

**TUMAINI UNIVERSITY  
DAR ES SALAAM COLLEGE  
(TUDARCo)**



**VACANCY**

Tumaini University Dar es Salaam College (TUDARCo) is a centre for quality education, offering a diverse range of academic qualifications. The College offers wide range of undergraduate and Postgraduates programs in social sciences, Education, Business Administration and Laws. As a strategy to continue to provide excellent higher education, the College wishes to recruit additional Administrative Staff in the Human Resources Department:

**1. Human Resources Officer: (1 post)**

***Qualification, Knowledge and Experience:***

- (i) The candidate must possess a University Degree in Public Administration, Human Resources Management, Personnel Management or Business Administration or possession of a relevant Master's degree qualification will be an added advantage.
- (ii) Must have knowledge and experience of managing and administering Human resources in a relevant working environment, at least five (5) years of working experience in higher learning Institution.

***Duties and Responsibilities:***

- (i) Ensure that Human Resources matters are handled according to Human Resources Management Policies.
- (ii) Administer the Labour and Employee Relations Act, grievance procedures and discipline. Handle employees' grievances.
- (iii) Plan and prepare personal emoluments and prepare budget for the same.
- (iv) Plan, develop and where necessary review TUDARCO schemes (e.g. scheme of service, incentive scheme etc.) and direct administration of the same to ensure maintenance of integrity of the schemes of service in the College.
- (v) Process and/or coordinate recruitment, orientation and placement of new employees;
- (vi) Ensure staff compliance to staff rules and regulations.
- (vii) Maintain staff records.
- (viii) Monitor personnel actions such as performance appraisals, promotion, internal transfers and termination of services and provides advice and other assistance as required to achieve equitable treatment of employees and consistency in the application of the TUDARCo Policies.
- (ix) Maintain constant review and appraisal of the current policies and procedures and cognisance of good practice elsewhere and initiate and conduct studies to develop improved plans, policies and procedures and resolve problems.
- (x) Participates directly in critical staffing, compensation and other personnel action as required.
- (xi) Coordinate the Implementation of Open Performance Review and Appraisal System (OPRAS) activities for units, departments and faculties of TUDARCo.
- (xii) Identify Human Resources requirements and budgetary estimates for units, departments and faculties of TUDARCo.
- (xiii) Conduct training needs assessment, prepare and coordinate training programmes.
- (xiv) Advise the Management on human resources policies, procedures and practices.

**2. Remuneration:**

- Successful candidate will be offered attractive package commensurate with qualification and experience.

**3. Mode of application:**

- (i) Interested and suitably qualified individuals should submit their applications with attached detailed Curriculum Vitae, relevant copies of transcripts & certificates, telephone contacts and three referee's contact details.
- (ii) Only shortlisted applicants will be contacted.
- (iii) All applications should be sent to the address below not later than 07<sup>th</sup> August 2018.

**The Provost,  
Tumaini University Dar es Salaam College (TUDARCo),  
P. O. Box 77588, Dar es Salaam.  
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