

HAGAFILO COLLEGE OF DEVELOPMENT MANAGEMENT

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Directors' Office
P.O Box 575
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Vacancy announcement:

OVERVIEW

Hagafilo College of Development Management (CODEM) is a Private College owned by Hagafilo Holding Company. The college is located in Njombe Town Council in the Southern Highlands of Tanzania, and was founded in 2013 .

VACANCIES

Hagafilo College invites applications from suitably qualified and competent aspirants to be considered for the following vacant posts

1. DEPUTY PRINCIPAL ACADEMIC (1 POST)

Key Responsibility will Include

- To Advise and inform the College Principal on different issues pertaining to teachers, workers and students about the College Development.
- To write and produce the Semester/Term reports for teaching staff, non-teaching staff and students
- To Chair the Academic meetings in absence of the College Principal.
- To ensure that availability of Syllabus and their implementation in all academic Departments.
- To ensure that all Log Books, Teaching and Learning guides, Attendances, Journals, Schemes of work and all other learning Materials from all Departments are available and systematically implemented.
- To ensure students registration, Department results processing, Department results Uploading and Department Submissions of the processed Data to the appropriate Councils are done accordingly.
- To ensure the availability of Examination Venue, Academic Stationery, examination Time table of the College as it comply with the Councils Timetables.
- To ensure the College Timetable is followed effectively by Workers and Students.
- To oversee all Field Training Practice.
- To receive and approve the Academic requirements from all departments.

Key Qualification, experience and Competence

Holder of Bachelor Degree in one of the following fields; Education in Literature, Geography and Environment, Language studies, Education with Agriculture, Art with education, Education in psychology or equivalent qualifications from recognized institutions with working experience of at least one (01) year. Candidates with masters' qualifications in relevant fields will have added advantage.

2. DEPUTY PRINCIPAL PLANNING, ADMINISTRATION & FINANCE (1 POST)

Key Responsibility will Include

- To assist the College Principal on College Budget, Planning on College Development and Solisting sources of Funds.
- To prepare term tutor duty roster, and to make follow ups, to receive daily reports from tutors on duty and to be concerned with different issues and keep the college log book.
- To prepare annual college academic calendar and to ensure its implementation.
- To allocate tutors' offices and department, study rooms, lecture halls, seminar rooms, and any other rooms/buildings and their use.
- To announce daily college timetable/ routine when is required.
- To be the committee chairperson of college staff accommodation/ allocation meeting.
- To be committee chairperson of buildings and environmental college cleanliness.
- To be the overseer and ensure all committees are efficacious and give recommendations to college principal.
- To make announcement to students and workers.
- To fulfill all of his office responsibilities and those ordered by his college principal.

Key Qualification, experience and Competence

Holder Bachelor Degree in one of the following fields; Economic and Statistics, Animal Science and Production, Agriculture General, Agricultural Economics and Agribusiness, or equivalent qualifications from recognized institutions with working experience of at least one (01) year. Candidates with masters' qualifications in relevant fields will have added advantage.

DEPARTMENT OF AGRICULTURE

1. TUTOR GRADE II: AGRICULTURE PRODUCTION (03) POSTS

Qualifications and Requirements: Bachelor of science in Agriculture general from recognized institutions with a minimum GPA of 3.5

2. ASSISTANT TUTOR II : AGRICULTURE GENERAL (03) POSTS

Qualifications and Requirements:

- Diploma in Agriculture General from recognized institutions with a minimum GPA of 3.5

DEPARTMENT OF COMMUNITY DEVELOPMENT

3. TUTOR GRADE II: COMMUNITY DEVELOPMENT (03) POSTS

Qualifications and Requirements: Bachelor in Community Development from recognized institutions with a minimum GPA of 3.5

4. TUTORIAL ASSISTANT II COMMUNITY DEVELOPMENT (03) POSTS

Qualifications and Requirements:

- Diploma in Community Development from recognized institutions with a minimum GPA of 3.5

DEPARTMENT OF ANIMAL SCIENCE

5. TUTOR GRADE II: ANIMAL SCIENCE (02) POSTS

Qualifications and Requirements: Bachelor of science in Animal Science from recognized institutions with a minimum GPA of 3.5

6. TUTOR GRADE II: VETERINARY MEDICINE (02) POST

Qualifications and Requirements: Bachelor of science in Veterinary Medicine from recognized institutions with a minimum GPA of 3.5

DEPARTMENT OF EDUCATION

7. TUTOR GRADE II: MATHEMATICS & PHYSICS (01) POST

Qualifications and Requirements:

- Bachelor of Education in Physics and Mathematics from recognized institutions with minimum GPA of 3.5

8. TUTOR GRADE II: PHYSICS & COMPUTER SCIENCE or MATHEMATICS & COMPUTER SCIENCE(01) POST

Qualifications and Requirements:

- Bachelor of Education in Geography / Bachelor of education in computer science from recognized institutions with a minimum GPA of 3.5

9. SECURITY GUARD (01) POSTS

General Conditions

1. Applicants must attach certified copies of their certificates and transcripts
2. Applicants must attach an up to date Curriculum Vitae (CV) having reliable postal address, email and telephone number
3. Applicants should indicate three reputable referees with reliable contacts
4. Applicants having Ordinary or Advanced Level Certificates from foreign examination bodies should have their certificates verified by the National Examinations Council of Tanzania (NECTA)
5. Applicants having post school Certificates or Diplomas from foreign examination bodies should have their certificates verified by the National Council for Technical Education (NACTE)
6. Applicants having qualifications from foreign universities should have their certificates verified by TCU
7. A signed application letter should be written in good English and be sent by post, delivered in person or attached to email sent to hagafilocollege@yahoo.com. and addressed to
The COLLEGE PRINCIPAL,
HAGAFILO COLLEGE,
P.O. BOX 575,
NJOMBE.
8. The deadline for application will be on 14th April, 2024, 16:00pm
9. Only shortlisted applicants will be called for interview