



Ref. No. CA.37/476/01/84

Date: 23rd June 2025

CONTRACT VACANCY ADVERTISEMENT

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

The Management of Mbeya University of Science and Technology (MUST) hereby invites applications from suitable, qualified Tanzanian candidates to be considered for contract opportunities for **five (5) months** as follows;

1. DIRECTORATE OF UNDERGRADUATE STUDIES

1.1 ADMISSION ASSISTANT (3 POSTS Main Campus, 1 POST MRCC)

1.2 QUALIFICATIONS

Holder of Diploma in Computer Science, Information and Communication Technology, Computer Engineering, Business Administration (any speciality) or equivalent qualifications from recognised institutions.

1.3 DUTIES AND RESPONSIBILITIES

- (i) To assist in handling telephone calls from subscribers within and outside the exchange area;
- (ii) To support connection of calls both locally and to external destinations;
- (iii) To receive and direct incoming calls to the appropriate office or personnel;
- (iv) To assist applicants with inquiries and issues pertaining to their applications;
- (v) To help applicants contact relevant officials where necessary;
- (vi) To maintain accurate records of all incoming and outgoing telephone calls for applicants;

- (vii) To manage all telephone communications and ensure proper call routing;
- (viii) To maintain and update the applicants' register book; and
- (ix) To perform any other related duties as assigned by the supervisor.

1.4 SALARY SCALE: PGSS 4

GENERAL CONDITIONS

- (i) Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts: postal address/post code, email, and telephone numbers;
- (ii) Applicants must attach copies of the following certified certificates
 - Diploma certificate and transcripts;
 - Form IV/VI National Examination Certificates; and
 - Birth certificates.
- (iii) Applicants should indicate three reputable referees with reliable contacts;
- (iv) One passport size;
- (v) Applicants must have National Identification numbers from the National Identification Authority (NIDA);
- (vi) Presentation of forged certificates & other information will necessitate legal actions;
- (vii) Only shortlisted candidates will be contacted for an interview;
- (viii) Applicants must be citizens of Tanzania with an age not above 35 years; and
- (ix) The Deadline for application is **30/06/2025** from the first appearance of the advertisement.

APPLICATION LETTERS SHOULD BE ADDRESSED TO;

THE VICE CHANCELLOR,

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,

P.O. Box 131,

MBEYA.

Released By:

VICE CHANCELLOR

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY