



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION
(INCORPORATED BY ACT OF PARLIAMENT, CAP. 315 R.E 2023)



18th MAY, 2026

EMPLOYMENT OPPORTUNITY.

Applications are hereby invited from suitable, qualified and experienced Tanzanians to fill the following vacant positions at the College of Business Education (CBE). The College of Business Education was established by Act of Parliament, Act No. 315 R.E of 2002. It is a Public Higher Learning Institution which provide, Teaching, Research and Consultancy in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT and other business-related disciplines. The College obtained permit to recruit employees for the following positions on **ONE-year employment contract**. To enhance effective teaching and learning, research and provision of public services, the College invites applications from suitable qualified Tanzanians to fill the following vacant positions:

1.0 LIBRARIAN II 5 POSTS

1.1 DUTIES AND RESPONSIBILITIES

- i. To undertake bibliographic searches on behalf of users;
- ii. To promote the use of IT in meeting user needs;
- iii. To research on the information needs of users;
- iv. To undertake research and consultancy activities in library/
information matters;
- v. To handle challenging professional and supervisory duties in the library;
- vi. To participate in developing new library systems and procedures;
- vii. To identify materials to be ordered by the librarian; and
- viii. To perform any other related duties as may be assigned by the supervisor.

1.1.1 QUALIFICATIONS AND RESPONSIBILITIES

Holder of Bachelor Degree in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation, Information Management.

Salary Scale: PGSS 6.1

2.0 LIBRARY ASSISTANT II 3 POSTS

2.1 DUTIES AND RESPONSIBILITIES

- i. To undergo on the job training on library duties;
- ii. To perform library clerical duties;
- iii. Registration of readers;
- iv. To issue of books to readers;
- v. To receive books from readers;
- vi. To handle of simple enquiries from readers;
- vii. Bibliographical searching; and
- viii. To perform any other related duties as may be assigned by the supervisor.

2.1.1 DIRECT ENTRY QUALIFICATIONS

Holder of Certificate in one of the following fields; Library and Information Studies or equivalent qualification from a recognized institution.

2.1.2 Salary Scale: PGSS 3.1

3.0 ESTATES OFFICER II (CIVIL)– 1 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. To ensure maintenance and cleaning of college properties and environment;
- ii. To examine bill of quantities;
- iii. To prepare work schedules;
- iv. To prepare budget for maintenance works;
- v. To participate in drawing up short- and long-term programmes for general improvement of landscaping of the campus grounds for drainage system;
- vi. To keep and maintain relevant equipment in good working order;

- vii. To assist in innovative approaches to conditioning, maintaining and upgrading the built and un-built environment;
- viii. To assist in the planning, organising, implementing and controlling of Estate activities and services.

3.1.1 QUALIFICATIONS AND RESPONSIBILITIES

Holder of Bachelor Degree in Civil Engineering from recognized institution. Must be registered by respective Registration Board as Graduate.

3.1.2 Salary Scale: PGSS 7.1

4.0 ESTATES OFFICER II (ARCHITECTURE) – 1 POST

4.1 DUTIES AND RESPONSIBILITIES

- i. To ensure maintenance and cleaning of college properties and environment;
- ii. To examine bill of quantities;
- iii. To prepare work schedules;
- iv. To prepare budget for maintenance works;
- v. To participate in drawing up short- and long-term programmes for general improvement of landscaping of the campus grounds for drainage system;
- vi. To keep and maintain relevant equipment in good working order;
- vii. To assist in innovative approaches to conditioning, maintaining and upgrading the built and un-built environment;
- viii. To assist in the planning, organising, implementing and controlling of Estate activities and services.

4.1.1 QUALIFICATIONS AND RESPONSIBILITIES

Holder of Bachelor Degree in Architecture from recognized institution. Must be registered by respective Registration Board as Graduate

4.1.2 Salary Scale: PGSS 7.1

MODE OF APPLICATION:

Interested Candidates should apply within from the first appearance of this advertisement, enclosing the following: -

- Comprehensive Curriculum Vitae (CV)
- Copies of relevant certificates and awards
- Contact address including day time telephone numbers
- Copies of Birth Certificates
- Copies of NIDA card

All Applications should be addressed to the undersigned.

**The Rector,
College of Business Education,
P. O. Box 1968,
DAR ES SALAAM**

The deadline for submitting applications is fourteen (14) days from the date of the advertisement.