

CATHOLIC UNIVERSITY OF MBEYA (CUoM)

P.O. Box 2622,
Mbeya,
Tanzania.



Website : www.cuom.ac.tz
Email : hr@cuom.ac.tz
Tell : +255-252 504240

"Education et Virtute"

"Education with Virtue"

EMPLOYMENT VACANCIES

The Catholic University of Mbeya (**CUoM**) is a fully-fledged private University owned by the Tanzania Episcopal Conference (**TEC**), situated in Mbeya City. With its vision of being a quality-based University and by keeping its fast-growing pace, CUoM invites applications from suitably qualified and competent Tanzanians to fill the following vacancies at the University:

A. POSTS

1.	Lecturer/Assistant Lecturer in Economics (2 Posts)
Qualifications	<ul style="list-style-type: none">• Holders of Doctor of Philosophy (PhD) in Economics from Higher Learning Institutions recognized in Tanzania; <p>AND/OR</p> <ul style="list-style-type: none">• Holders of MA/ MSc in Economics with a minimum GPA of 4.0 and BA/BSc in Economics with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania; or any other equivalent qualifications from Higher Learning Institution recognized in Tanzania;
2.	Lecturer/Assistant Lecturer in Mathematics (2 Posts)
Qualifications	<ul style="list-style-type: none">• Holders of Doctor of Philosophy (PhD) in Mathematics from Higher Learning Institutions recognized in Tanzania; <p>AND/OR</p> <ul style="list-style-type: none">• Holders of MSc in Mathematics with a minimum GPA of 4.0 and BSc in Mathematics with a minimum GPA of 3.7, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania
3.	Lecturer/Assistant Lecturer in Information and Communication Technology (2 Posts)
Qualifications	<ul style="list-style-type: none">• Holders of Doctor of Philosophy (PhD) in Computer Science from Higher Learning Institutions recognized in Tanzania; <p>AND/OR</p> <ul style="list-style-type: none">• Holders of MSc in Computer Science with a minimum GPA of 4.0 and BSc in Computer Science with a minimum GPA of 3.7; or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

4.	Lecturer/Assistant Lecturer in Accounting and Finance (2 Posts)
Qualifications	<ul style="list-style-type: none"> • Holders of Doctor of Philosophy (PhD) in Accounting and Finance from Higher Learning Institutions recognized in Tanzania; <p>AND/OR</p> <p>Holders of Master’s Degree in Accounting and Finance with a minimum GPA of 4.0 or Bachelor of Accounting and Finance with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania; or any other equivalent qualifications from Higher Learning Institution recognized in Tanzania;</p>
5.	Lecturer in Law (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of PhD in Law, MA in Laws (LLM) with a minimum GPA of 4.0 and Bachelor of Laws (LLB) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania;
6.	Assistant Lecturer in Law (4 Posts)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Laws (LLM) with a minimum GPA of 4.0 and Bachelor of Laws (LLB) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania. <p>NOTE: <i>Applicants with qualifications in the area of Information and Communication Technology Law and Tax Law will be given first priority.</i></p>
7.	Assistant Lecturer in Literature (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Literature with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
8.	Assistant Lecturer in Kiswahili-Isimu (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Kiswahili (Isimu) with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
9.	Assistant Lecturer in Kiswahili-Fasihi (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Kiswahili (Fasihi) with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions

	recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
10.	Assistant Lecturer in Linguistics (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Linguistics with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
11.	Assistant Lecturer in Education (2 Posts)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in Education with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania; <p>NOTE: <i>Applicants with qualifications in the area of Educational Measurement and Evaluation will be given first priority.</i></p>
12.	Assistant Lecturer in Human Resource Management (2 Posts)
Qualifications	<ul style="list-style-type: none"> • Holders of Master’s Degree in Human Resource Management (MHRM) with a minimum GPA of 4.0 and Bachelor Degree in Human Resources Management (BHRM) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
13.	Assistant Lecturer in Library Studies and Records Management (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA/ MSc in Library Studies and Records Management with a minimum GPA of 4.0 and BA/BSc. in Library Studies and Records Management with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
14.	Assistant Lecturer in History (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA in History with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

15.	Assistant Lecturer in Geography (1 Post)
Qualifications	<ul style="list-style-type: none"> • Holders of MA/MSc in Geography with a minimum GPA of 4.0 and Bachelor of Arts with Education (BAED) with a minimum GPA of 3.7 from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;
16.	Accountant/Assistant Accountant (3 Posts)
Qualifications	<ul style="list-style-type: none"> • Holders of Master’s Degree in Accounting and Finance from Higher Learning Institutions recognized in Tanzania; • Working experience of at least 3 years in a similar position in a reputable organisation plus ICT skills and must have been registered with NBAA as Authorized/Certified Accountant or any other equivalent qualifications from Higher Learning Institution recognized in Tanzania; <p>AND/OR</p> <ul style="list-style-type: none"> • Holders of Bachelor Degree in Accounting and Finance from Higher Learning Institutions recognized in Tanzania; or any other equivalent qualifications from Higher Learning Institution recognized in Tanzania; <p>NOTE: Having a CPA for both accountant and assistant accountant positions is an additional qualification.</p>

