

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/ 415

23<sup>rd</sup> October, 2023

### VACANCY ANNOUNCEMENT

On behalf of The Vocational Education and Training Authority (VETA), Public Service Recruitment Secretariat invites suitable, qualified and experienced Tanzanians to fill fifty (50) vacant posts mentioned below

#### **1.0 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 2019. 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 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 and financing Vocational Education and Training in order to contribute to socio-economic development.

#### **1.1 ACCOUNTANT II – 5 POSTS**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare income and expenditure statements, financial statements and related reports;
- ii. To receive the Authority's revenue and timely deposit the same into Banks;

- iii. To carry out reconciliations of Bank Accounts and other related financial matters;
- iv. To conduct inspection and pre-auditing of payment vouchers; and
- v. To perform any other duties as may be assigned by immediate supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree or Advanced Diploma in Accounting, Finance, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized institution plus either CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by NBAA.

## **1.2 VOCATIONAL TEACHER II – ELECTRICAL INSTALLATION – 8 POSTS**

### **1.2.1 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 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.

### **1.2.2 QUALIFICATIONS**

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.

### **1.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.3 VOCATIONAL TEACHER II – CARPENTRY AND JOINERY – 7 POSTS**

### **1.3.1 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 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.

### **1.3.2 QUALIFICATIONS**

Holders of Full Technician Certificate (FTC) or Diploma in Carpentry and Joinery or 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 and background of Carpentry and Joinery will be an added advantage.

### **1.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.4 VOCATIONAL TEACHER II – MASONRY AND BRICKLAYING – 7 POSTS**

### **1.4.1 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 deliver effectively and efficiently 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.

#### **1.4.2 QUALIFICATIONS**

Holders of Full Technician Certificate (FTC) or Diploma in Masonry and Bricklaying or Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

#### **1.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **1.5 VOCATIONAL TEACHER II – WELDING AND METAL FABRICATION – 7 POSTS**

#### **1.5.1 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 deliver effectively and efficiently 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.

### **1.5.2 QUALIFICATIONS**

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.

### **1.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.6 VOCATIONAL TEACHER II – AUTO - ELECTRICAL – 1 POST**

### **1.6.1 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 deliver effectively and efficiently 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.

### **1.6.2 QUALIFICATIONS**

Holders of Full Technician Certificate (FTC) or Diploma in Auto - Electrical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **1.6.3 REMUNERATION**

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

## **1.7 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY– 10 POSTS**

### **1.7.1 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 deliver effectively and efficiently 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.



### **1.7.2 QUALIFICATIONS**

Holders of Full Technician Certificate (FTC) or Diploma in Design Sewing & Clothing Technology (DSCT) or Clothing and Textile Technology. The applicant must possess Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **1.8 REMUNERATION**

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

#### **1.8.1 ASSISTANT VOCATIONAL TEACHER - DESIGN, SEWING AND CLOTH TECHNOLOGY - 4 POSTS**

##### **1.8.2 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;
- iv. To perform any other duties as may be assigned by her/his supervisor.

##### **1.8.3 QUALIFICATIONS**

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

##### **1.8.4 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

#### **1.9 ASSISTANT VOCATIONAL TEACHER – AUTO BODY REPAIR – 1 POST**

##### **1.9.1 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;
  - iv. To perform any other duties as may be assigned by her/his supervisor.

### **1.9.2 QUALIFICATIONS**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Auto Body Repair or Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **1.9.3 REMUNERATION**

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

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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.**
- xv. Deadline for application is **30<sup>th</sup> October, 2023**;
- xvi. Only shortlisted candidates will be informed on a date for interview and;
- xvii. 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**