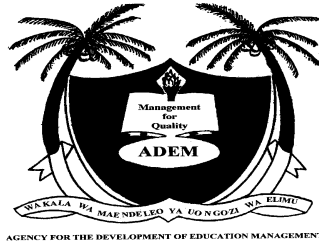


**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL
MANAGEMENT (ADEM)**



JOB OPPORTUNITIES

The Chief Executive of ADEM invites suitable qualified Tanzanians to fill the vacant positions, which have been created to enhance fulfillment of the ADEM's Vision and Mission. The posts are as follows:

1. Tutor II – Financial Management (6 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Education with Commerce (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

2. Tutor II – ICT (6 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Education with ICT (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

3. Tutor II – Education Leadership and Management (15 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Education, or Bachelor of Education Leadership and Management (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in Education Management and Administration will be an added advantage.

Salary Scale: PTSS 10

4. Tutor II – Human Resource Management (9 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Commerce (HRM) or Bachelor of Arts with Education (Human Resource Management) (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

5. Tutor II – Special Education (7 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Special Education (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

6. Tutor II – Procurement (4 posts)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Procurement (supply chain) and Logistics (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

7. Tutor II – Kiswahili (1 post)

Duties and Responsibilities:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Education with Kiswahili (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

Salary Scale: PTSS 10

2. **Warden II (1 Post)**

Duties and Responsibilities:

- To assist in dealing with cases involving students on social matters;
- To disseminate Agency directives to students;
- To offer first aid support when needed and appropriate;
- To assist in maintaining accurate records pertaining to students' welfare;
- To participate in identifying behavioral trends that may require action; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

Holder of Bachelor Degree in one of the following fields: Education, Social Work Counseling, Sociology, Psychology, Community Development or equivalent qualification from recognized institutions.

Salary Scale: ADEM 4

3. **ICT Officer II (1 Post)**

Duties and Responsibilities:

- To assist in capturing user Customer Requirement Specifications-CRS;
- To perform systems analysis and design;
- To implement software systems (write and document code);
- To perform systems testing (software validation & verification) and document test results;
- To perform system configurations;
- To assist in conducting user acceptance test;
- To participate in design review and provide input for user documentation;
- To liaise with user support staff in supporting end users;
- To maintain and Supports various business process applications.

Qualifications and Experience:

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications form recognized institutions.

Salary Scale: ADEM 5

4. Legal Officer II (1 Post)

Duties and Responsibilities:

- To prepare Legal forms and documents;
- To index, filing and registering ADEM's notices and all other legal documents;
- To deal with legal routine matters and correspondence addressed;
- To deal with legal matter of the Agency;
- To work out on policies, laws and regulations;
- To represent the Agency in the courts of law;
- To assist in the interpretation of laws and other legal documents;
- To prepare reports on performance of functions of the Legal Unit; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

Holder of Bachelor Degree in Law (LL.B) from any recognized institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General.

Salary Scale: ADEM 5

5. Planning Officer II (1 Post)

Duties and Responsibilities:

- To collect data on implementation of Agency's activities;
- To participate in analysing and evaluating information and data gathered;
- To maintain and update Agency's statistical data;
- To participate in budget preparation activities;
- To participate in the preparation and periodic review of the Agency's strategic plan;
- To participate in assessing client's needs; and
- To participate in design and review of data collection instruments.
- To participate in carrying out performance assessment and evaluations;
- To participate in monitoring and evaluation of performance indicators; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

Holder of Bachelor Degree in one of the following fields: Planning, Project Planning and Management, Policy Planning, Development Finance and Investment Planning, Economic Planning, Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, or equivalent qualifications from recognized institutions.

