

CATHOLIC UNIVERSITY OF MBEYA (CUoM)

P.O. Box 2622,
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Tanzania.



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"Educatione et Virtute"

"Education with Virtue"

16th April, 2024

In replying quote:

REF: NO. CM/PO/JOBAPPL/28/04

EMPLOYMENT OPPORTUNITIES

The Catholic University of Mbeya (CUoM) situated in Mbeya, is a private higher learning institution owned by the Tanzania Episcopal Conference (TEC). It is an institution that is growing fast with the vision of being a quality-based University.

CUoM intends to recruit qualified, competent, and devoted personnel who are capable of working with virtue to achieve the practices of the institution. Currently, the University is announcing job vacancies for the following posts:

1. Library Assistant - 2 Posts

Qualifications:

- Holders of Diploma in Library Studies and Records Management with ICT from the recognized institutions in Tanzania, or any other equivalent qualifications from institutions recognized in Tanzania;

2. Assistant Librarian-2 Posts

Qualifications:

- Holders of B.Sc. in Library and Information Studies from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

3. Assistant Human Resource Manager-1 Post

Qualifications:

- Holders of B.A. in Human Resources Management from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

4. Public Relations Officer (PRO) - 1 Post

Qualifications:

- Holders of B.A. in Public Relations and Advertising from Higher Learning Institutions recognized in Tanzania, or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

5. Lecturer in Law - 2 Posts

Qualifications:

- Holders of PhD, a Master's Degree in Law with at least a GPA of 4.0 and a minimum GPA of 3.7 in the First Degree of Law from Higher Learning Institutions recognized in Tanzania;

6. Assistant Lecturer in Mathematics- 2 Posts

Qualifications:

- Holders of B.Sc. in Mathematics and M. Sc in Mathematics with a minimum GPA of 3.7 and 4.0, respectively, from Higher Learning Institutions recognized in Tanzania; or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

7. Assistant Lecturer in Literature- 2 Posts

Qualifications:

Holders of B.A. and M.A. in Literature with a minimum GPA of 3.7 and 4.0, respectively, from Higher Learning Institutions recognized by Tanzania;

8. Lecturer in Accounting and Finance – 2 Posts

Qualifications:

- Holders of PhD, a Master's Degree in Accounting and Finance with at least a GPA of 4.0 and a minimum GPA of 3.7 in the First Degree of Accounting and Finance from Higher Learning Institutions recognized in Tanzania; or any other equivalent qualifications from Higher Learning Institutions recognized in Tanzania;

9. REMUNERATION:

An attractive salary will be paid to the successful applicants.

10. MODE OF APPLICATION:

Complete application package that consists of:

- A signed application letter together with a detailed and current Curriculum Vitae (CV);
- Photocopies of relevant Academic Certificates and Transcripts;
- Photocopy of Birth Certificate;
- Photocopy of National Identity or NIDA Number;
- Names and addresses of three referees with their email addresses;

NOTE:

- i) Each applicant must attach a recent passport size photograph to his/her job application package;
 - 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.
 - v) Only shortlisted applicants will be contacted for interview;
 - vi) Provisional Results, Statements of Results and Form IV and Form VI Results Slips will not be taken into consideration. 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**.
- iii) All applications should be received by **April 31st, 2024**.

All applications should be addressed to:

Deputy Vice Chancellor for Administration and Finance,

Catholic University of Mbeya,

P.O.BOX 2622,

Mbeya-Tanzania.

Email: hr@cuom.ac.tz