

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/112

18<sup>th</sup> May, 2021

#### VACANCY ANNOUNCEMENT

On behalf of the Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa), Tanzania Food and Nutrition Centre (TFNC), Tanzania Civil Aviation Authority (TCAA), Tanzania Railway Corporation (TRC), Land Transport Regulator Authority (LATRA), The Institute of Adult Education (IAE), The Mwalimu Nyerere Memorial Academy (MNMA), Tanga Water Supply and Sanitation Authority (TANGAUWASA) and Muhimbili National Hospital (MNH), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill thirty one (31) vacant post mentioned below.

#### **1.0 TAASISI YA SANAA NA UTAMADUNI BAGAMOYO (TaSUBa)**

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) was established under the Executive Agencies Act No. 30 of 1997. The institute is under the Ministry of Information, Culture, Arts and Sports. The institute is registered by National Council for Technical Education (NACTE) and recognized as centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture.

### **1.0.1. INSTRUCTOR II (MUSIC AND SOUND PRODUCTION) - (1 POST)**

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

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To engage learners into competency practice;
- iii. To assist in conducting practical exercise to students under close supervision;
- iv. To prepare learning resources;
- v. To conduct examinations up to NTA level 6;
- vi. To supervise field training;
- vii. To conduct and support research and consultancy work;
- viii. To mentor and assist junior instructors; and
- ix. To perform any other related duties as may be assigned by his/her supervisor.

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

Bachelor Degree in Performing and Visual Arts or any other relevant field from recognized institution. Specialization in stage technology or having a background in stage design and technology will be an added advantage.

#### **1.0.4. REMUNERATION: Salary Scale: PTSS 10**

## **2.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)**

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health, Community Development, Gender, Elderly and Children. The Centre is responsible for spearheading nutrition activities in the country with the objective of promoting good nutrition.

### **2.0.1 ARTISAN II - (1 POST)**

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

- i. To assist in operating printing machines;
- ii. To sort and gather printed work;
- iii. To operate both letter process and offset machines;
- iv. To operate binding machine key board, caste operating and copy make up;

- v. To provide quality services on plant operation;
- vi. To perform gangway activities; and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **2.0.3 QUALIFICATION AND EXPERIENCE**

Holders of Certificate of Secondary education plus Trade Test II in one of the following fields: Printing, Binding, Machine Operation or equivalent qualifications from the recognized Institution.

**2.0.4 REMUNERATION:** Salary scale of PGSS 2.

### **3.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)**

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the Civil Aviation Industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in Tanzania.

#### **3.0.1 ICT OFFICER II – INFORMATION SYSTEMS AUDITOR (1 POST)**

#### **3.0.2 DUTY STATION – DAR ES SALAAM**

**3.0.3 PURPOSE OF THE JOB:** To participate in ensuring effective and efficient functioning of ICT Auditing for better achievement of TCAA Vision and Mission.

#### **3.0.4 DUTIES AND RESPONSIBILITIES**

- i. To assist financial auditors in extraction of data from various computer systems and perform data analysis based on the audit objectives;
- ii. To provide assurance services to financial auditors on the effectiveness of automated controls in application systems that have impact on financial statements;
- iii. To communicate audit results to audit clients and ensure positive management commitment to implement the given recommendations;
- iv. Adequate and timely maintenance of IS audit supporting evidence in teammate Audit Management System;
- v. To prepare and present IS audit reports and other technical information;

- vi. To follow up on audit findings and assess implementation of audit recommendations to audited entities;
- vii. To prepare a database of all IT Systems in the government sector which will be updated on continuous basis and will form the information system (IS) Audit universe and basis for IS audit; and
- viii. To perform any other related duties as may be assigned by immediate supervisor

### **3.0.5 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from a recognized Institution. Also, must possess CISA Certificate.

### **3.0.6 PERSONAL ATTRIBUTES**

The candidate must be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, ability to interact and work effectively with both team members and Superiors and pay respect to directives.

### **3.0.7 REMUNERATIONS AND TERMS OF SERVICE**

The successful candidate will be appointed on contract for unspecified period and the position attracts Salary Scale of TCAA SS.7

## **4.0 TANZANIA RAILWAYS CORPORATION (TRC)**

Tanzania Railways Corporation (TRC) was established under the Railway Act No. 10 of 2017 by merging the functions of Tanzania Railways Limited (TRL) and Reli Assets Holding Company Limited (RAHCO). The main objectives of TRC is to provide rail transport services and to develop, promote and manage rail infrastructure.

