

INVITATION FOR APPLICATION TO A DIPLOMA IN
EDUCATION MANAGEMENT AND ADMINISTRATION (DEMA)
FOR THE ACADEMIC YEAR 2010/2011

Applications are invited from suitably qualified candidates to pursue a two year residential Diploma Course in Educational Management and Administration being offered at the Agency for the Development of Educational Management (ADEM) - Bagamoyo. The course commences on 2nd August, 2010.

1. **ADMISSION REQUIREMENTS:**

- a) Applicants can be Heads, and/or Supervisors/Administrators in Education at the school, college, ward, district, zonal or regional level. These include officers at:
 - Statistical and Logistic Officers (SLOs)
 - District Education Officers
 - District Academic Officers
 - Teachers Service Department Officers
 - Ward Education Co-ordinators (Supervisors)
 - Primary School Head teachers
 - Ordinary teachers from pre-primary, primary schools, secondary schools and colleges who have been in the teaching service of not less than two years
 - Managers and Owners of Non-governmental Schools such as Religious, Military, Private individuals and Investors in education
 - Workers in NGOs dealing with education etc.
- b). Applicants must have guarantee of sponsorship or proof of sufficient financial support.
- c). Applicants must be holders of:
 - either
 - i) Certificate of Secondary Education (O Level) or its equivalent with at least three credits obtained at same sitting or four credits obtained at different sittings.
 - or
 - ii) Advanced Certificate of Secondary Education (A-level) or its equivalent with at least one principal and one subsidiary passes obtained at same sitting or two principal passes obtained at different sittings.
 - iii) Applicants holding Diploma in Education will have added advantage
- d). Candidates with administration experience of at least two years in relevant fields mentioned in (a) will have preference.

2. **REQUIRED ENCLOSURES:**

- a) Curriculum Vitae including name, address, telephone, educational back ground, professional career should be enclosed with application letters.
- b) Photocopies of the Advanced Certificate of Secondary Education (A-level) and/or Certificate of Secondary Education (O-level)
- c) Copies of the Teacher's Training Certificate or evidence of working in education sector for those who are not teachers by professional
- d) Non-refundable application fee of Tshs. 20,000/= which should be sent in the form of crossed postal/money order or cash made payable to the **Chief Executive, ADEM, P.O. Box 71, Bagamoyo.**

3. **MODE OF APPLICATION:**

- Candidates must apply in response to this advertisement. Applicants who were not selected for Academic Year 2009/10 are allowed to re-apply for academic year 2010/11.
- Applications must be written in English
- Candidates must channel their applications through their employers for recommendation and sponsorship
- Applications must reach the undersigned **not later than 30th April 2010.**
- Only successful candidates will be informed by Mid - May 2010.

4. **ALL APPLICANTS:**

Application fee payment should be done through Bankers CHO or T.T payable to:
ADEM REVENUE A/C 2101100010 NMB - BAGAMOYO

5. **All applications should be addressed to:**

The **Chief Executive, ADEM, P. O. Box 71, BAGAMOYO.**

6. **For more information visit our website: www.ademtz.com**

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