

THE OPEN UNIVERSITY OF TANZANIA



VACANCY ANNOUNCEMENT

THE DEPUTY VICE CHANCELLOR - LEARNING TECHNOLOGIES AND REGIONAL SERVICES

Applications are invited from suitably qualified Tanzanians to fill the Post of **The Deputy Vice Chancellor-Learning Technologies and Regional Centres (DVC-LT&RS)** of the Open University of Tanzania (OUT), an Open and Distance Learning Institution offering certificates, diplomas, degrees and postgraduate Charter of incorporation of 2007 following the Repeal of the Open University Act No.17 of 1992, The OUT operates in over Thirty (30) Regional, Coordination and Study Centres spread throughout the United Republic of Tanzania and beyond.

DVCLT&RS QUALIFICATIONS AND EXPERIENCES:

This is a senior administrative position at the University. The applicant must be a Tanzanian citizen, holding the rank of Associate Professor and above. Must also be a holder of PhD from a recognized University with not less than five years of proven senior administrative experience, preferably in an institution of higher learning.

DUTIES:

- i. To oversee all matters regarding the University's Regional and Coordination Centres
- ii. Chief Advisor to the Vice-Chancellor and University generally in respect of all matters related to Learning Technologies.
- iii. To manage and evaluate Regional and Coordination Centres regarding their academic and administrative functions
- iv. To have basic knowledge in Open and Distance Learning
- v. To ensure availability of study materials online or in hard copy, Assignments, Tests and Examinations and oversee their distribution to Regional and Coordination centres
- vi. To plan and supervise development of Regional and Coordination Centres in terms of infrastructure, communication and staffing, Admission processes, financial, quarterly and annual reports.
- vii. To perform any other duty as shall be conferred upon him/her by the Universities Act, OUT's Charter of incorporation

& regulations and other acts or as may be prescribed by the Vice Chancellor.

OTHER ATTRIBUTES: The Applicant must:

- Have leadership skills with proven experience in Management in a similar level or as a Director or Principal
- Be a person with high integrity and budgeting skills,
- Have remarkable experience in income generation and resource mobilization
- Have Good knowledge of information and Communications Technologies (ICT)

SALARY: The salary is attractive in accordance with Government's standing Regulations.

FRINGE BENEFITS: As spelt out by the existing University Regulations.

AGE LIMIT: Not less than 40 years of age, but not more than 60 years old.

MODE OF APPLICATION:

Applications accompanied by signed up-to-date Curriculum Vitae and other relevant documents, names and addresses of three referees (including the last employer) should reach the Chairperson of the Search Committee at the address below NOT later than Wednesday, 1st June, 2022. Applicants are further advised to ask their Referees to submit reference letters directly to the Search Committee latest ONE week after the closing date for applications.

The Chairperson,

Search Committee for the Deputy Vice Chancellor
(Learning Technologies and Regional Services)

The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam.

Attn: **SECRETARY TO COUNCIL**

Soft copies Applications by email to: stc@out.ac.tz