### **4.0.1 CIVIL ARTISAN II - 5 POSTS (RE-ADVERTISED)**

#### **4.0.2 DUTIES AND RESPONSIBILITIES**

- i. Packing of the railway track as directed by the supervisor;
- ii. To clear grass and bushes along the line;
- iii. To clean side drains and water outlets;
- iv. To repair the track after accidents;
- v. Load and offload permanent way materials; and
- vi. To performs any other related duties that maybe assigned by supervisor.

### **4.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Certificate offered by VETA or the National Institute of Transport (NIT) plus a one-year accident free driving experience. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

### **4.0.4 SALARY SCALE – TRCS 1**

#### **4.0.5 MECHANICAL ARTISAN II - 16 POSTS (RE- ADVERTISED)**

#### **4.0.6 DUTIES AND RESPONSIBILITIES**

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service refrigeration and air condition facilities;
- iv. To service handling equipment and ancillary plants; and
- v. To perform any other duties as may be assigned by supervisor.

#### **4.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with Trade Test II, National Vocational Award II (NVA II) in Mechanical Technology and Railway Track Maintenance or equivalent from recognized institution.

#### **4.0.8 SALARY SCALE – TRCS 1**

### **5.0 THE LAND TRANSPORT REGULATORY AUTHORITY (LATRA)**

The Land Transport Regulatory Authority (LATRA) is a Government Regulatory Authority established by the Act No.3 of 2019. LATRA is mandated to regulate land transport subsectors of road, railways, and cable transport through competitive and fair trade practices.

#### **5.0.1 DRIVERS II - 2 POSTS – RE- ADVERTISED**

#### **5.0.2 DUTY STATION: REGIONAL OFFICES**

#### **5.0.3 DUTIES AND RESPONSIBILITIES**

- i. To conduct pre-inspection and ensure cleanliness of the Authority's vehicle prior to starting the engine and driving the vehicle;
- ii. To drive the Authority's vehicle in compliance with the traffic laws;
- iii. To keep record of vehicle movements, fuel, tire and distance covered in logbook;
- iv. To report vehicle mechanical defects discovered and physical damage to the Supervisor;
- v. To ensure the vehicle entrusted to him/her has a valid insurance cover;
- vi. To deliver documents as per delivery order and supervisor's instructions;
- vii. To ensure the required spare parts are fitted into the Authority's motor vehicles and the obsolete spares are returned to stores for verification;
- viii. To keep records of documents delivered to customers;
- ix. To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- xiii. To perform any other related duties as may be assigned by the supervisor.

#### **5.0.4 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE); plus, Driving License with categories A, B, C, C1, D & E; with at least Motor Vehicle Trade Test Grade III or Motor Vehicle Level II, Advanced Drivers Certificate Grade II from recognized institution and at least one (1) year of working experience preferably in a public institution.

#### **5.0.5 KEY COMPETENCIES REQUIRED**

- i. High degree of integrity and professionalism;
- ii. Possess good communication, leadership and interpersonal skills;
- iii. Self-driven and capable of working with minimal supervision;
- iv. Be capable of delivering excellent results while working under pressure with tight schedules and deadlines; and
- v. Possess basic knowledge in Information and Communication Technology (ICT) application, such as; Microsoft Office Word, Excel, PowerPoint Access, Outlook etc.

#### **5.0.6 TERMS OF EMPLOYMENT**

Successful candidates will be employed under Permanent and Pensionable Terms including six (6) months of probation.

#### **5.0.7 REMUNERATION**

Attractive remuneration package will be offered to successful candidates.

### **6.0 THE INSTITUTE OF ADULT EDUCATION (IAE)**

The Institute of Adult Education (IAE) was established in 1975 by Parliamentary Act No. 12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

#### **6.0.1 ASSISTANT LECTURER- 1 POST**

#### **6.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor 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 manuals; and
- vii. To perform any other duties as may be assigned by supervisors.

### **6.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Education, Adult Education & Continuing Education, Adult Education & Community Development, or equivalent qualifications from recognized institutions. An applicant also must have a Bachelor Degree either in History or Education with a GPA of at least 3.5 and History as a teaching subject.

