

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Kumb.Na.JA.9/259/01/A/95**

**05<sup>th</sup> JUNE, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of The College of African Wildlife Management (**MWEKA**), The Higher Education Students' Loans Board (**HESLB**), Tanzania Forest Services (**TFS**) Agency and Marine Parks and Reserve Unit (**MPRU**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (two hundred and twelve) **212** vacant posts as mentioned below;

**1.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)**

The College of African Wildlife Management, Mweka was established by the Act of Parliament Number 8 of 1964. The College is a leading institution in Professional and Technical training, applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC).

## **1.1 LECTURER (TOURISM ECONOMICS) - 1 POST**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;
- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of PhD, Master's Degree in one of the following discipline; Tourism Economics, Economics, Agricultural Economics with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Tourism Economics, Economics, Agricultural Economics with a GPA of 3.8.

### **1.1.3 REMUNERATION**

PHTS 3.1

## **1.2 LECTURER (TOURISM MARKETING)- 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;

- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of PhD, Master's Degree in one of the following discipline; Tourism Marketing or Marketing with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Tourism Marketing or Marketing with a GPA of 3.8.

### **1.2.3 REMUNERATION**

PHTS 3.1

## **1.3 LECTURER (TOURISM MANAGEMENT)- 1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;
- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Holder of PhD, holder of Master's Degree in one of the following discipline; Tourism Management, Tourism and Hospitality Management, Hospitality Management, Leisure

and Tourism with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Tourism Management, Tourism and Hospitality Management, Hospitality Management, Leisure and Tourism with a GPA of 3.8.

### **1.3.3 REMUNERATION**

PHTS 3.1

## **1.4 LECTURER (BIODIVERSITY CONSERVATION) – 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;
- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors

### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holder of PhD, Master's Degree in one of the following discipline; Wildlife Management, Biodiversity Conservation, Ecosystem Management with a GPA of 4.0 and Bachelor degree in one of the following discipline; Wildlife Management, Biodiversity Conservation, Ecosystem Management with a GPA of 3.8

### **1.4.3 REMUNERATION**

PHTS 3.1

## **1.5 ASSISTANT LECTURER (BUSINESS LAW)– 1 POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);

- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of LLM (Business/Commercial Law) with a GPA of 4.0 and LLB with a GPA of 3.8.

### **1.5.3 REMUNERATION**

PHTS 2.1

## **1.6 ASSISTANT LECTURER (DEVELOPMENT STUDIES)– 1 POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one of the following discipline; Development Studies, Wildlife Management, Community Development, Rural Development, Political Economy, Climate Change and Sustainable Development and Masters in Development Studies, Community Development, Rural Development, Political Economy, Climate Change and Sustainable Development with a GPA of 4.0 and Bachelor Degree in one of the following discipline: Development Studies, Wildlife Management, Community Development, Rural Development, Political Economy, Climate Change and Sustainable Development and Masters in Development Studies, Community Development, Rural Development, Political Economy, Climate Change and Sustainable Development with a GPA of 3.8

### **1.6.3 REMUNERATION**

PHTS 2.1

## **1.7 ASSISTANT LECTURER (ORGANIZATION MANAGEMENT) – 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one of the following discipline; Public Administration, Human Resource Management, Management and Leadership with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Political Science and Public Administration, Human resources Management, organization Management, Public Administration with a GPA of 3.8.

### **1.7.3 REMUNERATION**

PHTS 2.1

## **1.8 ASSISTANT LECTURER (BIOSTATISTICS)– 1 POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Statistics or Biostatistics with a GPA of 4.0 and Bachelor Degree in Statistics or Biostatistics with GPA 3.8.

### **1.8.3 REMUNERATION**

PHTS 2.1

## **1.9 ASSISTANT LECTURER (WILDLIFE HEALTH) – 1 POST**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Veterinary Sciences or Biomedical Engineering/Sciences with an average of B and Bachelor Degree in Veterinary Sciences/Veterinary Medicine with an average of B grade.

