

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**TRANSFER EMPLOYMENT OPPORTUNITIES**

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the University Act No.7 (2005) and Mbeya University of Science and Technology Charter 2013. The Vision of the University is to become the leading centre of excellence for knowledge, skills and applied education in science and technology.

Mbeya University of Science and Technology invites dynamic and suitable qualified Public Servants to fill twelve (12) transfer vacant posts mentioned below:

**1. PERSONAL SECRETARY II - (3 POSTS)**

**1.1 QUALIFICATIONS**

Holders of Form IV Certificate plus Certificate in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

**1.2 DUTIES AND RESPONSIBILITIES**

- (i) To type all general correspondence and non-confidential matters;
- (ii) To type letters, minutes, notices, bulletins, circulars, certificates, charts and stencils;
- (iii) To print University letters;
- (iv) To handle office files;
- (v) To files copies of typed letters in relevant files;
- (vi) To attend telephone calls and takes messages;
- (vii) To record incoming and outgoing files;
- (viii) To ensure that the respective office is punctually opened;
- (ix) To receive and direct visitors;
- (x) To make sure that there are all necessary facilities for proper job performance;
- (xi) To take proper care of all facilities under his/her charge and makes sure that they are used for official uses only; and
- (xii) To perform any other duties as assigned by supervisor.

**1.3 SALARY SCALE: PGSS 3**

**1.4 DUTY POST: MUST MAIN CAMPUS (2 POSTS)  
MUST RUKWA CAMPUS COLLEGE (1 POST)**

**2.0 RECORDS MANAGEMENT ASSISTANT II - (1 POST)**

**2.1 QUALIFICATIONS**

Holder of Certificate in Records Management, Archives or equivalent qualifications plus ICT skills.

**2.2 DUTIES AND RESPONSIBILITIES**

- (i) To receive, sort, and distributes all incoming mails and enters them in the relevant registers;
- (ii) To receive and distributes official publications according to standing instructions;

- (iii) To maintain a register of sent or received files and file index books;
- (iv) To sort and dispatches all outgoing correspondence;
- (v) To distribute files to scheduled officers;
- (vi) To file correspondence in appropriate files and ensures cross referencing;  
and
- (vii) To perform any other duties as may be assigned by supervisor.

**2.3 SALARY SCALE: PGSS 3**

**2.4 DUTY POST: MUST RUKWA CAMPUS COLLEGE**

**3.0 TUTORIAL ASSISTANT – MECHANICAL ENGINEERING - (1 POST)**

**3.1 QUALIFICATIONS**

Holder of Bachelor degree in Mechanical Engineering with a minimum GPA of 3.8 out of 5 or its equivalent qualification in a relevant field from recognized University.

**3.2 DUTIES AND RESPONSIBILITIES**

- (i) This is a training post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- (ii) To undergo an Induction course in pedagogic skills for those who had none before;
- (iii) To understudy senior members, Including attending lecturers and seminars, tutorials, and practical training;
- (iv) To conduct tutorials, seminars, and practicals;
- (v) To assist in research, consultancy, and outreach activities; and
- (vi) To perform any other duties that may be assigned by the relevant authorities.

**3.3 SALARY SCALE: PUTS 1.1**

**3.4 DUTY POST: MUST - MAIN CAMPUS**

**4.0 TUTORIAL ASSISTANT – ELECTRICAL ENGINEERING - (1 POST)**

**4.1 QUALIFICATIONS**

Holder of Bachelor degree in Electrical Engineering with a minimum GPA of 3.8 out of 5 or its equivalent qualification in a relevant field from recognized University.

**4.2 DUTIES AND RESPONSIBILITIES**

- (i) This is a training post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- (ii) To Undergo an Induction course in pedagogic skills for those who had none before;
- (iii) To understudy senior members, Including attending lecturers and seminars, tutorials, and practical training;
- (iv) To conduct tutorials, seminars, and practicals;
- (v) To assist in research, consultancy, and outreach activities; and
- (vi) To Perform any other duties that may be assigned by the relevant authorities.

**4.3 SALARY SCALE: PUTS 1.1**

**4.4 DUTY POST: MUST - MAIN CAMPUS**

**5.0 TUTORIAL ASSISTANT – COMPUTER ENGINEERING - (1 POST)**

**5.1 QUALIFICATIONS**

Holder of Bachelor of Science in Computer Engineering with a minimum GPA of 3.8 out of 5 or its equivalent qualification in a relevant field from recognized University.

**5.2 DUTIES AND RESPONSIBILITIES**

- (i) This is a training post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- (ii) To undergo an Induction course in pedagogic skills for those who had none before;

- (iii) To understudy senior members, Including attending lecturers and seminars, tutorials and practical training;
- (iv) To conduct tutorials, seminars and practical's;
- (v) To assist in research, consultancy and outreach activities; and
- (vi) To perform any other duties that may be assigned by the relevant authorities.

**5.3 SALARY SCALE: PUTS 1.1**

**5.4 DUTY POST: MUST - MAIN CAMPUS**

**6.0 PUBLIC RELATION OFFICER II (1 POST)**

**6.1 QUALIFICATIONS**

Holder of Bachelor Degree in Journalism, Mass Communication or equivalent qualification from recognized institutions.

