



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION (CBE)
(INCORPORATED BY ACT OF PARLIAMENT No. 31 of 1965)



In reply please quote:

Our Ref. No.: CBE/MWZ/POF/160/8/04

Date: 20TH OCTOBER, 2025

**VACANCY ANNOUNCEMENT FOR PART TIME LECTURERS, ASSISTANT
LECTURERS, TUTORIAL ASSISTANTS AND VOLUNTEER INSTRUCTORS FOR
ACADEMIC YEAR 2025/2026**

Application are invited from suitable, qualified and experienced Tanzanians to fill the following Vacant Positions at the College of Business Education – Mwanza Campus.

The College of Business Education was established by the College of Business Education CAP 315 R.E.2002 (CBE Act). It is a Public Higher Learning institution which provides Teaching, Research and Consultancy Services in the field of Accountancy, Procurement and Supplies Management, Marketing, ICT, General Management and Other Business related disciplines.

1.0 LECTURER – FINANCE AND RESEARCH METHODOLOGY (1 POST)

Applicants must have a Bachelor degree, Master's Degree, and PhD or lecturer by Publication in the relevant field. Must be conversant in Advanced Research Methodology, and Financial Management. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree and a PhD and Lecturer by Publications OR **B+ grade** for the relevant subject or its equivalent.

1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 9
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;

- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

2.0 LECTURER – PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (1 POST)

Applicants must have a Bachelor degree, Master's Degree, and PhD or lecturer by Publication in the relevant field. Must be conversant in Procurement management. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree and a PhD and Lecturer by Publications OR **B+ grade** for the relevant subject or its equivalent.

2.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 9
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

3.0 ASSISTANT LECTURER – INFORMATION COMMUNICATION TECHNOLOGY (2 POST)

3.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor and Master's Degree in the relevant field. Must be conversant in Computer networking, Computer fundamentals, Web applications development, Network administration fundamentals and Computer maintenance practices. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree OR **B+ grade** for the relevant subject or its equivalent.

3.2 DUTIES AND RESPONSIBILITIES

- vii. Teaches NTA level 4 up to NTA level 6;
- viii. Prepare learning resources for tutorial exercises;
- ix. Conduct research, seminars and case studies;
- x. Carries out Consultancy and Community services under supervision;
- xi. Supervises students projects; and
- xii. Performs any other relevant duties as assigned by supervisor.

4.0 ASSISTANT LECTURER – BUSINESS ADMINISTRATION IN HUMAN RESOURCES MANAGEMENT (2 POST)

4.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor and Master's Degree in the relevant field. Must be conversant in Human resources management, Human resource policy development, Human resources records and audit, Public relations, Human resource training and planning. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree OR **B+ grade** for the relevant subject or its equivalent.

4.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

5.0 ASSISTANT LECTURER – COMMUNICATION SKILLS (3 POST)

5.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor and Master's Degree in the relevant field. Must be Conversant in Communication Skills, English for tourism, Business Communication Skills, integrated organizational Communication, Public relations, and Essentials of foreign languages and cultures. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree OR **B+ grade** for the relevant subject or its equivalent.

5.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

6.0 ASSISTANT LECTURER – ACCOUNTANCY (3 POST)

6.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor and Master's Degree in the relevant field. Must be Conversant in Public Sector accounting, Cost accounting, Business and Corporate accounting, Advanced cost accounting, Public finance Management, Financial auditing and international financial management. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree OR **B+ grade** for the relevant subject or its equivalent.

6.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and

- vi. Performs any other relevant duties as assigned by supervisor.

7.0 ASSISTANT LECTURER – EDUCATION (1 POST)

7.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor and Master's Degree in the relevant field. Must be conversant in Career and Occupational Counselling. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree and **GPA of 4.0** and above for his/her Master's degree OR **B+ grade** for the relevant subject or its equivalent.

