UNITED AFRICAN TECHNICAL COLLEGE

Full-time Tutor in Business Administration

We are seeking a highly skilled and experienced individual to join our team as a Tutor in Business Administration. The successful candidate will be responsible for teaching students in business administration and other related fields

Key Responsibilities:

- Provide academic and professional leadership to the Department of Business Management as its head.
- Develop curriculum, modules, and various other advanced learning opportunities, such as short courses, that are aligned with the NACTVET standards and regulations under the supervision of the Deputy Principal-ARC.
- Teach modules (up to NTA Level 6) in Business Administration and other related areas, with strict adherence to NACTVET teaching standards.
- Prepare and deliver high-quality, student-centered instruction using modern teaching methods and practical examples.
- Provide academic and professional guidance to students on module assignments, fieldwork, and project development.
- Encourage critical thinking and practical skill development among students in business administration and other related areas.
- Provide mentorship to students for their spiritual, intellectual, emotional, and character formation.
- Engage in continuous professional development, research, and knowledge-sharing in business administration and other related areas.
- Perform any other duties assigned by the supervisor or college administration as appropriate to the role.

Qualifications:

- A bachelor's degree or higher in business administration with specialization in accounting, finance or Marketing and any other related field (GPA 3.5 or above).
- A valid teacher training license or a Competence-Based Education and Training (CBET) certificate, if available.
- Two or more years of teaching experience in a NACTVET-recognized academic institution will be an added advantage.
- Field experience in business administration and other related fields.
- Excellent communication and interpersonal skills.

- A passion for teaching and mentoring students.
- Ability to work collaboratively in a team environment.

Application Guidelines:

Interested candidates should submit the following:

- A 1- to 2-page cover letter outlining their personal vision, goals, qualifications, and experience.
- A detailed resume or CV.
- Three names of professional references and their contact info.
- Other supporting evidence:
  - Ordinary Secondary School and a High School (Form Six) certificates and academic transcripts or an equivalent qualification for candidates who studied abroad.
  - Certificate (NTA Level 4) and Diploma (NTA Level 5 and 6) certificates and academic transcripts, if any.
  - Bachelor's degree certificate and academic transcript.
  - Any licenses or certificates that demonstrate the applicant's teaching abilities, professional knowledge, and skills, if available.
  - Copies of research work and publications (if any).
  - Proof of professional experience (if any).

Please email the application materials to the UATC HR department (admin@uatc.ac.tz; cc: maigereyma@gmail.com) in electronic format, and submit all official supporting documents to UATC in person or by mail.

Mailing Address:

United African Technical College

Plot No P9842

Vijibweni, Kigamboni Municipality

Dar es Salaam, Tanzania

P.O. Box 36246

Contact No: +255-686-035-433.

Application submission deadline: 16th February 2026.