

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

MCB COMPANY LIMITED



P. O. Box 131
Mbeya, Tanzania
Telephone: +255 2503016/17
Fax: +255 2502302
Email: mbccompanylimited@mustnet.ac.tz,
website: www.must.ac.tz



CONTRACT VACANCIES

The MCB Company Limited is an affiliated company under Mbeya University of Science and Technology. The MCB Company Ltd has two departments namely, the department of Construction Services and the department of Commercial Consultancy. The vision of the company is to become the most recognized professional service provider by delivering high quality and excellent construction services in Engineering, and Technology, both locally and globally. The company undertakes construction projects while ensuring value for money, quality, and non-project overruns in an environmentally sustainable manner.

The MCB Company Limited intends to recruit qualified, competent and self-motivated Tanzanians to fill the vacant posts on a contract basis.

1. QUANTITY SURVEYOR

POST 1

A candidate with Bachelor Degree in Quantity Survey and Building Economics, or equivalent qualification from recognized institution, registered by the Architects and Quantity Surveyor Registration Board (AQRB) with relevant working experience of at least 4 years.

1.1 Duties and Responsibilities

- i. Supervising various projects
- ii. Participates in consultancy activities
- iii. Provide advice on the financial implication of all matters about the projects
- iv. Measuring from drawings and specifications and preparing bills of quantities
- v. Preparing pricing schedules for architectural works

- vi. Prepare bills of reduction when tenders exceed budget
- vii. Preparing bid documents
- viii. Preparing contract documents for contractors and consultants
- ix. Conducting tendering process and cost estimate services
- x. Conducting tender evaluation process and preparing reports
- xi. Measure completed works and prepare bills of quantities
- xii. Preparing valuation reports for payment certificate
- xiii. Checking and making up final accounts of the works executed
- xiv. Preparing project cost analysis report
- xv. Ensure projects cost control
- xvi. Measurement for ongoing and completed works
- xvii. Undertaking conditional survey
- xviii. Conducting and advising on the technical auditing procedures of the construction project
- xix. Carryout lifecycle analysis of construction projects to determine their cost implication
- xx. Prepare budget forecast for construction and maintenance works
- xxi. Prepare a risk management plan
- xxii. Prepare feasibility study reports
- xxiii. Preparing the documents for project completion and closure
- xxiv. Provide advice on contract matters for construction projects
- xxv. Prepare schedule of materials
- xxvi. Responsible for evaluating and settlement of disputes and arbitration
- xxvii. Provide advisory services on construction contractual matters
- xxviii. Establish and act on the client order of priorities such as time phasing requirements, cost issues and quality requirements.
- xxix. Performs any other duties as may be assigned by supervisor

1.2 Salary Scale:

MCBSS 7

2. PROFESSIONAL ENGINEER - CIVIL ENGINEER

POSTS 2

Holder of Bachelor Degree in Civil Engineering or equivalent qualification from recognized institution, registered as a Professional Engineer by the Engineers Registration Board (ERB), with working experience of at least 4 years.

2.1 Duties and Responsibilities

- i. Ensures maintenance and cleaning of site properties and environment;
- ii. Prepare structural design and details for construction project;
- iii. Prepares work schedules;
- iv. Prepares budget for maintenance works;
- v. Keeps and maintains relevant site equipment in good working order;
- vi. Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- vii. Assists in the planning, organizing, implementing and controlling of site activities and services; and
- viii. Performs any other duties as may be assigned by supervisor

2.2 Salary Scale:

MCBSS 7

3. ACCOUNTS OFFICER

POST 1

Candidate with Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA.

3.1 Duties and Responsibilities

- i. Participate in preparing revenue and expenditure reports.
- ii. Participate in preparation of bank reconciliation;
- iii. Participate in preparation of various Payroll Reports;
- iv. Prepare check and payment receipts;
- v. Assist in preparing periodic reports and provide appropriate inputs;
- vi. Verifying assets and reconciling the same between general ledger and fixed assets register; and
- vii. Perform any other duties as assigned by a supervisor

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania in the Public Service;
- 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 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 Bodies, (where applicable);**
 - Birth Certificates;
- v. Applicants should indicate three reputable referees with their reliable contacts;
- vi. Certificates from Foreign Universities should be verified by TCU;
- vii. Applicants with special needs/case (disability) are advised to indicate so;
- viii. Women are encouraged to apply;
- ix. 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;**
- x. **Only shortlisted candidates will be informed on a date for interview;**
- xi. **Candidates must be ready to work on any of the company's projects in Tanzania;**
- xii. **Presentation of forged certificates and other information will necessitate legal action; and**
- xiii. **Deadline for application is 21st July 2022.**

VICE CHANCELLOR**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**