



## UNIVERSITY OF DAR ES SALAAM

### DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

#### SHORT TERM EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified Tanzanians to fill a temporary vacant position at the Dar es Salaam University College of Education (DUCE) situated at Chang'ombe, Temeke District in Dar es Salaam. Successful candidate shall be engaged on Temporary contract terms as Personal Assistant of Staff with Disabilities and Special Needs at the College.

(a) **Job Title:** Personal Assistant of Staff with Disabilities and Special Needs (**Temporary Post: 1 Post**)

(b) **Qualifications:**

- (i) Applicant must be a holder of Bachelor Degree in Education, Sociology or Law;
- (ii) Adequate knowledge and skills in computer applications;
- (iii) Good communication skills in both written and spoken English and Kiswahili languages;
- (iv) Ability to work with persons with disabilities and other special needs;
- (v) Age should not exceed 45 Years.
- (vi) Possession of driving licence will be an added advantage.

(c) **Duties and Responsibilities:**

- (i) Searching, downloading and printing materials from the internet;
- (ii) Borrowing and returning or renewing publications from the library and other sources;
- (iii) Reading aloud ink-print publications (text books, journal articles, research reports, conventions, acts, letters, newspapers) either directly to a lecturer with blindness or on to a cassette tape to be listened later;
- (iv) Assisting the staff with blindness when conducting research and teaching using PowerPoint presentation and other technologies;

- (v) Assisting the staff in writing reports, papers, notes, and memos;
- (vi) Guiding the staff with blindness to lecture/seminar rooms, practical training stations, conferences, symposium, workshops, seminars and other new complex settings; and
- (vii) To perform any other duties that may be assigned by the relevant authorities.

**Note:**

- (i) Applicant must be a Tanzanian Citizen.
- (ii) The application should be attached with a detailed curriculum vitae and copies of academic and professional certificates.
- (iii) Only short listed candidates will be contacted.

**Interested applicants should submit their applications to the:**

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 03<sup>rd</sup> June, 2026.**