



REF. NO. BA.459/531/01

15th October ,2026

SHORT TERM EMPLOYMENT OPPORTUNITIES

The College of Business Education, established by the Act of Parliament No. 31 of 1965, is a distinguished institution in Tanzania dedicated to providing high-quality education and public services. The College operates autonomously and is wholly owned by the Government, holding full accreditation from the National Council of Technical and Vocational Education and Training (NACTVET). The main functions of the College, are to provide demand-driven and competence-based business education, and to offer quality public services through applied researches and consultancies.

The core functions of the College are to provide demand-driven and competence-based business education and to deliver quality public services through applied research and consultancy services. The College has been granted permission to recruit employees on **one (1) year employment contracts**.

In order to further strengthen its commitment to effective teaching and learning, impactful research, and the provision of quality public services, the College invites applications from suitably qualified Tanzanian citizens to fill the following vacant positions:

1.0 PUBLIC RELATION OFFICER II 3 POSTS

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in facilitating conferences, seminars, ceremonies, production of Radio and Television programmes;
- ii. To maintain photographic records of major events;
- iii. To assist in the routine public relations and marketing activities such as writing features for the College Newsletters, carrying out photographic assignments and handling of advertisement;
- iv. To ensure proper recording and filling of press cutting for public relations and responses;
- v. To assist in manning exhibition stands (e.g. Trade Fairs, Open Day Exhibition);
- vi. To report public criticisms and complaints to one's superior; and
- vii. To perform any other related duties as may be assigned by the supervisor.

1.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Mass Communication, Journalism, Marketing or equivalent from recognized institutions.

1.1.2 SALARY SCALE: PGSS 6

2.0 ICT OFFICER II – (NETWORK ADMINISTRATOR) 1 POST

2.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure;
 - ii. To review LAN and WAN architecture;
 - iii. To test network equipment and devices;
 - iv. To implement network security plan;
 - v. To perform network troubleshooting; and
 - vi. To perform any other related duties assigned by supervisor
- ects;
- ii. To provide Database Client and User Services;
 - iii. To perform Database Administration and Maintenance;
 - iv. To support end users; and
 - v. To perform any other related duties assigned by supervisor.

2.1.1 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

2.1.2 SALARY SCALE: PGSS 7

3.0 ICT OFFICER II- (MULTIMEDIA SPECIALIST) 1 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in interactive development with users;
- ii. To create and produce multimedia content;
- iii. To manage multimedia tools and equipment;
- iv. To assist in selecting appropriate multimedia software and hardware tools;
- v. To provide technical support to multimedia systems' users;
- vi. To support Multimedia devices and equipment; and
- vii. To perform any other related duties assigned by supervisor.

3.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

3.1.2 SALARY SCALE: PGSS 7

4.0 ICT OFFICER II – (WEB MASTER/WEB DEVELOPERS) 1 POST

4.1 DUTIES AND RESPONSIBILITIES

- i. To test web pages;
- ii. To update and manage web site;
- iii. To manage web server;
- iv. To implement security policy for web site; and
- v. To support end users; and
- vi. To perform any other related duties assigned by supervisor

4.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

4.1.2 SALARY SCALE: PGSS 7

GENERAL CONDITIONS

- (i) All applicants must be Citizens of Tanzania with age not above 45 years of age;
- (ii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- (iii) Applicants should apply on the strength of the information given in this advertisement;
- (iv) Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate; and
 - National Identification Card.
- (v) Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slip;
 - Testimonials and all Partial transcripts;
- (vi) An applicant who is retired from the Public Service for whatever reason should not apply;
- (vii) An applicant should indicate three reputable referees with reliable contacts;
- (viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examinations Council of Tanzania (NECTA);
- (ix) Professional certificates from Foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- (x) Only short-listed candidates will be informed on the date of interview and;
- (xi) Presentation of forged certificates and other information will necessitate legal action;

(xii) Successful applicants will be employed on a one (1) year contract basis.

(xiii) All application letters should be addressed to:

Rector

College of Business Education University

P.O. Box 1968

DAR ES SALAAM

The deadline for submitting applications is two weeks from the date of advertisement