



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY



**MZUMBE UNIVERSITY**

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MZUMBE  
MOROGORO, TANZANIA

**Ref. No. BA. 115/126/01/27**

23<sup>rd</sup> June, 2025

**ANNOUNCEMENT OF EMPLOYMENT VACANCIES**

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following forty six (46) vacancies in academic positions at the University.

**1.1 ASSISTANT LECTURER (EPIDEMIOLOGY AND BIOSTATISTICS) (1 POST)**

**1.1.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Epidemiology, Biostatistics, Epidemiology & Biostatistics, Field Epidemiology, Applied Statistics, and Mathematics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

**1.1.2 Qualification**

Holder of Master Degree in one of the following fields: Epidemiology, Biostatistics, Epidemiology & Biostatistics, Field Epidemiology, Applied Statistics, or Mathematics, with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Applied Statistics, Mathematics, or Medicine, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

**1.1.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.1.4 DUTY STATION: MAIN CAMPUS**

## **1.2 ASSISTANT LECTURER (PUBLIC HEALTH) (1 POST)**

### **1.2.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Public Health, Implementation Sciences, Field Epidemiology and Health Research;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.2.2 Qualification**

Holder of Master Degree in one of the following fields: Public Health, Implementation Science, Field Epidemiology or Health Research, with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Medicine, Nursing or Environmental Health, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

### **1.2.3 REMUNERATION: SALARY SCALE- PUTS 2.1**

### **1.2.4 DUTY STATION: MAIN CAMPUS**

## **1.3 ASSISTANT LECTURER (RESEARCH AND PUBLIC POLICY) (1 POST)**

### **1.3.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Research and Public Policy;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.3.2 Qualification**

Holder of Master degree in Research and Public Policy with at least a GPA of 4.0 out of 5.0. At the undergraduate level, the applicant must hold a Bachelor's degree in one of the following fields; Public Administration or Education, and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

### **1.3.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

### **1.3.4 DUTY STATION: MAIN CAMPUS**

#### **1.4 ASSISTANT LECTURER (TRANSPORT MANAGEMENT) (2 POSTS)**

##### **1.4.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Transport & Logistics, Transport & Management, Transport & Supply Chain Management, Transport & International Logistics, Logistics & Transport Management or Transport Economics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

##### **1.4.2 Qualification**

Holder of Master degree in one of the following fields; Transport & Logistics, Transport Management, Transport & Supply Chain Management, Transport & International Logistics, Logistics & Transport Management or Transport Economics with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.4.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.4.4 DUTY STATION: MAIN CAMPUS**

#### **1.5 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) (1 POST)**

##### **1.5.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Accounting & Finance and Public Sector Accounting;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

##### **1.5.2 Qualification**

Holder of Master degree in one of the following fields; Accounting & Finance or Public Sector Accounting with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.5.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.5.4 DUTY STATION: MAIN CAMPUS**

## **1.6 ASSISTANT LECTURER (STATISTICS) (1 POST)**

### **1.6.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Applied Statistics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.6.2 Qualification**

Holder of Master degree in Applied Statistics with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.6.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.6.4 DUTY STATION: MAIN CAMPUS**

## **1.7 ASSISTANT LECTURER (NATURAL RESOURCE ECONOMICS) (1 POST)**

### **1.7.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Natural Resource Economics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.7.2 Qualification**

Holder of Master degree in Natural Resource Economics with at least a GPA of 4.0 out of 5. At the undergraduate level, the applicant must hold a Bachelor's degree in Environmental Economics or Natural Resource Economics with minimum GPA of 3.8 out of 5 and with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.7.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.7.4 DUTY STATION: MAIN CAMPUS**

## **1.8 ASSISTANT LECTURER (LINGUISTICS IN ENGLISH) (1 POST)**

### **1.8.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Linguistics (English);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.8.2 Qualification**

Holder of Master degree in Arts Linguistic (English) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

### **1.8.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

### **1.8.4 DUTY STATION: MAIN CAMPUS**

## **1.9 ASSISTANT LECTURER (LINGUISTICS IN KISWAHILI) (1 POST)**

### **1.9.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Linguistics (Kiswahili);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.9.2 Qualification**

