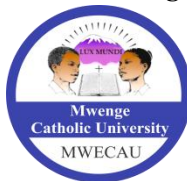


# MWENGE CATHOLIC UNIVERSITY (MWECAU)

*“Lux Mundi– Light of the World”*

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## VACANCY ANNOUNCEMENT

### **1.0 Background:**

Mwenge Catholic University (MWECAU) is a secular, private and non-profit institution of higher learning owned and managed by the Tanzania Episcopal Conference (TEC). The University offers holistic education based on profound principles of teaching and research, which is echoed through community service as a commitment of the University to the development of Tanzania. MWECAU aims at training confident and self-motivated professionals, ready to work in various capacities in an ever-dynamic global society. MWECAU offers various academic programmes from Certificate, Diploma, Bachelors, Masters and PhD degrees. The University is located in Moshi about 10 kilometers north of Moshi Town, on the lower slopes of Mt. Kilimanjaro, Tanzania.

MWECAU invites dynamic and suitable qualified Tanzanians to fill the following vacant posts as mentioned below:

### **2.0 Faculty of Humanities and Business Studies**

#### **2.1 Lecturer/Assistant lecturer (Procurement and Supply Chain Management) – 2 Post**

##### **2.1.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- (b) To supervise field practical of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To carry out research and publish research results;

- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

### **2.1.2 Qualification and experience**

Holder of a PhD/Masters in Procurement and Logistics/Supply Chain Management with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Procurement and Supply Chain Management with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Possess a certificate from recognized Professional bodies. Work experience in institutions of higher learning will be an added advantage.

### **2.1.3 Remuneration:** According to MWECAU Salary Scales

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## **2.2 Lecturer/Senior Lecturer (Economics) – 2 Posts**

### **2.2.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- (b) To supervise field practical for undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To conduct research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;

- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

### **2.2.2 Qualification and experience**

Holder of a PhD/Masters in Economics with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Economics with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institutions of higher learning will be an added advantage.

### **2.2.3 Remuneration:** According to MWECAU Salary Scales

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## **2.3. Lecturer/Senior Lecturer (Law) – 2 Posts**

### **2.3.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- (b) To carry out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To conduct research and publish research results;
- (g) To participate in community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

### **2.3.2 Qualification and experience**

Holder of a PhD/Masters in Law with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Law with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Possess a certificate from recognized Professional bodies. Work experience in institutions of higher learning will be an added advantage.

### **2.3.3 Remuneration:** According to MWECAU Salary Scales

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## **3.0 Faculty of Science**

### **3.1 Lecturer/Assistant Lecturer (ICT) – 2 Posts**

#### **3.1.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- (b) To supervise field practical of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To conduct research and publish research results;
- (g) To participate in community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

### **3.1.2 Qualification and experience**

Holder of a PhD/Masters in ICT with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in ICT with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institutions of higher learning will be an added advantage.

### **3.1.3 Remuneration:** According to MWECAU Salary Scales

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## **3.2. ICT – Lab Technician - 2 Post**

### **3.2.1 Duties and responsibilities**

- (a) To ensure that all the computers, laptops, and interactive whiteboards and other ICT hardware are working to their maximum potential.
- (b) To ensure that all Computer problems are fixed quickly and efficiently.
- (c) To maintain active directory ensuring that all users have their user names and passwords.
- (d) To provide advice and support, alongside the ICT co-ordinator, to teachers and support staff on how ICT can support the curriculum.
- (e) To manage the WAN network; ensuring that all mobile devices are fit for purpose.
- (f) To keep up to date ICT developments and advice on future projects.
- (g) To perform any other duties as may be assigned by the relevant authorities.

### **3.2.2 Qualification and experience**

Holder of Diploma in Computer Science/ICT with at least a GPA of 3.0 out of 4 or a related relevant field from any recognized institution of higher learning. Possess a certificate from recognized Professional bodies (*if any*). Work experience in computer labs from reputable organizations in will be an added advantage.

### **3.2.3 Remuneration:** According to MWECAU Salary Scales

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### **3.3 Lecturer/Assistant lecturer (Food and Nutrition related Sciences) – 2 Posts**

#### **3.3.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To supervise field practical of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To conduct research and publish research results;
- (g) To participate in community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

#### **3.3.2 Qualification and experience**

Holder of a PhD/Master's in Food and Nutrition related Sciences with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Food and Nutrition related Sciences with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institutions of higher learning will be an added advantage.

#### **3.3.3 Remuneration:** According to MWECAU Salary Scales

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### **3.4 Lecturer/Assistant Lecturer (Agriculture) – 2 Posts**

#### **3.4.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practical for undergraduate and postgraduate programmes;

- (b) To supervise field practical of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To participate in community/outreach services including promoting linkages with industry;
- (h) To participate in consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

### **3.4.2 Qualification and experience**

Holder of a PhD/Master's in Agricultural Sciences with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Agricultural Sciences with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institutions of higher learning will be an added advantage.

### **3.4.3 Remuneration:** According to MWECAU Salary Scales

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## **3.5 Lecturer/Assistant lecturer (Statistics) – 2 Posts**

### **3.5.1 Duties and responsibilities**

- (a) To Conduct lectures, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (a) To of undergraduate and postgraduate students;
- (b) To mentor junior staff in all relevant matters;
- (c) To participate in curriculum development;
- (d) To participate in developing and managing various university projects;

- (e) To undertake research and publish research results;
- (f) To carry out community/outreach services including promoting linkages with industry;
- (g) To undertake consultancy services;
- (h) To prepare teaching manuals and compendia;
- (i) To supervise undergraduate and postgraduate student projects;
- (j) To attend/organise workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

### **3.5.2 Qualification and experience**

Holder of a PhD/Masters in Statistics with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Statistics with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institutions of higher learning will be an added advantage.

### **3.5.3 Remuneration:** According to MWECAU Salary Scales

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## **4.0 General required skills and knowledge for all applicants**

- Good knowledge of Computer,
- Excellent communication,
- Good Listening and Comprehension skills,
- Excellent customer care,
- A Good Team Player,
- Demonstrate Time Management skills,
- Fluent in written and spoken English language.

## **5.0 General Conditions**

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;



- ii. Applicants must attach their certified copies of the following certificates:
  - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - c) Form IV and Form VI National Examination Certificates;
  - d) Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
  - e) Birth certificate;
- iii. Applicants should strictly not attach the following:
  - a) Form IV and form VI results slips;
  - b) Testimonials and all Partial transcripts;
- iv. Applicant should indicate two reputable referees with their reliable contacts;
- v. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- vi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education and Training (NACTVET);
- vii. A signed application letter should be written in English and Addressed to **Deputy Vice Chancellor Planning, Finance and Administration, P.O. Box 1226, Moshi, Kilimanjaro Tanzania, via email address [hr@mwecau.ac.tz](mailto:hr@mwecau.ac.tz)**
- viii. Deadline for application is **Sunday 25<sup>th</sup> February, 2024**
- ix. Only shortlisted candidates will be informed on a date for interview and;
- x. Presentation of forged certificates and other false information will necessitate legal action;

**Released by:**

**Vice Chancellor  
Mwenge Catholic University  
P o box 1226  
Moshi-Tanzania**