

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

THE OPEN UNIVERSITY OF TANZANIA



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VACANCY ANNOUNCEMENT

1.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public University, established by the Act of Parliament No 17 of 1992. Since 1st January ,2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in the line with the University Act No.7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible and affordable open online education, research and service to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its headquarters in Kinondoni, Dar es Salaam and its 32 regional centres in each region of Tanzania Mainland including Coordination Centres in Tanzania Islands-Unguja and Pemba in Zanzibar.

The Open University of Tanzania hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfil its mission, as follows:

1.1 TUTORIAL ASSISTANT (SOCIAL WORK) - 1 POST

1.1.1 WORK STATION: MTWARA REGIONAL CENTRE

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. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Social Work, Bachelor of Arts in Social Work and Bachelor of Social Work with a minimum GPA of 3.8 out of 5 from a recognised University.

1.1.4 REMUNERATION: PUTS 1.1

1.2 TUTORIA ASSISTANT (PSYCHOLOGY) -1 POST

1.2.1 WORK STATION- HANDENI COORDINATION CENTRE

1.2.2 DUTIES AND RESPONSIBILITIES

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

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in the following; - Bachelor of Counselling Psychology, Bachelor of Arts in Psychology, Bachelor of Science in Counselling Psychology and Bachelor Degree in Psychology with a minimum GPA of 3.8 out of 5 from a recognised University.

1.2.4 REMUNERATION: PUTS 1.1

1.3 TUTORIA ASSISTANT (HISTORY) -1 POST

1.3.1 WORK STATION- HEAD QUARTER DAR ES SALAAM

1.3.2 DUTIES AND RESPONSIBILITIES

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

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in the following; - Bachelor of History and Archaeology, Bachelor of Arts with Education (Teaching subject History), Bachelor of Education (teaching Subject History) and Bachelor Degree in History with a minimum GPA of 3.8 out of 5 from a recognised University.

1.3.4 REMUNERATION: PUTS 1.1

1.4 TUTORIA ASSISTANT (HUMAN RESOURCE MANAGEMENT) -1 POST

1.4.1 WORK STATION- ARUSHA REGIONAL CENTRE

1.4.2 DUTIES AND RESPONSIBILITIES

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

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in Human Resource Management with a minimum GPA of 3.8 out of 5 from a recognised University.

1.4.4 REMUNERATION: PUTS 1.1

1.5 TUTORIA ASSISTANT (ECONOMICS AND STATISTICS) -1 POST

1.5.1 WORK STATION- HEAD QUARTERS DAR ES SALAAM

1.5.2 DUTIES AND RESPONSIBILITIES

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

1.5.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in the following:- Bachelor Degree in Economics and Statistics, Bachelor of Arts in Economics and Applied Statistics, Bachelor of Arts in Economics and Statistics and Bachelor of Science in Economics and Statistics with a minimum GPA of 3.8 out of 5 from a recognised University

1.5.4 REMUNERATION: PUTS 1.1

1.6 TUTORIA ASSISTANT (FINANCE AND ACCOUNTS) -1 POST

1.6.1 WORK STATION- KAHAMA COORDINATION CENTRE

1.6.2 DUTIES AND RESPONSIBILITIES

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

1.6.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in Finance and Accounts with a minimum GPA of 3.8 out of 5 from a recognised University

1.6.4 REMUNERATION: PUTS 1.1

1.7 TUTORIA ASSISTANT (CYBERSECURITY) -1 POST

1.7.1 WORK STATION- HEAD QUARTERS DAR ES SALAAM

1.7.2 DUTIES AND RESPONSIBILITIES

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

1.7.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Science in Cybersecurity with a minimum GPA of 3.8 out of 5 from a recognised University.

1.7.4 REMUNERATION: PUTS 1.1

1.8 TUTORIA ASSISTANT (TEXTILE DESIGN AND TECHNOLOGY) -1 POST

1.8.1 WORK STATION- HEAD QUARTERS DAR ES SALAAM

1.8.2 DUTIES AND RESPONSIBILITIES

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

1.8.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Science in Textiles Design and Technology with a minimum GPA of 3.8 out of 5 from a recognised University.

