

MOUNT MERU UNIVERSITY



EMPLOYMENT OPPORTUNITY

Mount Meru University is a fully chartered Private University established under charter of 2002. The University is located in Arusha Ngaramtoni and has other centers in Arusha Town and Mwanza Town. The University is a foundation of real knowledge and wisdom that produces excellent, God fearing, Visionary, Skilled, proactive, hardworking and transformed servant leaders. In order to fulfill her functions properly, the University is seeking applications from suitably qualified person to fill the following posts and **duty station will be MMU-Mwanza Centre;**

1. LECTURERS - 3 POSTS

- i. **Area of specialization-:** *(Human Resources Lecturer 1post, Mathematics Lecturer 1Post, and Bussiness Lecturer 1Post).*
- ii. **Qualification:** *Master degree in the respective areas with undergraduate degree G.P.A 3.5 and above, and Masters degree GPA 4.0 and above.*
- iii. **Duties and responsibilities:** *He/She will be responsible for teaching, conducting research, preparing teaching and learning material, providing consultancy and public services, and any other duties as my be assigned by the supervisor.*

2. ACCOUNTANT- 1 POST

- i. **Area of Specialization-:** *Accounts*
- ii. **Qualification:** *undergraduate degree (Bsc) with G.P.A 3.5 and above and must be a CPA (T) Holder.*
- iii. **Duties and responsibilities:** *Perform various accounting, budget monitoring and assistance with internal and external accounting and reporting functions. Ensure adherence to University policies and generally accepted accounting principles. Preparing monthly payroll and submit to the HRM for Verification.*
- iv. *Reporting to the Mount Meru University Bursar.*

How to apply: Send an application letter clearly demonstrating suitability for the post together with updated CV, Copy of academic Certificates, Academic transcripts, relevant testimonies, Medical certificate and birth Certificate to the:

**Vice Chancellor,
Mount Meru University,
P.o. Box 11811,
Arusha.**

Application Deadline: 20th September 2017.