Salary Scale: ADEM 4

6. Library Officer II (1 Post)**Duties and Responsibilities:**

- To answer readers' enquiries;
- To provide guidance to readers;
- To support readers in undertaking research on user information;
- To undertake bibliographic search and handles reference queries;
- To assist in classifying, cataloguing and indexing publications;
- To supervise books/ documents circulation systems involving issues and returns of resources;
- To assist in collecting relevant education information from various sources for use by library customers;
- To receive and record new materials; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

Holder of Bachelor Degree in one of the following fields: Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institutions;

Salary Scale: ADEM 4

7. Supplies Officer II (1 Post)

Duties and Responsibilities:

- To prepare schedule of requirements;
- To prepare procedures for receiving goods;
- To collect and keeps record on receiving, storing and issuing of goods;
- To oversee receiving, storing and issuing of goods
- To prepare location index design for goods in the store;
- To prepare various reports regarding goods in the store;
- To prepare stock and inventory reports indicating quantities and value of goods in the store in line with existing procedures;
- To prepare Goods Received Notes(GRN)
- To distributes goods to user department and other users; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management, Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent qualifications from recognized institutions.
- Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

Salary Scale: ADEM 4

8. Driver II (1 Post)

Duties and Responsibilities:

- To drive motor vehicles as may be assigned;
- To maintain motor vehicles and their accessories are in good condition;
- To make minor repairs;
- To maintain and record log sheets for all journeys made;
- To dispatch letters, documents and other materials/goods within and without the Agency; and
- To perform any other duties as may be assigned by supervisors.

Qualifications and Experience:

- Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class C or E and Basic Driving Course with driving experience of at least one (1) year without causing any accident.
- Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

Salary Scale: ADEM 2

9. Personal Secretary II (1 Post)

Duties and Responsibilities:

- To type all general correspondences and confidential matters;
- To keep records of events, appointments, dates of meetings, duty travels of the relevant office, and other work programs and provide information to the appropriate head of the office and staff as appropriate;
- To facilitate staff availability of files and documents for office functions;
- To deliver messages and information to the appropriate officers;
- To assist Personal Secretaries under her in the usage of office equipment and other facilities;
- To prepare letters/ minutes for invitation for the meetings;
- To prepare minutes for informing staff on the travel schedules of the Head;
- To receive visitors and observe customer care principles, ascertain the nature of the visitor's business and relay information to the head;
- To make and confirm transport and hotel bookings for the head;

- To follow-up implementation of the directives of the Executives and Heads; and
- To perform any other duties as may be assigned by supervisors.

Qualifications and Experience:

- Holder of Certificate Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Certificate in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute.
- Candidate must have computer knowledge in MS- Word, MS- Excel, Internet, Email, MS- Publisher from recognized institutions.

Salary Scale: ADEM 2

10. Record Management Assistant II (1 Post)

Duties and Responsibilities:

- To prepare file Index/Register;
- To maintain records/ documents in the registry;
- To file, dispatch and cross check correspondences;
- To maintain diary and records for files movements;
- To check and cross check mails, claims and returns;
- To receive previews, record and facilitate filing and distribute;
- To receive and register incoming/outgoing mails; and
- To perform any other related duties as may be assigned by supervisor.

Qualifications and Experience:

- Holder of Certificate Secondary Education Examination (CSEE) plus Certificate (NTA Level 5) in one of the following fields: Records Management, Archives, Archives and Documentation, Records and Information Management or equivalent qualifications from recognized institutions,
- The candidate must be computer literate.

Salary Scale: ADEM 2

Mode of Application:

- Interested candidates should submit their applications with detailed curriculum vitae (C.V.) which include their names and address.
- Certified copies of certificates valid licenses.
- Applicant should be Tanzanian citizen
- Applicant should not exceed 45 years of age
- For transfer cases, all applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- Transfer is not promotion therefore applicants should apply for the position they are currently holding.
- Successful candidates will be contacted for further procedures.

Contact:

Interested applications should submit their applications to the following address:

President's Office,
Public Service Recruitment Secretariat,
P. O. Box 2320,
DODOMA.

Deadline:

Two weeks from the first advertising date

26th May, 2022