



MZUMBE UNIVERSITY
(Chuo Kikuu Mzumbe)

VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanian to fill the following Contract vacant posts:

1. SUPPLIES ASSISTANT II (2 Post) - Main Campus in Morogoro

(a) Qualification and Experience

Holder of Form IV or VI Certificate with passes in Commercial subjects/NABE I OR Basic stores Certificate.

(b) Duties:

- Checks transactions in stores accounting documents and registers,
- Receives and issues vouchers, delivery notes and invoices,
- Prepares purchase requisitions/orders upon approval by his/her supervisor,
- Performs any other duties as may be assigned by the superior.

(c) Salary Scale: PGSS 1.1

(d) Terms of Contract: 1 year

2. LABORATORY TECHNICIAN II – (2 posts)- Main Campus in Morogoro

(a) Qualification and Experience

Holder of Form IV/VI with a Diploma Certificate in Medical Laboratory Technician from a recognized institution

(b) Duties:

- Solves simple problems in the laboratory from the patient,
- Plans, organizes and directs some of the laboratory services,
- Prepares reagents,
- Prepares accurate and up to date laboratory records,
- Performs any other duties as assigned by the superior.

(c) Salary Scale: PMGSS 3

(d) Terms of Contract: 1 year

3. NURSING OFFICER II (2 Post)-Dar es salaam Campus

(a) Qualification and Experience

Holder of Form IV/VI certificate plus a Diploma in Nursing from a recognized institution and registered with Tanzania Nursing Council.

(b) Duties

- Understands and solves problems of patients in line with nursing ethics and general nursing services,
- Supervises Nursing Assistants and Trained Nurses/Midwives,
- Orders drugs from the Health Centre/Hospital stores,
- Looks after D.D.A Box,
- Performs any other duties as assigned by superior.

(c) Salary Scale: PMGSS 3

(d) Terms of Contract: 1 year

4. ASSISTANT INTERNAL AUDITOR II (4 Posts)- 2 post Main Campus in Morogoro, 1 post in Mbeya Campus and 1 post in Dar es salaam Campus

(a) Qualification and Experience

Holder of University Degree in Accountancy or Advanced Diploma in Accountancy or professional level II or Module C and D from a recognized institution.

(b) Duties

- Assist in ensuring that laid down internal controls and other procedures are effectively operating;
- Assists in conducting routine examination of the accounting records in order to ascertain the records are properly kept and accurately recorded, proper classification has been observed and that financial data available is reliable;
- Assists in ensuring that there is compliance with established policies, procedures, controls and other regulations.;
- Performs any other duties as assigned by superior.

(c) Salary Scale: PGSS 6.1

(d) Terms of Contract: 1 year

MODE OF APPLICATION

The application letters accompanied with detailed curriculum vitae (CV), copies of relevant certificates and transcripts should reach the undersigned, in hard copies, not later than ***two weeks from the date of this advertisement***. Candidates must also give names, contact addresses as well as telephone numbers of two referees best known to them.

Please Note:

- *-The positions require excellent communication skills in both spoken and written English languages.*
- *Certificates from foreign universities should be verified by the Tanzania Commission for Universities (TCU).*
- *Only short-listed candidates will be contacted through their addresses and/or telephone numbers. If you do not hear from us till two months from the date of this advertisement consider yourself unsuccessful.*
- *The Applicants must be Tanzanians and should not be above 45 years of age.*

Application should be sent to:

Deputy Vice Chancellor - Administration and Finance,
Mzumbe University,
P. O. Box 1,
MZUMBE, MOROGORO

27th March, 2020