

THE UNIVERSITY OF DODOMA



CALL FOR INTERNSHIP PROGRAMME : PERSONAL SECRETARIES & SYSTEMS ADMINISTRATORS

The University of Dodoma welcomes applications for Internship Programme for the position of Personal Secretaries and Systems Administrators for a period of Twelve (12) months with possible extension upon satisfactory performance as per Guidelines and Procedures on Voluntary and Temporary Employment of the University of Dodoma, 2020.

POST:	PERSONAL SECRETARY III (30 POSITIONS)
EMPLOYER:	THE UNIVERSITY OF DODOMA
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Typing confidential and open matters. • Taking care of all office facilities under custody; • Answering correspondences involving routine matters; • Checking office registers to ensure that they are well maintained; • Receiving and directing visitors; • Keeping minutes/records of meetings; • Taking dictations by shorthand/hati mkato; • Receiving, sorting and file mails; • Initiating and maintaining own file system; • Preparing agendas and making arrangements for various meetings; • Receiving files, distributing to officers and collect them back to the registry after their use; • Tracing files, circulars and any other things requested by his/her superior for office use; • Performing any other duties related to his/her work as assigned by his/her superior.
QUALIFICATION AND EXPERIENCE:	Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution

POST:	SYSTEMS ADMINISTRATORS (7 POSITIONS)
EMPLOYER:	THE UNIVERSITY OF DODOMA
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • To design computer systems charts and to provide the necessary systems documentation. • To assist users in systems analysis and design. • To execute and document test plans according to quality management standards and methods. • To prepare systems flow charts of information movements. • To undertake low level routine maintenance of ICT equipment. • To perform any other duty assigned by the Supervisor.
QUALIFICATION AND EXPERIENCE:	Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, and Telecommunication or in any related field from a recognized institution

GENERAL APPLICATIONS CONDITIONS

- All applicants must be a citizen of Tanzania;
- Applicants must be aged between 18- 35 years;
- They must attach an up-to-date Curriculum Vitae (CV) with reliable contact addresses;
- They must attach relevant certified copies of their academic and professional certificates. i.e Diploma/Certificate/, form IV/ VI etc;
- Two letters of recommendation, at least one of which is from the candidate's previous College/Institute or department referee;
- The application letter should categorically state the candidate's home address, telephone; number, and how the applicant's qualifications match the advertised internship position;
- Application letters should be written in English or Swahili language;
- Only shortlisted candidates will be contacted;
- Deadline for submission is **two weeks** from the date of first appearance of this advertisement.
- Applications should be directed to **Deputy Vice Chancellor- Planning, Finance and Administrations, The University of Dodoma** through **P.O Box 259 Dodoma** and **email: dhrm@udom.ac.tz; dvc-pfa@udom.ac.tz**