



MUSLIM UNIVERSITY OF MOROGORO

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JOB VACANCIES

Muslim University of Morogoro (MUM) is a private higher learning institution owned by Muslim Development Foundation (MDF) with a vision of becoming a centre of excellence with cutting edge programs, responsive to the needs of the individual and the nation in a globalized world under the guidance of Islamic moral values.

Applications are invited to fill the following vacant positions;

Position: Assistant Lecturer [1 Position]

Faculty of Science: Department of Mathematics - Assistant Lecturer –Computer Science (1post)

Required Qualifications

- i) Holder of a Master Degree in Computer Science or related disciplines with a GPA of 4.0 and above or B+ grade for unclassified Master's Degree, and
- ii) Holder of a Bachelor Degree in Computer Science or related disciplines with a GPA of 3.5 and above or B+ grade for unclassified Bachelor's Degree.
- iii) All degrees must be obtained from recognized institutions.
- iv) All degrees **must be directly related to computer science** (undergraduate, Masters)

Key Duties and Responsibilities

- i) Conducting lectures, seminars, tutorials and practicals for undergraduate programmes.
- ii) Assisting senior staff in practicals, seminars and tutorials for postgraduate programmes as part of their learning and building capacities in various aspects of teaching, learning, research and public service.
- iii) Preparing case studies.
- iv) Working in co-operation with senior members on specific projects.
- v) Supervising special projects for undergraduate students.
- vi) Conducting and publishing research results.
- vii) Assist in writing teaching manuals and compendia.
- viii) Attending and organizing workshops, conferences and symposia.
- ix) Carrying community/outreach services.
- x) Carrying out field supervision.
- xi) Any relevant duty that may be assigned by the relevant authority.

Position: Assistant Examinations Officer

Department of Examination- Assistant Examinations Officer (1post)

Required Qualifications

- i) Holder of a Bachelor Degree in science with Education with a minimum GPA of 3.5 or B+ grade for unclassified Bachelor's Degree.
- ii) All degrees must be obtained from recognized institutions
- iii) Must have Competences in Microsoft office package.

Key Duties and Responsibilities

- i) Keeping examinations records
- ii) Receiving, Processing and compiling University examinations
- iii) Processing examinations results
- iv) Preparing meetings of the Internal and external examiners
- v) Ensuring the University examination time table is accurate and readily available to all academic staff
- vi) Preparing Documents of student's results for Joint Faculty Board and Senate meeting
- vii) Publishing results after being approved by the senate meeting.
- viii) Ensuring that the Independent Internal Examiners Board meetings are held in accordance with University policy.

Note:

- i) All applications should be attached with detailed Curriculum Vitae (CV), providing names, position and detailed contacts of three reliable referees, copies of both academic transcripts and certificates of all degrees.
- ii) Successful candidates will be employed on permanent or contract terms depending on the age of the applicants. However, the confirmation shall be made after satisfactory completion of first year (Probation).
- iii) All applications should be sent to the following address:

DVC (Academic)
Muslim University or Morogoro
P.O. Box, 1031
Morogoro, Tanzania.
mum@mum.ac.tz

Deadline is **10th August 2021.**

Issued by the office of the Deputy Vice Chancellor (Academic)

WABILLAH TAWFIHQ

