

# MOSHI CO-OPERATIVE UNIVERSITY (MoCU) CHUO KIKUU CHA USHIRIKA MOSHI

Sokoine Road,  
P.O. Box 474,  
Moshi, Tanzania.  
Tel:+255 272754401  
Fax:+255 272750806  
e-mail: [info@mocu.ac.tz](mailto:info@mocu.ac.tz)  
Website: [www.mocu.ac.tz](http://www.mocu.ac.tz)



OFFICE OF THE DEPUTY VICE CHANCELLOR  
ADMINISTRATION AND FINANCE  
P.O. Box 474,  
Moshi, Tanzania.  
Tel: +255 27 2751038  
Fax: +255 27 2750806  
E-mail: [dvcaf@mocu.ac.tz](mailto:dvcaf@mocu.ac.tz)

## EMPLOYMENT OPPORTUNITIES

The Moshi Co-operative University (MoCU) has its Mission of being the best provider of quality education, training, research and advisory services to enhance co-operative development.

Applications are invited from qualified and highly motivated Tanzanians to fill the following vacancies for Academic and Administrative posts at the Moshi Co-operative University (MoCU) as follows:

### 1.0 ASSISTANT LECTURER (7 POSTS)

- |       |                                       |   |           |
|-------|---------------------------------------|---|-----------|
| (i)   | Law                                   | - | (1 Post)  |
| (ii)  | Procurement                           | - | (1 Post)  |
| (iii) | Banking                               | - | (1 Post)  |
| (iv)  | Communication Skills                  | - | (1 Post)  |
| (v)   | Cooperative Management and Accounting | - | (2 Posts) |
| (vi)  | Statistics                            | - | (1 Post)  |

### 1.1 DUTIES AND RESPONSIBILITIES

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practicals, for undergraduate programmes;
- (iii) Preparing and present case studies;
- (iv) Conduct and publish /disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other duties that may be assigned by the relevant authority.

### 1.2 QUALIFICATIONS

Master's Degree in a relevant field with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of **B+ in the relevant Subject** or its equivalent.

### 1.3 REMUNERATION

Attractive remuneration package in accordance with the University's salary scale **PUTS 2.1**

### 2.0 ASSISTANT LIBRARIAN (3 POSTS)

#### 2.1 DUTIES AND RESPONSIBILITIES

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practicals, for undergraduate programmes;
- (iii) Preparing and present case studies;
- (iv) Conduct and publish /disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other duties that may be assigned by the relevant authority.



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*Centre of Excellence in Co-operative and Business Management Training of the East Africa Community (EAC)*

## 2.2 QUALIFICATIONS

Master's Degree in a relevant field with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of **B+ in the relevant Subject** or its equivalent.

## 2.3 REMUNERATION

Attractive remuneration package in accordance with the MoCU's salary scale **PUTS 2.1**

## 3.0 TUTORIAL ASSISTANT (10 POST)

|       |  |   |           |
|-------|--|---|-----------|
| (i)   | Law  | - | (2 Posts) |
| (ii)  | Marketing  | - | (1 Post)  |
| (iii) | Information Communication Technology (Programming) | - | (2 Posts) |
| (iv)  | Cooperative Management and Accounting              | - | (2 Posts) |
| (v)   | Accounting and Finance                             | - | (1Post)   |
| (vi)  | Business Economics and Statistics                  | - | (1Post)   |
| (vii) | Social Work/ Sociology                             | - | (1Post)   |

## 3.1 DUTIES AND RESPONSIBILITIES

- (i) This is a training post, the staff is required to undergo a Master's Degree training programme;
- (ii) Undergo an induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members including attending lectures and seminars, tutorials and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by relevant authority.

## 3.2 QUALIFICATIONS AND AGE LIMIT

First Degree in relevant field with a minimum GPA of 3.8 out of 5 or its equivalent. Additionally, one must have scored a **B+ in the relevant Subject** or its equivalent.

- Not above 30 years.

## 3.3 REMUNERATION

Attractive remuneration package in accordance with the MoCU's salary scale **PUTS 1.1**

## 4.0 SENIOR OFFICE MANAGEMENT ASSISTANT II (1POST)

### 4.1 DUTIES AND RESPONSIBILITIES

- (i) Taking minutes of meetings;
- (ii) Keeping Diary of Appointments for the Officer;
- (iii) Ordering requirements of the office; and
- (iv) Training Junior Staff

### 4.2 QUALIFICATIONS

Ordinary Diploma in Secretarial duties and Management from recognized Institution with at least Seven (7) years working experience with ICT skills

### 4.3 RENUMERATION

Attractive remuneration package in accordance with the MoCU's salary scale **PGSS 8.2**

## 5.0 PERSONAL SECRETARY II (1 POST)

### 5.1 DUTIES AND RESPONSIBILITIES

- (i) Typing non-confidential matters;
- (ii) Ensuring that file copies and mails are in proper files;
- (iii) Receiving incoming telephone messages;
- (iv) Operating switchboard;
- (v) Connecting calls within the exchange area and outside;
- (vi) Making bookings for international calls;
- (vii) Raising telephone charges for calls made;
- (viii) Preparing necessary records;
- (ix) General cleanliness of the Switchboard room; and
- (x) Reporting faults on the switchboard for repairs.



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## 5.2 QUALIFICATIONS

Form IV/Form VI, Secretarial Stage III plus computer knowledge, word processing and other relevant computer programmes.

## 5.3 RENUMERATION

Attractive remuneration package in accordance with the MoCU's salary scale **PGSS 3.5**

## MODE OF APPLICATION

- (i) All applicants must be Citizens of United Republic of Tanzania and not above 45 years old;
- (ii) Applicants must attach an **up-to-date current Curriculum Vitae (CV)** having reliable contact postal address, e-mail address and telephone numbers;
- (iii) Applicants should apply on the strength of the information given in this advertisement;
- (iv) Applicants must attach their detailed relevant **CERTIFIED** copies of Academic certificates:
  - Certificates and transcripts for Ordinary Diploma/ Advanced Diploma / Degree /Postgraduate/ or Masters;
  - Form IV and Form VI National Examination Certificates;
  - Computer Certificate;
  - One recent passport size picture, and
  - Birth certificate.
- (v) **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- (vi) **Testimonials, Partial transcripts and results slips will not be accepted;**
- (vii) **Presentation of forged academic certificates and other information in the CV will necessitate to legal action;**
- (viii) Applicants should indicate three reputable referees with their reliable contacts;
- (ix) **Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA);**
- (x) **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);**
- (xi) Women are highly encouraged to apply;
- (xii) **Only short listed candidates will be informed on a date for interview;**
- (xiii) The deadline for application is **fourteen (14) days** after first appearance of this advertisement.

**APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:**

The Chairperson,  
Search Team,  
C/o Moshi Co-operative University (MoCU),  
Sokoine Road,  
P. O. Box 474,  
**MOSHI**



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