

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

VACANT POSTS

RE-ADVERTISED

Applications are invited from suitably qualified Tanzanians to fill the following posts existing in our Institute.

1. **DIRECTOR OF FINANCE AND ADMINISTRATION (No. of Posts 1)**

Qualifications:

CPA (T), ACCA or equivalent plus a postgraduate degree/diploma in human resource management/general management **or** Degree in public administration plus a post graduate degree/diploma in financial management.

Experience:

Must have an experience of not less than eight years in a senior managerial position in the public or private sector.

Duties and Responsibilities

- Heads the Directorate of Administration and Finance.
- Assists the Principal in all finance, personnel and administration matters of the Institute.
- Establishes and maintains workable systems for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all finance, personnel and administration programmes.
- Plans, directs, organizes, monitors and controls all matters related to supplies in the Institute.
- Plans, directs, organizes, monitors and controls the recruitment, deployment and development of all staff in the Institute.
- Reviews existing and develops new physical, financial, accounting, personnel and administrative programmes based on established needs of the Institute.
- Invests funds for the Institute and implements the approved investments;
- Plans and controls all the financial and accounting operations for the Institute.
- Responsible for the preparation of all financial and accounting reports for the Institute.

- Ensures adherence to the approved financial and administrative policies and procedures.
 - Supervises and reprimands staff in accordance with rules and regulations endorsed by the Council
 - Co-ordinates preparation of budget of the Institute.
 - Develops training schemes for the Institute staff.
- Performs any other duties as may be assigned by the Principal from time to time.

Terms of Engagement:

Three years contract renewable upon satisfactory service for a maximum of two terms.

Remuneration: PGSS 20

2. PRINCIPAL HUMAN RESOURCES AND ADMINISTRATIVE OFFICER II (No of Post 1)

Qualifications:

Appointment of holders of a Masters Degree plus at least five years in the senior position related to Human Resources Management function.

Duties and Responsibilities:

- Advises the Chief Human Resources Management Officer on all matters pertaining to personnel Administration.
- Formulates and reviews staff Regulations, conditions of service and Scheme of service
- Proposes manpower development policies.
- Prepares staff recruitment procedures.
- Interpret, implement and maintain Labour laws and make sure that the staff regulations are properly adhered to.
- Monitors personnel action such as performance appraisals, promotion, merit increases, internal transfers and termination of services and provides advice and other assistance as required to achieve equitable treatment of employees and consistency in the application of the College's Personnel Policies.
- Maintains constant review and appraisal of the current policies and procedures and cognizance of good practice elsewhere and initiates and conducts studies to develop improved plans, policies and procedures and to resolve problems;
- Participates directly in critical staffing, compensation and other personnel action as required.
- Provides direction to the personnel function in Faculties/Institutes Departments and other Units of the College.
- Develops and recommends plans, policies and procedures for recruitment and related staffing action and for custody and maintenance of consolidated records, supervises and participates in candidate selection and responsible for manpower turn over analysis and for statistical reporting of personnel data.
- Performs any other duties which may be assigned to him/her from time to time by his/her supervisor and relevant executive.

Remuneration: PGSS 16

3. PRINCIPAL SYSTEM ADMINISTRATOR I (No. of Post 1)

Qualifications:

Holder of MSc in Computer Science, Information Systems, Telecommunication, Electrical Engineering, Electronics or any other relevant Computer Studies with at least five Years of experience

Duties and Responsibilities

- Manages server operating system including Web-servers, database servers and mail servers
- Administers/Coordinates and updates website/webmaster
- Trains computer laboratory assistants or junior system administrators
- Supervises computer laboratory assistants or junior system administrators
- Assists students and offer users of ICT resources in the institute
- Performs any other duties as may be assigned by his supervisor
- Trains and prepares training materials
- Analyses designs, tests and suggests/advises management on network infrastructure and offer network related issues.
- Performs any other duties as may be assigned by the Director of Administration and Finance.

Remuneration: PGSS 18

4. SYSTEM ADMINISTRATOR I (No. of Post 1)

Qualifications:

Holder of B-Sc in Computer Science, Information Systems, Telecommunication, Electrical Engineering, Electronics or any other relevant Computer Studies with three (3) years experience

Duties and Responsibilities

- Manage Server OS including Web-server, database server and mail server
- Install new/rebuild existing servers and configure hardware, peripherals services, settings, directors, storage etc. in accordance with standards and Institute operational requirement
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs.
- Upgrade and configure system software that supports Institute function
- Assists in the planning, design, documentation and implementation of various systems

Remuneration: PGSS 9

5. SENIOR ESTATES OFFICER II (No. of Post 1)

Qualification

Holders of University Degree in Civil Engineering, Building, Architectural Studies or equivalent from a recognised Institution. Must have at least three years of working experience.

