



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



TRANSFER VACANCIES

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 services. To enhance effective teaching and learning, research and provision of public services, the College invited applications from suitable qualified Public Servants who wish to be transferred to our College in the following positions:

1.0 Principal Office Assistant I (2 Posts)

Qualifications and Experience

Holder of Form IV certificate of Secondary education with passes in English and Kiswahili who has attended basic induction course in office management and has relevant working experience of at least ten (10) years.

Duties and responsibilities

- (i) To clean and tidy offices and surroundings;
- (ii) To assist in duplicating, photocopying, collecting and stapling materials;
- (iii) To prepare duty rosters as well as ensuring effective and efficient utilisation of junior staff;
- (iv) To report maintenance problems; and
- (v) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: POSS 5

2.0 Office Management Secretary I (3 Posts)

Qualifications and Experience

Holder of Diploma in Secretarial Studies or NTA level 6 in Secretarial who has passed Shorthand (English) and Hati-Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in Ms-Word, Ms-Excel, Internet, E-mail, Ms-Publisher from a recognized institution with experience of at least four (4) years.

Duties and responsibilities

- (i) To Type confidential matters;
- (ii) To deal with all appointment schedules for the relevant Executive Officer;
- (iii) To handle all incoming and outgoing mails, files, faxes and E-mail messages and ensures they are properly channelled to respective destinations;
- (iv) To take minutes at meetings;
- (v) To handle all official travel related matters for the relevant Executive Officer;
- (vi) To receive and direct visitors;
- (vii) To receive telephone calls and take messages;
- (viii) To handle travel arrangement on duty for seniors and other members of the Unit/Department;
- (ix) To proper care of facilities and equipment under his/her charge; and
- (x) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 5

3.0 Senior Administrative/Human Resource Officer II (2 Posts)

Holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience in a related field for at least seven(7) years. Must possess a certificate of Qualifying Law Examination for Administrative Officers/Proficiency Examination for Human Resource Officers.

Duties and responsibilities

- (i) To deal with pension and terminal benefit schemes;
- (ii) To deal with staff welfare matters such as sport and games, canteen, burial services and any other welfare matters required for members of staff;
- (iii) To manage staff participation in different types of loan schemes;
- (iv) To maintain safety by conducting regular safety checks in the working environment, such as office, teaching and learning facilities;
- (v) To carry out regular inspection on safety mechanisms and provisions such as fire extinguishers, escape routes and stair cases in high rise buildings, falling objects, construction sites, and cracking buildings.
- (vi) To be responsible for keeping proper records of all students' admission and examination matters;
- (vii) To ensure that all correspondences regarding admission and examination are attended promptly and conveniently;
- (viii) To collect, analyse and present manpower statistics;
- (ix) To conduct periodic surveys to determine the prospective manpower demands and supply situation with respect to situations requiring the largest investment of time and money;
- (x) To conduct performance appraisal;
- (xi) To handle disciplinary cases;
- (xii) To provide administrative services;
- (xiii) To allocate manpower planning and training programmes;
- (xiv) To allocate manpower and communicates conditions of service to staff; and
- (xv) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 8

4.0 Senior Estates Officer II (1 Post)

Qualifications and Experience

Holder of a Bachelor degree in one of the following fields; Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification or any other related field with relevant working experience of at least seven (7) years. Must be registered by respective Registration Board as Professional.

Duties and responsibilities

- (i) To ensure maintenance and cleaning of University properties and environment;
- (ii) To examine bills of quantities;
- (iii) To prepare work schedules;
- (iv) To prepare budget for maintenance works;
- (v) Participates in drawing-up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- (vi) To formulate policies on Estates Management;
- (vii) To provide specialized advice and service to the Estates Department Management;
- (viii) To keep and maintains relevant equipment in good working order;

- (ix) To ensure innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- (x) To plan, organises, implements and controls Estate activities and services; and
- (xi) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 9

5.0 Records Officer I (1 post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Records Management & Archives or equivalent qualification from a recognised institution with experience of at least four (4) years. The candidate should have relevant computer knowledge.

Duties and responsibilities

- (i) To execute records management system including safe keeping, accessibility and usage;
- (ii) To identify and retrieve relevant records from registries and archives;
- (iii) To control computer generated records, oversee their safe keeping and usage;
- (iv) To prepare and implement procedures for record management (retention schedules);
- (v) To rehabilitate and keep in order old and defective records;
- (vi) To control computer generated records, oversee their safe keeping and usage; and
- (vii) To perform any other duties which may be assigned by one's reporting officer.

SALARY SCALE: PGSS 7

General Instructions

- (i) An applicant must be a Public Servant;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) Applicants must channel their application letters through their respective employers;
- (iv) Applicants should attach up to date detailed CVs;
- (v) Applicants should attach certified copies of academic certificates and transcripts;
- (vi) Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- (vii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- (viii) Applicants should indicate in the application letter their willingness to cover the transfer costs;
- (ix) Only successful candidates will be contacted to proceed with permit request through Employee Self Service Portal (e-transfer method); and
- (x) All applications should be addressed to:

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

DAR ES SALAAM

Deadline for submitting applications: 26th June, 2026