.

(ii) **Software Testing and Debugging.** Carry out unit testing, integration testing and debug issues found in production between multiple systems or services in a controlled environment and in real life system usage. Analyze performance of programs and take action to correct deficiencies based on consultation with users and approval of supervisor. Document programming problems and resolutions for future reference.

(iii) **Participate in Software Development Process.** In the full development process, write and maintain programming documentation, Participation in software product definition, Participate in various agile ceremony meetings (Sprint Planning, Stand-up, Pair-Programming, Code Reviews, Retrospective, etc.)

Minimum Qualifications
- BSc in Computer Science or computer related field
- Expertise in multiple modern programming languages across multiple platforms and systems (Java, Python, PHP, C#, Ruby, etc.)
- Comfortable with full development stack (e.g. UX, Web, API, Business Logic, database).
- Expert knowledge in Scrum and/or other agile development methodologies
- Experience in a mixed operating system environment (Windows, Linux)
- Three or more years of industry experience

Position : **Network Administrator (2) POST**
Department : **Network & Systems Engineering Department**
Reports to : **Network & Systems Engineering Manager**

Duties and Responsibilities:-

(i) Participating in network infrastructure design and installation and configurations;
(ii) Participating in monitoring, control and maintenance of network infrastructure;
(iii) Troubleshooting malfunctions of network hardware and software applications, telephones and security systems to resolve operational issues and restore services.
(iv) Document and backup network infrastructure setup as required.
(v) Assist in network Servers configuration;
(vi) Assist in network access configuration;
(vii) Participate in implementation of security policies in network infrastructure.
(viii) Perform any other Duties as assigned by one's supervisor(s).

Minimum Qualifications
- Bachelor degree in Computer Science, Electronic Engineering, Electrical Engineering or equivalent.
- Knowledge in switching and routing networking principles.
- Knowledge in windows, Linux, UNIX operating systems.
- Knowledge in Linux OS is added advantage
- Experience of not less than three years of industry experience

Position : **Systems Administrator (2) POST**
Department : **Network & Systems Engineering Department**
Reports to : **Network & Systems Engineering Manager**

Duties and Responsibilities:-

(i) Participate in management, control and maintenance of network servers;
(ii) Participate in systems designing, planning and deployment;
(iii) Participate in management, control and maintenance of Enterprise Electronic Systems;
(iv) Participate in documentation and user manual development of systems;
(v) Participate in implementation of security policies in systems.
(vi) Perform backup, test and restore services.
(vii) Perform any other Duties as assigned by supervisor(s)

Minimum Qualifications
- Bachelor degree in Computer Science, Electronic Engineering, Electrical Engineering or equivalent.
- Knowledge in switching and routing networking principles.
- Knowledge in windows, Linux, UNIX operating systems.
- Knowledge in Linux OS is added advantage
- Experience of not less than three years of industry experience

Position : **Sales & Marketing Executive**
Department : **Business Development & Quality Assurance Department**
Reports to : **Business Development & Quality Assurance Manager**

Duties and Responsibilities:-

- Participate in conducting periodic market research.
- Participate in planning marketing mix.
- Participate in planning promotional mix.
- Monitor impact of advert and promotional activities.
- Perform any other duties as assigned by one's supervisor(s)
- Responsible for marketing intelligence.
- Advise on marketing segmentation, targeting and positioning;
- Prepare annual marketing budgets.
- Liaises with finance department to determine any discrepancies in periodic budget reports;
- Organizes and assigns work to subordinate staff for optimum results.
- Provides direction to the marketing function.
- Recommends and assists in developing profitable marketing programs.
- Constantly reviews marketing strategies to ensure that they are effective.
- Perform any other duties as assigned by one's supervisor(s).

Minimum Qualifications:
- Holder of Bachelor degree in Commerce- Marketing, Business Administration or equivalent with at least three (3) years relevant experience.
- Experience in marketing of training products will be an added advantage.
- Other requirements include: smart and presentable, excellent interpersonal skills,
- Excellent communication skills.
- Computer proficiency and able to work independently and meet set targets.

Position   :   Credit Controller
Department :   Finance and Administration Department
Reports to   :   Chief Accountant

Duties and Responsibilities:-
- Designing and maintaining of credit policy.
- Prepare and Send monthly statement to customers at the end of the month.
- Follow up, collection and allocation of payments
- Collection and reporting activities according to specific deadlines
- Reconciliation of accounts.
- Monitoring customer account details for nonpayment's, delayed payments and other irregularities.
- Maintain up-to-date billing system in collaboration with Revenue Accountant
- Maintain accounts receivable customer files.
- Preparing trade debtors schedules and aging analysis every month
- Procedures for processing receipts, cash etc.
- Investigate and resolve customer queries.
- To ensure submission of statutory deductions to relevant authorities.
- Perform any other duties as assigned by one's supervisor(s).

