

MPANDA UTALII COLLEGE



Ref.No.MUCO.1/06/01//2024

01stJune,2024

VACANCY ANNOUNCEMENT

On behalf of Advisory Board of MPANDA UTALII COLLEGE, MUCO'S PRINCIPAL invites dynamic and suitable qualified Tanzanians to fill open vacant posts as mentioned below;

MPANDA UTALII COLLEGE

Mpanda Utalii College is the among of the college established under NACTEVET with its head quarter at katavi region –mpanda district, had its beginning in early 2023 when it started as a service Training Centre for the purpose of training young for the duration of six months for each intake so as to help them engage in entrepreneurial activities. Then after realizing that there is a demand of equipping youth from low income it became necessary to launch a training programme that would produce sub-professional personnel who would serve in the various areas of physical land development.

**TUTOR (ICT)– 5 POSTS
DUTIES AND RESPONSIBILITIES**

- i. To teach up to NVA level3
- ii. To administer examinations up to NVA level I-3
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform other related duties as assigned by superiors.

QUALIFICATION AND EXPERIENCE

Bachelor Degree or equivalent qualification in either Information and Communication Technology

REMUNERATION:
Attractive Salary will be offered

**TUTOR (TOURGUIDING AND HOSPITALITY MANAGEMENT)–4POSTS
DUTIES AND RESPONSIBILITIES**

- i. To teach up to NVA level3
- ii. To administer examinations up to NVA level I-3
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform other related duties as assigned by superiors.

QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or equivalent qualification in **TOURGUIDING AND HOSPITALITY MANAGEMENT**

REMUNERATION:

Attractive Salary will be offered

TUTOR (SECRETARIAL STUDY)- 7POSTS DUTIES AND RESPONSIBILITIES

- i. To teach up to NVA level3
- ii. To administer examinations up to NVA level I-3
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform other related duties as assigned by superiors.

QUALIFICATION AND EXPERIENCE

Holder of Diploma in secretarial studies or NVA LEVEL 3 .

REMUNERATION:

Attractive Salary will be offered

TUTOR (HOTEL MANAGEMENT) - 7POST DUTIES AND RESPONSIBILITIES

- i. To teach up to NVA level3
- ii. To administer examinations up to NVA level I-3
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform other related duties as assigned by superiors.

QUALIFICATION AND EXPERIENCE

Diploma in one of the following fields: Tour guiding and hospitality management, hotel management,

REMUNERATION:

Attractive Salary will be offered

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age
- ii. Applicants must attach an up-to-date Curriculum Vitae(CV)having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant should indicate three reputable referees with their reliable contacts;
- vii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- viii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- ix. An applicant with special needs/case (disability) is supposed to indicate;
- x. A signed application letter should be written either in Swahili or English and Addressed to COLLEGE PRINCIPAL, of MPANDA UTALII COLLEGE and your application should be sent through email: info@mpandautaliicollege.ac.tz
- xi. Deadline for application is **18th July, 2024**;
- xii. Only shortlisted candidates will be informed on a date for interview;
- xiii. Presentation of forged certificates and other information will necessitate legal action;

NOTE: All applications must be sent to

COLLEGE PRINCIPAL OF MPANDA UTALII COLLEGE

P.O. BOX 999

MPANDA KATAVI

info@mpandautaliicollege.ac.tz

NB: All application should be via email provided above

Released by:


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Principal of Mpanda Utalii College

*MPANDA UTALII COLLEGE
P.O. BOX 999
KATAVI*