1.8.4 REMUNERATION: PUTS 1.1

1.9 TUTORIA ASSISTANT (PHYSICS) -1 POST

1.9.1 WORK STATION- HEAD QUARTERS DAR ES SALAAM

1.9.2 DUTIES AND RESPONSIBILITIES

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

1.9.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Science in Applied Physics, Bachelor of Science with Education (Majoring in Physics), Bachelor of Science in Electronics Engineering with a minimum GPA of 3.8 out of 5 from a recognised University.

REMUNERATION: PUTS 1.1

1.10 TUTORIA ASSISTANT (EDUCATIONAL MANAGEMENT) -1 POST

1.10.1 WORK STATION- RUKWA REGIONAL CENTRE

1.10.2 DUTIES AND RESPONSIBILITIES

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

1.10.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in the Following: -Bachelor of Education Policy Management, Bachelor of Business Administration with Education, Bachelor of Educational Management and Administration, Bachelor of Dedicational Policy and Management with a minimum GPA of 3.8 out of 5 from a recognised University.

1.10.4 REMUNERATION: PUTS 1.1

1.11 TUTORIA ASSISTANT (EARLY CHILDHOOD) -1 POST

1.11.1 WORK STATION- ARUSHA REGIONAL CENTRE

1.11.2 DUTIES AND RESPONSIBILITIES

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

1.11.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Early Childhood Education with a minimum GPA of 3.8 out of 5 from a recognised University.

1.11.4 REMUNERATION: PUTS 1.1

1.12 TUTORIA ASSISTANT (CURRICULUM AND INSTRUCTIONS) -1 POST

1.12.1 WORK STATION- HEAD QUARTERS DAR ES SALAAM

1.12.2 DUTIES AND RESPONSIBILITIES

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

1.12.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Science with Education (Teaching subject Physics), Bachelor of Education (Teaching subject Physics) with a minimum GPA of 3.8 out of 5 from a recognised University.

1.12.4 REMUNERATION: PUTS 1.1

1.13 TUTORIA ASSISTANT (JURISPRUDENCE) -1 POST

1.13.1 WORK STATION- KAHAMA REGIONAL CENTRE

1.13.2 DUTIES AND RESPONSIBILITIES

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

1.13.3 QUALIFICATION AND EXPERIENCE

Holder of Law (LLB) with a minimum GPA of 3.8 out of 5 from a recognised University.

1.13.4 REMUNERATION: PUTS 1.1

1.14 TUTORIA ASSISTANT (TAX LAW) -1 POST

1.14.1 WORK STATION- KIGOMA REGIONAL CENTRE

1.14.2 DUTIES AND RESPONSIBILITIES

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

1.14.3 QUALIFICATION AND EXPERIENCE

Holder of Law (LLB) with a minimum GPA of 3.8 out of 5 from a recognised University.

1.14.4 REMUNERATION: PUTS 1.1

1.15 TUTORIA ASSISTANT (INTERNATIONAL LAW) -1 POST

1.15.1 WORK STATION- MBEYA REGIONAL CENTRE

1.15.2 DUTIES AND RESPONSIBILITIES

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

1.15.3 QUALIFICATION AND EXPERIENCE

Holder of Law (LLB) with a minimum GPA of 3.8 out of 5 from a recognised University.

1.15.4 REMUNERATION: PUTS 1.1

GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania of an 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 the OUT 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. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates; -
 - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates;
 - PhD/Master/Degree/Advanced Diploma/Diploma/Certificates transcripts;
 - Form IV and Form VI National Examination certificates;
 - Professional Registration and Training Certificates from respective Registration or or Regulatory Bodies (where applicable);
 - Birth Certificate;
- vi. Attaching copies of the following certificates is strictly not accepted; -
 - Form IV and Form VI results slip;
 - 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. The National Examination Council of Tanzania (NECTA) should verify certificates from foreign examination bodies for Ordinary or Advanced level education;
- xi. The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE) should verify certificates from foreign Universities and other training institutions;
- xii. **Certificates from foreign Universities should bear a GPA calculated (out of five (5) grade points) by Tanzania Commission for Universities (TCU);**
- xiii. NOTE: a signed application letter should be written either in Swahili or English and addressed to The Deputy Vice Chancellor (Planning, Finance and Administration) The Open University of Tanzania, P.O. Box 23409 Dar es Salaam
- xiv. Deadline for application is 25th December, 2025;
- xv. Only shortlisted candidates will be informed on the date of interview, and;
- xvi. 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/and> not otherwise (this address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**VICE CHANCELLOR
THE OPEN UNIVERSITY OF TANZANIA**