

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/139

31st May, 2018

VACANCIES ANNOUNCEMENT

On behalf of Mzumbe University, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **6** vacant posts as mentioned below;

1.0 MZUMBE UNIVERSITY (MU)

Mzumbe University was established by the Mzumbe University Charter 2007 (established) Made under section 25 of the Universities Act. No. 7 of 2005 which repealed the Mzumbe University Act No. 21 of 2001 Mzumbe University is a public University and operates under the Ministry of Education Science and Technology.

The University has over 50 years of experience in training management, administration of justice and good governance. Mzumbe started in 1953 as a local government school, training chiefs, native authority staff and councilors. After independence, the scope of its activities was expanded to include training of government officials, rural development officers and local court magistrates. In 1971 it was transformed into the Institute of Development Management (IDM) and later in 2006 into a fully-fledged University.

1.1 SYSTEMS ADMINISTRATOR II (2 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Assists in standard software installation.
- ii. Assists in hardware installation.
- iii. Assists in trouble shooting IAN and hardware/software problems.
- iv. Assists students and other ICT users in the Department/Faculty/Institute/Directorate.
- v. Performs any other duties assigned by superior.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. Degree in Computer Science or Information Systems; Telecommunication; Computer Engineering; or related computer studies OR has completed appropriate professional level of IT Industry Standard Certification from an accredited institution.

1.1.3 REMUNERATION

Salary Scale: **PUSS 4.1**

1.2 COMPUTER PROGRAMMER II (3 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Assists in designing and coding small system job for users
- ii. Assists students in debugging programs and programming systems to handle more elaborate jobs
- iii. Installs standard software
- iv. Troubleshoots hardware /software problems
- v. Develops and Maintains Website and intranet.
- vi. Performs any other duties as assigned by superior

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. Degree in Computer Science or Information Systems; Telecommunication; Computer Engineering; or related computer studies OR has completed appropriate professional level of IT Industry Standard Certification from an accredited institution.

1.2.3 REMUNERATION

Salary Scale: **PUSS 4.1**

1.3 SYSTEMS ANALYST II (1 POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To determine the role of the IT system in an organization
- ii. Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness
- iii. Prepare an analysis of costs and benefits so that management can decide if information systems and computing infrastructure upgrades are financially worthwhile.
- iv. Devise ways to add new functionality to existing computer systems.
- v. Design and develop new systems by choosing and configuring hardware and software.
- vi. Oversee the installation and configuration of new systems to customize them for the organization.
- vii. Conduct testing to ensure that the systems work as expected.
- viii. Train the system's end users and write instruction manuals.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. Degree in Computer Science or Information Systems; Telecommunication; Computer Engineering; or related computer studies OR has completed appropriate professional level of IT Industry Standard Certification from an accredited institution.

1.3.3 REMUNERATION

Salary Scale: **PUSS 4.1**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- 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 examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to

- indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
 - xiii. Deadline for application is 13th June, 2018 and;
 - xiv. Only short listed candidates will be informed on a date for interview;
 - xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**