

ARDHI UNIVERSITY



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY
ARDHI UNIVERSITY (ARU)



EMPLOYMENT OPPORTUNITIES

Ref. No: CGA.2/480/01/D/44

Date: 14th October, 2025

Ardhi University has vacant positions in the Academic cadres. The University subscribes to the policy of an equal opportunity employer and therefore invites applications from competent and suitable qualified candidates who are interested to work in a thriving University environment to be considered for immediate employment to fill the following vacant posts:

1 TUTORIAL ASSISTANT (INFORMATION COMMUNICATION TECHNOLOGY) - 3 POSTS

1.1.2 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practical;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.1.3 Required Qualifications

The candidate must have a Bachelor Degree in one of the following; Data Science and Artificial Intelligence, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Computer and Information Security, Cyber security, Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR Telecommunication Engineering, with an overall GPA of 3.8 or above from a recognized University, and a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees.

1.1.4 Salary scale: PUTS 1

1.2.1 ASSISTANT LECTURER (LAW) - 1 POST

1.2.2 Duties and Responsibilities

- i) To acquire and improve pedagogic skills;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes and to supervise undergraduate dissertations;
- iii) To supervise undergraduate dissertations;
- iv) To solicit opportunities for, and engage in PhD studies.
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research consultancies and community services under supervision;
- viii) To attend workshops, conferences and symposia; and
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.2.3 Required Qualifications

The candidate must have a Master Degree in Law from a recognized University with a GPA of 4.0 or above AND a Bachelor Degree in Law with an overall GPA of 3.8 or above.

1.2.4 Salary scale: PUTS 2

1.3 TUTORIAL ASSISTANT (LAND MANAGEMENT AND VALUATION) – 2 POSTS

1.3.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, Tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.3.2 Required Qualifications

The candidate must have a Bachelor Degree in Land Management and Valuation from a recognized University, with GPA of 3.8 or above.

1.3.3 Salary Scale: PUTS 1

1.4 TUTORIAL ASSISTANT (PROPERTY AND FACILITIES MANAGEMENT) -1 POST

1.4.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars,
Tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.4.2 Required Qualifications

The candidate must have a Bachelor Degree in Property and Facilities Management from a recognized University, with GPA of 3.8 or above.

1.4.3 Salary Scale: PUTS 1

1.5.0 TUTORIAL ASSISTANT (ECONOMICS / ECONOMETRICS) - 3 POSTS

1.5.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practical;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.5.2 Required Qualifications

The candidate must have a Bachelor Degree from a recognized University, in one of the following: Economics, Econometrics, Economics & Statistics, Mathematics & Economics with an overall GPA of 3.8 or above, and a minimum score of B+ in relevant subjects or its equivalent; OR an average of B+ or above in unclassified degrees. The candidate needs to demonstrate teaching or academic work (internships, seminars, or research projects). Additional skills in statistical / economic software such as STATA, SPSS, R, Python (for econometrics) will be an added advantage.

1.5.3 Salary scale: PUTS 1

1.6 TUTORIAL ASSISTANT (BUSINESS & INFORMATION TECHNOLOGY) - 1 POST

1.6.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practical;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.6.2 Required Qualifications

The candidate must have a Bachelor Degree from a recognized University, in one of the following: Business and Information Technology, Business Information Systems, Information Technology with Business, Management Information Technology, Management Information Systems, Accounting with Information Technology, with an overall GPA of 3.8 or above, and a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees. Additional skills in ERP tools such as SAP, Tally, Business Analytical Tools (i.e., Power BI) will be an added advantage.

1.6.3 Salary scale: PUTS 1

1.7 ASSISTANT LECTURER (PROCUREMENT) - 1 POST

1.7.1 Duties and Responsibilities

- i) To acquire and improve pedagogic skills;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To supervise undergraduate dissertations
- iv) To solicit opportunities for, and engage in PhD studies.
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research consultancies and community services under supervision;
- viii) To attend workshops, conferences and symposia; and
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.7.2 Required Qualifications

The candidate must have a Master Degree from a recognized University, in one of the following: Procurement and Supply Chain Management, Logistics and Procurement, Procurement and Contract Management, Supply Chain Management,

with an overall GPA of 4.0 or above, and a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees; AND The candidate must have a Bachelor degree from a recognized University in one of the following Procurement and Supply Chain Management, Logistics and Procurement, Procurement and Contract Management OR Supply Chain Management, with an overall GPA of 3.8 or above.

