

# MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEPUTY VICE CHANCELLOR PLANNING, FINANCE AND ADMINISTRATION

## MCB COMPANY LIMITED



P.O. Box 131,  
Mbeya,  
Tanzania.

**Telephone:** +255 (0)25 2957542/4  
**Fax:** +255 (0)25 2957552  
**E-mail:** mcb@must.ac.tz  
**Web:** www.must.ac.tz



**In reply please quote:**

**Ref. No. CK.115/127/03/20**

**Date: 22<sup>nd</sup> October, 2023**

## CONTRACT EMPLOYMENT AND INTERNSHIP OPPORTUNITIES

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 - (Contract Employment) POST 1**

#### **1.1 Qualifications**

Holder of 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.

#### **1.2 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; and
- xxix. Performs any other duties as may be assigned by supervisor.

**1.3 Tenure: One (1) year contract**

**1.4 Salary Scale: MCBSS 7**

**2. PROCUREMENT OFFICER - (Contract Employment) POST 1**

**2.1 Qualification**

Holder of Bachelor Degree in Procurement and Supplies Management, Material Management, Logistics Management equivalent qualifications from recognized institutions or Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent professional qualification from other institution recognize by PSPTB.

**2.2 Duties and Responsibilities**

- i. Checks transactions in stores accounting documents and registers;
- ii. Responsible for the purchasing processes or supply control of given lines of stocks;
- iii. Responsible for physical stocks;
- iv. Receives and issues vouchers, delivery notes and invoices;
- v. Prepares purchase requisitions/orders upon approval by supervisor;
- vi. Posts entries in material supplies ledgers;
- vii. Conducts physical checks and accounts, receipted goods;
- viii. Arranges for physical placement i.e. location and banning;
- ix. Keeps records of purchases and sensitive documents in safe custody; and
- x. Performs any other duties as may be assigned by supervisor.

**2.3 Tenure: One (1) year contract**

**2.4 Salary Scale: MCBSS 5**

**3. CIVIL ENGINEER - (Internship) 1 POST**

**3.1 Qualification**

Holder of Bachelor Degree in Civil Engineering or equivalent qualification from recognized institution.

**3.2 Duties and Responsibilities**

- i. Abide by the rules and regulations applicable to the MCB Company Ltd;
- ii. Observe order and discipline for the whole period of their programme;
- iii. Demonstrate commitment and diligently participate in the learning experiences of the internship programme;
- iv. Make efforts to acquire relevant skills in their area of specialization;
- v. Complete assignments given by their mentor and/or supervisor;
- vi. Strive to contribute significantly to the advancement of MCB Company Ltd;
- vii. Report to their immediate supervisors or mentors any work-related problem that they experience in the course of performing their duties;
- viii. Observe confidentiality of information and security of tools/equipment that are placed in their possession during the course of the programme;
- ix. Performs any other duties as may be assigned by supervisor.

**3.3 Tenure: Six 6 months**

**3.4 Renumeration:** According to MCB Company Limited Internship Guidelines and Procedures.

## **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts; one passport size, 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 29<sup>th</sup> October, 2023.**

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