



THE OPEN UNIVERSITY OF TANZANIA RE-VACANCY ADVERTISEMENT

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

The University hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission, as follows:

ACADEMIC POSTS

POSITION	FACULTY	LEVEL OF EDUCATION	SPECIALIZATION	REGIONAL CENTRE	NUMBER OF POSTS
Assistant Lecturer	FLW	Masters	Tax Law/Intellectual Property,	Kigoma	1
			Land Law/ Banking/Insurance Law	Mbeya	1
Assistant Lecturer	FSTES	Masters	Organic/Inorganic Chemistry	Geita	1
			Environmental Sciences	Kigoma	1
			Agricultural sciences and related field	Lindi & Manyara	2
Assistant Lecturer	FED	Masters	Special Need Education	Iringa/ Tabora	2
			Early Child Hood Education	DSM/ Dodoma	1
Assistant Lecturer	FBM	Masters	Marketing		1
			Human Resource Management	Singida	1
Assistant Lecturer	FASS	Masters	Hospitality management/ Hotel Management/Hospitality operations	Kigoma	1
			Rural Development / Development Studies/Community Development	Singida	1
			Agricultural Economics/	Mtwara	1

			Statistics/Agricultural Policy/ Development Policy		
Tutorial Assistant	FLW	LLB	International Law/Legal Method	Simiyu/ Singida	2
Tutorial Assistant	FED	First Degree	Bachelor Arts with Education/ Bachelor of Education	Mara	1
			Bachelor of Arts with Education (subjects in Political Science and Public Administration)	Tunduru/ Shinyanga	2
Tutorial Assistant	FASS	First Degree	Development Policy/ Statistical Policy/Development Policy	Katavi/Kigo ma	2

KEY:

- FBM - Faculty of Business Management
 FASS - Faculty of Arts and Social Sciences
 FSTES - Faculty of Science Technology and Environmental Studies
 FED - Faculty of Education
 FLW - Faculty of Law

ASSISTANT LECTURER (PUTS 2.1)

Qualifications: Possession of a Master's Degree in a relevant field with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent.

Duties and Responsibilities:

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Help identify and set up local study groups,
- Conduct research work and disseminate research findings

NB. Age limit: Not above 40 years.

TUTORIAL ASSISTANT (PUTS 1.1)

Qualifications: Possession of first degree with minimum of 3.8 GPA with excellent results in the subject area or equivalent. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

Duties and Responsibilities:

- Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- Supplementing existing study materials, - Editing, reviewing and translating course materials,
- Assisting senior staff in preparing content for e-Learning for the ELMS.
- Providing support materials, guidance and counseling and other services to students,
- Helping to keep students' records correspondence and other communications,
- Helping in general academic administration as will be asked of him by seniors,
- Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

NB. Age limit: Not above 35 years

MODE OF APPLICATION

- Interested applicants should submit the applications through Public Service Recruitment Secretariat portal
- All applicants who are currently employed in the Public Service should route their application letters through their respective employers.
- Academic Certificates should be certified by **advocates /Magistrate**
- Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).

Interested applicants should address their application letter to the Secretary Public Service Recruitment Secretariat:

The deadline for receiving applications is 14 days after the date of advertisement.

Only short-listed candidates will be contacted.

Released by:

Vice Chancellor