



TANDABUI POLYTECHNIC INSTITUTE.

P.O.BOX 1719, Mwanza. REG/HAS/117, TIN 134-438-894

EMPLOYMENT OPPORTUNITIES

INTRODUCTION

Tandabui Polytechnic Institute (TPI) is a registered and fully accredited technical and vocational education and training institution under the National Council for Technical and Vocational Education and Training (NACTVET), Registration Number REG/HAS/117. Since its establishment in 2012, the Institute has remained committed to delivering quality, competence-based education and professional training across diverse fields, with a strong focus on industry relevance, innovation, and community development.

In line with its ongoing academic and institutional operations, Tandabui Polytechnic Institute invites applications from qualified, competent, and motivated individuals to apply for the various Tutor positions as shown below:

Please note the deadline for submission of applications is on or before 02 January 2026.

1.0 TUTOR – BUSINESS ADMINISTRATION (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate learning activities in both face-to-face and online environments in accordance with the approved schedule.
- ii. Deliver classroom tutorials, online discussions, and virtual consultations to support understanding of business management concepts;
- iii. Guide learners through enterprise projects, case studies, simulations, and applied business tasks;
- iv. Moderate online discussion forums and learning activities via the LMS to enhance engagement;
- v. Provide timely and constructive feedback on assignments, quizzes, and learning tasks submitted online and in person;
- vi. Monitor attendance, participation, and academic progress using classroom records and LMS analytics;
- vii. Guide students on study strategies, time management, and use of digital tools for blended learning success;
- viii. Maintain accurate academic and administrative records including attendance, learner progress, and tutoring activities;
- ix. Collaborate with lecturers, course coordinators, and instructional design teams to align face-to-face and online components
- x. Uphold academic integrity, institutional policies, and professional conduct;

- xi. Participate in tutor training, coordination meetings, and quality assurance activities; and
- xii. Provide academic and pastoral support and refer learners to appropriate support services where necessary.

b) QUALIFICATIONS AND DEMONSTRATED EXPERIENCE

- i. Bachelor's Degree in Business Administration or a closely related discipline from a recognized institution;
- ii. A Master's Degree will be an added advantage.
- iii. Formal training in education, teaching methodology, or pedagogy is an added advantage.
- iv. Prior teaching, tutoring, or facilitation experience is preferred;
- v. Demonstrated experience in blended or online learning delivery is an added advantage.
- vi. Familiarity with LMS platforms such as Moodle or equivalent.

c) SKILLS AND COMPETENCIES

- i. Strong subject-matter competence and ability to explain concepts clearly;
- ii. Effective communication in both face-to-face and online environments;
- iii. Digital literacy in LMS, video-conferencing tools, and online assessment systems;
- iv. Strong organizational and time-management skills;
- v. Commitment to academic integrity and professionalism;
- vi. Ability to collaborate with academic teams;
- vii. Student-centred approach and mentoring skills.

2.0 TUTOR – ENTREPRENEURSHIP AND ENTERPRISE DEVELOPMENT (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate face-to-face tutorials and online learning support sessions on entrepreneurship and enterprise development;
- ii. Support learners to develop business ideas, feasibility studies, and business plans through guided practical tasks;
- iii. Moderate LMS discussion forums and provide feedback on enterprise assignments and project work;
- iv. Assist in practical sessions, revision classes, and supervision of enterprise projects during on-campus components;
- v. Monitor learner engagement and progress and provide targeted academic support;
- vi. Provide learner mentoring and basic coaching on enterprise implementation and improvement;
- vii. Maintain records of learner participation, progress, and tutoring activities; and

- viii. Support coordination with lecturers and course teams to align blended learning activities.

b) QUALIFICATIONS AND DEMONSTRATED EXPERIENCE

- i. Bachelor's Degree in Entrepreneurship, Enterprise Development, Business Management, or related field;
- ii. Master's Degree is an added advantage.
- iii. Training in pedagogy is an added advantage.
- iv. Experience in SMEs, start-ups, cooperatives, or enterprise support is preferred.
- v. Familiarity with LMS platforms is required.

c) SKILLS AND COMPETENCIES

- i. Ability to guide learners in practical enterprise tasks;
- ii. Strong facilitation and mentoring skills;
- iii. Digital literacy and strong feedback skills;
- iv. Collaborative and student-centred approach.

