

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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P.O. Box 131,
Mbeya,
Tanzania.

EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS

Mbeya University of Science and Technology invites applications from suitably and competent Tanzanians to fill vacancies that exist in various Departments at the University on one year contract basis.

1. ICT OFFICER (Software Engineer) (1 POSTS)

1.1. QUALIFICATIONS

Holder of Bachelor Degree in Software Engineering or equivalent qualification from recognized institutions.

1.2. KEY RESPONSIBILITIES

- i. Assists in capturing user Customer Requirement Specifications- CRS
- ii. Performs systems analysis and design
- iii. Implement software systems (Write and document code)
- iv. Performs systems testing (Software validation & verification) and document test results.
- v. Performs system configurations
- vi. Assists in conducting user acceptance test
- vii. Participates in design review and provide input for user documentation
- viii. Liaises with user support staff in supporting end users
- ix. Maintains and support various business process applications
- x. Perform any other duties as may be assigned by the relevant authorities.

1.3. SALARY SCALE PGSS 7/1

1.4. TENURE Contract

Successful candidates shall hold the office for **One (01) Year** and may be renewed upon satisfactory service.

2. DRIVER (2 POSTS)

2.1. QUALIFICATIONS

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

2.2. KEY RESPONSIBILITIES

- i. Drive University vehicles
- ii. Maintain and records vehicle logbooks
- iii. Responsible for safe-keeping of the vehicle and tools entrusted to him/her
- iv. Maintain cleanliness of the vehicle and tools
- v. Report promptly any defect or problems detected in the vehicle
- vi. Dispatch or collect documents/letters
- vii. Make some minor repair of vehicles
- viii. Perform any other duties as may be assigned by Supervisor

2.3. SALARY SCALE PGSS 2/1

2.4. TENURE

Successful candidates shall hold the office for **One (01) Year** and may be renewed upon satisfactory service.

3. ACCOUNTS OFFICER II (1 POST)

3.1. QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA.

3.2. KEY RESPONSIBILITIES

- i. Participate in preparing revenue and expenditure reports.
- ii. Participate in preparation of bank reconciliation;
- iii. Participate in preparation of various Payroll Reports;
- iv. Prepare check and payment receipts;
- v. Assist in preparing periodic reports and provide appropriate inputs;
- vi. Verifying assets and reconciling the same between general ledger and fixed asset register; and
- vii. Perform any other duties as assigned by a supervisor.

3.3. SALARY SCALE

PGSS 6/1

3.4. TENURE

Contract

Successful candidates shall hold the office for **One (01) Year** and may be renewed upon satisfactory service.

4. ICT TECHNICIAN II

(1 POST)

4.1 QUALIFICATIONS

Holder of Diploma (NTA 6) in Computer Science or Computer Engineering or equivalent qualification from recognized institutions.

4.2 KEY RESPONSIBILITIES

- i. Store copies of software and documentations of computer systems
- ii. Assist ICT Technician I in finding source documents and solutions for identified problems.
- iii. Maintain operations, system development and/or programming documentation manual libraries.
- iv. Perform archiving of official documents
- v. Perform simple coding of raw data on source documents by applying established, clearly defined codes;
- vi. Key data from source documents; verify keyed data; upload data to computer server.

- vii. Review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures
- viii. Assist programmers in testing new or revised application programs.
- ix. Validate (check, verify dates and times, etc.) input to and output from information systems.
- x. Advise programmers in problems related to data entry
- xi. Maintain data processing systems, tape library and disk storage.
- xii. Monitor console for errors; observe elements of operation for evidence of incorrect operation.
- xiii. Separate and sort output for distribution; set up input job streams and submit jobs; schedule submission of work to the system.

4.3 SALARY SCALE

PUSS 3/1

4.4 TENURE

Contract

Successful candidates shall hold the office for **One (01) Year** and may be renewed upon satisfactory service.

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 must attach their detailed relevant certified copies of Academic certificates:
- v. Form IV and Form VI results slips are strictly not accepted.
- vi. Presentation of forged academic certificates and other information in the CV will necessitate legal action.

- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply.
- viii. Applicants should indicate three reputable referees with their reliable contacts.
- ix. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- x. Women are highly encouraged to apply.
- xi. Only short listed candidates will be informed on the date of interview
- xii. Application letters should be written in English.
- xiii. Dead line for application is **18/10/2019** at 3:30p.m.
- xiv. **APPLICATION LETTERS SHOULD BE SEND TO THE FOLLOWING**

ADDRESS;

THE VICE CHANCELLOR,

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,

P.O.BOX 131,

MBEYA