### **1.9.3 REMUNERATION**

PHTS 2.1

## **1.10 ASSISTANT LECTURER (TOURISM GEOGRAPHY)– 1 POST**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.10.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Geography or Geography and Environmental Studies with

a GPA of 4.0 and Bachelor Degree in Geography or Geography and Environmental Studies with a GPA of 3.8

### **1.10.3 REMUNERATION**

PHTS 2.1

### **1.11.1 ASSISTANT LECTURER (ENVIRONMENTAL SCIENCES)– 1 POST**

#### **1.11.2 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

#### **1.11.3 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Environmental Sciences or Environmental Studies with a GPA of 4.0 and Bachelor Degree in Environmental Sciences or Environmental Studies with a GPA of 3.8. Possession of any other added qualification on environment/conservation is an added advantage.

#### **1.11.4 REMUNERATION**

PHTS 2.1

### **1.12 ASSISTANT LECTURER (BOTANY)– 01 POST**

#### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

#### **1.12.2 QUALIFICATION AND EXPERIENCE**



Holder of Master's Degree in Botany with a GPA of 4.0 and Bachelor Degree in Botany with a GPA of 3.8

### **1.12.3 REMUNERATION**

PHTS 2.1

## **1.13 ASSISTANT LECTURER (BIOLOGY)– 1 POST**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.13.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Biology with a GPA 4.0 and Bachelor Degree in Biology with a GPA of 3.8

### **1.13.3 REMUNERATION**

PHTS 2.1

## **1.14.1 ASSISTANT LECTURER (PROJECT PLANNING AND MANAGEMENT)–1 POST**

### **1.14.2 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.14.3 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one of the following discipline; Project Planning, Project Planning and Management, Project Management, or Economic Policy Planning with a GPA of 4.0 and Bachelor Degree in one of the following discipline Project Planning, Project Planning and Management, Project Management, or Economic Policy Planning with a GPA of 3.8.

### **1.14.4 REMUNERATION**

PHTS 2.1

## **1.15 ASSISTANT LECTURER (TOURISM MARKETING)–1 POST**

### **1.15.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.15.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one of the following discipline; Wildlife Tourism, Tourism Marketing, or Marketing with a GPA of 4.0 at master's degree level and Bachelor Degree in one of the following discipline Wildlife Tourism, Tourism Marketing, or Marketing with a GPA of 3.8 at Bachelor degree level.

### **1.15.3 REMUNERATION**

PHTS 2.1

## **1.16 ASSISTANT LECTURER (HOSPITALITY MANAGEMENT)–1 POST**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;

- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.16.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one the following discipline; Wildlife Tourism, Hospitality Management, Tourism and Hospitality Management, Hotel Management with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Wildlife Tourism, Hospitality Management, Tourism and Hospitality Management, Hotel Management with a GPA of 3.8.

### **1.16.3 REMUNERATION**

PHTS 2.1

## **1.17 ASSISTANT LECTURER (TRAVEL AND TOURISM OPERATIONS)–1 POST**

### **1.17.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.17.2 QUALIFICATION AND EXPERIENCE**

Holder Master's Degree in one of the following discipline; Wildlife Tourism, Travel and Tourism, Tourism Management, Leisure Management, Tourism and Hospitality management with a GPA of 4.0 and Bachelor Degree in Wildlife Management, Wildlife Tourism, Leisure Management, Travel and Tourism, Hospitality Management with a GPA of 3.8 and above

### **1.17.3 REMUNERATION**

PHTS 2.1

## **1.18 ASSISTANT LECTURER (TOURISM ENTREPRENEURSHIP)–1 POST**

### **1.18.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;

- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.18.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in one of the following Discipline; Wildlife Tourism, Tourism Entrepreneurship, Entrepreneurship, Business Administration with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Wildlife Tourism, Tourism Entrepreneurship, Entrepreneurship, Business Administration with a GPA of 3.8.