3. TUTOR – CYBERSECURITY AND INFORMATION SECURITY (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate cybersecurity learning activities in both classroom and online environments;
- ii. Support students through tutorials, online discussions, and virtual consultations on cybersecurity concepts;
- iii. Assist in delivery of practical lab sessions, simulations, and secure computing exercises during on-campus sessions;
- iv. Moderate LMS forums, learning tasks, and applied cybersecurity assignments;
- v. Provide timely feedback on quizzes, practical tasks, and assignments and monitor learner progress using LMS analytics;
- vi. Guide learners on safe use of digital tools, lab etiquette, and academic integrity in technical assessments;
- vii. Maintain academic records and collaborate with course teams to align online and practical components.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Cybersecurity, Computer Science, Information Technology, or related field;
- ii. Master's Degree is an added advantage;
- iii. Teaching or industry experience in ICT/security is preferred;
- iv. Experience with blended/online learning and LMS platforms is an added advantage.

c) SKILLS AND COMPETENCIES

- i. Strong technical competence and ability to teach using demonstrations and applied tasks;

- ii. Digital literacy in LMS, virtual labs, and assessment tools;
- iii. Strong troubleshooting, communication, and learner-engagement skills.

4. TUTOR – DIGITAL FORENSICS AND CYBERCRIME INVESTIGATION (5 Positions)

i. KEY DUTIES AND RESPONSIBILITIES

- i. Support delivery of digital forensics learning activities in classroom and online environments;
- ii. Assist in practical sessions on digital evidence handling, documentation, and basic forensic workflows;
- iii. Moderate LMS forums and support learners through virtual consultations and guided activities;
- iv. Provide feedback on assignments and practical tasks and monitor learner progress;
- v. Maintain learner records and support alignment of practical and online activities with course teams.]

ii. QUALIFICATIONS AND EXPERIENCE

- i. Bachelor’s Degree in Digital Forensics, Cybersecurity, Computer Science, or related field;
- ii. A master’s Degree is an added advantage.
- iii. Exposure to forensic tools or investigations is preferred.
- iv. LMS familiarity is required.

(c) SKILLS AND COMPETENCIES

- i. Strong analytical and problem-solving skills;
- ii. Ability to guide learners in applied tasks and documentation;
- iii. Strong digital facilitation and feedback skills.

5. TUTOR – ACCOUNTING AND FINANCE (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate accounting learning activities in both face-to-face and online environments;
- ii. Support learners through tutorials, online discussions, and consultations on bookkeeping and financial reporting;
- iii. Assist in practical sessions on accounting exercises, financial statement preparation, and applied case tasks;
- iv. Moderate LMS learning activities and provide feedback on assignments and quizzes;
- v. Monitor learner progress and provide targeted support based on classroom records and LMS analytics;
- vi. Maintain accurate academic records and collaborate with course teams for alignment of blended components.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Accounting, Finance, or related field;
- ii. Master's Degree is an added advantage.
- iii. Professional certification (CPA/ACCA) is an added advantage
- iv. Teaching or professional experience is preferred.
- v. LMS familiarity is required.

c) SKILLS AND COMPETENCIES

- i. Strong competence in accounting principles and practical application;
- ii. Accuracy, organization, and strong feedback skills;
- iii. Digital competence in online assessments and LMS delivery.

