



TUMAINI UNIVERSITY MAKUMIRA

Education for Service and Leadership

VICE CHANCELLOR

P.O. Box 55, USA-RIVER,
Arusha, Tanzania, East Africa.

Tel: +255-(0)27-2541034/36;

Fax: No.: +255-(0)27-2541030;

E-mail: VC@makumira.ac.tz

Web: www.makumira.ac.tz

JOB VACANCIES

21ST JULY 2026

1.0 Background

Tumaini University Makumira (TUMA) is a fully-fledged private University owned by the Evangelical Lutheran Church in Tanzania (ELCT). The University is located in Usa-River, 16 km from Arusha City, along Arusha-Moshi Road. With its vision of being a Christ-centred Higher Education Institution for excellence and hope, TUMA undertakes teaching, research, and community engagement through various academic and outreach programmes.

The University hosts an outreach project on Participatory and Inclusive Teaching Approach (PITA) at the Faculty of Education, Humanities and Science. The purpose of PITA Project is to provide in-service training to lower secondary school teachers working in remote secondary schools in Meru District Council. The project aims at supporting the schools in the areas of competence-based pedagogy as well as students' guidance and counselling services.

In support of both the University's core functions and the implementation of the PITA Project, TUMA invites applications from suitably qualified and competent Tanzanians to fill the following vacancies.

2.0 Vacancies

2.1 TUMA Vacancy

2.1.1 Assistant Accountant

Core Responsibilities

- (a) Process payments, receipts, and other financial transactions.
- (b) Prepare and maintain accurate accounting records and financial reports.
- (c) Perform bank reconciliation and general accounting reconciliation
- (d) Follow up on all tax and other compliance qualifications
- (e) Assist in audit activities.

Qualifications

- (a) Education: Diploma in Accountancy from a recognised institution.
- (b) Computer literacy with proficiency in MS Office applications, particularly Excel.
- (c) Proficiency in at least one accounting software package (e.g., QuickBooks or Pastel)
- (d) Experience: Minimum of two years of professional working experience.
- (e) High level of ethical integrity and accountability.

2.2 PITA Project Vacancies

2.2.1 Guidance and Counselling Advisor

Core Responsibilities, to be conducted with a team of educators:

- (a) Project design: Develop in-service training modules covering school guidance and counselling frameworks.
- (b) Teacher mentorship: Equip secondary school teachers with the skills to address students' academic, emotional, and behavioral challenges.
- (c) Resource development: Create practical toolkits and manuals for school guidance and counselling.

Qualifications & Requirements

- (a) Education: Master of Arts in Counseling Psychology / Applied Social Psychology OR Master of Education in Education Psychology from a recognised institution with a minimum GPA of 4.0 at the master's level and 3.5 at the undergraduate level.
- (b) Experience: Minimum of two years of experience preferably in educational settings / school-based counselling.
- (c) High level of ethical integrity and accountability.

2.2.2 Project Assistant

Core Responsibilities

The Project Assistant will support the Project Coordinator and project team in the execution of project activities. The primary tasks include:

- (a) Coordination of meetings, workshops, and other project events.
- (b) Participation in project community-based activities.
- (c) Project communication, administration and documentation.
- (d) Assistance in gathering, entering, and analyzing field data to support project monitoring and evaluation.

Qualifications & Requirements

- (a) Education: Bachelor's degree in Community Development from a recognised institution with a minimum GPA of 3.5.
- (b) Experience: Minimum of two years of professional experience in project implementation, preferably within the education sector or NGOs.
- (c) Skills: Strong organizational skills, proficiency in MS Office (Word, Excel, PowerPoint), and excellent verbal and written communication skills.
- (d) High level of ethical integrity and accountability.

3.0 Remuneration

Successful candidates will be remunerated as per TUMA Salary Scale and offered a positive and supportive work environment.

4.0 General Conditions

- 4.1.** All academic and professional certificates submitted must be certified by the relevant authorities.

- 4.2. Provisional results, statements of results, and Form IV or Form VI result slips will not be accepted.
- 4.3. Applicants who obtained their qualifications from institutions outside Tanzania must provide evidence of recognition or equivalency from the relevant authorities, such as NECTA, NACTVET, or TCU, as applicable.
- 4.4. Only shortlisted candidates will be contacted for interviews.

5.0 Mode of Application

- 5.1 Each applicant must submit a complete application package comprising the following:
- i. Certified copies of relevant academic certificates and transcripts;
 - ii. A certified copy of the birth certificate;
 - iii. A certified copy of the National Identity Card or NIDA Number;
 - iv. A signed application letter; and
 - v. A detailed, signed and dated Curriculum Vitae (CV) containing the names and contact details (telephone numbers, postal addresses, and email addresses) of at least three referees, one of whom must be the applicant's immediate previous employer.
- 5.2 The deadline for the submission of applications is 14 days from the date of publication.
- 5.3 All applications be addressed to the Vice-Chancellor via the following addresses:

**The Vice Chancellor,
Tumaini University Makumira,
P.O. Box 55, USA-RIVER.
Email Address: vc@makumira.ac.tz
Copy (Cc) to: hr@makumira.ac.tz**