### **1.18.3 REMUNERATION**

PHTS 2.1

## **1.19 ASSISTANT LECTURER (WILDLIFE MANAGEMENT)–1 POST**

### **1.19.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.19.2 QUALIFICATION AND EXPERIENCE**

Holder of Masters of Science in one of the following discipline; Wildlife Management, Wildlife Conservation Sciences with a GPA of 4.0 and Bachelor of Science in Wildlife Management or Wildlife Conservation Sciences with a GPA of 3.8

### **1.19.3 REMUNERATION**

PHTS 2.1

## **1.20 ASSISTANT LECTURER (ENVIRONMENT AND SUSTAINABLE DEVELOPMENT) –01 POST**

### **1.20.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.20.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Climate Change and Sustainable Development with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Wildlife Management, Wildlife Conservation Sciences, Environmental with a GPA of 3.8

### **1.20.3 REMUNERATION**

PHTS 2.1

## **1.21 ASSISTANT LECTURER (ECOSYSTEM MANAGEMENT)–1 POST**

### **1.21.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.21.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Ecosystem Management, Conservation Management of African Ecosystems with a GPA of 4.0 and Bachelor Degree in Wildlife Management, Wildlife Conservation Sciences with a GPA of 3.8

### **1.21.3 REMUNERATION**

PHTS 2.1

## **1.22 ASSISTANT LECTURER (COMMUNITY BASED CONSERVATION)–1 POST**

### **1.22.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor’s Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student’s project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.22.2 QUALIFICATION AND EXPERIENCE**

Holder of Master’s Degree in Community Development, Community Economic Development, Rural Development, Project Planning and Management with a GPA of 4.0 and Bachelor Degree in Community Development, Community Economic Development, Rural Development, Project Planning and Management with a GPA of 3.8.

### **1.22.3 REMUNERATION**

PHTS 2.1

## **1.23 ASSISTANT LECTURER (GEO-SPATIAL SCIENCES)–1 POST**

### **1.23.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor’s Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student’s project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.23.2 QUALIFICATION AND EXPERIENCE**

Holder of Master’s Degree in one of the one of the following discipline; Geo-informatics, Geographical Information Sciences with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Geo-informatics, Geographical Information Sciences with a GPA of 3.8.

### **1.23.3 REMUNERATION**

PHTS 2.1

## **1.24 TUTORIAL ASSISTANT (WILDLIFE LAW ENFORCEMENT)–1 POST**

### **1.24.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.24.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Laws (LLB) with GPA of 3.8 and above

### **1.24.3 REMUNERATION**

PHTS 1.1

## **1.25 TUTORIAL ASSISTANT (COMMUNITY BASED CONSERVATION)–1 POST**

### **1.25.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.25.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Community Development, Community Economic Development, Rural Development. GPA 3.8 and above

### **1.25.3 REMUNERATION**

PHTS 1.1

## **1.26 TUTORIAL ASSISTANT (WILDLIFE HEALTH)–1 POST**

### **1.26.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);

- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

#### **1.26.2 QUALIFICATION AND EXPERIENCE**

Holder of the following discipline; Wildlife Management or Wildlife Conservation Sciences with a GPA 3.8. Candidate with background of animal health training will have an added advantage.

#### **1.26.3 REMUNERATION**

PHTS 1.1

### **1.27 TUTORIAL ASSISTANT (CHEMISTRY)–1 POST**

#### **1.27.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

#### **1.27.2 QUALIFICATION AND EXPERIENCE**

Holder of one of the following discipline; Chemistry, Chemical Processing Engineering with a GPA of 3.8 and above.

#### **1.27.3 REMUNERATION**

PHTS 1.1

### **1.28 TUTORIAL ASSISTANT (BIOLOGY)–01 POST**

#### **1.28.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;



- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.28.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Science in Biology with a GPA of 3.8 and above

### **1.28.3 REMUNERATION**

PHTS 1.1

## **1.29 TUTORIAL ASSISTANT (ENVIRONMENTAL SCIENCE AND MANAGEMENT)– 1 POST**

### **1.29.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.29.2 QUALIFICATION AND EXPERIENCE**

BSc. Environmental Sciences, Environmental Studies. Possession of any other added qualification on environment/conservation is an added advantage. GPA 3.8 and above

### **1.29.3 REMUNERATION**

PHTS 1.1

## **1.30 TUTORIAL ASSISTANT (TOURISM AND HERITAGE MANAGEMENT)–2 POSTS**

### **1.30.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and

- vi. Performing any other duties as assigned by supervisor.