6. TUTOR – TAXATION AND PUBLIC FINANCE (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Support the delivery of taxation learning activities in both classroom and online environments;
- ii. Assist learners through tutorials, discussions, and guided practice on tax computation and compliance;
- iii. Moderate LMS forums and provide feedback on assignments and case studies;
- iv. Support practical sessions and revision classes during on-campus components;
- v. Monitor learner progress and maintain academic records;
- vi. Collaborate with course teams to align online and face-to-face tasks.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Accounting, Taxation, Finance, or related field;
- ii. Master's Degree is an added advantage.
- iii. Exposure to tax compliance and regulatory frameworks is preferred.
- iv. LMS familiarity is required.

c) SKILLS AND COMPETENCIES

- i. Ability to simplify tax concepts and provide applied guidance;
- ii. Strong communication and feedback skills;
- iii. High integrity and compliance mindset.

7. TUTOR – MEDIA PRODUCTION AND BROADCASTING (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate learning activities in both face-to-face and online environments for media production and broadcasting;
- ii. Support learners through tutorials, online discussions, and consultations on production workflows and broadcasting operations;
- iii. Assist in practical studio sessions and field production activities during on-campus components;
- iv. Moderate LMS forums, share learning resources, and provide feedback on production assignments;
- v. Monitor learner engagement and progress using records and LMS analytics;
- vi. Ensure professional conduct and ethical practice in media content development and learning activities;
- vii. Maintain academic records and collaborate with course teams for blended alignment.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Journalism, Media Studies, Mass Communication, or related field;
- ii. Master's Degree is an added advantage.
- iii. Practical experience in media production or broadcasting is preferred.
- iv. Experience with blended/online learning is an added advantage.
- v. LMS familiarity is required.

c) SKILLS AND COMPETENCIES

- i. Strong practical competence and ability to demonstrate media production tasks;
- ii. Strong facilitation and learner-engagement skills;
- iii. Digital competence in content sharing and online feedback.

8. TUTOR – DIGITAL MEDIA AND MULTIMEDIA PRODUCTION (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Support blended learning delivery of digital media and multimedia production tasks;
- ii. Assist learners during practical sessions on editing, content creation, and digital production workflows;
- iii. Moderate LMS forums and provide feedback on multimedia assignments;
- iv. Monitor learner progress and provide academic support;
- v. Maintain records and coordinate with course teams.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Multimedia, Digital Media, Film Production, or related field;
- ii. Master's Degree is an added advantage.
- iii. Practical digital production skills are required;
- iv. LMS familiarity is required.

c) SKILLS AND COMPETENCIES

- i. Strong technical creativity and ability to guide hands-on learning;
- ii. Good digital facilitation and online feedback skills;
- iii. Teamwork and learner-support orientation.

9. TUTOR – DIGITAL MARKETING AND E-COMMERCE (5 Positions)

(a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate learning activities in both face-to-face and online environments for digital marketing and e-commerce;
- ii. Support learners through tutorials, online discussions, and consultations on online sales, marketing campaigns, and customer engagement;
- iii. Guide applied projects such as campaign design, digital strategy tasks, and e-commerce operations;
- iv. Moderate LMS forums and provide timely feedback on assignments and quizzes;
- v. Monitor learner progress using classroom records and LMS analytics;
- vi. Maintain academic records and collaborate with course teams to align blended components.

(b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Marketing, Digital Marketing, Business Administration, or related field;
- ii. A master's Degree is an added advantage.
- iii. Experience in digital marketing tools/platforms is preferred.
- iv. Experience with blended/online learning delivery is an added advantage.
- v. LMS familiarity is required.

(c) SKILLS AND COMPETENCIES

- i. Strong competence in digital marketing and e-commerce practice;
- ii. Ability to engage learners in applied tasks and projects;
- iii. Digital literacy and feedback competence.

10. TUTOR – COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT (5 Positions)

a) KEY DUTIES AND RESPONSIBILITIES

- i. Facilitate learning activities in both face-to-face and online environments for programming and software development;

- ii. Support learners through tutorials, online discussions, and virtual consultations;
- iii. Assist in practical coding labs and revision sessions during on-campus components.
- iv. Moderate LMS forums, practical tasks, and coding assignments;
- v. Provide feedback, monitor learner progress via LMS analytics, and guide learner improvement;
- vi. Maintain records and collaborate with course teams to align practical and online learning activities.

b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Computer Science, Software Engineering, or related field;
- ii. Master's Degree is an added advantage.
- iii. Teaching or professional coding experience is preferred.
- iv. Blended/online delivery experience is an added advantage.
- v. LMS familiarity is required.

c) SKILLS AND COMPETENCIES

- i. Strong programming competence and ability to guide learners step-by-step;
- ii. Digital competence in LMS, coding tools, and online assessment;
- iii. Strong mentoring, organization, and teamwork.