Holder of Master degree in Arts Linguistic (Kiswahili) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for

recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.9.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.9.4 DUTY STATION: MAIN CAMPUS**

**1.10 ASSISTANT LECTURER (ENVIRONMENTAL LAW) (1 POST)**

**1.10.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Environmental Law or Climate Change Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

**1.10.2 Qualification**

Holder of Master Laws (LLM) degree in Environmental Law, Climate Change Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.10.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.10.4 DUTY STATION: MAIN CAMPUS**

**1.11 ASSISTANT LECTURER (ICT LAW) (1 POST)**

**1.11.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in ICT Law and Computer Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and

viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.11.2 Qualification**

Holder of Master of Laws (LLM) degree in ICT Law, Computer Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.11.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.11.4 DUTY STATION: MAIN CAMPUS**

## **1.12 ASSISTANT LECTURER (TAX LAW) (1 POST)**

### **1.12.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Tax Law;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

### **1.12.2 Qualification**

Holder of Master of Laws (LLM) degree in Tax Law with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree (LLB) with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.12.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.12.4 DUTY STATION: MAIN CAMPUS**

## **1.13 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (2 POSTS)**

### **1.13.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.

- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Human Resource Management;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

**1.13.2 Qualification**

Holder of Master degree in Human Resource Management with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.13.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.13.4 DUTY STATION: MBEYA CAMPUS**

**1.14 ASSISTANT LECTURER (LAW) (1 POST)**

**1.14.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Laws (LLM);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

**1.14.2 Qualification**

Holder of Master degree in Laws (LLM) with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.14.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.14.4 DUTY STATION: DAR ES SALAAM CAMPUS**

**1.15 ASSISTANT LECTURER (GEOGRAPHICAL INFORMATION SYSTEMS AND REMOTE SENSING) (1 POST)**

**1.15.1 Duties and Responsibilities**

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Geographical Information System (GIS) and Remote Sensing (RS);
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

**1.15.2 Qualification**

Holder of Master degree in one of the following fields; Geographical Information System & Remote Sensing/Geography with Geographical Information System & Remote Sensing Components/Environmental Science with specialization in Geographical Information System & Remote Sensing, Geomatics/Surveying & Geoinformatics, Earth Observation or similar fields with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

**1.15.3 REMUNERATION: SALARY SCALE - PUTS 2.1**

**1.15.4 DUTY STATION: MAIN CAMPUS**

**1.16 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) (1 POST)**

**1.16.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Human Resource Management Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.16.2 Qualification**  
Holder of Bachelor degree in Human Resource Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.16.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.16.4 DUTY STATION: MAIN CAMPUS**
- 1.17 TUTORIAL ASSISTANT (LOCAL GOVERNMENT MANAGEMENT) (1 POST)**
- 1.17.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Local Government Management or Public Administration in Local Government Management;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.17.2 Qualification**  
Holder of Bachelor degree in Local Government Management or Public Administration in Local Government Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.17.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.17.4 DUTY STATION: MAIN CAMPUS**
- 1.18 TUTORIAL ASSISTANT (ENTREPRENEURSHIP) (2 POSTS)**
- 1.18.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Entrepreneurship Development and Entrepreneurship & Innovation Management;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.18.2 Qualification**  
Holder of Bachelor degree in Entrepreneurship Development or Entrepreneurship & Innovation Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.18.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.18.4 DUTY STATION: MAIN CAMPUS**

## **1.19 TUTORIAL ASSISTANT (MARKETING) (1 POST)**

### **1.19.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Marketing Management, Marketing & Public Relations, Marketing and Communication Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.19.2 Qualification**

Holder of Bachelor degree in one of the following fields; Marketing Management, Marketing & Public Relations or Marketing and Communication Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

### **1.19.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

### **1.19.4 DUTY STATION: MAIN CAMPUS**

## **1.20 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) (1 POST)**

### **1.20.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Accounting & Finance (Business Sector), Accounting & Finance (Public Sector), Arts in Accounting & Finance, Accounting & Taxation, Accountancy, Business Administration in Accounting;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.20.2 Qualification**