### **1.30.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Wildlife Tourism, Tourism Management, Tourism and Hospitality Management, Leisure Studies, Travel and tourism Operations. GPA 3.8 and above

1.30.3

### **1.30.4 REMUNERATION**

PHTS 1.1

## **1.31 TUTORIAL ASSISTANT (HOSPITALITY MANAGEMENT)– 2 POSTS**

### **1.31.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.31.2 QUALIFICATION AND EXPERIENCE**

Bachelor in Hospitality Management, Tourism and Hospitality Management, Hotel Management. GPA 3.8 and above.

### **1.31.3 REMUNERATION**

PHTS 1.1

## **1.32 TUTORIAL ASSISTANT (WILDLIFE MANAGEMENT) –4 POSTS**

### **1.32.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.32.2 QUALIFICATION AND EXPERIENCE**

Holder of Advanced Diploma or Bachelor of Science in one of the following discipline; Wildlife Management, Wildlife Conservation Sciences, Wildlife Ecology with a GPA 3.8 and above

### **1.32.3 REMUNERATION**

PHTS 1.1

## **1.33 TUTORIAL ASSISTANT (AQUATIC BIODIVERSITY CONSERVATION)–1 POST**

### **1.33.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.33.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following discipline; Aquatic Resources Management, Aquaculture, Marine Biology with a GPA of 3.8 and above

### **1.33.3 REMUNERATION**

PHTS 1.1

## **1.34 TUTORIAL ASSISTANT (ICT-PROGRAMMING)–1 POST**

### **1.34.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assisting in conducting tutorial and practical exercises for students under close supervision;
- iii. Preparing learning resources for tutorial exercises;
- iv. Assisting in conducting research under close supervision;
- v. Carrying out consultancy and community services under close supervision; and
- vi. Performing any other duties as assigned by supervisor.

### **1.34.2 QUALIFICATION AND EXPERIENCE**

Advanced Diploma or Bachelor Degree in one of the following discipline; Information Technology, Computer Science, Computer Engineering with a GPA of 3.8

### **1.34.3 REMUNERATION**

PHTS 1.1

## **2.0 THE HIGHER EDUCATION STUDENTS' LOANS BOARD (HESLB)**

The Higher Education Students' Loans Board (HESLB) is a body corporate established under Act No.9 of 2004 (as amended in 2007, 2014 and 2016) with the objective of assisting needy and eligible Tanzania students to access loans and grants for higher education. The main mandates of HESLB include: to assist on a loan basis, needy students who secure admission in accredited higher learning institutions, but who have no economic power to pay for the costs of their education, to collect due loans from loan beneficiaries and use it as revolving fund to sustain operations of the Board and to create synergies through establishing strategic partnerships in student financing ecosystem.

### **2.1 LOAN OFFICER GRADE II – 48 POSTS (Zanzibar, Dodoma, Mtwara, Mwanza, Mbeya, Arusha)**

#### **2.1.1 DUTIES AND RESPONSIBILITIES:**

- i. To receive and register all loans application submitted to HESLB,
- ii. To retrieve and analyze examination results from various Higher Learning Institutions;
- iii. To identify and track loan beneficiaries and defaulters for the purpose of recovering the loans;
- iv. To study loan contracts/agreements for the purpose of establishing repayment and recovery processes,
- v. To prepare, verify and issue all loan bills to loan beneficiaries;
- vi. To prepare and update register of identified loan beneficiary's information for the purpose of repayment and recovering loans,
- vii. To attend and handling loan beneficiaries' complaints,
- viii. To establish loan defaulters list for the purpose of loan recovery,
- ix. To provide operations support to Loan Officers at various higher Learning institutions,

- x. To initiate formulation of appropriate mechanisms for recovery of loans; and
- xi. To perform any other duties assigned by supervisor.

