



**MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)**

VACANCIES

The Mzumbe University invites applications from suitably qualified and competent applicants to fill the following vacant posts:

**PERSONAL SECRETARY GRADE I - (1 Post) Main Campus,
QUALIFICATIONS AND EXPERIENCE**

National form IV certificate with credit passes in English and Kiswahili plus Diploma in Secretarial Studies from recognized institutions with at least three years work experience.

DUTIES

- Types all general correspondence and non-confidential matters.
- Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils.
- Prints reports, letters, etc.
- Takes proper care of all machines under his/her charge and makes sure they are used for official work only.
- Files copies of typed letters in relevant files.
- Receives and directs visitors.
- Attends telephone calls and takes messages.
- Maintains diary for all activities of the boss.
- Maintains Vote book.
- Makes sure there are all necessary facilities for proper job performance.
- Performs any other duties assigned by Superior.

SALARY SCALE: PGSS 10-11

PRINCIPAL OFFICE ASSISTANT - (2 posts - Main Campus – 1 post – Building and Estates and 1post General Office)

Qualifications and experience

Holder of National Form IV certificate or equivalent with working experience of twelve years in the provision of office services.

DUTIES

- Cleans office buildings and grounds of the University
- Moves and collects files to and from various offices within the University.
- Takes care of office facilities.
- Assists in office/staff lounge services.

- Performs any other duties as may be assigned by superior.

SALARY SCALE: POSS 9

SENIOR OFFICE ASSISTANT GRADE I - (1 post) Main Campus (General Office)

Qualifications and experience

Holder of National Form IV certificate or equivalent with working experience of nine years in the provision of office services.

DUTIES

- Cleans of office buildings and grounds of the University
- Moves and collects files to and from various offices within the University.
- Takes care of office facilities.
- Assists in office/staff lounge services.
- Performs any other duties as may be assigned by superior.

SALARY SCALE: POSS 8

SENIOR ESTATES OFFICER GRADE I

Qualifications and Experience:

Holder of first Degree in forestry, Agriculture, horticulture or related fields from a recognized training Institution with at least twelve years working experience.

Duties:

- Manages the estates
- Supervises the service providers under the estates section
- Prepares work schedules for this section
- Ensures cleanliness of the University estates is maintained
- Normally will be in charge of all the University Estates activities
- Any other duties assigned by the superior.

SALARY SCALE: 15-16

SENIOR ESTATES OFFICER GRADE II

Qualifications and Experience:

Holder of a first Degree or Advanced Diploma in Environmental Engineering, Architecture, Building Economics, Civil Engineering in land Management and Valuation with a nine years working experience.

DUTIES:

- Plans, co-ordinates, controls and supervises estates maintenance activities.
- Participates in relevant consultancy and service activities.
- Designs and implements parks and drainage projects.
- Prepares various types of estimates for estates management projects.

- Prepares sketches and designs for major modifications to existing buildings.
- Participates in on-the job training of junior staff.
- Supervises and assists junior estates staff.
- Performs any other duties that may be assigned by one's reporting officer.

SALARY SCALE: PGSS 13-14

MODE OF APPLICATION:

Application letters with detailed curriculum vitae (CV) and copies of relevant certificates should be addressed to Deputy Vice Chancellor - Administration and Finance and reach us on or before **10th January, 2011**. Candidates must also give names, contact addresses as well as telephone numbers of two referees.

Please Note:

- *All the positions above require excellent communications, in both, spoken and written English and Swahili.*
- *Only short-listed candidates will be contacted through their addresses and/or telephone numbers.*

**The Deputy Vice Chancellor (Administration and Finance),
Mzumbe University,
P.O. Box 1,
MZUMBE.**