



DAR ES SALAAM TUMAINI UNIVERSITY

Coca Cola Road, Plot No.10, Mikocheni Light Industrial Area
P.O. Box 77588, Dar es Salaam, Tanzania

Telephone: +255 222 702 025; +255 222 702 026

Email: vc@dartu.ac.tz; Website: www.dartu.ac.tz

February 3rd 2025

VACANCY ANNOUNCEMENT

1. Introduction

Dar es Salaam Tumaini University (DarTU), formerly TUDARCo, is undergoing strategic re-engineering and rebranding, to among other things, keep abreast of developments relating to the digital economy, the 4th Industrial Revolution (Industry 4.0) and the curricular reforms resulting from the revised National Education and Training Policy (2014) (2023 Edition). As part of this transformation, DarTU is strengthening its Library Department in order to meet the need of our growing University. It is in this context that DarTU seeks to hire qualified, vibrant and morally sound persons to fill vacant posts in the Library department as follows:

2. Library Assistant I and Library Assistant II

2.1 Library Assistant I (1 position)

The applicant must be a holder of a Bachelor's degree in Library and Information Studies or equivalent qualifications from a higher learning institution recognized by TCU, with not less than three (3) years of relevant working experience. Possession of Information Technology skills will be an added advantage.

2.2 Duties and Responsibilities:

- (i) Revise and update Library Policies and Regulations to reflect current practices and ensure compliance with relevant standards,
- (ii) Create and draft original catalog entries, perform reference work, and manage collection development to maintain an organized and accessible library system,
- (iii) Perform routine professional and supervisory duties
- (iv) Administer Library records, references and undertake bibliographical services,
- (v) Manage the regular acquisition, organizing and classifying books.
- (vi) Assist the Heads of Sections in ensuring smooth library operations and information services
- (vii) Be responsible for safeguarding and proper maintenance of tools, machines, and equipment for facilitation of service,
- (viii) perform any other duties as may be assigned by the supervisor.

2.3 Library Assistant II (1 position)

The applicant must be a holder of a Bachelor of Arts in Library and Information Studies or equivalent qualification from a higher learning institution recognized by TCU, with at least three (3) years of experience in a similar position. Possession of Information Technology skills will be an added advantage.

2.4 Duties and Responsibilities:

- (i) Update amended laws
- (ii) Draft original catalog entries, reference work, collection,
- (iii) Perform routine professional duties,
- (iv) Administer library records such as cataloguing etc.
- (v) Perform any other relevant duties as may be assigned by the supervisor.

3. Remuneration

An attractive remuneration package will be offered to successful candidates commensurate with their qualifications and experience.

4. Mode of application

All applicants must be Tanzanian citizens and are required to submit the following:

- (i) A current Curriculum Vitae (CV) with accurate contact details, including postal address, email and telephone numbers.
- (ii) Certified copies of the following certificates; Master's degree, Bachelor's degree, Form IV and Form VI National Examination, and birth certificates.
- (iii) Three reputable referees with their reliable contacts.
- (iv) Certificates from foreign examination bodies for Ordinary or Advanced level education, certified by the National Examination Council of Tanzania (NECTA) and the National Council for Technical Education and Vocational Training (NACTVET).
- (v) Certificates from Foreign Universities, certified by the Tanzania Commission for Universities (TCU).
- (vi) Submission of forged certificates and other information will lead to legal action.
- (vii) Only shortlisted candidates.

5. Deadline: All applications should reach the Deputy Vice Chancellor Resource Management and Administration (DVC - RMA) by Friday, February 19th 2025 at 16:30 hours.

Applications should be addressed to:

**The Deputy Vice Chancellor for Resource Management and Administration (DVC-RMA),
Dar es Salaam Tumaini University (DarTU),
Plot No. 10 Mikocheni Light Industrial Area (Along Coca-Cola Road),
P.O. Box 77588, Dar es Salaam, Tanzania. E-mail: dvc.rma@dartu.ac.tz**