



1. JOB TITLE: **EXAMINATIONS OFFICER**

In this role you will be responsible to ensure timely processing, verification and publication of results, while maintaining accurate and confidential academic records.

Full-time Position

Deadline: 6th May 2026

BACKGROUND

MS TCDC is a renowned Pan-African training centre, situated in Arusha, Tanzania, unique in our dedication to high-quality capacity development for social transformation. For more than 50 years, we have delivered high quality capacity development in areas such as: democratic governance, human rights, transformational leadership, gender equality, youth participation and climate change governance.

ABOUT THE ROLE

The Examinations Officer is responsible for the overall coordination, administration, and security of all examination processes at MSTCDC. The role ensures that examinations are conducted efficiently, fairly, and in compliance with institutional policies and national regulatory bodies such as TCU and NACTVET. The Officer plays a critical role in safeguarding academic integrity, managing results processing, and maintaining accurate academic records.

KEY RESPONSIBILITIES

- Coordinate planning and scheduling of all examinations
- Prepare and communicate examination timetables

- Ensure secure preparation, handling, and storage of examination materials
- Supervise examination processes and invigilation
- Coordinate marking, moderation, and grading processes
- Maintain accurate academic records, transcripts, and results databases
- Support Examination Board meetings and reporting
- Ensure compliance with institutional and national policies (TCU & NACTVET)
- Provide support and guidance to students and academic staff

EDUCATION REQUIREMENTS

- Bachelor's degree in Education, Public Administration, Records Management, Business Administration, or related field
- Master's degree is an added advantage
- Minimum of 3 years' relevant experience in higher education
- Strong understanding of examination systems and regulations
- Proficiency in ICT systems and data management

CORE COMPETENCIES

- High level of integrity and confidentiality
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Attention to detail and accuracy
- Ability to work independently and collaboratively
- Adaptability and problem-solving skills
- Proficiency in MS Office and database systems

TERMS AND CONDITIONS:

- The position of Examinations Officer will be based at the MS TCDC in Usa River, Arusha, Tanzania.
- The position is offered under MS TCDC's employment terms with a basic salary will be provided under MS TCDC's scheme of service, aligned with the candidate's relevant experience and educational qualifications.
- A vibrant, supportive, and professional work environment, with highly committed colleagues and opportunities for growth.

**While all applicants will be assessed strictly on their individual merits, women are strongly encouraged to apply.*

→ **APPLY HERE**

2. **JOB TITLE: ADMISSIONS OFFICER**

The Admissions Officer will be responsible for the comprehensive management of student recruitment and admissions for both undergraduate and postgraduate programmes at MSTCDC

Full-time Position

Deadline: 6th May 2026

ROLE SUMMARY

The Admissions Officer is responsible for managing the entire student recruitment and admissions process, from outreach and application review to enrolment and orientation. The role ensures a transparent, efficient, and inclusive admissions process aligned with MSTCDC's strategic objectives and regulatory requirements.

KEY RESPONSIBILITIES

- Manage end-to-end admissions processes
- Review and evaluate applications and communicate decisions
- Coordinate enrolment, registration, and orientation programmes
- Lead student recruitment activities including outreach and events
- Maintain admissions databases and prepare reports
- Collaborate with academic and administrative units
- Ensure compliance with TCU, NACTVET, and institutional policies
- Provide guidance to prospective and admitted students

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Education, Social Sciences, Business Administration, or related field

- Minimum of 3 years' experience in admissions or higher education administration
- Experience in recruitment, enrolment, and student data management
- Strong communication, organizational, and interpersonal skills

CORE COMPETENCIES

- High level of integrity and confidentiality
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Attention to detail and accuracy
- Ability to work independently and collaboratively
- Adaptability and problem-solving skills
- Proficiency in MS Office and database systems

TERMS AND CONDITIONS

- The position of Admissions Officer will be based at the MS TCDC Training Centre in Usa River, Arusha, Tanzania.
- The position is offered under MS TCDC's employment terms with a basic salary will be provided under MS TCDC's scheme of service, aligned with the candidate's relevant experience and educational qualifications.
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3. JOB TITLE: SOUS CHEF

This position ensures consistent food quality, efficient kitchen workflow, strong hygiene standards, and smooth service across all sections.

Full-time position

Deadline: 6th May 2026

ABOUT THE ROLE

The Sous Chef is a key member of the culinary leadership team and plays a hands-on supervisory role supporting the Head Chef in daily operations. This position ensures consistent food quality, efficient kitchen workflow, strong hygiene standards, and smooth service across all sections. The ideal candidate should be organised, disciplined, team-oriented, and capable of stepping into leadership responsibilities when required.

KEY RESPONSIBILITIES

- Supervise daily operations across all production sections, including hot kitchen, salads, soups, pastry, butchery, and breakfast.
- Ensure all stations are fully prepared with proper mise-en-place before each service.
- Lead kitchen service during the absence of the Executive/Head Chef and ensure smooth meal production.
- Oversee recipe execution, ensuring correct preparation methods, portioning, and presentation.
- Conduct taste checks, plating reviews, and temperature control checks before food leaves the kitchen.
- Enforce strict adherence to hygiene, sanitation, and HACCP compliance across all workstations.
- Ensure proper food storage, labeling, dating, and organization according to FIFO standards.
- Monitor cleanliness, workstation organization, and waste management practices.
- Train, mentor, and supervise cooks, commis chefs, and kitchen assistants.
- Coordinate task assignments, shift handovers, and break schedules for smooth workflow.
- Support team motivation, discipline, and professional conduct.
- Assist with receiving goods, conducting quality checks, and ensuring proper storage procedures.
- Monitor ingredient usage, prep levels, and minimize wastage through efficient production planning.
- Report shortages, equipment faults, and operational issues promptly to the Executive/Head Chef.
- Ensure daily production sheets, prep lists, and consumption records are completed accurately.
- Support rollout of new menus, recipe testing, and adherence to presentation standards.

- Coordinate production for conferences, banqueting, BBQ operations, and outside catering.
- Assist in producing high-quality items for tour-operator breakfast/lunch boxes and special events.

QUALIFICATIONS & EXPERIENCE

- Diploma/Degree in Culinary Arts, Professional Cookery, or related field.
- 3–5 years' experience in a busy hotel, resort, institutional kitchen, or similar environment.
- Strong hands- on cooking ability across multiple kitchen sections.
- Experience supervising teams in a high- volume kitchen setting.
- Knowledge of food safety, HACCP, hygiene, and occupational safety practices.
- Competence in food costing, stock management, portioning, and yield control.
- Ability to work calmly and efficiently under pressure. Other skills
- Strong leadership and teamwork abilities.
- Professional, organized, and attentive to detail.
- Creative, energetic, and passionate about culinary excellence.
- High integrity, reliability, and discipline.
- Strong communication and interpersonal skills.

TERMS AND CONDITIONS:

- The position of Sous Chef will be based at the MS TCDC Training Centre in Usa River, Arusha, Tanzania.
- The position is offered under MS TCDC's employment terms with a basic salary will be provided under MS TCDC's scheme of service, aligned with the candidate's relevant experience and educational qualifications.
- A vibrant, supportive, and professional work environment, with highly committed colleagues and opportunities for growth.

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