7.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

8.0 TUTORIAL ASSISTANT – MARKETING (2 POST)

8.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor Degree in the relevant field. Must be conversant in Advertising, Digital marketing principles, sports and entertainment marketing. The applicant must have attained the GPA of **3.8** for his/her Bachelor Degree OR **B+ grade** for the relevant subject or its equivalent.

8.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

9.0 VOLUNTEER INSTRUCTOR – MARKETING, TOURISM AND EVENT MANAGEMENT (1 POST)

9.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Degree in the relevant field e.i Marketing, Event Management, Protocol. The applicant must have studied Bachelor Degree in the same discipline/ Specialization and graduate of the College of Business Education.

Must have attained the GPA of **3.8** for his/her Bachelor Degree OR **B+ grade** for the relevant subject or its equivalent.

9.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

10.0 VOLUNTEER INSTRUCTOR – BUSINESS ADMINISTRATION (1 POST)

10.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have Bachelor Degree in the Business Administration related field. The applicant must have studied Bachelor Degree in the same discipline/ Specialization and graduate of the College of Business Education.

Applicants must have attained the GPA of **3.8** for his/her Bachelor Degree, OR **B+ grade** for the relevant subject or its equivalent.

10.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;

- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

11.0 VOLUNTEER INSTRUCTOR – BUSINESS ADMINISTRATION IN HUMAN RESOURCES (1 POST)

11.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have Bachelor Degree in the Human resource related field. The applicant must have studied Bachelor Degree in the same discipline/ Specialization and graduate of the College of Business Education.

Applicants must have attained the GPA of **3.8** for his/her Bachelor Degree, OR **B+ grade** for the relevant subject or its equivalent.

11.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

12.0 VOLUNTEER INSTRUCTOR- INFORMATION COMMUNICATION TECHNOLOGY (2 POST)

12.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have Bachelor Degree in the ICT-related field. The applicant must have studied Bachelor Degree in the same discipline/ Specialization from the College of Business Education and conversant in Web designing and Networking.

Applicants must have attained the GPA of **3.8** for his/her Bachelor Degree from the College of Business Education.

12.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

13.0 VOLUNTEER INSTRUCTOR- ACCOUNTANCY (2 POST)

13.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor Degree in accounting related field. The applicant must have studied Bachelor Degree in the same discipline/ Specialization from the College of Business Education and conversant in Finance and Taxation.

Applicants must have attained the GPA of **3.8** for his/her Bachelor Degree, OR **B+ grade** for the relevant subject or its equivalent.

13.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

14.0 VOLUNTEER INSTRUCTOR- TRANSPORT AND LOGISTICS MANAGEMENT (1 POST)

14.1 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Bachelor Degree in Transport and Logistic Management related field. The applicant must have studied Bachelor Degree in the same discipline/ Specialization from the College of Business Education and conversant in Finance and Taxation.

Applicants must have attained the GPA of **3.8** for his/her Bachelor Degree, OR **B+ grade** for the relevant subject or its equivalent.

14.2 DUTIES AND RESPONSIBILITIES

- i. Teaches NTA level 4 up to NTA level 6;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out Consultancy and Community services under supervision;
- v. Supervises students projects; and
- vi. Performs any other relevant duties as assigned by supervisor.

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania
- 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 must attach their certified copies of the following certificate:
 - Bachelor, Masters and PhD academic transcript and certificate;
 - Form IV and Form VI National Examination Certificates
- iv. An applicant should indicate three reputable referees with reliable contacts;
- v. Professional certificate from Foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and Training (NACTVET);
- vi. Only short listed candidates will be informed on the date of interview and;
- vii. Presentation of forged certificates and other information will necessitate legal action.

APPLICATIONS:

Interested Candidates should apply to the undersigned within **Seven (07)** days from the first appearance of this advertisement.

Campus Director,
College of Business Education (CBE)
P.O. Box 3168,
MWANZA.

Or

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