

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

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



OFFICE OF THE VICE CHANCELLOR

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EMPLOYMENT OPPORTUNITIES

1.0 THE MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

The Moshi Co-operative University (MoCU) invites applications from suitably qualified Tanzanians to be considered for employment in the following vacant academic posts at the Main Campus in Moshi and Kizumbi Institute of Co-operative and Business Education (KICoB) in Shinyanga.

1.1 TUTORIAL ASSISTANT (CO-OPERATIVE MANAGEMENT) - 2 POSTS

1.1.1 DUTY STATION: MOSHI

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members including attending lectures and seminars, tutorial and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.1.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor degree in Co-operative Management and Accounting (Management Option) with a minimum GPA of 3.8 out of 5.0.

1.1.4 REMUNERATION: PUTS 1.1

1.2 TUTORIAL ASSISTANT (CO-OPERATIVE MANAGEMENT AND ACCOUNTING) - 3 POSTS

1.2.1 DUTY STATION: KIZUMBI-SHINYANGA

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members including attending lectures and seminars, tutorial and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.2.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor degree in Co-operative Management and Accounting (Accounting Option) with a minimum GPA of 3.8 out of 5.0.

1.2.4 REMUNERATION: PUTS 1.1

1.3 TUTORIAL ASSISTANT (ENTREPRENEURSHIP)- 2 POSTS

1.3.1 DUTY STATION: MOSHI (1), KIZUMBI-SHINYANGA (1)

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members including attending lectures and seminars, tutorial and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.3.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Entrepreneurship and Innovation or Marketing and Entrepreneurship with a minimum GPA of 3.8 out of 5.0.

1.3.4 REMUNERATION: PUTS 1.1

1.4 TUTORIAL ASSISTANT (MICROFINANCE)- 1 POST

1.4.1 DUTY STATION: MOSHI

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members including attending lectures and seminars, tutorial and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.4.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Microfinance/Microfinance and Enterprise Management with a minimum GPA of 3.8 out of 5.0.

1.4.4 REMUNERATION: PUTS 1.1

1.5 TUTORIAL ASSISTANT (TAXATION) – 1 POST

1.5.1 DUTY STATION: MOSHI

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials, and practical training;
- ii. To conduct tutorials, seminars, and practical;
- iii. To assist in research, consultancy, and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.5.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Taxation/Accounting and Taxation with a minimum GPA of 3.8 out of 5.0.

1.5.4 REMUNERATION: PUTS 1.1

1.6 TUTORIAL ASSISTANT (ACCOUNTING) – 1 POST

1.6.1 DUTY STATION: MOSHI

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members including attending lectures and seminars, tutorial and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.6.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Accounting/Accounting and Finance/Co-operative Management and Accounting (Accounting Option) with a minimum GPA of 3.8 out of

1.6.4 REMUNERATION: PUTS 1.1

1.7 ASSISTANT LECTURER (ECONOMICS) - 2 POSTS

1.7.1 DUTY STATION: MOSHI (1), KIZUMBI-SHINYANGA (1)

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.7.3 QUALIFICATION AND EXPERIENCE

Holders of Master of Economics/Master of Agricultural Economics with a 4.0 out of 5.0 GPA and Bachelor Degree in Economics/Business Economics/Agricultural Economics and Agribusiness/Economics and Statistics/ Business Economics with a minimum GPA of 3.8 out of 5.0.

1.7.4 REMUNERATION: PUTS 2.1

1.8 ASSISTANT LECTURER (FINANCE) – 2 POSTS

1.8.1 DUTY STATION: MOSHI (1), KIZUMBI-SHINYANGA (1)

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.8.3 QUALIFICATION AND EXPERIENCE

Holders of a Master Degree in Finance/Business Administration (Finance), Finance Management with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Finance/Accounting and Finance with a minimum GPA of 3.8 out of 5.0. Having a CPA is an added advantage.