Holder of Bachelor degree in one of the following fields; Accounting & Finance (Business Sector), Accounting & Finance (Public Sector), Arts in Accounting & Finance, Accounting & Taxation, Accountancy, Business Administration in Accounting from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

### **1.20.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

### **1.20.4 DUTY STATION: MAIN CAMPUS**

## **1.21 TUTORIAL ASSISTANT (MATHEMATICS) (2 POSTS)**

### **1.21.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Mathematics;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.21.2 Qualification**

Holder of Bachelor degree in Mathematics from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

### **1.21.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

### **1.21.4 DUTY STATION: MAIN CAMPUS**

## **1.22 TUTORIAL ASSISTANT (STATISTICS) (2 POSTS)**

### **1.22.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Statistics;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.22.2 Qualification**

Holder of Bachelor degree in Statistics from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

### **1.22.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

### **1.22.4 DUTY STATION: MAIN CAMPUS**

## **1.23 TUTORIAL ASSISTANT (COMPUTER SCIENCE) (1 POSTS)**

### **1.23.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Computer Science;
- iv. To conduct tutorials, seminars and practical's;

- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.23.2 Qualification**  
Holder of Bachelor degree in Computing Science from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.23.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

**1.23.4 DUTY STATION: MAIN CAMPUS**

**1.24 TUTORIAL ASSISTANT (CURRICULUM STUDIES) (1 POST)**

**1.24.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Curriculum Studies;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.24.2 Qualification**

Holder of Bachelor degree in Arts in Education from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.24.3 REMUNERATION: SALARY SCALE- PUTS 1.1**

**1.24.4 DUTY STATION: MAIN CAMPUS**

**1.25 TUTORIAL ASSISTANT (EDUCATION PSYCHOLOGY) (1 POST)**

**1.25.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Education Psychology;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.25.2 Qualification**

Holder of Bachelor degree in Arts in Education from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.25.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

**1.25.4 DUTY STATION: MAIN CAMPUS**

**1.26 TUTORIAL ASSISTANT (LINGUISTICS IN ENGLISH) (1 POST)**

**1.26.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Linguistics in English;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.26.2 Qualification**

Holder of Bachelor degree in Bachelor of Arts in Education with Linguistic English from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.26.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

**1.26.4 DUTY STATION: MAIN CAMPUS**

**1.27 TUTORIAL ASSISTANT (LITERATURE IN ENGLISH) (1 POST)**

**1.27.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Literature in English;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.27.2 Qualification**

Holder of Bachelor degree in Arts in Education with Literature from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.27.3 REMUNERATION: SALARY SCALE- PUTS 1.1**

**1.27.4 DUTY STATION: MAIN CAMPUS**

**1.28 TUTORIAL ASSISTANT (LINGUISTIC IN KISWAHILI) (1 POST)**

**1.28.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Linguistic in Kiswahili;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.28.2 Qualification**  
Holder of Bachelor degree in Arts in Education with Linguistic (Kiswahili) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.28.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.28.4 DUTY STATION: MAIN CAMPUS**
- 1.29 TUTORIAL ASSISTANT (LAW) (3 POSTS)**
- 1.29.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Laws;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.29.2 Qualification**  
Holder of Bachelor Degree in Laws (L.L.B) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.29.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.29.4 DUTY STATION: MAIN CAMPUS**
- 1.30 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) (2 POSTS)**
- 1.30.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Human Resource Management Management;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.30.2 Qualification**  
Holder of Bachelor degree in Human Resource Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.30.3 REMUNERATION: SALARY SCALE - PUTS 1.1**
- 1.30.4 DUTY STATION: MBEYA CAMPUS**

**1.31 TUTORIAL ASSISTANT (LAW) (1 POST)**

**1.31.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Laws;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.31.2 Qualification**

Holder of Bachelor degree in Laws (L.L.B) from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.31.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

**1.31.4 DUTY STATION: MBEYA CAMPUS**

**1.32 TUTORIAL ASSISTANT (ACCOUNTING) (1 POST)**

**1.32.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Accounting;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.32.2 Qualification**

Holder of Bachelor degree in Accounting & Finance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

