

# MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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P.O. Box 131,  
Mbeya,  
Tanzania.

**Date:** 26<sup>th</sup> Sep, 2023

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## EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS

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.

Mbeya University of Science and Technology (MUST) invites dynamic and suitable qualified Tanzanians to fill **one (1)** contract vacant post.

### **1. ESTATES OFFICER I - (1 - POST)**

#### **1.1. QUALIFICATIONS**

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

**A candidate must be Registered Graduate from the respective Professional Board with relevant working experience of at least 4 years in supervising Construction Projects.**

## **1.2. KEY RESPONSIBILITIES**

- i. Supervising construction projects;
- ii. Ensures maintenance and cleaning of site properties and environment;
- iii. Prepare structural design and details for construction project;
- iv. Prepares work schedules;
- v. Prepares budget for maintenance works;
- vi. Participates in drawing-up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- vii. Keeps and maintains relevant site equipment in good working order;
- viii. Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- ix. Assists in the planning, organizing, implementing and controlling of site activities and services; and
- x. Performs any other duties as may be assigned by supervisor.

**1.3 SALARY SCALE:** - **PGSS 8**

**1.4 TENURE** - **Contract**

Successful candidates shall hold the office for **One (01) Year**.

## **1.5 WORK STATION**

The work station for this post will be at Songwe District in Tanzania.

## **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania;
- 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:
- Degree/Advanced Diploma Certificates;
  - Degree/Advanced Diploma Transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Certificates from respective boards (if any);
  - One recent passport size picture;
  - Birth certificate;
  - Form IV and Form VI results slips are strictly not accepted;
  - Registration as Professional will be an added advantage;
  - Testimonials, Partial transcripts and results slips will not be accepted;
- v. Presentation of forged academic certificates and other information in the CV will necessitate legal action;
- vi. Applicants who retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Women are highly encouraged to apply;
- ix. Only shortlisted candidates will be informed on the date of interview;
- x. Application letters shall be written in English; and
- xi. Dead line for application is **03<sup>rd</sup> October, 2023**.

**APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;**

**THE VICE CHANCELLOR,**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,**

**P.O.BOX 131,**

**MBEYA.**