1.8.4 REMUNERATION: PUTS 2.1

1.9 ASSISTANT LECTURER (ACCOUNTING) – 2 POSTS

1.9.1 DUTY STATION: (MOSHI (1), KIZUMBI-SHINYANGA (1))

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.9.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Accounting/Accounting and Finance/Business Administration (MBM-Accounting) with at least a GPA of 4.0 out of 5 and Bachelors Degree in Accounting/Accounting and Finance/MBA (Accounting) with a minimum GPA of 3.8 out of 5 or its equivalent. Having a CPA is an added advantage.

1.9.4 REMUNERATION: PUTS 2.1

1.10 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT)- 2 POSTS

1.10.1 DUTY STATION: MOSHI

1.10.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;

- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.10.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Human Resource Management with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Human Resource Management with a minimum GPA of 3.8 out of 5.0.

1.10.4 REMUNERATION: PUTS 2.1

1.11 ASSISTANT LECTURER (DATA SCIENCE)- 2 POSTS

1.11.1 DUTY STATION: MOSHI

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.11.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Data Science/Machine Learning/ Data Analytics/Artificial Intelligence/Computer Science/Information Systems/Computer Engineering Information Communication Science and Engineering and Information Technology with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Computer Science/ Computer Engineering/ Information Technology/Information Systems Management/Computer and Information Security/Computer System and Network/Software Engineering and Business Information and Communication Technology with a minimum GPA of 3.8 out of 5.0.

1.11.4 REMUNERATION: PUTS 2.1

1.12 ASSISTANT LECTURER (LAW)- 2 POSTS

1.12.1 DUTY STATION: MOSHI

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;

- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.12.3 QUALIFICATION AND EXPERIENCE

Holders of Master of Laws (LL.M) with a minimum GPA of 4.0 out of 5 and Bachelor of Laws (LL. B) with a minimum GPA of 3.8 out of 5.0.

1.12.4 REMUNERATION: PUTS 2.1

1.13 ASSISTANT LECTURER (BANKING)- 1 POST (RE-ADVERTISED)

1.13.1 DUTY STATION: MOSHI

1.13.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.12.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Banking/Finance and Banking/Finance/Taxation and Banking/Finance/Business Administration (MBA-Banking) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Microfinance and Enterprise Development/Microfinance/Finance/Banking with a minimum GPA of 3.8 out of 5.0

1.12.4 REMUNERATION: PUTS 2.1

1.14 ASSISTANT LECTURER (MICROFINANCE)- 1 POST (RE-ADVERTISED)

1.14.1 DUTY STATION: MOSHI

1.14.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;

- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.14.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree Microfinance/Microfinance and Banking/Finance/Business Management/Business Administration (MBA-Banking and Finance/Investment and Finance) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Microfinance and Enterprise Management/ Banking and Finance/Accounting and Finance with a minimum GPA of 3.8 out of 5.0.

1.14.4 REMUNERATION: PUTS 2.1

1.15 ASSISTANT LECTURER – (RECORDS MANAGEMENT) 1 POST

1.15.1 DUTY STATION: MOSHI

1.15.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.15.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Records Management/ Records and Archives Management with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Records Management/Records and Archives/ Library and Information Science and Information Studies with a minimum GPA of 3.8 out of 5.0.

1.15.4 REMUNERATION: PUTS 2.1

1.16 ASSISTANT LECTURER (ENTREPRENEURSHIP)- 2 POSTS (RE-ADVERTISED)

1.16.1 DUTY STATION: MOSHI (1) KIZUMBI-SHINYANGA (1)

1.16.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;

- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.16.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Business Administration (MBA-Entrepreneurship) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Marketing and Entrepreneurship, Business Administration (Marketing/ Entrepreneurship) with a minimum GPA of 3.8 out of 5.0.

