

SOKOINE UNIVERSITY OF AGRICULTURE MOROGORO



JOB OPPORTUNITIES

ISSUED ON 18TH AUGUST 2017

Applications are invited from suitably qualified Tanzanians to fill the following vacant positions at **SOKOINE UNIVERSITY OF AGRICULTURE. A HAND WRITTEN** application letter, accompanied by a CV or Resume, Birth, Academic and Professional Certificates; and names of at least two referees be addressed to the **DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE), P.O.BOX 3000, CHUO KIKUU, MOROGORO;** to reach him not later than **TWO** weeks from the date of this advertisement;

1.0 POSITION: Assistant Lecturer (8 Posts) (Duty station Morogoro)

Qualification: A candidate in possession of a good Masters in a relevant field

with at least a GPA 4.0 out of 5.0 and having a minimum GPA of 3.8 or equivalent (i.e. an average of B+ for BVM and medical graduates) in the First Degree with a minimum score of B+ in the relevant subjects or its equivalent.

Duties and Responsibilities

- a) To undergo an induction course in pedagogic skills for those who had none before;
- b) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- c) To prepare and present case studies;
- d) To conduct and publish/disseminate research results;
- e) To recognize students having difficulties, intervene and provide help and support;
- f) To participate in consultancies and community services under supervision;
- g) To attend workshops, conferences and symposia; and
- h) To perform any other duties that may be assigned by the relevant authorities.

Age : Not above 45 years of age

Remuneration: As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

1.1 DEPARTMENT OF INFORMATION AND RECORDS STUDIES (1 Post)

Discipline of Records Management and/or Archives Administration for applicants in possession of a Bachelor Degree in Records and Archives Management/Information Studies/Information Science/Library Science or related disciplines and a Master Degree in Records Management and /or Archives Administration.

1.2 DEPARTMENT OF EDUCATION (1 Post)

Discipline of Psychology/Applied Social Psychology/Education Assessment for

applicants in possession of a BSc. or BA with or in Education and a Master Degree specialized in Education Psychology/ Applied Social Psychology/ Assessment.

1.3 DEPARTMENT OF ANIMAL, AQUACULTURE AND RANGE SCIENCES (1 Post)

Discipline of Aquaculture Production System for applicants in possession of a Bachelor of Science Degree in Aquaculture or Aquatic Sciences and a Master's of Science Degree in Aquaculture or Aquatic Sciences with a "B" score in Aquaculture Production Systems courses.

1.4 DEPARTMENT OF CROP SCIENCE AND HORTICULTURE (1 Post)

Discipline of Agricultural Botany for applicants in possession of a Bachelor of Science Degree in Agriculture/ Horticulture/ Agronomy and a Masters Degree in Crop Science with specialization in Crop Improvement, Horticulture or Agronomy.

1.5 DEPARTMENT OF AGRICULTURAL ECONOMICS AND AGRIBUSINESS (1 Post)

Discipline of Resource Economics for applicants in possession of a Bachelor Degree in Agricultural Economics and Agribusiness, Economics or related field and a Master's of Science Degree in Agricultural Economics (majoring in Natural Resource Management)/ Economics (majoring in Natural Resource Management)/MSc. in Resource Economics.

1.6 DEPARTMENT OF BUSINESS MANAGEMENT (1 Post)

Discipline of Accounting and Finance for applicants in possession of a Bachelor Degree in Accounts PLUS a Masters majoring in Finance/Accounting. CPA (T) will be an added advantage.

1.7 DEPARTMENT OF VETERINARY MEDICINE AND PUBLIC HEALTH (1 Post)

Discipline of Veterinary Medicine for applicants

in possession of a Bachelor of Veterinary Medicine Degree of Sokoine University of Agriculture or any other relevant institution with an overall average of 'B+'. He/she should have a B+ or above in Veterinary Medicine and related courses and a good Master's Degree in Veterinary Medicine or related field.

1.8 DEPARTMENT OF VETERINARY MICROBIOLOGY, PARASITOLOGY AND BIOTECHNOLOGY (1 Post)

Discipline of Veterinary Microbiology for applicants in possession of a Bachelor of Veterinary Medicine (BVM) Degree and a MVM/MVSc/MSc in Veterinary Microbiology from a recognised University. Applicants must have an overall "B+" grade or higher at undergraduate Degree and should in addition have scored "B+" grade or above in Veterinary Microbiology at undergraduate level.

2.0 POSITION: Tutorial Assistant (10 Posts) (Duty station Morogoro)

Qualification: A candidate in possession of Bachelor Degree qualification with a Minimum GPA of 3.8 or an average of B+ for unclassified Degrees such as that of Veterinary and Medical graduates and assessed to be potentially good academically. In addition, one must have scored a B+ in the relevant subjects or its equivalent.