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Undergraduate Degree/Advanced Diploma in Finance Management, Education, Accountancy, Economics, Business Administration or Banking

### **2.1.3 REMUNERATION**

HESLB SS 4

## **2.2 ICT OFFICER II (DATABASE ADMINISTRATOR)-2POSTS**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To implement and test database;
- ii. To develop back and front-end database connectivity;
- iii. To implement security policy and access control;
- iv. To maintain physical organization of database objects;
- v. To provide database client and user services;
- vi. To manage systems and act in the capacity of the database administrator roles;
- vii. To manage and perform database administration roles using Oracle, MySQL and Postgre SQL database Management systems;
- viii. To manage database backup and recovery; security authentication, performance monitoring, database scaling, tuning and troubleshooting; and
- ix. To run different types of automated backups, user management, logs auditing, and optimal configuration;

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics, Database or equivalent qualification from a recognized Higher Learning Institution. Knowledge in Oracle Database, SQL Server and MySQL Enterprise, Java ORM will be an added advantage.

### **2.2.3 REMUNERATION**

HESLB SS 4

## **2.3 ICT OFFICER II (NETWORK ADMINISTRATOR)- 1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. To design, install and configure LAN and WAN infrastructure,
- ii. To review LAN and WAN architecture,
- iii. To test network equipment and devices,
- iv. To implement network security plan, ensures network and systems security in terms of confidentiality, integrity and availability.
- v. To develop and implement preventive maintenance plan for the network,
- vi. To monitor and maintain software and hardware for optimal network performance,
- vii. To review and update network configuration plan,
- viii. To analyze network problems, traffic and workout appropriate solutions,
- ix. To evaluate and recommend changes to current and future network requirements to meet needs,
- x. To implement the overall strategic goals of the network system,
- xi. To prepare and present reports regarding LAN and WAN performance,
- xii. To troubleshoot network systems and recommend improvements and,
- xiii. To perform any other relevant duties as may be assigned by the supervisor.

### **2.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics ,Database or equivalent qualification from a recognized Institution.

### **2.3.3 REMUNERATION**

HESLB SS 4

## **2.4 ICT OFFICER II (PROGRAMMER)-2 POSTS**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform system analysis and design;
- ii. To implement software systems (Write and document code);
- iii. To perform systems testing (Software validation& verification) and document test results;
- iv. To perform system configuration;
- v. To assist in conducting users acceptance test;
- vi. To participate in design review and provide input for user documentation;
- vii. To liaise with user support staff in supporting end users;

- viii. To maintain and support various business process applications;
- ix. To establish solutions for the identified Authority's requirements covering design and development;
- x. To implement solution components progressively in accordance with detailed applications designs following enterprise architecture, documentation standards, quality assurance (QA) requirements and approval standards;
- xi. To assist to procure solution components based on the acquisition plan in accordance with requirements and detailed application designs, architecture principals and standards and the Authority's overall procurements and contract procedures, QA requirements, and approval standards;
- xii. To develop related reporting and analysis functionality for operational and historical data in ICT systems to enable production of reports and analysis for effective decision making;
- xiii. To implement the escalated service development related problems (2nd and or 3rd level) and their root causes to provide timely resolution to prevent recurring incidents;
- xiv. To provide descriptions and relationships between service developments related key resources and capabilities required to deliver ICT- enabled services; and
- xv. To perform any other duties assigned by the Supervisor.

#### **2.4.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration.

#### **2.4.3 REMUNERATION**

HESLB SS 4

### **2.5 ICT OFFICER II (SYSTEMS AUDITOR)-1 POST**

#### **2.5.1 DUTIES & RESPONSIBILITIES**

- i. To Prepare annual risk based Information System Audit plans and coordinate their implementations;
- ii. To Develop an Information System Audit strategy to cover all areas under audit, define scope, plan resources, nature, timing, and extent of the audit in accordance to ISACA, ISSAI and INTOSAI standards;

- iii. To Perform general and application control reviews for simple to complex computer information systems to ensure valid, reliable, timely, and secure input, processing, and output;
- iv. To Perform reviews of clients' information controls to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance;
- v. To Perform reviews of internal control procedures and security for systems under development and/or enhancements to the existing systems;
- vi. To Assist financial auditors in extraction of data from various computer systems and perform data analysis based on the audit objectives;
- vii. To Provide assurance services to financial auditors on the effectiveness of automated controls in application systems that have impact on financial statements;
- viii. To Communicate audit results to audit clients and ensure positive management commitment to implement the given recommendations;
- ix. Adequate and timely maintenance of IS audit supporting evidence in Teammate Audit Management System;
- x. To prepare and present IS audit reports and other technical information to relevant parties;
- xi. To follow up on audit findings and assess implementation of audit recommendations to audited entities;
- xii. To prepare a database of all IT systems in the government sector which will be updated on continuous basis and will form the information system (IS) Audit universe and basis for IS audit; and
- xiii. To perform any other related duties assigned by the Supervisor.