11. TUTOR – COMPUTER SYSTEMS AND NETWORKING (5 Positions)

(a) KEY DUTIES AND RESPONSIBILITIES

- i. Support blended delivery of computer systems, hardware, networking, and operating systems learning tasks;
- ii. Assist in technical labs during on-campus components and support online learning activities and consultations;
- iii. Moderate LMS forums and provide feedback on practical tasks and assignments;
- iv. Monitor learner progress and maintain academic records;
- v. Support alignment of practical and online components with course teams.

(b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Information Technology, Computer Engineering, or related field;
- ii. Master's Degree is an added advantage;
- iii. Practical experience in networking/systems support is preferred;
- iv. LMS familiarity is required.

(c) SKILLS AND COMPETENCIES

- i. Strong troubleshooting and practical lab support skills;

- ii. Digital facilitation competence and learner-support orientation;
- iii. Strong organization and teamwork.

12. TUTOR – CLINICAL DENTISTRY AND ORAL HEALTH PRACTICE (5 Positions)

(a) KEY DUTIES AND RESPONSIBILITIES

- i. Deliver clinical dental training and supervise chair-side practical sessions;
- ii. Guide learners in oral examination, diagnosis support, infection prevention, and patient management;
- iii. Supervise clinical competencies, logbooks, and practical assessments;
- iv. Ensure compliance with clinical safety standards, professional ethics, and regulatory requirements;
- v. Provide academic and clinical mentorship to learners; and
- vi. Maintain accurate clinical training records and reports.

(b) QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Dental Surgery (BDS) or equivalent;
- ii. Registered with the Medical Council of Tanganyika or relevant authority;
- iii. Clinical teaching experience is an added advantage.

(c) SKILLS AND COMPETENCIES

- i. Strong clinical competence and patient management skills;
- ii. Ability to supervise and evaluate clinical performance objectively;
- iii. High professionalism, integrity, and commitment to safety standards.

13. TUTOR – DENTAL THERAPY AND CLINICAL DENTAL ASSISTANCE (5 Positions)

(a) KEY DUTIES AND RESPONSIBILITIES

- i. Support clinical teaching activities and learner practice under supervision of the Lead Tutor;
- ii. Assist in preparation of clinical instruments, materials, and infection prevention procedures;
- iii. Support chair-side assistance training, sterilization processes, and patient care routines;
- iv. Maintain basic clinical training records and support learner mentoring; and

- v. Perform other related duties as assigned.

(b) QUALIFICATIONS

- i. Diploma or Bachelor's Degree in Dental Therapy, Oral Health, or related field;
- ii. Registration with a relevant professional body is an added advantage.
- iii. Clinical experience is preferred.

(c) SKILLS AND COMPETENCIES

- i. Strong practical competence in clinical support procedures;
- ii. High attention to detail, hygiene, and safety compliance;
- iii. Good communication and learner-support skills.

MODE OF APPLICATION

Interested and qualified candidates are required to submit their applications **ONLY** through the official Tandabui Polytechnic Institute online application form.

Apply here:

<https://staffapplication.tandabuiinstitute.ac.tz/>

Applicants must complete the form in full and clearly indicate the accurate job title applied for. They should also upload an application letter, Curriculum Vitae (CV) with three traceable referees (i.e., with contact details), and relevant academic and professional certificates.

PLEASE NOTE:

- a) Applications submitted via email, WhatsApp, or hard copy will not be considered.
- b) The deadline for submission of all applications is on or before 10 January 2026
- c) The duty station will be in Mwanza.
- d) Only shortlisted candidates will be contacted