1.7.3 Salary scale: PUTS 2

1.8. TUTORIAL ASSISTANT (GEOMATICS, GEOSPATIAL SCIENCES) - 3 POSTS)

1.8.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.8.2 Required Qualifications

The candidate must have a Bachelor degree in one of the following Geomatics, Geomatics Engineering, Geospatial Science, Land Surveying, and Geodetic Science from a recognized University, with an overall GPA of 3.8 or above.

1.8.3 Salary scale: PUTS 1

1.9 TUTORIAL ASSISTANT (GIS AND RS/GEOINFORMATICS) - 1 POST

1.9.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.9.2 Required Qualifications

The candidate must have a Bachelor degree in GIS and RS OR Geoinformatics from a recognized University, with an overall GPA of 3.8 or above.

1.9.3 Salary scale: PUTS 1

1.10. TUTORIAL ASSISTANT (CIVIL ENGINEERING) – 2 POSTS

1.10.1 Duties and Responsibilities

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.10.2 Required Qualifications

The candidate must have a Bachelor of Science in Civil Engineering from a recognized University, with an overall GPA of 3.8 or above.

1.10.3 Salary Scale: PUTS 1

1.11 TUTORIAL ASSISTANT (ENVIRONMENTAL ENGINEERING) - 1 POST

1.11.1 Duties and Responsibilities

- i) This is training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To under senior members, including attending lecturer and seminars, tutorial and practicals;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.11.2 Required Qualifications

The candidate must have a Bachelor of Science in Environment Engineering or Environment Science and Management, Municipal and Industrial Services, Engineering or Environment Laboratory, Science and Technology from a recognized University, with an overall GPA of 3.8 or above.

1.11.3 Salary Scale: PUTS 1

1.12. TUTORIAL ASSISTANT (ENVIRONMENTAL MANAGEMENT) - 1 POST

1.12.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;

- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.12.2 Required Qualifications

The candidate must have a Bachelor of Science degree (BSc) from a recognized University, in one of the following; Environmental Science and Management, Environmental Laboratory Science and Technology, Laboratory Science and Technology, Environmental Studies, Environmental Science with an overall GPA of 3.8 or above.

1.12.3 Salary scale: PUTS 1

1.13. ASSISTANT LECTURER (WATER RESOURCES) - 1 POST

1.13.1 Duties and Responsibilities

- i) To acquire and improve pedagogic skills;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes and to supervise undergraduate dissertations
- iii) To supervise undergraduate dissertation;
- iv) To solicit opportunities for, and engage in PhD studies.
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research, consultancies and community services under supervision;
- viii) To attend workshops, conferences and symposia; and
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.13.2 Required Qualifications

The candidate must have a Master's of Science (MSc) in Water Resources Engineering or a Master of Science (MSc) in Integrated Water Resources Management from a recognized University, with an overall GPA of 4.0 or above; AND,

The candidate must have a Bachelor of Science (BSc) in Environmental Engineering, Municipal and Industrial Services Engineering, Environmental Science and Management or in Environmental Laboratory Science and Technology from a recognized University, with an overall GPA of 3.8 or above.

1.13.3 Salary scale: PUTS 2

1.14 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) - 1 POST

1.14.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.14.2 Required Qualification

The candidate must have a Bachelor Degree in one of the following; Community Development, Sociology and Rural Development Planning from a recognized University, with an overall GPA of 3.8 and above.

1.14.3 Salary Scale: PUTS 1

1.15. ASSISTANT LECTURER (URBAN SOCIOLOGY) -1 POST

1.15.1 Duties and Responsibilities

- i) To acquire and improve pedagogic skills;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To supervise undergraduate dissertations ;
- iv) To solicit opportunities for, and engage in PhD studies.
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research, consultancies and community services under supervision;
- viii) To attend workshops, conferences and symposia; and
- ix) To perform any other duties that may be assigned by the relevant authorities

1.15.2 Required Qualification

The candidate must have a Master Degree in Urban Sociology, Environmental Psychology from a recognized University, with a GPA of 4.0 and above; **AND**
The candidate must have a Bachelor Degree in Sociology from a recognized University, with an overall GPA of 3.8 or above

1.15.3 Salary scale: PUTS 2

1.16 TUTORIAL ASSISTANT (URBAN AND REGIONAL PLANNING) – 1 POST

1.16.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.16.2 Required Qualification

The candidates must have Bachelor degree in Urban and Rural Planning or Regional Development Planning from a recognized University, with an overall GPA of 3.8 or above.