### **2.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Technology, Computer Engineering or equivalent qualifications. Must have CISA certification

### **2.5.3 REMUNERATION**

HESLB SS 4

## **2.6 PROCUREMENT AND SUPPLIES OFFICER GRADE II- 1 POST**



### **2.6.1 DUTIES & RESPONSIBILITIES**

- i. To receive all purchased goods as per terms & conditions of the contract/LPO and reports submitted by the inspection and receiving team immediately after delivery,
- ii. To post all received goods in Goods Received Note (GRN) and respective ledger books /bin cards immediately after delivery,
- iii. To store all received goods through LPO, Contracts and Material Returned Note (MRN) immediately after receiving,
- iv. To issue all requested goods through Materials Requisition and Issue Note (MRIN) immediately after approval by heads of departments,
- v. To update posting of all goods received and issued in the ledger books/bin cards and vote book perpetually,
- vi. To carry-out annual stocktaking exercise,
- vii. To perform any other duties assigned by supervisor.

### **2.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Undergraduate Degree/Advanced Diploma in Procurement and Supplies, Materials Management must be registered with the PSPTB as Certified Procurement and Supplies.

### **2.6.3 REMUNERATION**

HESLB SS 4

## **3.0 TANZANIA FOREST SERVICES (TFS) AGENCY**

Tanzania Forest Services (TFS) Agency is a semi-autonomous Government Agency established through Government Notice No. 269 of 30th July, 2010 under Executive Agency Act (Cap. 245) as amended from time to time. The Agency implements the National Forest and Beekeeping Policy of 1998 and the Forest Act (Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources. The agency is among four units forming the Wildlife and Forest Conservation Service established by the Written Laws (Miscellaneous Amendments) (No. 2) Act, 2020.

### **3.1 ACCOUNTANT II -1 POST**

#### **3.1.1 Duty Station: TFS Zones/Plantations**

### **3.1.2 DUTIES & RESPONSIBILITIES**

- i. To maintain all books of accounts and allied records;
- ii. To prepare monthly trial balance and bank reconciliation statements;
- iii. To verify debtors and creditors statements of accounts;
- iv. To verify assets and reconcile the same between general ledger and fixed assets register; and
- v. To perform any other related duties as may be assigned time to time by the Supervisor.

### **3.1.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Accountancy, Finance, Commerce/ Business Administration majoring in Accountancy or Finance or any relevant field from a recognized Institution. The candidate must possess CPA (T)/ACCA or its equivalent professional qualifications recognized by NBAA. **The candidate shall be required to attend and pass military recruit course, must have clean criminal record and below 30 years old.**

### **3.1.4 REMUNERATION**

TFSS 5

## **3.2 BEE-KEEPING OFFICER II-5 POSTS**

### **3.2.1 Duty Station: TFS Zones/Plantations**

### **3.2.2 DUTIES & RESPONSIBILITIES**

- i. To maintain all books of accounts and allied records;
- ii. To prepare monthly trial balance and bank reconciliation statements;
- iii. To verify debtors and creditors statements of accounts;
- iv. To verify assets and reconcile the same between general ledger and fixed assets register; and
- v. To perform any other related duties as may be assigned time to time by the Supervisor.

