

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF VICE CHANCELLOR

Telephone: +255 (0)25 2957540
+255 (0)25 2957542
+255 (0)25 2957544
E-mail: vc@must.ac.tz
must@must.ac.tz
Web: www.must.ac.tz



P.O. Box 131,
Mbeya,
Tanzania.

Reg. No. CA.37/476/01/89

Date: 12th May 2023

EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS RE - ADVERTISEMENT

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 **Ten (10)** contract vacant post in various areas in Tanzania as mentioned below;

1. ESTATES OFFICER I - (10 - POSTS)

1.1. QUALIFICATIONS

Holder of Bachelor Degree in Civil Engineering, Architecture, and Quantity Survey 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

1.2.1 Estates Officer I - Civil Engineer

- 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
- viii. Performs any other duties as may be assigned by supervisor.

1.2.2 Estates Officer I - Architect

- i. Supervising various projects;
- ii. Participates in consultancy activities;
- iii. Meeting with clients and determining their needs and requirements;
- iv. Developing and presenting project proposals.
- v. Managing and supervising design and construction projects activities from concept development through to completion.
- vi. Adjusting designs and plans to meet the client's needs.
- vii. Preparing and coordinating the construction drawings, blueprints, specifications, and construction documents.

- viii. Conducting research and compiling reports on feasibility and environmental impact of the project.
- ix. To ensure the projects are complying with safety standards and local planning regulations.
- x. Determining and adhering to projects budgets and timelines.
- xi. Managing project teams and collaborating with other construction professionals.
- xii. Performs any other Duties and Responsibilities as may be assigned by supervisor.

1.2.3 Estates Officer I - Quantity Surveyor

- 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. 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 these posts will be at Njombe, Momba, Songwe, Mbozi, Kakonko, Kibondo, Mlele, Tanganyika, Kalambo and Mbinga Districts.

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; and - 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;
- ix. Women are highly encouraged to apply;

- x. Only shortlisted candidates will be informed on the date of interview; and
- xi. Application letters shall be written in English.
- xii. Dead line for application is **19th May, 2023**.

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

THE VICE CHANCELLOR,

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,

P.O.BOX 131,

MBEYA.