1.16.3 Salary Scale: PUTS 1

1.17 TUTORIAL ASSISTANT (REGIONAL DEVELOPMENT PLANNING) - 1 POST

1.17.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.17.1 Required Qualification

The candidates must have Bachelor degree in Urban and Rural Planning or Regional Development Planning from a recognized University, with an overall GPA of 3.8 or above.

1.17.2 Salary scale: PUTS 1

1.18 TUTORIAL ASSISTANT (PROJECT PLANNING AND MANAGEMENT) - 1 POST

1.18.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;

- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.18.2 Required Qualification

The candidates must have a Bachelor degree in Project Planning, Business Administration and Management from a recognized University, with an overall GPA of 3.8 or above. Strong technical skills, such as proficiency in Project management will be added advantage.

1.18.3 Salary scale: PUTS 1

1.19 TUTORIAL ASSISTANT (DEVELOPMENT STUDIES) - 1 POST

1.19.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

1.19.2 Required Qualification

The candidates must have Bachelor degree in Development Studies, Community Development, Gender and Development Management of Social Development from a recognized University, with an overall GPA of 3.8 or above.

1.19.3 Salary scale: PUTS 1

1.20 TUTORIAL ASSISTANT (LINGUISTICS) - 1 POST

1.20.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.20.2 Required Qualification

The candidate must have a Bachelor degree in Linguistics and Foreign languages majoring in English Language from a recognized University, with an overall GPA of 3.8 or above.

1.20.3 Salary scale: PUTS 1

1.21 TUTORIAL ASSISTANT (ARCHITECTURE) - 5 POSTS

1.21.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- iv) To assist in research, consultancy and outreach activities; and
- v) To perform any other duties that may be assigned by the relevant authorities.

1.21.2 Required Qualification

The candidates must have a Bachelor degree in Architecture, Architecture and Physical Planning, Technology in Architecture from a recognized University, with an overall GPA of 3.8 or above.

1.21.3 Salary scale: PUTS 1

1.22 TUTORIAL ASSISTANT (QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS) - 2 POSTS

1.22.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.22.2 Required Qualifications

The candidate must have a Bachelor of Science in Quantity Surveying and Construction Economics in Building Economics from a recognized University, with a GPA of 3.8 or above.

1.22.3 Salary Scale: PUTS 1

1.23 ASSISTANT LECTURER (STRUCTURAL ENGINEERING) - 1 POST

1.23.1 Duties and Responsibilities

- i) To acquire and improve pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To supervise undergraduate dissertations;
- iv) To solicit opportunities for, and engage in PhD studies
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research consultancies and community services under supervision;
- viii) To attend workshops, conferences and symposia; and
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.23.2 Required Qualifications

The candidate must have a Masters Degree in Structural Engineering from a recognized University, with a GPA of 4.0 and above; AND

The candidate must have a Bachelor Degree in Civil Engineering from a recognized University, with GPA 3.8 and above.

1.23.3 Salary Scale: PUTS 2

1.24 TUTORIAL ASSISTANT (INTERIOR DESIGN) - 1 POST

1.24.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.24.2 Required Qualifications

The candidate must have a Bachelor Degree in Interior Design from a recognized University with a GPA of 3.8 or above.

1.24.3 Salary Scale: PUTS 1

1.25 TUTORIAL ASSISTANT (LANDSCAPE ARCHITECTURE) - 1 POST

1.25.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To acquire pedagogic skills;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.25.2 Required Qualifications

The candidate must have a Bachelor Degree in Landscape Architecture from a recognized University with a GPA of 3.8 or above.

1.25.3 Salary Scale: PUTS 1

1.26 ASSISTANT RESEARCH FELLOW (CIVIL ENGINEERING/GEOTECHNICAL ENGINEERING) – 1 POST

1.26.1 Duties and Responsibilities

- i) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To supervise undergraduate dissertations;
- iv) To prepare and present case studies;
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research, consultancies and community services under supervision
- viii) To attend workshops, conferences and symposia; and,
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.26.2 Required Qualifications

The candidate must have a Master of Science in Civil Engineering, Geological Engineering, Mining Engineering with a GPA of 4.0 and above from a recognized University; AND

The candidate must have a Bachelor of Science in Civil Engineering from a recognized University, with a GPA of 3.8 or above.

