



COMENIUS POLYTECHNIC INSTITUTE (CPI)

"Education for Development"

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EMPLOYMENT OPPORTUNITIES (READVERTISED)

Comenius Polytechnic Institute (CPI) is a fast-growing Post-secondary Education Institution registered and fully accredited by the National Council of Technical Education (NACTVET) with registration number REG/BTP/204. The Institute is situated in Tabora town. CPI invites qualified and competent Tanzanians to fill the following vacant posts;

1.1 TUTOR – PROCUREMENT AND SUPPLY MANAGEMENT (3 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- Teaches from NTA Level 4 up to NTA level 6
- Prepares learning resources for practical exercise;
- 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

Holder of a Bachelor Degree (NTA Level 8) from a recognized Institution in Procurement and Supply Management, Supply Chain or Logistics Management with a GPA of at least 3.5. Candidates with Masters are also encouraged to apply.

1.1.3 REMUNERATION

This position holds a good salary

1.2 TUTOR – COMMUNITY DEVELOPMENT (3 POSTS)

1.2.1 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

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Community Development (NTA Level 8) or equivalent from recognized Institutions with a GPA of at least 3.5. Candidates with Masters are also encouraged to apply.

1.2.3 REMUNERATION

This position holds a good salary

1.3 TUTOR – EDUCATIONAL MANAGEMENT AND ADMINISTRATION (3 POSTS)

1.3.1 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

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Education or equivalent from recognized Institutions with a GPA of at least 3.5. Teaching experience will be an added advantage (Preferably: History, Geography, English and Mathematics). Candidates with a Master Degree are highly encouraged to apply for this post.

1.3.3 REMUNERATION

This position holds a good salary

1.4 TUTOR – LAW (2 POSTS)

1.4.1 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

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Law or equivalent from recognized Institutions with a GPA of at least 3.5. Candidates with Masters are also encouraged to apply.

1.4.3 REMUNERATION

This position holds a good salary

1.5 TUTOR – ACCOUNTING AND FINANCE (3 POSTS)

1.5.1 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

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Accounting and Finance (NTA Level 8) or equivalent from recognized Institutions with a GPA of at least 3.5. Candidates with Masters are also encouraged to apply.

1.5.3 REMUNERATION

This position holds a good salary

1.6 TUTOR – INFORMATION TECHNOLOGY (3 POSTS)

1.6.1 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

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Information Technology (NTA Level 8) or equivalent from recognized Institutions with a GPA of at least 3.5. Candidates with Masters are also encouraged to apply.

1.6.3 REMUNERATION

This position holds a good salary

1.7 TUTOR – BUSINESS ADMINISTRATION (1 POSTS)

1.7.1 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

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Business Administration (NTA Level 8) or equivalent from recognized Institutions with a GPA of at least 3.5. Teaching experience will be an added advantage. Candidates with Masters are also encouraged to apply

1.7.3 REMUNERATION

This position holds a good salary

GENERAL CONDITIONS AND MODE OF APPLICATION

- 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 at least 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 25th September, 2023
- vi. Only shortlisted candidates will be contacted for interview; if you are not contacted within two weeks after the deadline of this advert, consider yourself unsuccessful.

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

CPI is an equal opportunity employer