



JOB VACANCY

TEOFILO KISANJI UNIVERSITY ANNOUNCES JOB VACANCY

1. Job title: **DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCES**

Reports to: Vice Chancellor

Duty Station: Mbeya

Qualifications:

- Master of Public Administration
- Master of Human Resource Management
- Holder of a Master's degree in a field relevant to the University or equivalent.

Experience:

Minimum of three (3) years working experience administration and must be computer literate

APPLICATION PROCEDURE

Applications must include the following: -

- 1) A brief Motivation for the post
- 2) A detailed Curriculum Vitae
- 3) Certified Certificates, and
- 4) Names and Contact address of three references

Application should be submitted to the:

Vice Chancellor

Teofilo Kisanji University

P.O Box 1104

MBEYA

Email: kassimoto235@hotmail.com

Deadline for Application 31st Agosti, 2016.