



**UNITED REPUBLIC OF TANZANIA**

**MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY**

**UNIVERSITY OF DAR ES SALAAM  
DIRECTORATE OF PUBLIC SERVICES**



**VACANCY ANNOUNCEMENT**

**POST TITLE:** Accounts Officer

**ORGANISATIONAL UNIT:** University of Dar es Salaam (UDSM)  
Directorate of Public Services (DPS)

**DUTY STATION:** Dar es Salaam

**Background**

The Directorate of Public Services (DPS) is one of three Directorates under the Deputy Vice Chancellor - Research (DVC - R). It is responsible for coordination and management of Continuing Education (CE), Consultancy through University Consultancy Bureau and industry linkage services. The functioning of DPS requires an Accounts Officer to support its daily operations and coordinate financing and financial reporting on CE and UCB activities.

**KEY ROLES AND RESPONSIBILITIES:**

- i. To handle DPS finances and financial reporting, including collection of receipts for Directorate's activities and travel funds;
- ii. To prepare the Directorate's monthly bank reconciliation statements and proper books of accounts;
- iii. To prepare Quarterly and annual financial reports for DPS and UCB
- iv. To reconcile the Directorate's debtors and creditors and ledger transactions;
- v. To prepare financial statements;
- vi. To prepare payment vouchers on day to day basis;
- vii. To issue receipts for DPS receivable and obtain acknowledgment for DPS payments;
- viii. To maintain register associated with accounts activities;
- ix. To maintain fixed assets, register and ensure that it is up to date;
- x. To maintain Staff and Consultants' Imprest records and retirements;
- xi. To prepare various payment schedule such as student allowance, cheques;

- xii. To maintain spreadsheet and ledgers and ensure that funds are spent in accordance with the DPS budget;
- xiii. To participate in the annual planning meeting, preparations and maintenance of annual budgets;
- xiv. To design and generate financial reports for annual, monthly and ad-hoc reporting;
- xv. To ensure financial processes and controls are in place and comply with the University financial regulations, policies and practices;
- xvi. To ensure the remittance of all statutory consultancy deductions as per the law; distributions of consultancy income and fees;
- xvii. To process invoices, follow up on various fund requests, contactors and consultant payments in a timely manner; and
- xviii. To perform any other duties assigned to him/her by the immediate supervisor.

### **Qualifications and Experience**

- i. Holder of a Bachelor Degree in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or any or any relevant field from a recognized Institution;
- ii. Working experience of at least four years with various financial and accounting management programs;
- iii. First Degree with minimum GPA 3.0 in Accountancy from a recognized University will be an asset;
- iv. Two years' experience of working with various financial and accounting management programs;
- v. Proficiency in MS Office, specifically MS word, PowerPoint, and excel;
- vi. Professional work ethics including, accuracy, efficiency, thoroughness, the ability to handle multiple tasks, deadlines with limited supervision and work effectively under pressure;
- vii. Excellent interpersonal and organizational skills; and
- viii. Readiness to accept challenges and learn new things to cope with changing demands of a program.

### **Terms of Service:**

One-year fixed term contract renewable depending on performance and availability of funds.

**Reports to:** The Accounts Officer reports to the Director of Public Services on matters related to day-to-day accounting operations.

### **Remuneration:**

Attractive package will be offered in accordance with Government circulars and directives.

## **Mode of Application:**

Interested qualified candidates should apply in confidence to the Undersigned enclosing:-

- i. Signed Application letter addressing the list of competencies;
- ii. Curriculum Vitae (CV) with names and Addresses of three (3) Referees
- iii. Certified copies of relevant Certificates and Transcripts;
- iv. Mode of communication, e.g. telephone, e-mail, fax etc.; and
- v. Recent passport size photo

## **NOTE:**

- i. Applicants currently employed in the Public Service should channel their application letters through their respective Employers;
- ii. Only shortlisted candidates will be contacted for an interview;
- iii. Incomplete applications will not be processed;
- iv. A signed application letter should be addressed to **Deputy Vice Chancellor - Planning, Finance and Administration, P. O. Box 35091, University of Dar es Salaam.**

**Application Submission:** Applications are submitted through UDSM recruitment portal by using the following address:

[https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise

## **DEADLINE**

The deadline for application is 14 days from the first appearance of this advertisement.



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**VACANCIES ANNOUNCEMENT**

**Introduction**

The University of Dar es Salaam invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill vacant posts of a Hotel Housekeeper and Public Area Assistant.