Minimum Qualifications:
- Bachelor Degree in Accounting / Finance.
- Three years of experience, with bulk of it being in credit control and debt collection.
- Competent in Microsoft offices.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.

Position   : Office Assistant (1 Position HQ, 1 Position City Centre, 1 Position Dodoma)
Department   : Finance and Administration Department
Reports to   : Administrative Assistant

Duties and responsibilities:

- Supervises general cleanliness in the company buildings and grounds within his/her area of jurisdiction or if those operations have been outsourced ensure that they are done as per standing service agreements.
- Take proper care of facilities in the conference room, maintain conference room bookings
- Assist in arranging meetings.
- Performs messenger duties such as dispatching and collecting documents/letters to respective Officer/Manager in all departments /branches
- To assist in doing filing at all offices.

- Photocopying and maintenance of photocopy machine by reporting and supervise maintenance service.
- Assist in maintain cleanliness of office building and surroundings,
- Ensure cleanliness of dishes / cups used by staff
- Assist in handling security matters at the Company.
- Prepare monthly reports on the use of office consumables.
- Think clearly and solve unforeseen problems.
- Assist in ensuring all office doors are opened at 6:00am and closed at 8:00 pm

Minimum Qualifications:
- Holder of form four certificate plus a certificate in records management
- Minimum of two years' experience in office management or in related field
- Ability to write clearly and competent in word and excel processing.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.

Position : Librarian (1 Position City Centre, 1 Position Dodoma)
Department : Training
Reports to : Branch Manager

Duties and responsibilities:
- To perform all activities related to maintaining of the library
- Archiving and information management and ensure that are undertaken properly and ensure that are undertaken properly and in accordance with the relevant policy and procedures
- Maintain circulation of library materials.
- Assist readers in finding books and other library materials.
- Provide proposals and recommendations on necessary improvements on workflow.
- Classify and catalog library materials according to subject index, context and classification scheme.
- Facilitate acquisition of books and other periodicals.
- Issue books for loan to students, instructor and other authorized users, makes reservations when the books are not available, shelves back the loaned books that are returned.
- Provide information services to staff, students.
- Perform any other duties as assigned by one's supervisor(s).

Minimum Qualifications:
- Holder of Diploma in Library, Archive and Information Management.
- Minimum of two years' experience in library or in related field.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Computer literate.

Position   **:**   Driver cum Messenger (1 Position HQ)
Department   **:**   Finance and Administration Department
Reports to   **:**   Administrative Assistant

Duties and Responsibilities

- Drives company vehicles to transport person and/or materials as directed.
- Collect sorts and distributes incoming and outgoing mail, stationery and other materials within and outside the HQ office and makes appropriate entries in register when required.
- Packaging of office equipment to be transported/distributed to the branches and makes appropriate entries in register.
- Cleans vehicles, checks on oil, gasoline, water and tires, change tires and reports need of major repairs.
- Maintains record of mileage, gasoline and oil used and any unusual performance of the vehicle.
- Maintains logbooks and ensure you keep record of movement of vehicles
- Responsible for safe-keeping of the vehicle and tools entrusted to you.
- Reports promptly any defect or problems detected in the vehicle.
- Performs messenger duties such as dispatching documents/letters, collecting mail, photocopying of documents.
- Carries out diagnoses of minor problems requiring immediate repair.
- Assists in repairing minor defects in the vehicle requiring attention.
- Perform any other duties as assigned by one's supervisor(s).

Minimum Qualifications:

- The candidate must have successfully completed Form IV Secondary Education with conversant in Kiswahili and English.
- Must have a valid Class C Driving License and working experience for three (3) years as a driver cum messenger in reputable organization.
- Possession of Drivers Grade II Certificate from a recognized institution such as NIT or VETA will be an added advantage.

GENERAL CONDITIONS
a. Testimonials and all Partial transcripts will not be accepted;
b. Applicants should indicate three reputable referees with their reliable contacts;
c. Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
d. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
e. Applicants must attach their certified copies of relevant certificates.

Mode of Application. The request for Eligible Candidates should be addressed to:

The Managing Director,
University of Dar es Salaam Computing Centre,
P.O. Box 35062,
DAR ES SALAAM.

All requests should be made through the following link **http://rms.ucc.co.tz**

Note: The applications that will be sent in any other way other than the site or link mentioned above will not be accepted**.** Closing date for receiving application is two weeks from the date of the first appearance of the advertisement. Only short-listed candidates will be contacted for interview.

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