

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/A/73

15th April, 2022

On behalf of Vocational Education and Training Authority (VETA), Mzumbe University (MU), Tanzania Institute of Education (TIE) and The Government Procurement Services Agency (GPSA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **38** 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.

1.01. VOCATIONAL TEACHER II – ELECTRICAL INSTALLATION – 4 POSTS

1.0.2 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.

1.0.3 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Electrical 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.

1.0.4 REMUNERATION

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

1.0.5 VOCATIONAL TEACHER II – ELECTRONICS – 1 POST

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

Holders of Full Technician Certificate (FTC) or Diploma in Electrical 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.

1.0.8 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.9 VOCATIONAL TEACHER II – PLUMBING AND PIPE FITTING – 3 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 (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.

1.0.11 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil or Building 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 – CAPENTRY AND JOINERY – 2 POSTS

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 (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.

1.0.15 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil or/and Building 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.

1.0.16 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.17 VOCATIONAL TEACHER II – MASONRY AND BRICKLAYING – 3 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 (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.

1.0.19 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil 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.

1.0.20 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.21 VOCATIONAL TEACHER II – PAINTING AND SIGN WRITING – 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 Civil 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 VOCATIONAL TEACHER II – WELDING AND METAL FABRICATION – 2 POSTS

1.0.26 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.

1.0.27 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Mechanical 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.

1.0.28 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.29 VOCATIONAL TEACHER II – FITTER MECHANICS – 2 POSTS

1.0.30 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.

1.0.31 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Mechanical 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.

1.0.32 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.33 VOCATIONAL TEACHER II – MECHATRONICS – 2 POSTS

1.0.34 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.

1.0.35 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC), Diploma in Mechatronics or Mechanical 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.

1.0.36 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.37 VOCATIONAL TEACHER II – COMPUTER APPLICATION – 5 POSTS

1.0.38 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.

1.0.39 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC), Diploma in ICT, Computer Science or Computer 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.

1.0.40 REMUNERATION

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

1.0.41 ASSISTANT VOCATIONAL TEACHER – ELECTRICAL INSTALLATION – 5 POSTS

1.0.42 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.

1.0.43 QUALIFICATION AND EXPERIENCE

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Electrical Installation. 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.

1.0.44 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.45 ASSISTANT VOCATIONAL TEACHER – ELECTRONICS – 1 POST

1.0.46 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.

1.0.47 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.

1.0.48 REMUNERATION

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

2.0 MZUMBE UNIVERSITY(MU)

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act No 9 of 2001. As a Training Institute, the University boasts of over 50 years' experience of training in the Administration of Justice, Business Management, Public Administration, Accountancy, Finance, Political Science and Good Governance.

2.0.1 ASSISTANT LECTURER (1 POST) (LINGUISTICS & LITERATURE)

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- 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 participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. To perform any other duties that may assigned by the supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree of Arts (Literature) with at least a GPA of 4.0. In addition, the candidate must have Bachelor of Arts with Education (Linguistics & Literature) with a

minimum GPA of 3.8 and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

2.0.4 SALARY SCALE-PUTS 2.1

2.0.5 CLINICAL OFFICER II (1 POST)

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To makes proper diagnosis of disease;
- ii. To prescribe treatments;
- iii. To treat wounds;
- iv. To give First Aid to MCH problems;
- v. To give anesthesia during operations;
- vi. To attend general outpatient clinics; and
- vii. To perform any other duties as may be assigned by superior.

2.0.7 QUALIFICATION AND EXPERIENCE

Holder of Form IV or VI certificate plus a Diploma in Clinical Medicine from a recognized institution.

2.0.8 SALARY SCALE-PMGSS 4.1

2.0.9 PERSONAL SECRETARY II (2 Posts)

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To follow-up outstanding replies;
- ii. To coordinate office requirements;
- iii. To keep diary of events and appointments;
- iv. To ensure office orderliness and neatness;
- v. To take care of all facilities under one's charge;
- vi. To keep in custody confidential matters;
- vii. To attend to telephone calls and takes messages;
- viii. To ensure that the respective office is punctually open;
- ix. To receive and distribute letters to respective officials;
- x. To order and control office stationery for the office;
- xi. To receive and direct visitors and;
- xii. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

2.0.11 QUALIFICATION AND EXPERIENCE

Holder of Form VI or Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Certificate in Office Management/Secretarial Studies (NTA 5) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, Secretarial Duties, Office Procedure Stage II plus knowledge in computer from a recognized Institution.

2.0.12 SALARY SCALE- PGSS 3.1

3.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a Public Institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre-primary, primary, secondary and teacher education levels. Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

3.0.1 PRINTER GRADE II - (1 POST) – RE - ADVERTISEMENT

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare work schedule;
- ii. To prepare working tools and equipment;
- iii. To assign work to staffs under him/her;
- iv. To make follow-up on on-going activities and reports on the progress to the supervisor;
- v. To prepare job jacket layout about plan of production; and
- vi. To perform any other related duties as may be assigned by the supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

Diploma in printing from a recognized institution with a minimum experience of three years in printing industry.

3.0.4 REMUNERATION: SALARY SCALE: PTSS 4 - 5

4.0 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 7th December 2007 and amended as per GN 133 of 13th April 2012. The Agency was officially inaugurated on the 16th 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.

4.0.1 PERSONAL SECRETARY III (1 POST)

4.0.2 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 remind the respective officer accordingly;
- v. To search for files, documents and other 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 duties as may be assigned by one's reporting officer.

4.0.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV secondary school 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 1years relevant working experience in public service and must be fluent in Kiswahili and English languages.

4.0.4 REMUNERATION: SALARY SCALE: Attractive package in accordance with
GPSA Salary Structure

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, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **28th 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:

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