

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/256/01/32

31 August, 2021

On behalf of Government Procurement Services Agency (GPSA), University of Dodoma (UDOM) and Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **18** vacant post as mentioned below.

#### **1.0 THE GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)**

The Government Procurement Services Agency (GPSA) is an Executive Agency established under the Executive Agencies Act No. 30 of 1997 vide GN 235 of 7<sup>th</sup> December 2007 and amended as per GN 133 of 13<sup>th</sup> April 2012. The Agency was officially inaugurated on the 16<sup>th</sup> June 2008. The Agency took over the functions that were performed by the Supplies and Services Department under the then Ministry of Infrastructure Development and in July 2008 the Agency was transferred to the current Ministry of Finance and Planning.

#### **1.0.1 ASSISTANT SUPPLIES OFFICER - 5 POSTS**

#### **1.0.2 DUTIES AND RESPONSIBILITIES:**

- i. To assist in attending enquiries from bidders and supplies;
- ii. To prepare and keep tally cards for each items;

- iii. To check and prepare statements of requirements;
- iv. To receive procured goods;
- v. To prepare issues vouchers and draft Indents;
- vi. To assist evaluating routine, simple and low value procurement;
- vii. To conduct daily stock check;
- viii. To issue goods to customers;
- ix. To arrange stores in bins and location;
- x. To participate in stock-taking/check lists and keep records, and
- xi. To perform other related duties as may be directed.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Ordinary Diploma/ FTC in one of the following fields: Material Management, Business Administration with bias in Supplies or completion of part II of PSPTB Professional course or equivalent qualifications and must be computer literate.

**1.0.4 REMUNERATION:** Attractive package in accordance with GPSA Salary Structure

### **1.0.5 RECORDS MANAGEMENT ASSISTANT GRADE II -1 POST**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To keep and maintain an up-to-date file index;
- ii. To receive incoming letters, record, put them in proper files and send them to action officers;
- iii. To record and dispatch outgoing mails and conduct daily file marking;
- iv. To sort/classify incoming mails according to subject matter;
- v. To keep confidential files and documents relating to heads office under key and lock;
- vi. To keep file records and control movements of files;
- vii. To handle all files and documents in the registry;
- vii. To search files;
- viii. To arrange files in racks, ensure their safe custody; and

- ix. To perform other related duties as may be assigned by Supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Form VI secondary school education certificate plus certificate in Records Management or equivalent qualifications and must be computer literate.

**1.0.8 REMUNERATION:** Attractive package in accordance with GPSA Salary Structure

### **1.0.9 PERSONAL SECRETARY GRADE III - 1 POST**

#### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To type letters, reports and documents;
- ii. To receive visitors, screen and direct them to relevant officers;
- iii. To keep in safe custody reports and other records of events;
- iv. To keep and make appointments and reminds the respective officer accordingly;
- v. To search for files, documents and others information;
- vi. To receive and deliver directives to the respective officers;
- vii. To receive files, distribute them to action officers;
- viii. To prepare a list of office supplies and make follow up to ensure their availability;  
and
- ix. To perform other related duties as may be assigned by one's reporting officer.

### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Form VI secondary school education certificate plus secretarial certificate level III with minimum typing speed of 50 wpm, must be conversant with e-mail and internet service, MS Office Word, Excel, Data base, Publisher, Power Point and other computer

application services. Should have at least 1 year relevant working experience in public service and must be fluent in Kiswahili and English languages.

**1.0.12 REMUNERATION:** Attractive package in accordance with GPSA Salary Structure

## **2.0 THE UNIVERSITY OF DODOMA (UDOM)**

The University of Dodoma was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The first academic programmes commenced in September 2007. Currently UDOM is the fastest growing university within the country, it is bigger than any other university within the country, and it is praised for producing competent and qualified candidates capable of competing in job markets.

### **2.0.1 ASSISTANT LECTURER (GEOGRAPHICAL INFORMATION SYSTEM (GIS) AND REMOTE SENSING) - 1 POST**

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

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties as may be assigned by the relevant authorities.

### **2.0.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in Geographical Information System (**GIS**) and Remote Sensing with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in Bachelor of Arts either in Geography and Environmental Studies, Geometric or Bachelor of science in Natural Resource Management.

### **2.0.4 REMUNERATION: PUTS 2.1**

### **2.0.5 ASSISTANT LECTURER (DISASTER RISK MANAGEMENT )- 1 POST**

#### **2.0.6 DUTIES AND RESPONSIBILITIES**

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties as may be assigned by the relevant authorities.