### **3.2.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Beekeeping, Botany or Zoology or equivalent qualifications from a recognized institution. **The candidates shall be required to attend and pass military recruit course, must have clean criminal record and below 30 years old.**

### **3.2.4 REMUNERATION**

TFSS 5

### **3.3 FOREST OFFICER II -10 POSTS**

#### **3.3.1 Duty Station: TFS Zones/Plantations**

#### **3.3.2 DUTIES & RESPONSIBILITIES**

- i. To supervise planting and management of natural forests and plantations;
- ii. To conduct research related to forestry or environment;
- iii. To enforce forest policies and legislation;
- iv. To build capacity of staff and stakeholders;
- v. To conduct planning in forest and coordinate collection and analysis of forest products statistics; and
- vi. To carry out other duties as assigned by Supervisor.

#### **3.3.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Natural Resource Management, Natural Resource Management for Sustainable Agriculture, Forestry, Agroforestry, Forest Resource Assessment and Management, Forest Management and Nature Conservation, Wood Utilization, Forest Ecology, Forest Biology, Forest Economics or Forest Engineering from a recognized institution. Must have basic knowledge in computer applications. **The candidate shall be required to attend and pass military recruit course, must have clean criminal record and below 30 years old.**

#### **3.3.4 REMUNERATION**

TFSS 5

### **3.4 LEGAL OFFICER II (1 POST)**

#### **3.4.1 Duty Station: TFS Zones/Plantations**

#### **3.4.2 DUTIES & RESPONSIBILITIES**

- i. To safeguard the Agency's legal interest in all matters;
- ii. To prepare periodic legal reports and prosecuting cases in courts of Law;
- iii. To review legal documents and draft replies for queries from stakeholders;
- iv. To take charge of documents and correspondences on already assigned cases;
- v. To deal with all legal routine correspondences addressed to the Agency;
- vi. To draft prescribed legal documents and forms;
- vii. To file and to appear for criminal proceedings in courts, on behalf of the Agency;

and

viii. To perform any other related duties assigned by your supervisor.

### **3.4.3 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree in Laws (LLB) or equivalent field from Institution/Institute recognized by the Government and should have completed an internship program or the Law School of Tanzania. **The candidates shall be required to attend and pass military recruit course, must have clean criminal record and below 30 years old.**

### **3.4.4 REMUNERATION**

TFSS 5

## **3.5 ASSISTANT FOREST OFFICER II - 27 POSTS**

### **3.5.1 Duty Station: TFS Zones/Plantations**

### **3.5.2 DUTIES & RESPONSIBILITIES**

- i. To collect tree seed;
- ii. To maintain tree seed collection tools and equipment;
- iii. To raise seedlings and maintain tree nurseries;
- iv. To prepare and distribute tree seed;
- v. To maintain agency's tree seed source;
- vi. To provide pre-treatment to tree seed;
- vii. To prepare periodic implementation reports; and
- viii. To perform any other related duties as may be assigned from time to time by Supervisor.

### **3.5.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma in one of the following fields; Forestry, Forest Management and Nature Conservation or equivalent qualifications from recognized Institutions. **The candidates shall be required to attend and pass military recruit course, must have clean criminal record and below 25 years old.**

### **3.5.4 REMUNERATION**

TFSS 4

## **3.6 PERSONAL SECRETARY II -3 POSTS**

### **3.6.1 Duty Station: TFS Zones/Plantations**

### **3.6.2 DUTIES & RESPONSIBILITIES**

- i. To make 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 distributes letters to respective officials;
- x. To order and controls office stationery for the office;
- xi. To receive and directs visitors; and
- xii. To perform any other duties and responsibilities as may be assigned by Supervisor.

### **3.6.3 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. **The candidate shall be required to attend and pass military recruit course, must have clean criminal record and below 25 years old.**

### **3.6.4 REMUNERATION**

TFSS 3

## **3.7 FOREST ASSISTANT II -13 POSTS**

### **3.7.1 Duty Station: TFS Zones/Plantations**

### **3.7.2 DUTIES & RESPONSIBILITIES**

- i. To collect and good keeping of tree seeds;
- ii. To tend tree seedlings and management of tree nurseries;
- iii. To manage trees and forests;
- iv. To undertake patrols within the forests;
- v. To inspect and grade forest products;
- vi. To carry out menstruation in forest;
- vii. To carry out forest extension services;

viii. To carry out any other duties as assigned from time to time by Supervisor.