**1.32.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

**1.32.4 DUTY STATION: MBEYA CAMPUS**

**1.33 TUTORIAL ASSISTANT (PROCUREMENT AND LOGISTICS) (1 POST)**

**1.33.1 Duties and Responsibilities**

- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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's in Procurement and Logistic and Supply Chain Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

- 1.33.2 Qualification**  
Holder of Bachelor degree in Supply Chain Management or Business Administration in Procurement and Logistics Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.33.3 REMUNERATION: SALARY SCALE - PUTS 1.1**  
**1.33.4 DUTY STATION: MBEYA CAMPUS**
- 1.34 TUTORIAL ASSISTANT (DEVELOPMENT STUDIES) (1 POST)**  
**1.34.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Development Studies, Planning & Policy Analysis, Governance & Development, International Relations and Public Administration & Management;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.34.2 Qualification**  
Holder of Bachelor degree in one of the following fields; Development Studies, Planning & Policy Analysis, Governance & Development, International Relations, Public Administration & Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.34.3 REMUNERATION: SALARY SCALE - PUTS 1.1**  
**1.34.4 DUTY STATION: MAIN CAMPUS**
- 1.35 TUTORIAL ASSISTANT (GENDER STUDIES) (1 POST)**  
**1.35.1 Duties and Responsibilities**
- i. Tutorial Assistant is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
  - 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's in Gender Studies, Gender & Development and Gender & Governance;
  - iv. To conduct tutorials, seminars and practical's;
  - v. To assist in research, consultancy and outreach activities; and
  - vi. To perform any other duties that may be assigned by the relevant authorities.
- 1.35.2 Qualification**  
Holder of Bachelor degree in one of the following fields; Gender Studies, Gender & Development and Gender & Governance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.
- 1.35.3 REMUNERATION: SALARY SCALE - PUTS 1.1**  
**1.35.4 DUTY STATION: MAIN CAMPUS**

## **1.36 ASSISTANT LIBRARIAN TRAINEE (3 Posts)**

### **1.36.1 Duties and Responsibilities**

- i. Assistant Library Trainee is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- 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 practicals;
- iv. To conduct tutorials, seminars and practicals;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.36.2 Qualification**

Holder of Bachelor degree in Library Information Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

### **1.36.3 REMUNERATION: SALARY SCALE - PUTS 1.1**

### **1.36.4 DUTY STATION: MAIN CAMPUS**

## **2. MODE OF APPLICATION:**

Application letters accompanied by a detailed Curriculum Vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should reach the undersigned electronically through the Recruitment Portal, not later than **two weeks from the date of this advertisement**. Applicants must also give names, contact addresses as well as telephone numbers of two academic or professional referees best known to them.

### ***Please note the following:***

- Applicants must be citizens of Tanzania with an age not above 45 years.
- **People with disability are highly encouraged to apply and apply and should indicate clearly in the portal for MU attention.**
- Female candidates are highly encouraged to apply.
- Applicant must have National Identification numbers from the National Identification Authority (NIDA).
- Applicants who currently employed in the Public Service must channel their application letter through their respective employers.

- Applicants whose employment in Public Service was terminated for whatever reasons should NOT apply.
- Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- Certificates from foreign Universities should bare a GPA calculated (**out of five (5) grade points**) by Tanzania Commission for Universities (TCU).
- Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Concil of Tanzania (NECTA).
- Presentation of forged certificates & other false information will result in automatic disqualification and legal action.
- All candidates (shortlisted or not shortlisted) will be notified through their Ajira Portal accounts.
- Interested candidates should address their signed application letter to; **The Vice Chancellor, Mzumbe University, P.O.Box 1, Morogoro**
- All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and **Not otherwise**. This Adress can also be found at PSRS Website, Click 'Recruitment Portal.
- The advertised positions require excellent communication skills in both spoken and written English language.
- Applicants should indicate the positions they are applying for in their application letters.
- Applicants should be ready to work at any of the Mzumbe University's campuses.
- Deadline for application is **6<sup>th</sup> July, 2025**.

Released by:

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)  
MZUMBE UNIVERSITY  
**P.O. BOX 1 MOROGORO**