**1. Hotel Housekeeper Position (1 Post)**

**Job Summary**

A hotel housekeeper is responsible for ensuring rooms and other areas of a hotel are kept clean everyday. The job entails making beds, replacing used towels with new ones, vacuuming carpets, and cleaning and disinfecting bathrooms and ensuring new toiletries provided by the hotel are placed at appropriate places. The housekeeper is particularly expected to carry out a series of cleaning functions when a guest leaves the hotel, such as changing bed sheets and polishing the furniture to keep them looking good for the use of another guest.

The housekeeper should also look out for items the guest may have left behind and report to the immediate supervisor. The role of the housekeeper in the operation of a hotel also entails observing the condition of the room and all the necessary facilities are in the right conditions.

The job also involves keeping conference rooms, lobby, hallways, and the carpets by vacuuming them. It also involves cleaning the furniture and windows. Housekeepers may also work in a hotel's laundry department by washing and drying linens like towels and sheets and restock linen carts in addition to their cleaning duties.

## **Duties and Responsibilities**

- Performs cleaning duties in all guest areas and back of house.
- Consistently offers professional, friendly, and engaging service.
- Ensures housekeeping departmental standards are followed.
- Responds timely to guests' special requests for miscellaneous items like toilet paper, paste, cribs, extra towels, etc.
- Maintains inventory of necessary supplies.
- Reports necessary maintenance items.
- Follows departmental policies and procedures.
- Follows all safety and sanitation policies
- Assists other departments when needed to ensure optimum service to guests.
- Performs any other duties may be assigned by Supervisor.

**Key competences:** Excellent communication and organizational skills, strong interpersonal and problem-solving abilities, highly responsible & reliable, ability to work cohesively as part of a team and good organizational and time-management skills.

**Qualifications:** The applicant should have at least NTA level 4 certificate or Vocational / Technical certificate in house-keeping, hotel operations, hospitality or front office operations or related field.

**Experience:** The applicant should have at least one (1) year experience in hospitality industry or hotel operations i.e. previous housekeeping experience a plus.

## **2. Public Area Assistant (1 Post)**

### **Job Summary**

A Public Area Assistant is responsible for ensuring all public places of a hotel are kept clean everyday. The job entails cleaning all the public places including wash rooms, kitchen, restaurant, bar, conference facilities. The public-area

assistant is also responsible for the cleaning of different utensils at the hotel and other public places as assigned by the immediate supervisor. The public area assistant should also look out for items the guest may have left behind in different public areas and reported to the Hotel manager. The public area assistant should ensure all the time the public places are kept and all the necessary amenities are in place.

### **Duties and Responsibilities**

- Performs cleaning duties in all public places.
- Ensures public area cleaning standards are followed.
- Ensure all the necessary items like toilet paper, toiletries, water are in place.
- Maintains inventory of necessary supplies.
- Consistently offers professional, friendly, and engaging service.
- Reports necessary maintenance items.
- Follows departmental policies and procedures.
- Follows all safety and sanitation policies
- Assists other departments when needed to ensure optimum service to guests.
- Performs additional duties as needed.

**Key competences:** Excellent communication and organizational skills, strong interpersonal and problem-solving abilities, highly responsible & reliable, ability to work cohesively as part of a team and good organizational and time-management skills.

**Qualifications:** The applicant should have at least NTA level 4 certificate or a Vocational/Technical certificate in public area cleaning, hotel operations, hospitality or front office operations (or related field).

**Experience:** The applicant should have at least one (1) year experience in hospitality industry or hotel operations i.e. previous public area cleaning is a plus.

**General Guidelines for the two posts**

**Language:** Preferably English and Kiswahili.

**Age Limit:** Must not exceed 50 years of age.

**Remuneration:** Attractive package.

**Reports to:** Hotel Manager.

**Terms of Employment:** Fixed term contract may be renewed based on the performance.

**Application Requirements:** Applicants must enclose application letter, curriculum vitae, and certified true copies of academic credentials including birth certificate.

**Application Submission:** Applications are submitted through UDSM recruitment portal by using the following address:

[https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.

A signed application letter should be written in either Swahili or English and addressed to

**Dean**

**University of Dar es Salaam Business School**

**P.O. Box 35046 Dar es Salaam.**

**Application Deadline:** 5<sup>th</sup> March, 2023