**6.2 DUTIES AND RESPONSIBILITIES**

- (i) To assist in facilitating conferences, seminars, ceremonies and other functions;
- (ii) To report public criticism and complaints to the supervisor;
- (iii) To assist in organizing official functions, tours and protocol matters;
- (iv) To assist in executing exhibitions activities (e.g. trade fairs, open days exhibitions);
- (v) To assist in producing Radio and TV programmes;
- (vi) To perform routine public relations activities;
- (vii) To assist in compiling news for MUST Newsletter, press release and other house journals;
- (viii) To assist in compiling information and prepare speeches;
- (ix) To liaise with mass media on press matters;
- (x) To assists in Preparing of MUST Prospectus, Calendar, Annual Reports;
- (xi) To organize official functions, tours and protocol matters;
- (xii) To maintain photographic records of major events; and
- (xiii) To perform any other duties as may be assigned by supervisor.

**6.3 SALARY SCALE: PGSS 6.1**

**6.4 DUTY POST: MUST - MAIN CAMPUS**

**7.0 TECHNICIAN II - (ELECTRICAL) (1 POST)**

**7.1 QUALIFICATIONS**

Holder of Diploma (UQF 6) or Ordinary Diploma (NTA 6) in Electrical Engineering or equivalent qualifications from recognized institutions.

**7.2 DUTIES AND RESPONSIBILITIES**

- (i) To repair and carry out preventive maintenance of electrical equipment and electrical installation systems;
- (ii) To carry out electrical installation works as per design;
- (iii) To perform periodic electrical testing to electrical equipment;
- (iv) To conduct conditional survey and load study and write reports;
- (v) To prepare engineering drawings and AutoCAD drafting;
- (vi) To prepare sketch drawing and take site measurement;
- (vii) To attend site meetings and site inspection; and
- (viii) To perform any other duties as may be assigned by supervisor.

**7.3 SALARY SCALE: PGSS 5.1**

**7.4 DUTY POST: MUST - MAIN CAMPUS**

**8.0 PROCUREMENT OFFICER II - (2 POSTS)**

**8.1 QUALIFICATIONS**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management, Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent qualifications from recognized institutions and must

be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

## **8.2 DUTIES AND RESPONSIBILITIES**

- (i) To maintain and update list of Suppliers and Contractors with accurate purchasing record and pricing;
- (ii) To prepare bid files which includes assigning bid number and creating folder;
- (iii) To do follow-ups on purchases of goods and services to ensure their delivery is in accordance with the terms of the contracts and are on time;
- (iv) To prepare and maintain appropriate stores ledgers;
- (v) To carry out perpetual inventory system;
- (vi) To maintain and update fixed assets register and residential inventory cards;
- (vii) To carry regularly physical verification of stores;
- (viii) To maintain stores bin cards; and;
- (ix) To perform any other duties as may be assigned by supervisor.

**8.3 SALARY SCALE: PGSS 6**

**8.4 DUTY POST: MUST-MAIN CAMPUS**

**9.0 LIBRARY ASSISTANT II - (1 POST)**

## **9.1 QUALIFICATIONS**

Holder of a Certificate in Library Studies, Library and Information Science, Information Studies, Documentation, and Information Management from a recognized institution plus ICT skills.

## **9.2 DUTIES AND RESPONSIBILITIES**

- (i) To perform library clerical duties;
- (ii) To register readers;
- (iii) To issue books to readers;

- (iv) To receive books from readers;
- (v) To handle simple enquiries from readers;
- (vi) To assist readers in bibliographic searching;
- (vii) To assist in collection of library statistics;
- (viii) To assist in proper shelving of books and periodicals;
- (ix) To assist in carrying out cataloguing of books and periodicals;
- (x) To assist in copying catalogues with CIP data; and
- (xi) To perform any other duties as may be assigned by supervisor.

**9.3 SALARY SCALE: PGSS 3**

**9.4 DUTY POST: MUST RUKWA CAMPUS**

### **GENERAL CONDITIONS**

- i. All applicants must be Public Servants of Tanzania;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts; postal address / post code, email and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach copies of the following certified certificates;
  - Bachelor Degree Certificates and Transcript
  - Diploma Certificates and Transcript
  - Form IV and Form VI National Examination Certificates;
  - Birth Certificates
- v. Applicants should indicate three reputable referees with reliable contacts and one recent passport size photo;
- vi. Certificates from Foreign Universities should be verified by TCU;
- vii. Applicants with special needs/case (disability) are advised to indicate so;
- viii. A signed application letter should be written in English and addressed to the Vice Chancellor, Mbeya University of Science and Technology, P.O. Box 131, Mbeya;



- ix. Presentation of forged certificates and other information will necessitate legal action; and
- x. Applicants should indicate their willingness and commitment to cover their costs as the application for transfer will be considered self-initiated;
- xi. Applications not channeled through their employers will not be proceeded.
- xii. **Deadline for application is 07/06/2024.**

**APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;**

THE VICE CHANCELLOR,  
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
P.O.BOX 131,  
**MBEYA.**