

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS

Mbeya University of Science and Technology invites applications from suitably and competent persons to fill vacancies that exist at MUST Rukwa Campus College on Contract basis.

1. ASSISTANT PROCUREMENT OFFICER II (1 POST)

1.1. QUALIFICATIONS

Holder of Diploma in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management, Commerce/Business Administration in Procurement and Supplies Management or equivalent qualifications from recognized institutions and registered by PSPTB under Technician Category.

1.2. Key Responsibilities

- i. Raise requisition for purchases
- ii. Follow up requisition for purchases
- iii. Follow up and purchasing requisitioned items
- iv. Maintain of store records
- v. Perform any other duty as may be assigned by head of Unit

1.3. Salary Scale: **PGSS 4.**

1.4. TENURE **Contract**

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

2. ARTISAN II (PLUMBING)

(1 POST)

2.1. QUALIFICATIONS

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in Plumbing or equivalent qualifications from recognized Institutions.

2.2. Key Responsibilities

- i. Install, repair, and maintain pipes, valves, fittings, drainage systems, water tanks and fixtures in Institution infrastructures.
- ii. Collaborate with general contractors, electricians, and other construction professionals.
- iii. Follow building plans and blueprints.
- iv. Respond to, diagnose, and resolve plumbing emergencies.
- v. Perform routine inspections of plumbing and drainage systems.
- vi. Assist in preparing bids, budgets, and cost estimates.
- vii. Keep accurate records of time spent working, description of work performed and materials used.
- viii. Perform any other duty assigned by head of directorate

2.3. Salary Scale:

PGSS 2.

2.4. TENURE

Contract

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

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:
 - Diploma/ Level III or Trade Test I;

- Diploma Transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Certificates from respective boards (if any).
 - One recent passport size picture; and
 - Birth certificate.
- v. Form IV and Form VI results slips are strictly not accepted;
 - vi. Testimonials, Partial transcripts and results slips will not be accepted;
 - vii. Presentation of forged academic certificates and other information in the CV will necessitate legal action;
 - viii. Applicants who retired from the Public Service for whatever reason should not apply;
 - ix. Applicants should indicate three reputable referees with their reliable contacts;
 - x. Women are highly encouraged to apply;
 - xi. Only short listed candidates will be informed on the date of interview; and
 - xii. Application letters should be written in English.
 - xiii. Dead line for application is **8th December 2022**.

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

THE VICE CHANCELLOR,

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,

P.O.BOX 131,

MBEYA