



## UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE.

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### VACANCY

The University of Dar es Salaam Computing Centre (UCC) is an ICT Company wholly owned by the University of Dar es Salaam. It provides ICT services and products to the University of Dar es Salaam and to the General Public.

The Company invites applications from suitably qualified candidates to fill in the following vacant position.

**Position:** Tutor/Instructor for Teaching Business IT

**Work Station:** Dar es Salaam

#### **Key Responsibilities**

- (i) Teaching Business IT related subjects up to NTA level 6
- (ii) Teaching professional and tailor made courses;
- (iii) Teaching academic courses up to NTA level 6 and may assist teaching in higher NTA levels;
- (iv) Conduct examinations;
- (v) Supervise Practical training, invigilating and Marking exams
- (vi) Conducting research and consultancy activities.
- (vii) Supervising student's projects/research works up to NTA level 6.
- (viii) Developing and updating training manuals in his/her area of competence when requested;
- (ix) Designing and developing the courses for teaching in his/her area of competence.
- (x) Preparing learning resources including training manuals and practical materials;
- (xi) Perform marketing activities for UCC products and services that would ensure good number enrolments.
- (xii) Perform any other duties as may be assigned from time to time.

## **Qualifications & Experience**

Required Tutors should be holder of Bachelor degree in Business Accounting and Finance or the equivalent, plus experience of not less than three years in teaching Business IT courses.

**Remuneration:** Attractive.

**Mode of Application.** Eligible Candidates should send Application letter, copies of relevant certificates and Curriculum Vitae to:

The Managing Director,  
University of Dar es Salaam Computing Centre,  
P.O. Box 35062,  
**DAR ES SALAAM**

Closing date for receiving application is one week from the date of the first appearance of the advertisement. Only short-listed candidates will be contacted for interview.