Duties and Responsibilities

- Supervises maintenance and cleaning of Institutes properties and grounds.
- Examines bills of quantities.
- Follows-up of title deeds and acquisition of land
- Prepares of budgets for minor maintenance works;
- Performs any other duties that may be assigned to him/her by the Head of Section.
- Ensure that DIT office buildings, staff houses, furniture and equipment are properly maintained;
- Ensure that all staff houses and office buildings have Title Deeds;
- Perform other duties as may be assigned by the Head of Section.

Remuneration: PGSS 9

6.1 LECTURER Mechanical Engineering (No. of Posts.2)

6.2 LECTURER Electronics and Telecommunication Engineering (No. Posts .1)

6.3 LECTURER Electrical Engineering (No. of Post.1)

6.4 LECTURER Science and Laboratory Technology in Physics (No. of Post 1)

6.5 LECTURER Civil Engineering (No. of Posts 1)

Qualifications:

- By appointment of holders of Doctorate (PhD) Degree in relevant field who preferably have had training in teaching methodology.
- Or
- By appointment of registered technical teachers, holders of Masters Degree / PhD in relevant field who have worked in similar position in related or allied institution.
- Or
- By appointment of holders of Masters Degree in relevant field, who have proven applicable working experience preferably in research/consultancy of at least ten years in the industry and have published at least five consultancy / research reports of the academic and professional appreciable depth in the relevant field.

Duties and Responsibilities

- Teaching in formal courses, in Certificate, Diploma/Degree Programmes and others;
- Undertaking individual research and participating in bigger multi-disciplinary research projects;
- Preparing manuals, simulations and case studies for training;
- Providing close supervision and guidance to students;

- Working on consultancy projects;
- Coaching of junior teaching staff

Remuneration: PHTS 15-17

- 7.1 **ASSISTANT LECTURER Civil Engineering – Specialized in Mining Engineering (No. Posts 1)**
- 7.2 **ASSISTANT LECTURER Electrical Engineering (No. Posts 1)**
- 7.3 **ASSISTANT LECTURER Laboratory Technology in Physics (No. Posts .1)**
- 7.4 **ASSISTANT LECTURER Electronics and Telecommunications (No. Posts 1)**
- 7.5 **ASSISTANT LECTURER Computer Studies specialized in Computer Systems and Automation (No. Posts 2)**
- 7.6 **ASSISTANT LECTURER Mechanical Engineering (No. Posts 2)**

Qualifications:

Holders of Masters Degree or equivalent (in the relevant field) in Arts, Science or Engineering with a first degree of GPA 3.5 and above.

Duties and Responsibilities

With guidance of senior staffs, conducts Lectures, Research, Consultancy, Supervises Projects, Tutorial, Seminars and prepares case studies

Remuneration: PHTS 13-14

8. SECRETARY II (No. of Posts 4)

Qualifications:

Form IV with passes in Kiswahili and English, plus 100 wpm shorthand in English or Kiswahili and 50 wpm typing, tabulation and Manuscript stage III, secretarial and Office procedure Stage II and has completed Advanced Computer Course of not less than six months from government recognized institutions like UCC, DIT, IFM.

Duties and Responsibilities

- Types all general correspondence and non-confidential matters
- Types letters, minutes, notes, bulletins, circulars, certificates, charts and stencils
- Duplicates reports, letter etc.
- Takes proper care of all machines under his/her charge and make sure they are used for official work only
- File copies of typed letter in relevant files
- Receives and directs visitors
- Make sure there are all necessary facilities for proper job performance e.g. typewriters, different typing papers, carbon papers, erasing ink, ribbons etc
- Performs any other duties assigned by the Head of Department

Remuneration: PGSS 7- 8

9. SENIOR RECORDS ASSISTANT II (No. of Post 1)

Qualifications:

Form VI with a Diploma in Management or Records Management Course or equivalent plus at least three years of working experience.

Duties and Responsibilities

- Assists in coordinating all general services/activities of the Institute (Secretaries, Office attendants, Drivers, etc)
- Advises on filing system;
- Ensures that the offices and surroundings are clean;
- Liaises with the Personnel Office on matters regarding recruitment; discipline and appraisal of staff in his/her section;
- Responsible for of all Records procedures service;
- Performs any other duties assigned by the relevant Head of Section.

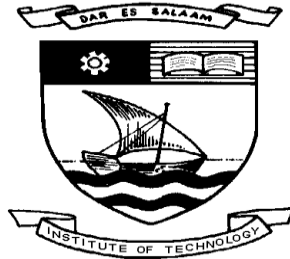
Remuneration: PGSS 9

MODE OF APPLICATION

- Applications should be attached with detailed curriculum vitae, photocopies of relevant certificates.
- Interested candidates should indicate their contact telephone numbers and e-mail address where available.
- Only short listed candidates will be contacted for an interview.
- Those who will not hear from us should consider themselves unsuccessful.
- Interested applicants are welcome to write to the address below describing how they qualify for the positions
- Those applied before should not apply

Kindly submit your application on or before: Monday 31st May 2010.

