

Marian University College

(A Constituent College of St. Augustine University of Tanzania)



ACADEMIC AND ADMINISTRATIVE VACANCIES

28th September, 2026

Marian University College (MARUCo), invites qualified Tanzanians to apply for any one of the following vacant academic and administrative positions:

1.1 Senior Lecturer / Lecturer

- Education (1 position)
- Physics (2 position)
- English (1 position)
- Geography (1 position)
- Mathematics (2 positions)
- Statistics (1 position)
- Computer Science (2 positions)
- Economics (1 position)
- Tourism and Hospitality Management (2 positions)

1.2. Assistant Lecturer

- Mathematics (2 positions)
- Tourism and Hospitality Management (2 positions)
- Geography (1 position)
- Computer Science (2 positions)
- Physics (2 positions)
- Statistics (1 position)
- English (1 position)
- History (1 position)
- Economics (1 position)

Qualifications

(a) **Senior Lecturer and Lecturer** must have a PhD. In addition, must have Masters' and Bachelor's degrees in the relevant field, with minimum GPAs of 4.0 out of 5.0 or B⁺ and 3.5 out of 5.0, respectively, from a recognized institution.

(b) **Assistant Lecturer** must have a Masters' degree and a Bachelor's degree in the relevant field from a recognized institution. The minimum GPAs are 4.0 out of 5.0 or B⁺ for Masters, and 3.5 out of 5.0 for Bachelor degrees.

2.1 Dean of Students (1 position)

A Dean of Students manages student welfare, behavior, discipline, and support services outside the classroom. The Dean is in charge of overseeing student life, student services and on-campus activities. Their duties include providing support for students, addressing student behavior and coordinating admissions and new student orientation.

Education: Must have a Master's and Bachelor's degree in Educational Psychology, Counselling, with a minimum GPA of 4.0 and 3.5 out of 5.0 respectively from a recognized university. A Ph.D. in Guidance/Educational Psychology/Counselling will be an added advantage.

Experience: Must have at least 3 years' experience in a management position. The candidate must be well versed in student affairs management.

Skills: Strong communication, leadership, and crisis management abilities.

2.2 Assistant Librarian (1 position)

Qualifications

Holder of Master of Library and Information Science or Master of Science in Library and Information Studies degree with a GPA of 4.0 out of 5.0 or B⁺, and first degree in Bachelor of Science in Library and Information Management or Bachelor of Library and Information Science with a minimum GPA of 3.5 out of 5.0 from a recognized reputable university.

2.2. Assistant Librarian Trainee (1 position)

Qualifications

Holder of Bachelor of Library and Information Management, or Bachelor of Science in Library and Information Management degree with GPA of at least 3.5 out of 5 from recognized reputable university.

3. Laboratory Technician (1 position)

Qualifications

Holder of an Ordinary Diploma in Laboratory Technology, or Ordinary Diploma in Laboratory Sciences. Must have a minimum GPA of 3.0 out of 5.0 from a recognized reputable institution.

4. Assistant IT-System Administrator

Qualifications

Holder of a Bachelor's degree in IT, Computer Science, or a related field with a minimum GPA of 3.5 out of 5.0 from recognized reputable university. Experience of **3 or more years** of working with technology setups, preferably within a higher education sub sector. Extra certificates like CCNA (networking) or MCSA (Microsoft) are an added advantage.

5. Admissions Officer

Qualifications

- Holder of a Bachelor's degree in Education, Social Sciences, Business Administration, or related field with a minimum GPA of 3.5 out of 5.0 from a recognized reputable institution.
- 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

3.0 Mode of Application

All applicants should submit their application letters together with an up-to-date Curriculum Vitae (CV), contact address, names of three referees, photocopies of degree certificates and transcripts, and a birth certificate. Communication on the outcome of the application will only be made to short listed applicants. Interviewees will be informed of the date and venue of the interview well in advance. Qualified Tanzanian women are strongly encouraged to apply for the listed positions. **The applications will be open until all vacancies are filled.** All applications should be submitted to:

The Deputy Principal for Administration and Finance

Marian University College,

P.O. Box 47.

Bagamoyo, Pwani.

E-mail: dpaf@maruco.ac.tz

Copied to: hrmo@maruco.ac.tz; dpacademic@maruco.ac.tz