UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

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. To enhance effective teaching and learning, research, provision of consultancy and public services. The College invites applications from suitably qualified Tanzanians for the following temporary positions:

1.0. Job Title: Personal Assistant to Staff with Disabilities and Special Needs (Temporary Post: 1 Post)

Qualifications:

(i) Applicant must be a holder of a Bachelor's 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; and
(v) Possession of a valid driving licence will be an added advantage.

Duties and Responsibilities:

(i) Searching, downloading and printing materials from the internet.
(ii) Borrowing, returning and renewing publications from the library and other sources;
(iii) Reading aloud ink-print publications (textbooks, journal articles, research reports, conventions, acts, letters, newspapers) either directly to a lecturer with blindness or onto an audio recording to be listened to later;
(iv) Assisting the staff with blindness when conducting research and teaching using PowerPoint presentations and other technologies;
(v) Assisting staff in writing reports, papers, notes, and memos;
(vi) Guiding staff with blindness to lecture/seminar rooms, practical training stations, conferences, symposiums, workshops, seminars and other new complex settings; and
(vii) Performing any other duties as may be assigned by the relevant authorities.

2.0. Job Title: Part-time Readers/Note-takers for Students with Disabilities and Special Needs (4 Posts).

Qualifications:

(i) The applicant must hold a Bachelor's Degree in Education, Sociology, Law, Computer Science, or any other related field from a recognized institution.
(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) Possession of additional skills, such as proficiency in sign language interpretation, braille transcription and a valid driving licence, shall be considered an added advantage.

Duties and Responsibilities:

(i) To read and take notes on assigned reading materials for visually impaired and deaf students;
(ii) Fetching reading materials from the internet and library for the students;
(iii) To guide the students with physical challenges to different parts of the College, e.g., lecture rooms and outside the College;
(iv) To provide the students with disabilities with an accurate and full account of the information conveyed in lectures or classes and even outside the classes;
(v) To work helpfully and flexibly, maintaining confidentiality at all times; and
(vi) To perform any other duties that may be assigned by the relevant authorities.

GENERAL CONDITIONS

(i) Applicants must be Tanzanian citizens.
(ii) Applicants must not be above 45 years of age.
(iii) Applications must include a detailed curriculum vitae and copies of academic and professional certificates.
(iv) Only shortlisted 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 29th November, 2026.