1.16.4 REMUNERATION: PUTS 2.1

1.17 ASSISTANT LECTURER (MARKETING)- 2 POSTS

1.17.1 DUTY STATION: MOSHI (1) KIZUMBI-SHINYANGA (1)

1.17.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.17.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Business Administration (MBA-Marketing) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Marketing and Entrepreneurship/ Business Administration (BBA-Marketing/ Entrepreneurship) with a minimum GPA of 3.8 out of 5.0.

1.17.4 REMUNERATION: PUTS 2.1

1.18 ASSISTANT LECTURER (PROCUREMENT SUPPLY MANAGEMENT)- 2 POSTS

1.18.1 DUTY STATION: MOSHI

1.18.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and

- vi. To perform any other duties that may be assigned by the relevant authorities.

1.18.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Procurement and supply management/Procurement and Supply Chain Management/Logistics and Transport Management/International Transport and Logistics Management/Logistics and Supply Chain Management with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Procurement and Supply Management/Procurement and Supply Chain Management/Logistics and Transport Management/International Transport and Logistics Management/Logistics and Supply Chain Management with a minimum GPA of 3.8 out of 5.0. Registration with the Procurement and Supplies Professionals and Technicians Board (PSPTB) and having a Certified Procurement and Supply Professional (CPSP) is an added advantage.

1.18.4 REMUNERATION: PUTS 2.1

1.19 ASSISTANT LIBRARIAN- 5 POSTS

1.19.1 DUTY STATION: MOSHI

1.19.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, and practical training for undergraduate programs;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene, and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences, and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.19.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Library and Information Science/Information Science/Information Studies with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Library and Information Science/Information Science/Information Studies/Records Management/Information and Records Management with a minimum GPA of 3.8 out of 5.0.

1.18.4 REMUNERATION: PUTS 2.1

1.20 LIBRARIAN - 1 POST (RE-ADVERTISED)

1.20.1 DUTY STATION: MOSHI

1.20.2 DUTIES AND RESPONSIBILITIES

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- iii. To mentor junior staff in relevant field;

- iv. To participate in developing and managing various university/constituent college activities
- v. To undertake research and publish/disseminate results;
- vi. To write teaching manual and compendia
- vii. To supervise field practical, undergraduate special projects, Master's and PhD dissertations/theses
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.20.3 QUALIFICATION AND EXPERIENCE

Holders of PhD and Master Degree in Library and Information Science/Information Science/Information Studies with a minimum GPA of 4.0 out of 5 at Masters level and Bachelor Degree in Library and Information Science/Information Science OR Information Studies with a minimum GPA of 3.8 out of 5.0.

1.20.4 REMUNERATION: PUTS 3.3

1.21 ASSISTANT RESEARCH FELLOW (ECONOMICS) - 1 POST

1.21.1 DUTY STATION: MOSHI

1.21.2 DUTIES AND RESPONSIBILITIES

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- iii. To mentor junior staff in relevant field;
- iv. To participate in developing and managing various university/constituent college activities
- v. To undertake research and publish/disseminate results;
- vi. To write teaching manual and compendia
- vii. To supervise field practical, undergraduate special projects, Master's and PhD dissertations/theses
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.21.3 QUALIFICATION AND EXPERIENCE

Holders of Master of Economics/Master of Agricultural Economics with a 4.0 out of 5.0 GPA and Bachelor Degree in Economics/Business Economics/Agricultural Economics and Agribusiness/Economics and Statistics/ Business Economics with a minimum GPA of 3.8 out of 5.0.

1.21.4 REMUNERATION: PUTS 2.1

1.22 ASSISTANT RESEARCH FELLOW (ICT)- 1 POST

1.20.1 DUTY STATION: MOSHI

1.20.2 DUTIES AND RESPONSIBILITIES

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- iii. To mentor junior staff in relevant field;
- iv. To participate in developing and managing various university/constituent college activities
- v. To undertake research and publish/disseminate results;
- vi. To write teaching manual and compendia
- vii. To supervise field practical, undergraduate special projects, Master's and PhD dissertations/theses
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.22.3 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Computer Science/Information Systems/Computer Engineering/ Information Communication Science and Engineering and Information Technology with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Computer Science/ Computer Engineering/ Information Technology/Information Systems Management/Computer and Information Security/Computer System and Network/Software Engineering and Business Information and Communication Technology with a minimum GPA of 3.8 out of 5.0.