Duties and Responsibilities

- a) This is a training post; the staff is required to undergo a Masters Degree training programme;
- b) Undergo an induction course in pedagogic skills for those who had none before;
- c) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- d) Conduct tutorials, seminars and practicals;
- e) Assist in research, consultancy and outreach activities;
- f) Perform any other duties that may be assigned by the relevant authorities.

Age: Not above 35 years of age

Remuneration: As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

2.1 DEPARTMENT OF FOREST ENGINEERING AND WOOD SCIENCES (1 Post)

Discipline of Forest Engineering for applicants in possession of a Bachelor's Degree in Forestry. Knowledge of Mathematics, GIS and Remote Sensing will be an added advantage.

2.2 DEPARTMENT OF VETERINARY MEDICINE AND PUBLIC HEALTH (1 Post)

Discipline of Veterinary Medicine for applicants in possession of a Bachelor of Veterinary Medicine Degree of Sokoine University of Agriculture or any other relevant Institution with an overall average "B+". He/She should have a "B+" or above in Veterinary Medicine or related courses.

2.3 DEPARTMENT OF FOOD TECHNOLOGY, NUTRITION AND CONSUMER SCIENCES (1 Post)

Discipline of Family and Consumer Studies for applicants in possession of BSc. Home Economics and Human Nutrition/BSc. Family and Consumer Studies or equivalent with specialisation in Family Life Education, Family and Resource Management or Early Childhood Education from a recognised Institution.

2.4 DEPARTMENT OF ANIMAL, AQUACULTURE AND RANGE SCIENCE (1 Post)

Discipline of Monogastric Nutrition for applicants in possession of a Bachelor of Science Degree in Animal Science and at least a "B+" score in Nutrition, Pig Management and Poultry Management course.

2.5 DEPARTMENT OF POLICY PLANNING AND ADMINISTRATION (1 Post)

Discipline of Political Science and Public Administration for applicants in possession of a Bachelor's Degree in Political Science and/or Public Administration or Human Resource Management.

2.6 DEPARTMENT OF BIOSCIENCES (1 Post)

Discipline of Molecular Biology for applicants in possession of a Bachelor's Degree in Molecular Biology/ Biotechnology/ Biochemistry/ Medicine/ Microbiology/ Veterinary Medicine or any other relevant Degree with majors in Molecular Biology from a recognized University. Teaching and research experience in the same discipline will be an added advantage.

2.7 DEPARTMENT OF CHEMISTRY AND PHYSICS (1 Post)

Discipline of Chemistry for applicants in possession of BSc. Degree in Chemistry or BSc. in Chemistry (with good background in Physical Chemistry and Mathematics) or BSc. Education (majoring Chemistry and Physics or Chemistry and Mathematics). The candidate must have scored at least B+ in either of the following courses, Chemical Thermodynamics; Chemical Kinetics or Electrochemistry.

2.8 DEPARTMENT OF EDUCATION (1 Post)

Discipline of Education for applicants in possession of a Bachelor of Science with Education/ Bachelor of Education in Science/ Bachelor of Education in Psychology/ Bachelor of Education in Early Childhood Education.

2.9 DEPARTMENT OF FOREST AND ENVIRONMENTAL ECONOMICS (1 Post)

Discipline of Entrepreneurship, Natural Resource and Environmental Economics for applicants in possession of a Bachelor's Degree in Forestry/ Wildlife Management/ Natural Resource Economics/ Environmental Economics.

2.10 DEPARTMENT OF ECOSYSTEMS AND CONSERVATION (1 Post)

Discipline of Forest Pathology for applicants in possession of a Bachelor's Degree in Forestry with a score of B+ and above in related subjects. The candidate should be ready to specialize in Forest Pathology and/or Forest Health Management and related discipline.

Please Note:-

- Only shortlisted candidates will be contacted through their addresses/ e-mail and/or telephone
- Those who applied for similar posts in the past are encouraged to apply.
- Those working in the Public Service are required to route their applications through their current employers.
- During application the applicant should state the Department, Position and Discipline one is vying for.

3.0 POSITION: ASSISTANT AUXILIARY POLICE III (2 Position) - SUA Main Campus - Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS training on JWTZ/Magereza/JKT/Police or Militia .

DUTIES AND RESPONSIBILITIES:

- Assisting in performing (under supervision) daily routine beats around the University premises so as to maintain peace and security.
- Providing security services for the University properties.
- Assisting in taking preventive measures against possible thefts or other forms of conspiracy.
- Assisting in reporting all matters related

to security.

