

THE UNITED REPUBLIC OF TANZANIA

**MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**

UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION



Date: 30th January, 2024

EMPLOYMENT OPPORTUNITIES

The Mkwawa University College of Education is a Constituent College of the University of Dar es Salaam in Iringa, Tanzania. The College was established in 2005 following the upgrading of the former Mkwawa High School in response to the growing demand for teachers in the country.

The Management of Mkwawa University College of Education {MUCE} invites job applications from suitably qualified Tanzanians to fill the following vacant post as mentioned below: -

READER/ NOTE TAKER – (1 post)

(a) Qualification and Experience

Holder of Bachelor Degree in Education majoring in Special Needs Education from a recognized Institution.

(b) Duties

- (i) To assist in transcribing undergraduate handouts, chapters and passages;
- (ii) To assist reading for blind undergraduate student and record books;
- (iii) To fetch reading materials from the internet and library for the students;
- (iv) To transcribe books in media devices for reference;

- (v) To read/record live to students;
- (vi) To guide the students to different parts of the College e.g lecture rooms
- (vii) To perform any other related duties as may be assigned by the relevant authority.

(c) Category of Service: CASUAL SERVICES

PUBLIC RELATIONS OFFICER II - (1 Post)

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Public Relations, Journalism, Mass Communication or equivalent qualification from a recognized institution.

(a) Duties

- (i) To assist in the routine public relations activities such as the writing features for the University College Newsletter and carrying out of photographic assignment;
- (ii) To assist in handling of College advertisement;
- (iii) To report public criticisms and complaints to one's supervisors;
- (iv) To assist in facilitating conferences, seminars and ceremonies;
- (v) To perform any other related duties as may be assigned by the supervisor.

(b) Category of Service: ONE YEAR CONTRACT

(c) Salary: PGSS 6.1

ICT OFFICER II (PROGRAMMER) – (1 Post)

Holder of Bachelor Degree in one of the following fields; Software Engineering, Computer Science, Computer Engineering, Information Technology, Information Systems, Telecommunications, Electronics with knowledge in Web development or equivalent qualifications from recognized institution.

(a) Duties

- (i) To assist in managing the College digital platforms;
- (ii) To optimize the College Website;
- (iii) To develop and maintain web applications;
- (iv) To ensure Colleges' online presence remains modern, functional and secure.
- (v) To perform any other related duties as may be assigned by the supervisor.

(b) Category of Service: ONE YEAR CONTRACT

(c) Salary: PGSS 7.1

MODE OF APPLICATION

Interested candidates should apply, enclosing copies of academic certificates, two current passport size photographs and detailed CV with at least three referees. Applications should reach the undersigned not later than **14th February, 2024.**

Deputy Principal – Planning, Finance and Administration
Mkwawa University College of Education (MUCE)
P.O Box 2513
IRINGA.

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