

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION SCIENCE & TECHNOLOGY

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



Date: 18th September, 2023

TRANSFER EMPLOYMENT OPPORTUNITIES

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 invites dynamic and suitable qualified Public Servants to fill one (01) transfer vacant post mentioned below;

1. OFFICE MANAGEMENT SECRETARY II (1 POST)

1.1 Direct Entry Qualifications

Holders of Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.2 Duties and Responsibilities

- i) To type all general correspondences and non-confidential matters;
- ii) To ensure Office orderliness and neatness;
- iii) To receive/Send Official email;

- iv) To record incoming and outgoing files in the respective office;
- v) To type letters, minutes, reports, papers, bulletins, circulars, charts;
- vi) To ensure that stationeries are available;
- vii) Ensures that the respective office is punctually opened
- viii) To ensure that copies of letters are filed in proper files;
- ix) To attend telephone calls and taking messages for appropriate action; and
- x) To perform any other related duties as assigned by the Supervisor.

1.3 Salary Scale:

PGSS 4

1.4 Duty Post:

MUST-RUKWA CAMPUS

GENERAL CONDITIONS

- i. All applicants must be Public Servants of Tanzania
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts; 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 certified certificates;
 - Diploma Certificates
 - Diploma transcripts
 - Form IV and Form VI National Examination Certificates;
 - Birth Certificates
- v. Applicants should indicate three reputable referees with reliable contacts and one recent passport size photo;
- vi. Applicants with special needs/case (disability) are advised to indicate so;
- vii. Presentation of forged certificates and other information will necessitate legal action; and
- viii. Applicants should indicate their willingness and commitment to cover their transfer costs as the application for transfer will be considered self-initiated;
- ix. **Applications not channeled through their employers will not be proceeded.**
- x. **Deadline for application is 07/10/2023.**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

THE VICE CHANCELLOR,
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,
P.O.BOX 131,
MBEYA.

