

# COMENIUS POLYTECHNIC INSTITUTE (CPI)



*“Education for Development”*

## EMPLOYMENT OPPORTUNITIES

Comenius Polytechnic Institute (CPI) is a full accredited Post-secondary Education Institution registered by the National Council of Technical and Vocational Education (NACTVET) with a registration number REG/BTP/204.

The Institute (CPI) invites qualified Tanzanian to fill the following vacant posts;

### **1.1 TUTOR – EDUCATIONAL MANAGEMENT AND ADMINISTRATION (2 POSTS)**

#### **1.1.1 DUTIES AND RESPONSIBILITIES**

- Teaches from NTA Level 4 up to NTA level 6
- Prepares learning resources for practical exercise;
- Assists in carrying out consultancy and community services;
- To conduct and support research and consultancy works
- Prepares materials for practical exercises;
- To supervise field training
- Carries consultancy and service job assignments under supervision;
- Performs any other related duties as may be assigned by supervisor

#### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Hold a Bachelor Degree in Education or equivalent from recognized Institutions with a G.P.A of at least 3.5. Teaching experience will be an added advantage

#### **1.1.3 REMUNERATION**

This position holds a good salary

#### **GENERAL CONDITIONS**

- i. All applicants must be Tanzanian citizens of not more than 70 years of age
- ii. Applicants must attach a detailed up to date Curriculum Vitae (CV) providing names, positions and detailed contacts of three (3) reliable referees.
- iii. Applicants must attach their certified copies of the following certificates: - Postgraduate/Degree/Advance Diploma transcripts (and TCU Verification Certificate for those who studied outside the country); form IV and VI National Examination Certificates; registration by regulatory bodies (where applicable) and birth certificate. CBET Certificate will be an added advantage.
- iv. A signed application/cover letter should be written in English
- v. Deadline for application is 15<sup>th</sup> March, 2024
- vi. Only shortlisted candidates will be contacted for interview

**NOTE: All applications must be addressed to the Human Resources Officer, P. O. Box 404 Tabora, and submitted through [recruitment@cpi.ac.tz](mailto:recruitment@cpi.ac.tz)**

*CPI is an equal opportunity employer*

*Full Accredited Post-Secondary Training Institution Offering Multidisciplinary Programmes and Courses*