

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION SCIENCE & TECHNOLOGY

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



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Date: 20th August, 2025

EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with the aim of becoming the leading Centre of excellence for knowledge, skills and applied education in science and technology.

Mbeya University of Science and Technology (MUST) invites dynamic and suitable qualified Tanzanians to fill **10 contract vacant posts** mentioned below;

1.1 Artisan II– 4 posts (1 Plumber, 1 Masonry, 1 Carpentry & 1 Painting)

1.1.1 Duty Station: MUST Rukwa Campus College

1.1.2 Duties and responsibilities

- (i) To perform specified craft jobs under supervision;
- (ii) To performs routine technical cleaning of the work environment;
- (iii) To take care of tools and equipment;
- (iv) To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- (v) To participate in report writing;
- (vi) To plan and supervise routine works;
- (vii) To report maintenance problems to senior staff;
- (viii) To perform any other duties as may be assigned by the supervisor.

1.1.3 Qualifications

Holder of Form IV or Form VI certificate with Trade Test Grade II/Level II in Masonry, Carpentry, Plumbing, Painting or equivalent qualification from recognized institutions.

1.1.4 Remuneration: PGSS 2

1.2 Artisan II–Painting - 1 post

1.2.1 Duty Station: MUST Main Campus

1.2.2 Duties and Responsibilities

- (i) To perform specified craft jobs under supervision;
- (ii) To perform routine technical cleaning of the work environment;
- (iii) To take care of tools and equipment;
- (iv) To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- (v) To participate in report writing;
- (vi) To plan and supervise routine works;
- (vii) To report maintenance challenges to senior staff; and
- (viii) To perform any other duties as may be assigned by the supervisor.

1.2.3 Qualifications

Holder of Form IV or Form VI certificate with Trade Test Grade II/Level II in Painting or equivalent qualification from recognized institutions.

1.2.4 Remuneration: PGSS 2

1.3 Technician II – Food Science and Technology & Agriculture -2 posts

1.3.1 Duty Station: MUST Main Campus

1.3.2 Duties and responsibilities

- (i) To assist in day-to-day activities related to Crops Production, ensuring efficient and sustainable farming practices are employed;
- (ii) To operate and manage the use of farm machinery and implements to enhance productivity and efficiency on the demo;

- (iii) To handle and storage techniques are followed to maintain the quality of agricultural produce after harvesting;
- (iv) To prepare field materials for research activities;
- (v) To assist in research activities; and
- (vi) To performs any other duties as may be assigned by the supervisor.

1.3.3 Qualifications

Holder of Diploma in one of the following fields; Agriculture, Food Science, Agronomy, Soil Science, Plant Science, Agribusiness, Biotechnology, Land Use Planning, Agro-Mechanization, Horticulture, Crop Science, or equivalent qualification from a recognized institution.

1.3.4 Remuneration: PGSS 5

1.4 Journalist II – 1 post

1.4.1 Duty Station: MUST Main Campus

1.4.2 Duties and responsibilities

- (i) To gather news and features;
- (ii) To translates news stories, features and editorials;
- (iii) To write news stories;
- (iv) To provides support in writing scripts and in producing radio and/or TV programmes;
- (v) To air news bulletins; and
- (vi) To performs any other related duties as may be assigned by the supervisors.

1.4.3 Qualifications

Holder of Bachelor Degree in Journalism, Mass Communication or equivalent qualification from recognized institutions. Knowledge in word processing, graphics, photographing, photo-editing and video shooting is an added advantage. Computer skills are essential.

Remuneration: PGSS 6

1.5 Agronomist II – 1 post

1.5.1 Duty Station: MUST Main Campus

1.5.2 Duties and responsibilities

- (i) To assist in development and administration of research, extension and Animal production;
- (ii) To assist in instructing and conducting demonstrations;
- (iii) To assist administration and implementation of projects;
- (iv) To assist in demonstrations and publication of technical information; and
- (v) To perform any other related duties as assigned by the supervisor.

1.5.3 Qualifications

Holder of Bachelor Degree in one of the following fields; Agriculture, Agricultural Education and Extension, Agronomy, Horticulture, Crop Science, Agricultural Economics, Agribusiness or its equivalent from a recognized Institution.

1.5.4 Remuneration: PUSS 4

1.6 Office assistant II – 1 post

1.6.1 Duty Station: MUST Main Campus

1.6.2 Duties and responsibilities

- (i) To clean and tidy offices and surroundings;
- (ii) To collect and deliver letters/official documents;
- (iii) To ensure office is open on time;
- (iv) To dispatch letters/ official documents within and outside the University;
- (v) To prepare and serve tea/coffee during official hours;
- (vi) To assist in duplicating, photocopying, collecting and stapling materials;
- (vii) To keep office equipment and reports for any damage; and
- (viii) To perform any other duties as may be assigned by the supervisor.

1.6.3 Qualifications

Holder of Form Four Certificate or equivalent with passes in English and Kiswahili who have attended less than one-year training in relevant field.

1.6.4 Remuneration: POSS 1

- 1.7 Tenure:** Successful candidates shall hold the office for **twelve (12)** months.

GENERAL CONDITIONS

- (i) All applicants must be Tanzania citizens of not above 45 years of age;
- (ii) **Applicants with disabilities are highly encouraged to apply and should indicate in the application letter for MUST attention;**
- (iii) Applicants should apply on the strength of the information given in this advertisement;
- (iv) Applicants must attach their certified copies of the following certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Boards, (where applicable);
 - Birth certificate;
- (v) Attaching copies of the following certificates is strictly not accepted:
 - Form IV and Form VI results slips;
 - Testimonials and all Partial transcripts;
- (vi) An applicant who is retired from the Public Service for whatever reason should not apply;
- (vii) Applicants should indicate three reputable referees with their reliable contacts;
- (viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA);
- (ix) Certificates from foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTVET);
- (x) A signed application letter should be written either in Swahili or English and addressed to the **Vice Chancellor, Mbeya University of Science and Technology, P.O. Box 131 – Mbeya**
- (xi) Only shortlisted candidates will be informed on the date of interview;

- (xii) Presentation of forged certificates and other false information will necessitate to legal procedures; and,
- (xiii) The Deadline for the application is **2nd September 2025**