

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/64

30th March, 2022

On behalf of Vocational Education and Training Authority (VETA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **71** vacant posts mentioned below.

1.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2219. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have "Tanzania with sufficient and competent artisans". The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

1.0.1 WARDEN II – 2 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To deal with cases on social matters involving students;
- ii. To disseminate VETA's directives to students;
- iii. To maintain accurate records pertaining to students' welfare;

- iv. To participate in identifying behavioural trends that may require action;
- v. To administer students' welfare services;
- vi. To facilitate Students' Organization activities;
- vii. To participate in career guidance and counselling to students;
- viii. To maintain conducive learning environment;
- ix. To deal with the student disciplinary issues;
- x. To assist students in securing permits from relevant authorities; and
- xi. To perform any other duties as may be assigned by immediate supervisor

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Education, Social Welfare, Social Work, Psychology, Counselling, Sociology, Home Economics or equivalent qualifications from a recognized Institution or equivalent qualifications.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.5 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY– 2 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.8 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.9 VOCATIONAL TEACHER II - MOTOR VEHICLE MECHANICS - 2 POSTS

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations,

- discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
 - v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
 - vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
 - vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
 - ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
 - x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
 - xi. To perform any other duties as may be assigned by immediate supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.12 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.13 VOCATIONAL TEACHER II – FOOD PROCESSING – 1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Food Science, Food Technology, Home Economics or Nutrition. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.16 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.17 VOCATIONAL TEACHER II – FOOD PRODUCTION – 2 POSTS

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in either Hospitality or Tourism and Travel. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.20 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.21 VOCATIONAL TEACHER II – AGRO-MECHANICS – 2 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Agro-Mechanics or Agricultural Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.24 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.25 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 5 POSTS

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and

- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.27 QUALIFICATION AND EXPERIENCE

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Plumbing and Pipe fitting. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.28 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.29 ASSISTANT VOCATIONAL TEACHER – CAPENTRY AND JOINERY – 2 POSTS

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.31 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Carpentry and Joinery. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.32 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.33 ASSISTANT VOCATIONAL TEACHER – MASONRY AND BRICKLAYING – 4 POSTS

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.35 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Masonry and Bricklaying. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.36 REMUNERATION

1.0.37 Attractive remuneration package in accordance with Institution's Salary Scale

1.0.38 ASSISTANT VOCATIONAL TEACHER – PAINTING AND SIGN WRITING – 3 POSTS

1.0.39 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.40 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I or Certificate in Painting and Sign Writing
 The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.41 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.42 ASSISTANT VOCATIONAL TEACHER – WELDING AND FABRICATION - 3 POSTS

1.0.43 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.44 QUALIFICATION AND EXPERIENCE

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Welding and Fabrication. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.45 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.46 ASSISTANT VOCATIONAL TEACHER – FITTER MECHANICS – 2 POSTS

1.0.47 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.48 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Fitter Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.49 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.50 ASSISTANT VOCATIONAL TEACHER – ELECTRONICS – 1 POST

1.0.51 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.52 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Electronics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.53 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.54 ASSISTANT VOCATIONAL TEACHER - DESIGN, SEWING AND CLOTH TECHNOLOGY - 5 POSTS

1.0.55 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.56 QUALIFICATION AND EXPERIENCE

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Design, Sewing and Cloth Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.57 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.58 ASSISTANT VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 2 POSTS

1.0.59 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.60 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Motor Vehicle Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.61 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.62 ASSISTANT VOCATIONAL TEACHER – FOOD PROCESSING – 1 POST

1.0.63 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.64 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Agriculture or Food Processing. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.65 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.66 ASSISTANT VOCATIONAL TEACHER – AGRO - MECHANICS – 2 POSTS

1.0.67 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.68 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Agro - Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.69 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.70 COOK II – 26 POSTS

1.0.71 DUTIES AND RESPONSIBILITIES

- i. To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;

- ii. To observe and test foods to determine if they have been cooked properly;
- iii. To prepare food/meals;
- iv. Take care of kitchen utensils; and
- v. To perform any other duties related to his/her work as assigned by his/her supervisor

1.0.72 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI certificate who has successfully completed a Certificate in Basic Medium course in Food Production, Cookery, Home Economics or equivalent qualifications from recognized institution.

1.0.73 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.0.74 DRIVER II – 4 POSTS

1.0.75 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent;
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the relevant authority; and
- ix. To perform any other duties as may be assigned by immediate supervisor

1.0.76 QUALIFICATION AND EXPERIENCE

Holders of Form 4 Certificate with passes in Kiswahili and English plus Basic Driving Course from recognized institution with driving experience of at least three (3) years without accident. Must have a valid class “C1” driving license.

1.0.77 REMUNERATION

Attractive remuneration package in accordance with Institution’s Salary Scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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. **Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **12th April, 2022;**
- 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:

**ACTING SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**