B. DUTIES AND RESPONSIBILITIES

i) Lecturers	<ul style="list-style-type: none"> (a) To teach and organize at least two courses per semester; (b) To conduct seminars, tutorials and supervision of students’ written work; (c) To guide students into productive learning by interacting with detailed and updated materials; (d) To be available for consultation by the students; (e) To handle with discretion and consideration all students’ complaints related to examinations and other academic assignments; (f) To pursue knowledge of his/her field of specialization through research and publication of articles, books, original works and findings;
---------------------	--

	<p>(g) To mentor fellow junior staff;</p> <p>(h) To do everything conducive to the promotion of the good name, expansion and improvement of the activities of the institution;</p> <p>(i) To attend the institutional committees, workshops, conferences and symposia and all other relevant academic presentations;</p> <p>(j) Participating in the activity of developing University curriculum;</p> <p>(k) To obey, observe and comply with all lawful orders, instructions and directions from those in Authority in the Institution;</p> <p>(l) To be ready to perform other duties as assigned by the relevant authority;</p>
<p>ii) Assistant Lecturers</p>	<p>a) Giving lectures, conducting seminars and tutorials and supervision of students' written work;</p> <p>b) Counseling students, setting of requisite examinations, marking scripts accordingly and training and mentoring of other academic staff;</p> <p>c) To guide students into productive learning by interacting with detailed and updated materials;</p> <p>d) To be available for consultation by the students;</p> <p>e) To handle with discretion and consideration all students' complaints related to examinations and other academic assignments;</p> <p>f) To pursue knowledge of the field of specialization through research and publication of articles, books, other original work and findings;</p> <p>g) To do everything conducive to the promotion of the good name, expansion and improvement of the activities of the institution;</p> <p>h) To attend the institutional committees, workshops, conferences and symposia and all other relevant academic presentations;</p> <p>i) To obey, observe and comply with all lawful orders, instructions and directions from those in Authority in the Institution;</p> <p>j) To be ready to perform other duties as assigned by the relevant authority.</p>

iii) Accountants	<ul style="list-style-type: none"> a) To manage and coordinate all issues related to Revenue, Expenditure, Students' Accounts, Budgets, Final Accounts, Salaries, etc.; b) Assists in handling investments of the University funds. c) To administer ledger accounts; d) Preparing, maintaining and controlling various project funds; e) Prepares University fixed assets register; f) To Assist in reviewing accounting instruction manuals; g) Participating in preparation of final accounts, budgeting and budget controls; h) To be ready to perform other duties as assigned by the relevant authority
iv) Assistant Accountants	<ul style="list-style-type: none"> a) To prepare primary books of accounts and payment requisitions; b) Preparing journal voucher/batches for various activities putting in place various payment reports, schedules and lists of various expenditures. c) Maintaining vote book and various registers (e.g. debtors, imprest creditors, etc.) d) Performs a variety of accounting tasks including receiving and paying out cash and cheques. e) To Check the correctness of claims and retirements ensuring that they are supported by appropriate authority/evidence; f) Acting as custodian of accountable documents; g) To prepare monthly trial balance, bank reconciliation statements, monthly salaries and related returns. h) Maintaining debtors and creditors records and preparing financial statements. i) To obey, observe and comply with all lawful orders, instructions and directions from those in Authority in the Institution; j) Checking accuracy of payment vouchers. k) To be ready to perform other duties as assigned by the relevant authority

C. REMUNERATION	<p>An attractive salary as well as conducive and friendly work environment will be provided to all those who will be successfully employed</p>
D. GENERAL CONDITIONS:	<ul style="list-style-type: none"> i) Each applicant must attach a recent passport size photograph to his/her job application package;

	<ul style="list-style-type: none"> ii) All applicants must be citizens of Tanzania; iii) An applicant with special needs (disability) should indicate the respective disability; iv) All copies must be certified by the relevant authorities; v) Only shortlisted applicants will be contacted for interview; vi) Provisional Results, Statements of Results, Form IV and Form VI Results Slips will not be taken into consideration; vii) Additionally, those who have studied outside Tanzania will be obliged to show evidence of recognition of their foreign awards by respective authorities such as; NECTA, or TCU;
<p>E. MODE OF APPLICATION:</p>	<ul style="list-style-type: none"> ➤ Each applicant must submit a complete application package that consist of: <ul style="list-style-type: none"> • A signed application letter together with a detailed and current Curriculum Vitae (CV); <ul style="list-style-type: none"> • Photocopies of relevant Academic Certificates and Transcripts; • Photocopy of Birth Certificate; • Photocopy of National Identity or NIDA Number; • Names of referees with their phone numbers, physical address and email address; ➤ All applications should be received by 05th September, 2024; ➤ All applications should be addressed to the Office of the Vice-Chancellor for Finance and Administration via the Email Address mentioned below: <p>Deputy Vice Chancellor for Administration and Finance, Catholic University of Mbeya, P.O. Box 2622, Mbeya-Tanzania.</p> <p>Email Address: hr@cuom.ac.tz</p>