### **6.0.4 REMUNERATION**

An attractive remuneration package in accordance with Government Circulars

## **7.0 THE MWALIMUNYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and become in operational on 1st 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.

### **7.0.1 LECTURER - HISTORY (1 POST)- RE-ADVERTISED**

#### **7.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Master's degree holders and NTA Level 9 for PhD holders;
- ii. To guide and supervises students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;

viii. To coach junior teaching staff; and

ix. To perform any other related duties as may be assigned by the supervisor.

### **7.0.3 QUALIFICATION AND EXPERIENCE**

PhD degree, Master's and Bachelor degree in History with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

### **7.0.4 REMUNERATION**

Offered according to MNMA Scheme of Service

### **7.0.5 OTHER COMPETENCIES**

Candidate should be a person who will work closely with MNMA team to achieve agreed objectives highest integrity and professionalism

## **8.0 TANGA WATER SUPPLY AND SANITATION AUTHORITY (Tanga UWASA)**

The Tanga Water Supply and Sanitation Authority (Tanga UWASA), is an entity charged with the overall operation and management of water supply and sanitation services within the Tanga City, Pangani and Muheza Townships boundaries. The headquarters of Tanga UWASA are located in Tanga City. The utility was first established in 1994 as one of three Semi-Autonomous commercial oriented water departments (together with Moshi and Arusha), supervised by an Advisory Board as an outcome of implementation of the National Water Policy of 1991.

Tanga WSSA was declared a semi-autonomous entity by order of the Minister responsible for water affairs in January 1998. The Water Works Ordinance was later amended to be the Water Supply and Sanitation Act, 2009 and subsequently in 2019. Currently Tanga UWASA is a Category AA utility and has Class 1 License and thus meets all its operational costs and part of minor capital investments, leaving the obligation of major capital investments to the Government. The Authority is a parastatal organization wholly owned by the Government of Tanzania.

The major roles of Tanga UWASA is to provide quality and efficient service to the residents of Tanga City, Pangani and Muheza Townships by supplying sufficient, clean and safe water to



satisfy the growing demand and safely collect and dispose sewage in compliance with environmental and health standards.

### **8.0.1 ASSISTANT TECHNICIAN II – WATER TREATMENT – 2 POSTS (RE-ADVERTISED)**

### **8.0.2 WORK STATION: MUHEZA AND TANGA CITY**

### **8.0.3 DUTIES AND RESPONSIBILITIES**

- i. To apply chemicals to untreated water in accordance with set standards and procedures;
- ii. To clean the water chemical mixing area, water chemicals tanks, water filters and buildings;
- iii. To stock water chemicals in accordance with the instructions of the Technician;
- iv. To discharge dirty water from sedimentation tanks;
- v. To keep water filters at established levels;
- vi. To tight water valves in accordance with the instructions of the Technician;
- vii. To monitor the performance of the treatment plant and informs the Technician in case of malfunctioning;
- viii. To record the amount of water inflow and outflow at established time intervals by the Water Production Engineer;
- ix. To comply with ISO requirements on the daily activities; and
- x. To perform such other related duties as may be assigned by the Water Production Technician from time to time.

### **8.0.4 QUALIFICATIONS AND EXPERIENCE**

Holder of Form 1V/VI certificate with Trade test Grade I/Level III in laboratory technology/water treatment OR Holder of Certificate in Water Laboratory Technology/Water treatment from a recognized Institution.

### **8.0.5 AGE LIMIT – Not above 35 years**

## **8.0.6 REMUNERATION**

Attractive remuneration package in accordance to institution salary scale

## **9.0 MUHIMBILI NATIONAL HOSPITAL (MNH)**

Muhimbili National Hospital (MNH) is a tertiary specialised and super specialist hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 30km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

### **9.0.1 DHOBI II – 1 POST (RE-ADVERTISED)**

#### **9.0.2 DUTIES AND RESPONSIBILITIES:**

- i. To perform laundry duties;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. Proper handling and care of laundry machines and other working tools; and
- iv. To perform any other duty assigned by the Supervisor.

#### **9.0.3 QUALIFICATION AND EXPERIENCE**

Form IV/VI Certificate plus basic training in Laundry services with ability to use laundry machines.

#### **9.0.4 REMUNARATION:**

Attractive package in accordance with Hospital salary structure.

### **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 **31<sup>st</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**