



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF INDUSTRY AND TRADE**  
**COLLEGE OF BUSINESS EDUCATION (CBE)**  
(INCORPORATED BY ACT OF PARLIAMENT CAP 315 R.E. 2002)



**REF No: BA. 459/531/01**

**2<sup>nd</sup> July, 2024**

**EMPLOYMENT OPPORTUNITIES (ONE YEAR CONTRACT)**

The College of Business Education was established by Act of Parliament CAP 315 R.E. 2002. It is a Public Higher Learning Institution which provides Teaching, Research and Consultancy services in the fields of Accountancy, Procurement & Supplies Management, Marketing Management, Metrology and Standardization, ICT, Business Administration and other business-related disciplines. The College of Business Education has been granted recruitment permit by the Permanent Secretary - Public Service Management and Good Governance to recruit qualified Tanzanians to the following positions for ONE-year contract:

**1.0 ACCOUNTS OFFICER II (3 POSTS)**

**1.1 DUTIES AND RESPONSIBILITIES:**

- i. To ensure that all invoices are properly recorded and filed after payments;
- ii. To properly post all primary data in the respective journal;
- iii. To perform cashiering;
- iv. To maintain petty cash journal;
- v. To prepare various accounting schedules as directed by the supervisor;
- vi. To prepare project account journal;
- vii. To prepare staff advances, loans and imprest subsidiary ledger listings; and
- viii. To perform any other related duties as may be assigned by one's superior reporting supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions and intermediate Certificate (Module D) offered by NBAA.

## **1.3 SALARY SCALE: PGSS 6/1**

## **2.0 LEGAL OFFICER II (1 POST)**

### **2.1 DUTIES AND RESPONSIBILITIES:**

- i. To compile evidences relevant for Court cases involving the College;
- ii. To attend to registration of all legal documents and probate matters;
- iii. To deal with all legal routine correspondences addressed to the College;
- iv. To draft prescribed legal documents and forms;
- v. To index, file, register Government/College notices and all other legal documents and ensure their safe custody;
- vi. To file and appear for criminal proceedings in the Court; and
- vii. To perform any other related duties as may be assigned by one's superior reporting supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree in Law (LLB) from a recognized institution and must have attended and passed Post Graduate Diploma in Legal Practice from Law School of Tanzania.

### **2.3 SALARY SCALE: PGSS 7/1**

### **3.0 ICT OFFICER II (SECURITY SPECIALIST 1 - POST) - RE ADVERTISED**

#### **3.1 DUTIES AND RESPONSIBILITIES:**

- i. To implement ICT security policies, guidelines and documentation for the College;
- ii. To conducting IT risk assessments regularly and perform risk management activities;
- iii. To ensure software patches are implemented timely;
- iv. To install, configure, and update antivirus software;
- v. To alert users on various security risks, threats and vulnerabilities;
- vi. To perform systems' audit on regular basis;
- vii. To implement security mechanisms and controls; and
- viii. To perform any other related duties assigned by supervisor.

#### **3.2 QUALIFICATION AND EXPERIENCE**

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

#### **3.3 SALARY SCALE: PGSS 7/1**

## **GENERAL CONDITIONS**

- (i) All applicants must be Citizens of Tanzania with age not above 45 years of age;
- (ii) All applicants should submit signed application letters;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- (iv) Applicants should apply on the strength of the information given in this advertisement;
- (v) 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.
- (vi) Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slip;
  - Testimonials and all Partial transcripts;
- (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 (NACTVET);
- (x) An applicant with special needs/case (disability) is advised to indicate;
- (xi) Only short-listed candidates will be informed on the date of interview;
- (xii) Presentation of forged certificates and other information will necessitate legal action;

## **MODE OF APPLICATION**

All application should be addressed to the following postal address:

**Rector  
College of Business Education  
Bibi Titi Mohamed Road  
P.O. Box 1968  
DAR ES SALAAM**

**NB: The deadline for submitting applications is two weeks from the date of advertisement.**