

# INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY



## Careers Opportunities

13 POSITIONS

[www.ihet.ac.tz](http://www.ihet.ac.tz)

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## CAREER OPPORTUNITIES AT IHET

The Institute of Heavy Equipment and Technology (IHET) is a premier center of excellence dedicated to bridging the skills gap in the heavy machinery and industrial sectors. We are looking for innovative, results-oriented, and highly skilled professionals to join our team in Dar es Salaam and Dodoma Campuses.

### 1.0 LEADERSHIP & ADMINISTRATION POSTS

#### 1.1 Deputy Principal – Academics & Research Services (1 Post)

- **Responsibilities:** Oversee curriculum development (NACTVET standards); manage academic departments; lead industrial research initiatives; ensure quality assurance in training.
- **Requirements:** Bachelor's Degree in Engineering, Education Management, or related field. Minimum 2 years in a senior academic leadership role.

#### 1.2 Finance and Administrative Officer (1 Post)

- **Responsibilities:** Manage daily administrative operations; oversee human resources; maintain office systems; support budgeting and procurement processes.
- **Requirements:** Bachelor's Degree in Public Administration, HRM, or Business Administration. Strong command of Tanzanian labor laws.

#### 1.3 Accountant (1 Post)

- **Responsibilities:** Financial reporting; tax compliance (TRA); payroll management; fee collection tracking; and preparing audit-ready financial statements.
- **Requirements:** Diploma or Bachelor's Degree in Accounting/Finance. CPA (T) is highly preferred. Proficiency in Tally or QuickBooks.

#### 1.4 Admission and Examination Coordinator (1 Post)

- **Responsibilities:** Manage student recruitment and enrollment; coordinate internal and external examinations; maintain the student database and academic transcripts/certificates issues
- **Requirements:** Bachelor's Degree in Education, ICT, Law or Statistics. Experience with NACTVET enrollment systems is a plus.

#### 1.5 Marketing Officer (1 Post)

- **Responsibilities:** Brand positioning; digital marketing; building partnerships with mining and construction firms; organizing recruitment drives.
- **Requirements:** Diploma or Bachelor's Degree in Marketing, PR, or Communications. Creative mindset with social media expertise.

### 2.0 TECHNICAL & INSTRUCTIONAL POSTS

#### 2.1 Workshop Manager (1 Post)

- **Responsibilities:** Maintain the fleet of heavy machinery and simulators; enforce Occupational Health and Safety (OHS); manage tool inventory and student practical schedules.

- **Requirements:** Diploma or Degree in Mechanical/Automotive Engineering. 5+ years of experience in workshop management.

#### 2.2 Heavy Duty Mechanic Instructor (1 Post)

- **Responsibilities:** Deliver practical and theoretical training on diesel engines, hydraulic systems, and power trains for earthmoving equipment.
- **Requirements:** FTC or Diploma in Heavy Duty Mechanics. Proven experience in diagnosing CAT, Komatsu, or Volvo machinery.

#### 2.3 Auto Electric Instructor (1 Post)

- **Responsibilities:** Teach modern vehicle electronics, sensor calibration, wiring diagrams, and diagnostic tool usage for heavy-duty machines.
- **Requirements:** Diploma in Auto-Electrical Engineering or equivalent. Experience with Electronic Control Units (ECUs) is essential.

#### 2.4 Technical Drawing Instructor (1 Post)

- **Responsibilities:** Teach engineering drawing, blueprint reading, and the use of CAD software (AutoCAD/SolidWorks) for machine parts.
- **Requirements:** Diploma/Degree in Engineering. Expert-level proficiency in AutoCAD.

#### 2.5 PSV (Public Service Vehicle) Instructor (1 Post)

- **Responsibilities:** Conduct advanced driving instruction for heavy passenger vehicles; teach road safety, defensive driving, and traffic regulations.
- **Requirements:** Valid Class C/E Driving License. Certified Instructor status with NIT or similar authority. Clean driving record.

### 3.0 GENERAL EDUCATION & SUPPORT INSTRUCTORS

#### 3.1 IT Instructor (1 Post)

- **Responsibilities:** Teach basic computer literacy, office applications, and the integration of ICT in industrial maintenance and diagnostic software.
- **Requirements:** Bachelor's Degree in IT or Computer Science.

#### 3.2 Entrepreneurship Instructor (1 Post)

- **Responsibilities:** Prepare students for self-employment; teach business planning, financial literacy, and startup management in the technical sector.
- **Requirements:** Bachelor's Degree in Business, Entrepreneurship, or Economics.

#### 3.3 Train of Trainers (ToT) Instructor (1 Post)

- **Responsibilities:** Train technical staff on modern pedagogical methods, competency-based education (CBET), and effective classroom/workshop management.
- **Requirements:** Master Trainer certification with extensive experience in TVET (Technical and Vocational Education and Training) pedagogy.

## **APPLICATION REQUIREMENTS**

All candidates must submit:

1. **Cover Letter** specifying the post applied for.
2. **Updated CV** with three professional referees.
3. **Certified copies** of academic and professional certificates.

**Mode of Application:** Send your application to **career@ihet.ac.tz** or hand-deliver to the IHET Campus at **Tabata Chang'ombe, Dar es Salaam**.

**Deadline: 30/04/2026.**

*IHET is an equal-opportunity employer. Women with technical expertise are highly encouraged to apply.*