

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



TRANSFER VACANCIES

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.

The University is currently seeking qualified **Public Servants** who are willing to transfer to Mbeya University of Science and Technology Main Campus and MUST Rukwa Campus College to fill vacant positions that exist in Academic and Administrative departments as follows:

1. LECTURERS 3 POSTS

A Public Servant holding a PhD in Biodiversity/ Biotechnology/ Construction Management/Architecture Technology/Mechanical Engineering/ Business Management with a Master's Degree in the relevant field with a minimum G.P.A of 4.0 and a minimum GPA of 3.8 or its equivalent in the first degree.

1.1 Salary Scale: PUTS 3/3

2. ASSISTANT LECTURERS 17 POSTS (MAIN & RUKWA CAMPUS)

Public Servants with Master's Degree in the relevant field with a minimum G.P.A of 4.0 and a GPA of 3.8 or its equivalent in the first degree in the following fields:

- i. Msc (Horticulture/crop production/Agronomy) 1 post

ii. Msc (Curriculum Development)	1 post
iii. Master of Business Administration (MRCC)	3posts
iv. Msc (Anatomy/ Physiology)	1 post
v. Msc (Agribusiness/Agricultural Economics/Economics/ Special Needs/Livestock Production)	3 posts
vi. Msc (Building Economics/Quantity Survey/landscape/Architecture/ Interior Design/Technology in Architecture/Urban Design)	2 posts
vii. Msc (Electrical /Civil /Mechanical and Chemical Processing & Environment Engineering)	2 posts
viii. Msc (Information and Communication Technology)	1 post
ix. Msc (Business Information Systems)	1 post
x. Msc (Computer Science)	1 post
xi. Msc (Statistics)	1 post

2.1 Salary Scale:

PUTS 2/1

3. ASSISTANT LIBRARIAN

1 POST (MAIN CAMPUS)

Public Servants with Master's Degree in the field of Information Studies/Records & Archives Management/ Information Management with a minimum G.P.A of 4.0 and a minimum GPA of 3.8 or its equivalent in the first degree.

3.1 Salary Scale:

PUTS 2/1

**4. TUTORIAL ASSISTANTS
CAMPUS)**

**11 POSTS (MAIN & RUKWA
CAMPUS)**

Public Servants with Bachelor Degree in relevant field with a minimum GPA of 3.8 or its equivalent in the following fields:

i. Bsc (Chemistry)	1 post
ii. Bsc (Statistics)	1 post
iii. Bsc (Business Administration/Law/Agribusiness/Language)	4 posts
iv. Bsc (Electronics &Telecommunications/ICT/ Business Information System)	4 posts
v. Bsc (Mechanical Engineering) (MRCC)	2posts
vi. Bsc (Anatomy/Physiology/Biotechnology)	1 post

vii. Bsc (Electrical Engineering) 2 posts

viii. Bsc (Landscape/Architecture Technology/Interior Design/
Architecture/ Quantity Survey/building Economics Interior Design) 3 posts

4.1 Salary Scale: PUTS 1/2

5. LABORATORY TECHNICIAN II 5 POSTS (MAIN CAMPUS)

A Public Servant with FTC or Ordinary Diploma in Laboratory Technology or equivalent qualifications in Biomedical Engineering /Physics /Architecture/ Electronics & Telecommunications Engineering/ Mechatronics /Mechanical/ Mining/ Auto Electrical Engineering, Computer Science, Information Technology, Computer Engineering, or equivalent qualifications from recognized Institutions.

5.1 Salary Scale: PUSS 3/1

6. ARTISAN II 4 POSTS (MAIN CAMPUS)

A Public Servant holder of Trade Test Grade I/Level III in the following fields:

- i. Computer Engineering/Science 1 post
- ii. Carpentry 1 post
- iii. Auto Electrical 2 posts

6.1 Salary Scale: PGSS 3/1

7. PERSONAL SECRETARY II 2 POSTS (MAIN & RUKWA CAMPUS)

A Public Servant holder of 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 institutions.

7.1 Salary Scale: PGSS 4/1

8. RECORDS MANAGEMENT ASSISTANT II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of Certificate in Records Management or Archives from recognized Institutions.

