



BIST- BAGAMOYO AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY

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27/09/2025

EMPLOYMENT OPPORTUNITIES

The Bagamoyo African Institute of Sciences and Technology (BIST) registered by the National Council for Technical and Vocational Education and Training (NACTVET) with Registration number REG/NACTVET/1185. The institute currently offering certificate and Diploma programs in Accountancy, Accounting and Finance, Banking and Finance, Business Administration and Transport and Supply Chain Management. The institute hereby invites applicants who are self-motivated, flexible working in multicultural environment, honest, hardworking and committed individuals to fill the vacant post from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission:

1. **Vacant Positions:** Deputy Principal – Academic, Research and Consultancy (DP – ARC)

Duty station: Bagamoyo

Job Purpose:

The Deputy Principal – Academic, Research and Consultancy is responsible for all matters of education towards academic, research and consultancy by ensuring delivery of high quality services standard and academic compliance matters. The role will focus on delivering high quality education in a variety of formats as well as facilitating academic research and other clerical academic procedures. He/she will help to assist the college management to oversee continuous improvement in order to meet the academic goals accordingly.

Duties and Responsibilities

- I. To be responsible on all matters of academic service delivery;
- II. Supervising teaching and learning activities at the college;
- III. Advice on matters patterning academic standards management, quality control and assurance;
- IV. Evaluates academic matters performance and recommend future programmes;
- V. Oversees research, publications and consultancy activities of the institution.
- VI. Help to oversees the management of academic resources and ensure proper utilization of resources in academic matters;
- VII. Participate to administer academic standards, oversees admission and examinations procedures as well as other academic compliance matters
- VIII. To influence academicians to promote Research, Seminars and case studies in academic departments;
- IX. To promote institution Consultancy and community services amicably; and
- X. To supervise institution academic research projects
- XI. To prepare institution annual academic performance report; and
- XII. To perform any other duties as assigned by the Principal.

Minimum Qualifications:

Master's degree in either Education in Management and Administration, Business Administration, Human Resources Management, Accounting, Investment and Finance Management or any other Sciences and Socio science discipline from recognized Institutions and any other equivalent qualifications from recognized institutions.

However a person with at least 5 years working experience in the same position or Doctoral of Philosophy (PhD) will be added advantage.

2. Vacant Positions: Records Assistant

Duty station: Bagamoyo

Job Purpose:

Records Assistant is responsible for records keeping while supporting the success of institution activities in our daily operation. The incumbent will be responsible to provide assistance to the administration, in managing and maintaining records consequently. He/she will help to assist the college management to oversee continuous improvement in order to meet the administrative and academic goals accordingly.

Duties and Responsibilities

- i. To assist in tracing records documents and files once required;
- ii. To participate in receiving and registering all documents brought in the registry;
- iii. To participate in arranging documents and files in racks or cabinets in the registry;
- iv. To assist filling in the appropriate files;
- v. To receive, records and distribute incoming and externally created mails;
- vi. To record and arrange for the efficient and timely dispatch of all correspondences and;
- vii. To perform any other related official duties as may be assigned by the Supervisor.

Minimum Qualifications:

Diploma in Records Management, archives from recognized Institutions and any other equivalent qualifications from recognized institutions. However a person with at least 2years working experience in related field, Bachelor Degree will be added advantage.

GENERAL REQUIREMENTS:

- i. The applicant with working experiences not less than 2years in the same positions,
- ii. **Bagamoyo African Institute of Sciences and Technology is an Equal Opportunity Employer, we are committed to create a diverse environment and achieving a gender balance workforce, female candidates and people living with disability are strongly encouraged to apply.**
- iii. All applicants must attach up-to-date Curriculum Vitae (CV) having reliable contact information such as; postal address, Email, and telephone numbers and the CV should include three referees,
- iv. All applicants must attach their CERTIFIED copies of their Certificates,
- v. An applicant with special needs/case (disability) is supposed/advised to indicate,
- vi. State the position you are applying in the subject and attachment should be sent in PDF format as one combined document only,
- vii. All the applications should be sent to the following address;

**DEPUTY PRINCIPAL - PLANNING, FINANCE AND ADMINISTRATION,
BAGAMOYO AFRICAN INSTITUTE OF SCIENCES AND TECHNOLOGY,
P.O.BOX 72745,
DAR ES SALAAM.
E-MAIL:bistvacancy@gmail.com**

Deadline for application will be on 05th October 2025. The candidate who will be shortlisted will be contacted for interview.