



EMPLOYMENT OPPORTUNITIES

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant posts on contract basis (2 years) as illustrated herein below;

DRIVER II

- 3 POSTS

(a) Minimum Entry Qualifications

Holder of Form IV Certificate with passes in Kiswahili and English plus a clean valid Driving License at appropriate class (C) with Driving Certificate Grade II from a recognized Institution such as NIT or VETA. Possess Trade Test Grade II or Advanced Driver Certificate (VIP Course) or Motor Vehicle Mechanics is an added advantage.

(b) Duties and Responsibilities.

- (i) Drives pool University vehicles safely.
- (ii) Maintains logbooks.
- (iii) Ensure safety of passenger (s) during driving
- (iv) Ensures safe-keeping of the vehicle and its tools
- (v) Maintains disciplined behavior, smartness and proper conduct in rendering services.
- (vi) Maintains cleanliness of the vehicle and tools
- (vii) Reports promptly any defects or problems detected in the vehicle.
- (viii) Undertakes minor repairs when necessary.
- (ix) Performs messengerial duties such as dispatching documents/letters and collecting mail.

- (x) Checks validity of insurance, TLB, Plying fees etc and reports the same to the Transport Officer for necessary action.
- (xi) Performs any other related duties as may be assigned by one's reporting officer.

c) REMUNERATION

Salary Scale POSS 2.1

GENERAL CONDITIONS FOR ALL POSTS:

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates.
 - (a) Post Graduate/First Degree/Advanced Diploma, Diploma/Certificates.
 - (b) Post Graduate/First Degree/Advanced Diploma, Diploma/Transcripts
 - (c) Form IV and Form VI National Examination Certificates.
 - (d) Computer Certificates where applicable.
 - (e) Professional Certificates from respective councils where applicable.
 - (f) One recent passport size picture and copy of birth certificate.
 - (g) Birth Certificates
- (vi) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Certificates from foreign Countries should be verified by Tanzania Commission for Universities (TCU) – {Degree Level} or National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}.
- (ix) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (x) Women are highly encouraged to apply.
- (xi) Only shortlisted candidates will be informed about the date of the interview.
- (xii) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply.

- (xiv) Deadline of receiving Applications is **16th August, 2021** and only shortlisted candidates will be informed on the date for Interview.
- (xv) Presentation of forged certificates and other information will necessitate to legal action
- (xvi) All applications should be sent to the address below.

**THE DEPUTY VICE CHANCELLOR PLANNING, FINANCE AND
ADMINISTRATION**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES – MUHAS,

P.O. BOX 65001,

DAR ES SALAAM.