8.1 Salary Scale: PGSS 3/1

9 ASSISTANT NURSING OFFICER II 3 POSTS (MAIN & RUKWA CAMPUS)

A Public Servant holder of three (3) years Diploma in Nursing, Midwifery or equivalent qualifications from recognized institutions and who has been registered with Tanzania Nurses and Midwives Council.

9.1 Salary Scale: PMGSS 4/1

10 ACCOUNTANT II 1 POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

10.1 Salary Scale: PGSS 7/1

11 ACCOUNTS OFFICER II 1 POST (MUST RUKWA CAMPUS)

A Public Servant holder of 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.

11.1 Salary Scale: PGSS 6/1

12 INTERNAL AUDITOR II 1 POST (MUST RUKWA CAMPUS)

A Public Servant holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

12.1 Salary Scale: PGSS 7/1

13 DRIVER II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

13.1 Salary Scale: PGSS 2/1

14 ESTATES OFFICER II 1 POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Land Management and Valuation or equivalent from recognized Institutions.

14.1 Salary Scale: PGSS 7/1

15 EDITOR II 1 POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Mass Communication, Journalism, Linguistics, Fine and Performing Arts, Theatre or equivalent from recognized Institutions.

15.1 Salary Scale: PGSS 6/1

16 CLINICAL OFFICER II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of three (3) years Diploma in Clinical Medicine or equivalent from recognized Institutions..

16.1 Salary Scale: PMGSS 4/1

17 ASSISTANT HEALTH ENVIRONMENT OFFICER II 1 POST (MAIN CAMPUS)

A Public Servant holder of three (3) years Diploma in Public Health, Health Sciences, Environmental Health Sciences or equivalent from recognized Institutions and should be registered with the Environmental Health Practitioners' Registration Council.

17.1 Salary Scale: PMGSS 4/1

18 HEALTH LABORATORY TECHNOLOGIST II 2 POSTS (MAIN & RUKWA CAMPUS)

A Public Servant holder of three (3) years Diploma in Health Laboratory Technology or equivalent from recognized Institutions.

18.1 Salary Scale: PMGSS 4/1

19 MEDICAL ATTENDANT II 3 POSTS (MAIN & RUKWA CAMPUS)

A Public Servant holder of Form IV Certificate and completed 1 year pre-nursing or equivalent qualifications from recognized institutions.

19.1 Salary Scale: PMOSS 1/1

20 LIBRARY ASSISTANT II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of Certificate in Library Studies, Library and Information Science, Information Studies, Documentation and Information Management plus ICT skills or equivalent qualifications from recognized institutions.

20.1 Salary Scale: PGSS 3/1.

21 LIBRARIAN II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Library Studies, Library and Information Science, Information Studies, Documentation, Information Management or equivalent qualifications from recognized institutions.

Salary Scale: PGSS 6/1

22 PROCUREMENT & SUPPLIES OFFICER II 1POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Procurement and Supplies Management, Material Management, Logistics Management or Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent from recognized Institutions. Must be registered by PSPTB.

22.1 Salary Scale: PGSS 6/1

23 ASSISTANT PROCUREMENT & SUPPLIES OFFICER II 2 POST (MAIN CAMPUS)

23.1 Qualifications

A Public Servant holder of Diploma in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions.

23.2 Salary Scale: PGSS 4/1

24 ICT OFFICER II 1 POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Computer Science, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions.

24.1 Salary Scale: PGSS 7/1

25 EXAMINATION OFFICER II 2 POSTS (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Education, Statistics, ICT, Computer Science or equivalent qualifications from recognized institutions.

25.1 Salary scale: PGSS 6/1

26 LEGAL OFFICER II 1POST (MAIN CAMPUS)

A Public Servant holder of Bachelor Degree in Law (LLB) from recognized institutions must have attended and passed Internship or Law School of Tanzania.

26.1 Salary Scale: PGSS 7/1

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;
 - 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. Presentation of forged certificates and other information will necessitate legal action; and
 - xii. Deadline for application is **16/03/2021**

NB: Applicants should submit application letter endorsed by their employer indicating willingness to transfer to MUST and bear transfer costs. Academic applicants will be required to sit for an interview. Only successful candidates will be contacted.

CONTACTS

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