



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE OF
EDUCATION
OFFICE OF THE DEPUTY PRINCIPAL
(PLANNING, FINANCE AND ADMINISTRATION)



ADVERTISEMENT OF TEMPORARY EMPLOYMENT OPPORTUNITY

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College, as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010, are to provide integrated teaching, research and public service. Applications are invited from suitably, qualified Tanzanians to fill the short term vacant positions at the Dar es Salaam University College of Education (DUCE) situated at Chang'ombe, Temeke District, Dar es Salaam. Successful candidate shall be engaged on one - year renewable contract terms.

S/N	Positions	No. of Posts	Qualifications and Experience
1	Accounts Officer II	1 Post	Direct Entry Qualification Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA. Duties and Responsibilities i. To ensure that all invoices are properly recorded and filed after payments; ii. Properly posting of all primary data in the respective journals; iii. To perform cashiering; iv. To maintaining Petty Cash Journals; v. To prepare of various accounting schedules as directed by supervisor; vi. To prepare of project account journals; vii. To prepare staff advances, loans and impress subsidiary ledger listings; and viii. To perform any other related duties as may be assigned by one's reporting Officer. Salary Scale: PGSS 6
2	Records Management Assistant II	1 Post	Direct Entry Qualification Holder of a Diploma in one of the following field; Record Management Archives or equivalent qualification from recognized Institution with relevant working experience of four years. The candidate should have relevant computer knowledge. Duties and Responsibilities: i. To open registered letters; ii. To distributes files to scheduled officers; iii. Files correspondence in appropriate files and cross referencing;

			iv. To copy correspondence to relevant files and attends them whenever necessary; v. To be in-charge of all dispatches, flimsy files and franking machines; and vi. To perform any other related duties as may be assigned by the supervisor. Salary Scale: PGSS 4
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Note:

- (i) Applicant must be a Tanzanian Citizen;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) The application must be attached with a detailed Curriculum Vitae and certified copies of Academic and professional certificates as well as the applicant's birth Certificate;
- (iv) Two recent passport size photos;
- (v) Names, positions and contact addresses (including telephone numbers) of three referees should be provided in the resume/CV;
- (vi) Age should not exceed 45 Years;
- (vii) Only short-listed candidates will be contacted; and
- (viii) Interested applicants should submit their applications to;

Deputy Principal (Planning, Finance and Administration) Dar es
Salaam University College of Education (DUCE)
P.O. Box 2329

DAR ES SALAAM

The deadline for submitting applications is 14th August 2025 at 3.00 PM