1.26.3 Salary scale: PUTS 2

1.27 RESEARCH FELLOW TRAINEE (CIVIL ENGINEERING) – 1 POST

1.27.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- iii) To assist in research, consultancy and outreach activities; and,
- iv) To perform any other duties that may be assigned by the relevant authorities.

1.27.2 Required Qualifications

The candidate must have a Bachelor Degree in Civil Engineering from a recognized University, with a GPA of 3.8 or above.

1.27.3 Salary scale: PUTS 1

1.28 ASSISTANT RESEARCH FELLOW (CLIMATE CHANGE/DISASTER RISK MANAGEMENT/ENVIRONMENTAL ENGINEERING) – 1 POST

1.28.1 Duties and Responsibilities

- i) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii) To supervise undergraduate dissertations;
- iv) To prepare and present case studies;
- v) To conduct and publish/disseminate research results;
- vi) To recognize students having difficulties, intervene and provide help and support;
- vii) To participate in research, consultancies and community services under supervision
- viii) To attend workshops, conferences and symposia; and,
- ix) To perform any other duties that may be assigned by the relevant authorities.

1.28.2 Required Qualifications

The candidate must have a Master's Degree on one of the following Climate Change, Disaster Risk Management, Environmental Engineering from a recognized University, with a GPA of 4.0 and above; AND

The candidate must have a Bachelor Degree in Climate change, Disaster Risk Management, Environmental Engineering from a recognized University, with a GPA of 3.8 or above.

1.28.3 Salary scale: PUTS 2

1.29 RESEARCH FELLOW TRAINEE (CLIMATE CHANGE/DISASTER RISK MANAGEMENT/ENVIRONMENTAL ENGINEERING) – 1 POST

1.29.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- v) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- vi) To assist in research, consultancy and outreach activities; and,
- vii) To perform any other duties that may be assigned by the relevant authorities

1.29.2 Required Qualifications

The candidate must have a Bachelor Degree in Climate change, Disaster Risk Management, Environmental Engineering from a recognized University, with a GPA of 3.8 or above.

1.29.3 Salary scale: PUTS

1.30 ASSISTANT LIBRARIAN TRAINEE - 4 POSTS

1.30.1 Duties and Responsibilities

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practical's;
- v) To assist in research, consultancy and outreach activities; and
- vi) To perform any other duties that may be assigned by the relevant authorities

1.30.2 Required Qualification and Experience

The candidate must have a Bachelor's Degree in one of the following specializations from a recognized University, with a GPA of 3.8 or above; Library and Information Science, Library and Information Management, Information and Records Management, Library and Information Management Information Studies, Library and Information Services, Library and Information studies.

1.30.3 Salary scale: PUTS 1

GENERAL REQUIREMENTS

- i. All applicants must be Citizens of Tanzania generally with the age not above **45** years except for those who are in Public Service;
- ii. **An applicant with special needs/case (disability) is supposed/advised to indicate for ARU attention.**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. All applicants must have a pass of Division Three or above on Form IV and Form VI.
- v. Applicants should apply on the strength of the information given in this advertisement;
 - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates;
 - PhD/Master/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU);
- xii. Only applicants studied in University and Programme Accredited by Tanzania Commission for Universities (TCU) are eligible to apply for the mentioned positions.
- xiii. **Certificates from foreign Universities should bare a GPA calculated (out of five (5) grade points) by Tanzania Commission for Universities (TCU).**
- xiv. All applicants should indicate in their application letter post which they are applying.
- xv. All certificates must be certified by Magistrate or Advocate.
- xvi. A signed application letter should be written in English and addressed to **Vice Chancellor, Ardhi University, P. O. Box 35176, Dar es Salaam** and uploaded to the Recruitment portal using the following address; <http://portal.ajira.go.tz/> and **not otherwise.**

- xvii. Deadline for application is **28th October, 2025.**
- xviii. Only shortlisted candidates will be informed on the date of interview and;
- xix. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/http://portal.ajira.go.tz/> not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal')

ISSUED BY;

**VICE CHANCELLOR
ARDHI UNIVERSITY**