

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION SCIENCE & TECHNOLOGY

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



Kumb. Na. FA. 97/228/02A/198

Date: 20th April, 2026

VACANCY ADVERTISEMENT

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with the aim of becoming the leading Centre of excellence for knowledge, skills and applied education in science and technology.

Mbeya University of Science and Technology (MUST invites dynamic and suitable qualified Tanzanians to fill **Six (6)** vacant post mentioned below;

1. RADIO TECHNICIAN II – (1 POST)

1.1 DUTIES AND RESPONSIBILITIES

- i. Maintain all the broadcasting and Office equipment;
- ii. Inspect equipment and conduct performance checks to ensure proper operation in conformity with TCRA regulations;
- iii. Monitor signal fidelity
- iv. Supervise the installation, maintenance, repair, and operation of equipment utilized by MUST FM Radio;
- v. Initiate orders for repair and replacement of equipment; and

- vi. To perform any other duties that may be assigned by the relevant authorities.

1.2 DIRECT ENTRY QUALIFICATIONS

Holder of Form IV or Form VI with Passes in English, Kiswahili or any Foreign Language with 2 years Diploma in Journalism, Mass Communication or its equivalent from a recognized institution. Must have knowledge in graphics, photographing, photo-editing, video shooting. Computer skills are essential.

1.3 REMUNERATION: PGSS 5

1.4 TENURE: ONE YEAR CONTRACT RENEWABLE

2. JOURNALIST II – (1 POST)

2.1 DUTIES AND RESPONSIBILITIES

- i. Gather and write and stories;
- ii. Write scripts and continuities and prepare programmes for radio and television products;
- iii. Collect, report and comment on news and current affairs for broadcasting by radio or television;
- iv. Interview politicians and other public figures at press conferences and on occasions, including individual interview recorded for radio or television;
- v. Write editorials and select, revise, arrange and edit submitted articles and other materials for broadcasting on radio or television;
- vi. Write advertising copy promoting particular products or services;
- vii. Select, assemble and prepare publicity materials about business or other organizations for being broadcast through radio, television or other media;
- viii. Provide professional and technical support to other junior reporter/journalists;
- ix. Monitoring of cab reporters/researchers; and
- x. Perform any other related duties as may be assigned by Supervisor.

2.2. DIRECT ENTRY QUALIFICATIONS

Holder of Bachelor Degree in Journalism, Mass Communication or equivalent qualification from recognized institutions. Knowledge in word processing, graphics, photographing, photo-editing and video shooting is an added advantage. Computer skills are essential.

2.3 REMUNERATION: PGSS 6

2.4 TENURE: ONE YEAR CONTRACT RENEWABLE

3. ADMISSION ASSISTANT – (4 POSTS)

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in answering calling signals from subscribers within and distant exchanges;
- ii. To assist in connecting calls within the exchange area and outside;
- iii. To assist in receiving and directing calls to appropriate office;
- iv. To assist in receiving and interviewing applicants and direct them to the appropriate officials as may be necessary;
- v. To assist in keeping records of all incoming and outgoing telephone calls for applicants;
- vi. To maintain applicants, register Book; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

3.2 DIRECT ENTRY QUALIFICATIONS

Holder of Diploma in Computer Science, Information Technology, Computer Engineering, Business Administration (any specialty) or equivalent qualifications from recognized institutions.

3.3. REMUNERATION: PGSS 4

3.4. TENURE: SIX MONTHS CONTRACT RENEWABLE

GENERAL CONDITIONS

- i. All applicants applying for posts of Radion Technician and Journalist must be Citizens of Tanzania with an age not above 45 years of age;
- ii. All applicants applying for post of Admission Assistant must be Citizens of Tanzania with an age not above 35 years of age;
- 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:
 - Degree/Advanced Diploma/Diploma/Certificates;
 - Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- x. 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 (NACTE);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. Only short-listed candidates will be informed on the date of interview;

- xiii. Presentation of forged certificates and other information will necessitate to legal action; and
- xiv. Deadline for application **5th May, 2026**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;

**THE VICE CHANCELLOR,
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,
P. O. BOX 131,
MBEYA.**