- Assisting in escorting valuable properties to the determined destination.
- Performing other duties related to security as may be directed.

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.

SALARY : As per Government Circulars

4.0 POSITION: ASSISTANT AUXILIARY POLICE II (3 Positions) - SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS training on JWTZ/Magereza/JKT/Police or Militia Training with at least two years working experience in related field.

DUTIES AND RESPONSIBILITIES:

- Providing security services for the University properties
- Performing (under supervision) daily routine beats around the University premises so as to maintain peace and security
- Assisting in taking preventive measures against possible thefts or other forms of conspiracy
- Reporting all matters related to security
- Escorting valuable University properties to the determined destination.
- Performing other duties related to security as may be directed.

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.

SALARY : As per Government Circulars.

5.0 POSITION: ESTATES ATTENDANT II (2 Positions) - SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) with at least three years working experience in related field.

DUTIES AND RESPONSIBILITIES:

- Cleaning of the University premises
- Clearing the bushes within and around the premises.
- Collecting and discarding garbage within the working environment.
- Safeguarding the University Infrastructure within the University premises to contain events like fire outbreaks
- Maintaining the vegetation (within the University premises)
- Attending gardening and flowering activities.
- Performing other related duties as may be assigned.

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.

6.0 POSITION: FIELD ATTENDANT III (3 Positions) -SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) with at least three years working experience in related field.

DUTIES AND RESPONSIBILITIES:

- Cleaning the environment surrounding the University Farm, Crop Museum, Horticultural Unit and related work areas.
- Feeding and keeping the University Livestock Farms
- Weeding and Taking care of the University Farm, Horticulture Nursery, Crop Museum and related areas from time to time.
- Attending irrigation activities for the demonstration plots
- Ensuring safety of the University Farm, Crop Museum and Horticulture Unit and related units to contain cases of bush fires.
- Handling activities under Crop Production Unit, Dairy Unit, Goat Unit, Poultry Unit and Piggery Unit under close supervision of the Field Assistants/Officers.
- Performing other related duties as my be assigned.

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars

7.0. POSITION: HALL ATTENDANT III (2 Positions) -SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV). Those with a proven working experience to have worked as Halls Attendants or related field will have an added advantage.

DUTIES AND RESPONSIBILITIES:

- Cleaning the environment surrounding the Universitys Halls and Students Accommodation facilities
- Safeguarding the University Halls, and reporting on any emerging anomalies
- Frequently cleaning the washrooms and other facilities within and around the University Halls.
- Keeping safe the University properties being used in the University Halls
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars

8.0 POSITION: LABORATORY ATTENDANT

III (2 Positions) - SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV). Those with a proven working experience to have worked as Laboratory Assistant or basic training in Laboratory or related field will have an added advantage.

DUTIES AND RESPONSIBILITIES:

- Cleaning the environment surrounding the University's Laboratories
- Taking care the University's Laboratories
- Ensuring safeness of the University's Laboratories
- Ensuring that the University's Laboratories are properly safeguarded
- Cleaning Laboratories' equipment under close supervision of Laboratory Assistant/Technician
- Handling movement of laboratories' reagents and materials under close supervision of Laboratory Assistant/ Technician
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old

9.0 POSITION: AGRICULTURAL MACHINERY OPERATOR II (1 Position) – SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV), a relevant valid Driving Licence, PLUS a Certificate in machinery operation or equivalent qualifications from a recognised institution; with at least three years working experience in related field.

DUTIES AND RESPONSIBILITIES:

- Driving heavy duty machinery.
- Assisting in instructing students in Light and Heavy Machinery operations.
- Carrying out minor repairs of machinery tools.
- Basic maintenance and services of machinery equipments
- Maintaining record of machine hours.
- Maintaining record of machine movement.
- Reporting machine defects to the Superior.
- Maintaining machine service schedules
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

10.0 POSITION: ARTISAN II (Plumbing) (1 Position) – SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS Trade Test II or equivalent qualifications with at least four years working experience in the relevant or related field.

DUTIES AND RESPONSIBILITIES:

- Assisting in performing all plumbing issues at the University
- Assisting in performing specified craft jobs
- Assisting in preparing costs estimate for specified craft jobs
- Assisting in advising specified craft jobs
- Assisting in maintaining machinery, tools and equipment
- Monitoring the working of the water pipes and sewerage systems
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

11.0 POSITION: ASSISTANT MEDICAL OFFICER II (1 Position) – SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS Advanced Diploma in Clinical Medicine or related field from a recognized institution; and MUST have been registered by relevant Medical Board. Those attended a special course on anaesthesia will have an added advantage.

