

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/94

28<sup>th</sup> April, 2021

### VACANCY ANNOUNCEMENT

On behalf the Tabora Urban Water Supply and Sanitation Authority (TUWASA), The Mwalimu Nyerere Memorial Academy (MNMA) and The Arusha Technical College (ATC) Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill six (6) vacant posts as mentioned below.

#### **1.0 TABORA URBAN WATER SUPPLY AND SANITATION AUTHORITY(TUWASA)**

Tabora Urban Water Supply and Sanitation Authority (TUWASA) is a semi-Autonomous water utility organization authorized to offer water supply and Sanitation services in Tabora Municipality. It is one of nineteen water supply and sanitation Authorities in Tanzania that were declared by the Minister of Water and Livestock Development on the 1<sup>st</sup> January 1998 through the powers vested in him by section 38 of the water works ordinance 1949 and Regulation 3 (1) of the water Regulations Published in the Government Notice No. 371 on the 25<sup>th</sup> July 1997.

#### **1.0.1. ASSISTANT TECHNICIAN II (PLUMBER) - (3 POST)**

##### **1.0.2. DUTIES AND RESPONSIBILITIES**

- i.To report all water leakage as assigned;
- ii.To report water loss, distribution faults and recommend necessary action;

- iii. To connect water supply to customers as scheduled;
- iv. To report unauthorized water connections;
- v. To report sewerage pipe faults to responsible officers;
- vi. To carry out water disconnections of debtors and reconnections after payment;
- vii. To maintain proper records of water connections/disconnections/reconnections carried out;
- viii. To report water pipe bursts;
- ix. To prepare data for periodical reports to the supervisor;
- x. To report contamination of water distribution system by customer's service lines;
- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; and
- xii. To perform any other related duties as may be assigned by the Supervisor.

### **1.0.3. QUALIFICATION AND EXPERIENCE**

Holder of Form IV with Trade Test III in Plumbing/ Pipe fitting or equivalent qualifications with three years' work experience in plumbing works.

### **1.0.4. REMUNERATION**

Salary Scale: TAWA 2

## **2.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and became operational on 1<sup>st</sup> October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

### **2.0.1 ASSISTANT LECTURER – LIBRARY AND INFORMATION MANAGEMENT SYSTEM (1 POST) RE-ADVERTISED**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);

- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

### **2.0.3 QUALIFICATION AND EXPERIENCE**

Master's and Bachelor degree in Library and Information with GPA of 4.0 and above at Masters Level and GPA of 3.8 and above at Bachelor level from a recognize Higher Learning Institutions.

### **2.0.4 REMUNERATION**

Offered according to MNMA Scheme of Service.

## **3.0 ARUSHA TECHNICAL COLLEGE (ATC)**

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24th July, 2015. The College is mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

### **3.0.1 INSTRUCTOR II (MECHANICAL ENGINEERING) – 1 POST**

#### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To conduct and supports research and consultancy works;

- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assist junior staff; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

### **3.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree with GPA of 3.5 and above specialized either in Mechanical Engineering, Production Engineering, Industrial Engineering, Mechatronics Engineering or Petroleum (Oil & Gas) Engineering.

### **3.0.4 INSTRUCTOR II (ELECTRICAL ENGINEERING) – 1 POST**

#### **3.0.5 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assist junior staff; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

### **3.0.6 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree with GPA of 3.5 and above specialized either in Electrical Engineering, Electronics and Telecommunication Engineering or Electrical and Biomedical Engineering

### **3.0.8 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PTSS 10.1**

### **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;
- 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 **12<sup>th</sup> 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '[Recruitment Portal](#)')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**