

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/92

23 April, 2021

VACANCY ANNOUNCEMENT

On behalf of Tengeru Institute of Community Development (TICD) and Tanzania Insurance Regulatory Authority (TIRA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill (9) vacant posts as mentioned below.

1.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

1.0. ASSISTANT LECTURER – COMMUNITY DEVELOPMENT - 1 POST

1.1. DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;

- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' project;
- vi. Prepares teaching manual; and
- vii. Perform any other related duties as may be assigned by the Supervisor.

1.1.2. QUALIFICATION AND EXPERIENCE

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Community Development, project planning for community development and community development and gender.

1.1.3. REMUNERATION

Salary Scale: **PHTS 2/1**

1.2. ASSISTANT LECTURER - ENTREPRENEURSHIP - 1 POST

1.2.1. DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' project;
- vi. Prepares teaching manual; and
- viii. Perform any other related duties as may be assigned by the Supervisor.

1.2.2. QUALIFICATION AND EXPERIENCE

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Entrepreneurship and Innovation Management, Marketing and Entrepreneurship.

1.2.3. REMUNERATION

Salary Scale: **PHTS 2/1**

2.0 TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

Tanzania Insurance Regulatory Authority (TIRA) is established under the Insurance Act No.10 of 2009 as a body corporate, subject to the general supervision of the Minister, the Authority shall be charged with the responsibility of coordinating policy and other matters relating to insurance in the United Republic; also the Authority shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be:- (a) Capable of suing and being sued; (b) Capable of borrowing money, acquiring and disposing of property ;and (c) Capable of doing all other things which a body corporate may lawful do.

2.1. INSURANCE OFFICER II- 3 POSTS

2.1.1. DUTIES AND RESPONSIBILITIES

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To study and analyze new insurance products to be offered in the market;
- iv. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- v. To participate in regular inspections; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

2.1.2. QUALIFICATION AND EXPERIENCE

Holder of degree/Advanced Diploma in Insurance from recognized Institution. The incumbent must be computer literate.

2.1.3. REMUNERATION

Salary Scale: **TSS 5**

2.2. ACTUARIAL OFFICER II – 2 POSTS

2.2.1. DUTIES AND RESPONSIBILITIES

- i. To design and maintain a suitable industry-wide database on various actuarial parameters;
- ii. To carry out actuarial data-mining;
- iii. To collect and analyse actuarial data;
- iv. To carry out actuarial investigations on insurers; and
- v. To perform any other related duties as may be assigned by the Supervisor.

2.2.2. QUALIFICATION AND EXPERIENCE

Holder of a Degree in Actuarial Science from a recognized institution.

2.2.3. REMUNERATION

Salary Scale: **TSS 5**

2.3. INSURANCE SUPERVISORY ANALYST II - 2 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out risk assessments of insurers and prepare appropriate reports for management;
- ii. To carry out inspections of insurers and brokers and prepare appropriate reports for management;
- iii. To implement the Authority's Risk Based Supervision System ("TIRA RBS") in respect of risk assessments of insurers; and
- iv. To perform any other related duties as may be assigned by the Supervisor.

2.3.2. QUALIFICATION AND EXPERIENCE

Holders of a Degree in Actuarial Science or Insurance & Risk Management.

2.3.3. REMUNERATION

Salary scale: **TSS 5**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service and where specified;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;

- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **06 May, 2021**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**