DUTIES AND RESPONSIBILITIES:

- Assisting in Practising general medicine, paediatrics, and Preventive Medicine.
- Attending obstetrics, gynaecology and other cases.
- May perform minor and selected major surgical procedures.
- Attending to general and outpatient clinics.
- Collecting and compiling clinical data.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

12.0 POSITION: CHILD DAY CARE ASSISTANT II (1 Position) – SUA Main Campus, Morogoro

REQUIRED QUALIFICATIONS:

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS a Diploma in Early Childhood Education from a recognized institution with a minimum of two years working experience in related field.

DUTIES AND RESPONSIBILITIES:-

- Assisting in smooth running, maintaining and development of the Day Care Centre.
- Assisting in compiling, designing and preparing all kinds of teaching materials and aids.
- Assisting in taking care of emergence cases pertaining to welfare of children.
- Assisting in maintaining day care playing ground structures.
- Assisting in planning and implementing activities to meet physical, emotional, intellectual and social needs of children.
- Assisting in proper execution of the Day Care Centre activities.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

13.0 POSITION: COMPUTER OPERATOR II (2 Positions) – SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS a Certificate in computer training with at least three years working experience in the relevant or related field.

DUTIES AND RESPONSIBILITIES:

- Assisting in running students' jobs on day-to-day basis and dissemination of run jobs to students.
- Assisting in running small scale customer jobs.
- Assisting in maintaining log and/or list of required repairs and maintenance on daily basis.
- Allocating time for the use of computer to customers.
- Assisting in maintaining current and accurate inventory of technology hardware, software and resources.
- Running of Computer programmes.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

14.0 POSITION: DRIVER III (1 Position) – SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS an Advanced Driver's Certificate Grade II from NIT or VETA/NVTC/NVTD or a recognized institution.

DUTIES AND RESPONSIBILITIES:

- Driving motor vehicles.
- Up keeping log books.
- Ensuring safe keeping of vehicle and its

tools.

- Ensuring cleanliness of the vehicles.
- Undertaking minor repairs where necessary.
- Reporting major defects or problems detected.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

15.0 POSITION: FIELD OFFICER II (1 Position) – SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS a Diploma in Livestock/Crop Production or related field with at least three years working experience in related field.

DUTIES AND RESPONSIBILITIES:

- Assisting in managing Agricultural medium enterprises
- Assisting in conducting practical/field work settings.
- Assisting in setting practical exams.
- Assisting in grading practical exams.
- Assisting in preparation of student's special projects.
- Assisting Academic staff in demonstration of field plots.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

16.0 POSITION: PERSONAL SECRETARY III (2 Positions) – SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Certificate of Secondary Education Examination (Form IV) plus a Diploma in Secretarial Studies.

DUTIES AND RESPONSIBILITIES:

- Typing correspondences and non-confidential matters.
- Typing letters, minutes and reports, papers and charts.
- Receiving and guiding visitors.
- Assisting in ensuring that stationery necessary for typing duties are available.
- Attending to telephone calls and taking messages for appropriate action.
- Assisting in photocopying and scanning of various official documents.
- Filling copies of letters and other correspondences in proper files.
- Maintaining Diary for Appointments.
- Ensuring that computers are working properly.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

17.0 POSITION: TECHNICIAN III - (WATER TREATMENT) (1 Position) – SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS a Diploma/NTA Level 6 or equivalent qualification on the relevant or related field from a recognized institution.

DUTIES AND RESPONSIBILITIES:

- Attending duties related to water treatment within the University.
- Assisting in preparing schedule of requirements for specific tasks.
- Assisting in inspecting and preparing technical reports on status of infrastructures.
- Assisting in studying all aspects pertaining to inspection and verification.
- Assisting in maintaining stocks/equipment.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.

18.0 ACCOUNTS CLERK II (1 Position) - SUA Main Campus, Morogoro**REQUIRED QUALIFICATIONS:**

Possession of a Secondary Education Certificate, plus a Diploma or equivalent qualification in Accountancy, Financial Management or related field from a recognized institution.

DUTIES AND RESPONSIBILITIES:

- Assisting in performing a variety of accounting and finance tasks such as processing payments and preparing cheques.
- Assisting in preparing and keeping various accounts records.
- Assisting in preparing trial balances.
- Assisting in reconciling some accounting records for their genuine, accuracy and correctness.
- Assisting in preparing payment vouchers and other payments.
- Performing other related duties as my be assigned

TERMS OF SERVICE: Permanent and Pensionable

AGE : Not above 45 years old.
SALARY : As per Government Circulars.