The Principal
Dar es Salaam Institute of Technology
P.O. Box 2958
Dar es Salaam



DAR ES SALAAM INSTITUTE OF TECHNOLOGY

VACANT POSTS

1. SENIOR INSTRUCTOR II (Civil (2), Electrical (2), Telecom (1), Laboratory Technology (1))

Qualification:

Holders of Master degree in relevant field who is eligible for registration as a technical teacher

Duties and Responsibilities

- Teaches up to NTA level 6 and may assist teaching in high NTA level
- Facilitates students practical exercises
- Administers practical examinations to students up to NTA level 8
- Repairs and maintains machines in workshop
- Conducts research, consultancy and community service works
- Prepares learning resources
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects

Remuneration: PTSS 13

2. INSTRUCTOR II (Electrical (2), Civil (2))

Qualification:

Holder of a first degree in Engineering/Science or any relevant subject or equivalent and at least and at least three years of relevant practical experience.

Duties and Responsibilities

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels
- Facilitates student's practical exercises
- Administers practical examinations to students
- Repairs and maintains machines in workshop
- Conducts and Supports research and consultancy works
- Prepares learning resources

Remuneration: PTSS 10

3. TECHNICIAN II (Civil (1) and Electrical (1) For Estate Department), Labtech (1), Telecom (2), Civil (1))

Qualification:

Holders of certificate of Secondary Education who have successfully completed three (3) years full Technician Certificate Course (FTC/OD) in Civil, Electrical, Laboratory Technology and Telecommunication Programme.

Duties and Responsibilities

- Assist in students' practical and projects;
- Maintains laboratory/ workshop facilities and equipment;
- Trains or orients newly recruited technicians / artisans;
- Supervises junior technicians;
- Assists lecturers and Instructors in carrying out specific support activities in their teaching, research and consultancy projects/assignments.
- Provides specialized technical services to the public;
- Performs any other duties assigned by the Head of Department or relevant senior staff.

Remuneration: PGSS: 7

4. ARTISAN I (Plumber (2), Carpenter (2), Electrical (2), Marson (1) and Painter(1))

Qualification:

Form IV with Trade Test I

Duties and Responsibilities:

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keeps the work place tidy.
- Collects and takes care of working tools.
- Carries out minor repairs and maintenance.
- Reports maintenance problems to senior staff.
- Performs any other duties as assigned by the relevant senior staff.

Remuneration: PGSS: 6

5. SECURITY OFFICER II

Qualification

- Form IV candidate, or equivalent
- Military training with experience at the level above that of Sergeant, with
- good leadership qualities and a clean record.

Duties and Responsibilities

- Maintains peace and order;
- Ensures property of Institute is in safe custody;
- Supervises watchmen on day to day activities;

- Performs any other assigned duties by the Head of Section.

(iii) *Salary Scale: PGSS 5*

6. SUPPLIES ASSISTANT III

Qualification:

- By appointment of holders of certificates of Secondary Education who have satisfactorily attended a one year course in Stores Management recognized by National Board of Materials Management (NBMM).
- By appointment of holders of NABE Stage II. One of the subjects passed must be store-keeping.

Duties and Responsibilities

- Checks transactions in stores accounting documents and registers.
- Receives and issues vouchers, delivery notes and invoices.
- Prepares purchase requisitions/orders upon approval by his/her supervisor.
- Performs any other duties as may be assigned by his/her senior.

Remuneration: PGSS 3

7. SENIOR DRIVER II (No of Posts .2)

Qualification:

By appointment of holder of Form 1V certificate and Class “C” driving license with at least three years of clean driving experience and have passed Trade Test II in a motor vehicle mechanics or other relevant field.

Duties and Responsibilities:

- Driving of motor vehicles, cars, pick-ups and Lorries as may be assigned;
- Ensuring motor vehicles and their accessories are in good condition;
- Making some minor repairs;
- Maintaining and recording log shelve (books) for all journeys made
- Reporting promptly any defects or problems detected in the vehicles
- Maintaining disciplined behaviour and proper conduct in rendering services to his/her assignees
- Performing any other duties assigned by the relevant executive.

Remuneration: PGSS 7

8. OFFICE ATTENDANTS (No of Posts .3)

Qualification:

By appointment of national Form IV certificate holders with passes in English and Kiswahili.

Duties and responsibilities

- Cleaning and tidying offices and surroundings;
- Collection and delivery of letters;
- Dispatch letters;
- Transmit official documents within the Institute;
- Carry machinery/equipment;
- Preparation and serving of tea/coffee etc.
- Perform any other duties assigned by the relevant officer.

Remuneration: POSS: 4

MODE OF APPLICATION

- Applications should be attached with detailed curriculum vitae, photocopies of relevant certificates.
- Interested candidates should indicate their contact telephone numbers and e-mail address where available.
- Only short listed candidates will be contacted for an interview.
- Those who will not hear from us should consider themselves unsuccessful.
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