### **3.7.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, Forest Industries Technology or equivalent from a recognized institution. **The candidates shall be required to attend and pass military recruit course, must have clean criminal record and below 25 years old.**

### **3.7.4 REMUNERATION**

TFSS 3

#### **3.8 FOREST GUARD II-50 POSTS**

##### **3.8.1 Duty Station: TFS Zones/Plantations**

##### **3.8.2 DUTIES & RESPONSIBILITIES**

- i. To guard and prevent unauthorized entry into natural or plantation forests
- ii. To carry out planned and ad hoc patrols of forests
- iii. To monitor movements of people with suspicious forest products and report them to appropriate authorities
- iv. To arrest illegal forest entrants in conjunction with authorized local authorities
- v. To participate in forest fire management practices; and
- vi. To perform any other related duties as may be assigned time to time by Supervisor.

##### **3.8.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI who has attended training of National Service/Militia/Fire and Rescue or related training from recognized Institution. **The candidates shall be required to attend and pass military recruit course, must have clean criminal record and below 25 years old**

##### **3.8.4 REMUNERATION**

TFSS 2

#### **4.0 MARINE PARKS AND RESERVES UNIT (MPRU)**

Marine Parks and Reserves Unit (MPRU) is a semi-autonomous Government Institution established by Parliamentary Act No. 29 of 1994. The MPRU is charged with establishment, development, managing and administering of Marine Parks and Reserves in the mainland Tanzania. The MPRU has been successful in sustaining 3 Marine Parks

(multiple use areas) and 15 Marine Reserves (no-take areas, where extractive use of resources is strictly prohibited). The MPRU operates under the Board of Trustees, which oversee daily implementation of its activities. MPRU establish and manage Tanzania's MPAs for sustainable use.

#### **4.1 MARINE CONSERVATION WARDEN II- 2 POSTS**

##### **4.1.1 DUTIES AND RESPONSIBILITIES:**

- i. To participate in data collection and processing for research and monitoring activities in Marine Parks/Reserves;
- ii. To participate in preparation and implementation of awareness programmes for community and other MPA stakeholders;
- iii. To participate in developing programs for resources protection;
- iv. To participate in developing research priorities /agendas for MPA;
- v. To assist in formulation of strategies for MPAs operations;
- vi. To participate in all matters related to licensing and enforcement of MPAs regulations to include prosecution;
- vii. To participate in preparation of MPA Management plan and other issue specific plans;
- viii. To participate in preparation of action plan and budget for conservation section; and
- ix. To perform any other official duties as may be assigned by supervisor

##### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in one of the following fields: Marine Science, Aquaculture, Aquatic Science, Environmental Science, Natural Resource Management, Marine Biology, Zoology/Botany and Wildlife Management or equivalent qualifications from recognized institutions.

##### **4.1.3 REMUNERATION**

PGSS 6

#### **4.2 FERRY/BOAT OPERATOR II- 5 POSTS**

##### **4.2.1 DUTIES AND RESPONSIBILITIES:**

- i. To handle and operate boat and other equipments during operations at sea;
- ii. To prepare all essential gears on board;
- iii. To ensure safety of all sea going personnel in the boat;

- iv. Keep and maintain records of log books/sheets for all boat trips;
- v. Participate in all activities required for management of boat equipments, service and spare parts;
- vi. To maintain order and good storage of all appliances required for boat operations including seat trails, boat slipways, anchors, ropes, boat house, etc;
- vii. To prepare fuel for all trips to be made by boats;
- viii. To maintain general services of boats, engines, boat yards and slipways and all other appliances;
- ix. To prepare monthly report of activities performed;
- x. To be in-charge of all sea going trips; and
- xi. Perform any other official duties as may be assigned by supervisor.

#### **4.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate in Marine Operations (NTA Level 5) or equivalent qualifications from recognized institutions. Must have completed six months course in Marine rescue and Swimming, Crowd Management and passenger safety.

#### **4.2.3 REMUNERATION**

PGSS 3

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective**



### **Registration or Regulatory Bodies, (where applicable);**

- Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **18<sup>th</sup> Juni, 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:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

