



THE MWALIMU NYERERE MEMORIAL ACADEMY



VACANCY ANNOUNCEMENT

1.0 Introduction

The Governing Board of the Mwalimu Nyerere Memorial Academy seeks to recruit two Deputy Rectors (Academic, Research and Consultancy & Planning, Finance and Administration) and the Director for MNMA Zanzibar Campus from suitably qualified and competent Tanzanians with excellent credentials.

2. Qualifications and Experience

2.1 DEPUTY RECTOR ACADEMIC, RESEARCH AND CONSULTANCY

a. Qualifications and Experience

The applicant must be a holder of a PhD Degree (NTA Level 10 or equivalent) in any field offered by the Mwalimu Nyerere Memorial Academy and should be at least a Senior Lecturer. Be a person with outstanding academic, administrative experience and capability in the area of technical education and training. The applicant must have work experience of at least ten (10) years of which at least two (2) years should be served at a Managerial level.

b. Duties and Responsibilities

- i. To assist the Rector in all matters relating to academic functions of the Academy;
- ii. To facilitate learning by teaching of academic programmes at the Academy;
- iii. To ensure smooth operation and development of academic matters of the Academy;
- iv. To establish and maintain a workable system for regular monitoring and evaluation and the performance, quality, relevance and efficiency of all academic programmes;
- v. To review existing academic programmes and develop new ones based on the established needs and market signals;
- vi. To plan, promote and advise the Rector on admissions, examinations and students' policies and procedures;
- vii. To assist the Rector in promoting efficiency in training, research and consultancy services;
- viii. To prepare and control curricula; and
- ix. To perform any other official duties as may be assigned by the immediate supervisor.

c. Salary Scale

As per substantive post salary scale

d. Tenure of Office

The Deputy Rector for Academic, Research and Consultancy shall hold office for a term of four years (4) and may be re-appointed consecutively for one more term of four (4) years.

2.2 DEPUTY RECTOR PLANNING, FINANCE AND ADMINISTRATION

a. Qualifications and Experience

The applicant must be a holder of a PhD Degree (NTA Level 10 or equivalent) in any field offered by the Mwalimu Nyerere Memorial Academy and should be at least a Senior Lecturer. Be a person with outstanding academic, administrative experience and capability in the area of technical education and training. The applicant must have work experience of at least ten (10) years of which at least two (2) years should be served at a Managerial level.

b. Duties and Responsibilities

- i. To assist the Rector in all financial, human resources and administrative matters of the Academy;
- ii. To conduct a review of existing and develop new physical, financial, accounting, human resources and administrative programmes based on established needs of the Academy;
- iii. To formulate manpower planning and development of Academy's employees;
- iv. To plan and control all financial and accounting operations of the Academy;
- v. To be a recorder to the Governing Board Meetings;
- vi. To be a custodian of the Academy Seal;
- vii. To coordinate preparation of budget and final accounts;
- viii. To safe guard and use of Academy Assets such as machines and vehicles;
- ix. To supervise and deal with disciplinary matters of staff in the Academy in accordance with the laid down rules and regulations;
- x. To develop staff training programme of the Academy and deal with staff development and training; and
- xi. To perform any other official duties as may be assigned by the immediate supervisor.

c. Salary Scale

As per substantive post salary scale

d. Tenure of Office

The Deputy Rector for Planning, Finance and Administration shall hold office for a term of four years (4) and may be re-appointed consecutively for one more term of four (4) years.

2.3 CAMPUS DIRECTOR FOR MWALIMU NYERERE MEMORIAL ACADEMY, ZANZIBAR CAMPUS

a. Qualifications and Experience

The applicant must be a holder of PhD Degree (NTA Level 10 or equivalent) from a recognized Higher Learning Institution in any field relevant to the Mwalimu Nyerere Memorial Academy. Must have a post PhD extensive teaching experience of not less than three (3) years in an accredited Higher Learning Institution.

b. Duties and Responsibilities

- i. To be the In-charge of the MNMA Zanzibar Campus and reporting to the Rector of Mwalimu Nyerere Memorial Academy;
- ii. To be responsible for proper administration of the MNMA Zanzibar Campus in accordance with the policy laid down by the Governing Board;

- iii. To be responsible for the enforcement of by-laws and regulations made by the Governing Board;
- iv. To be responsible for exercising such other functions and powers as are conferred on him/her by the Governing Board or by the Mwalimu Nyerere Memorial Academy Act No. 6 of 2005 and its amendments;
- v. To be responsible for promoting good relations with the Government and other organizations;
- vi. To be responsible for promoting efficiency in the academic activities related to training, research and consultancy; and
- vii. To perform any other official duties as may be assigned by the immediate supervisor.

c. Salary Scale: As per substantive post salary scale.

d. Tenure of Office:

Campus Director shall hold office for a term of four (4) years and may be re-appointed consecutively for one more term of four years.

3. Mode of Application

- Applications should be submitted with the copies of an up - to - date and detailed curriculum vitae (detailing academic qualifications, publications, awards/scholarship/funding membership to professional associations and linkages), copies of relevant certificates, e-mail addresses, telephone contacts and at least one reference letter.
- Applications should be addressed to the email “cnpallangyo@gmail.com” and copy to “prucheria.rwehambura@mnma.ac.tz” titled “Application for the Position of Deputy Rector Academic, Research and Consultancy” or “Application for the Position of Deputy Rector for Planning, Finance and Administration” or Application for the Position of the Campus Director - Karume Campus - Zanzibar.
- Only short-listed candidates shall be notified and shall be required to make themselves available for interaction at an appointed place and date.
- **Deadline** for submitting applications is 5th August, 2022

All applications should be addressed to the following address;

The Chairperson,
Search Committee for the Deputy Rectors and the Director of Mwalimu Nyerere Memorial
Academy, Zanzibar Campus,
Email (cnpallangyo@gmail.com; prucheria.rwehambura@mnma.ac.tz)
Mobile: +255757604499

Issued by:

Rector,
Mwalimu Nyerere Memorial Academy,
P.O. Box 9193
Dar es Salaam.