1.22.4 REMUNERATION: PUTS 2.1

1.23 RESEARCH FELLOW (COMMUNITY DEVELOPMENT) - 1 POST

1.23.1 DUTY STATION: MOSHI

1.23.2 DUTIES AND RESPONSIBILITIES

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- iii. To mentor junior staff in relevant field;
- iv. To participate in developing and managing various university/constituent college activities
- v. To undertake research and publish/disseminate results;
- vi. To write teaching manual and compendia
- vii. To supervise field practical, undergraduate special projects, Master's and PhD dissertations/theses
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.23.3 QUALIFICATION AND EXPERIENCE

Holders of PhD and Master Degree in Community Development with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Community Development OR Community Economic Development with a minimum GPA of 3.8 out of 5.0

1.23.4 REMUNERATION: PUTS 3.3

1.24 RESEARCH FELLOW (MARKETING) - 1 POST

1.24.1 DUTY STATION: MOSHI

1.24.2 DUTIES AND RESPONSIBILITIES

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- iii. To mentor junior staff in relevant field;
- iv. To participate in developing and managing various university/constituent college activities
- v. To undertake research and publish/disseminate results;
- vi. To write teaching manual and compendia
- vii. To supervise field practical, undergraduate special projects, Master's and PhD dissertations/theses
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.24.3 QUALIFICATION AND EXPERIENCE

Holders of PhD and Master Degree in Marketing, Business Administration (MBM-Marketing) OR Business Administration (MBM-Marketing Management) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Marketing/Business Administration in Marketing or Marketing and Entrepreneurship with a minimum GPA of 3.0 out of 5.0.

1.21.4 REMUNERATION: PUTS 3.3

TERMS OF SERVICE

Permanent and Pensionable

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania not above 45 years of age;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for MoCU attention;**
- iii. All applicants should indicate disciplines for which they apply;
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- v. Applicants should apply on the strength of the information given in this

- advertisement;
- vi. Applicants must attach their certified copies of the following certificates: -
 - ☐ PhD/Master/ Bachelor Degree/Advanced Diploma/Diploma Certificates;
 - ☐ PhD/Master/ Bachelor /Degree/Advanced Diploma/Diploma transcripts;
 - ☐ Form IV and Form VI National Examination Certificates;
 - ☐ Birth certificate;
 - vii. Attaching copies of the following certificates is strictly not accepted: -
 - ☐ Form IV and form VI results slips;
 - ☐ Testimonials and all Partial transcripts;
 - viii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
 - ix. An applicant employed in the Public Service should route his/her application letter through his/her respective employer;
 - x. An applicant should indicate three reputable referees with their reliable contacts;
 - xi. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU);
 - xii. Certificates from foreign Universities should bare a GPA calculated (out of (5) grade points) by the Tanzania Commission for Universities (TCU);
 - xiii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
 - xiv. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
 - x v . A signed application letter should be written either in Swahili or English and addressed to:

Vice Chancellor,
Moshi Cooperative University,
06 Sokoine Road,
25121 Mfumuni,
P.O. Box 474,
MOSHI-TANZANIA
 - xvi. Deadline for application is **19th August, 2025**;
 - xvii. Only candidates who are short-listed will be notified of the interview date

xviii. Presentation of forged certificates and other information will necessitate to legal action.

NOTE: *All applications must be sent through Recruitment Portal by using the following address: <https://portal.ajira.go.tz/> and not otherwise. (This address also can be found at PSRS Website, Click '**Recruitment Portal**').*