### **2.0.7 QUALIFICATION AND EXPERIENCE**

Master's Degree in Disaster Risk Management with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in Bachelor of Arts either in Geography and Environmental Studies, Environmental Disaster Management, Geography and Environments or Environmental Sciences.

### **2.0.8 REMUNERATION: PUTS 2.1**

## **2.0.9 ASSISTANT LECTURER (SOCIAL WORK) - 1 POST**

### **2.0.10 DUTIES AND RESPONSIBILITIES**

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties as may be assigned by the relevant authorities

### **2.0.11 QUALIFICATION AND EXPERIENCE**

Master's Degree in Social Work with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in Bachelor of Social Work.

### **2.0.12 REMUNERATION: PUTS 2.1**

## **2.0.13 ASSISTANT LECTURER (MINING ENGINEERING) – 2 POSTS**

### **2.0.14 DUTIES AND RESPONSIBILITIES**

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and

viii. To perform any other duties as may be assigned by the relevant authorities.

### **2.0.15 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Mining Engineering or Mineral Processing Engineering with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree either in Mining Engineering or Mineral Processing Engineering.

### **2.0.16 REMUNERATION: PUTS 2.1**

### **2.0.17 ASSISTANT LECTURER (FORENSIC SCIENCE) – 2 POSTS**

#### **2.0.18 DUTIES AND RESPONSIBILITIES**

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties as may be assigned by the relevant authorities.

### **2.0.19 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Forensic Science or Chemistry with specialization in Forensic related Chemistry with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 in the First Degree in Chemistry.

### **2.0.20 REMUNERATION: PUTS 2.1**

### **3.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA**

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

#### **3.0.1 LECTURER (BANKING) -1 POST**

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

- i. To teach up to NTA Level 8 for Master's Degree holders and up to NTA Level 9 for PhD holders;
- ii. To guide and supervise 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 develop and review existing curriculum;
- vi. To undertake individual research and participates 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 duties as assigned by supervisors.

##### **3.0.3 QUALIFICATION AND EXPERIENCE**

Doctoral Degree (PhD) in Banking plus Bachelor and Master's Degree in Banking and Finance with GPA of 3.5 respectively.

##### **3.0.4 REMUNERATION: Salary scale- PHTS 3.1**

#### **3.0.5 ASSISTANT LECTURER (INSURANCE AND RISK MANAGEMENT) -1 POST**

##### **3.0.6 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 student's projects;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

### **3.0.7 QUALIFICATION AND EXPERIENCE**

Bachelor and Master Degree in Insurance and Risk Management with minimum of GPA 3.5 respectively.

### **3.0.8 REMUNERATION: Salary scale- PHTS 2.1**

### **3.0.9 LIBRARY ASSISTANT II - 1 POST**

#### **3.0.10 DUTIES AND RESPONSIBILITIES**

- i. To display new books and other reading materials;
- ii. To upkeep backsets of newspapers and journals;
- iii. To prepare cuttings from newspapers of relevance to the Institute;
- iv. To handle simple enquiries from readers; and
- v. To undertake bibliographical searching.

### **3.0.11 QUALIFICATION AND EXPERIENCE**

Diploma in Library Studies from a reputable training institute recognized by Tanzania Educational Authorities.

### **3.0.12 REMUNERATION: Salary scale- PGSS 3.1**

### **3.0.13 ARTISAN III – PLUMBING - 1 POST**

#### **3.0.14 DUTIES AND RESPONSIBILITIES**

- i. To assist in performing craft jobs under close supervision;
- ii. To carry out cleaning activities of work sites;
- iii. To care for working tools and equipment; and

- iv. To assist in carrying out repairs and maintenance.

### **3.0.15 QUALIFICATION AND EXPERIENCE**

Holder of form IV & NVA Level I / II or Trade Test Grade III / II in Plumbing and Pipe Fitting.

### **3.0.16 REMUNERATION: Salary scale- PGSS 2.1**

#### **GENERAL CONDITIONS;**

- i. All applicants must be citizens of Tanzania of an age not above 45 years except 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;
  - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission

for Universities (TCU);

- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. 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 & Asha Rose Migiro Buildings - Dodoma.*
- xiii. Deadline for application is **13<sup>th</sup> September, 2021**
- xiv. Only shortlisted candidates will be informed on a date for interview; and
- xv. 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**