



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/237

1st March, 2023

VACANCY ANNOUNCEMENT – RE ADVERTISEMENT

On behalf of The Institute of Adult Education (IAE) Public Service Recruitment Secretariat (PSRS), invites dynamic and suitable qualified Tanzanians to fill five (5) vacant posts as mentioned below;

1.0 THE INSTITUTE OF ADULT EDUCATION (IAE)

The Institute of Adult Education (IAE) was established in 1975 by Parliamentary Act No.12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

1.0.1 ASSISTANT LECTURER-5 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To supervise student's project; and
- ix. To perform any other related duties as assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree in one of the following Education; Adult Education & Continuing Education, Adult Education & Community Development, Community Development, Distance Education, Project Management, Education in Educational Planning & Administration, Education Administration, Planning and Policy Studies, Counselling & Psychology, Physical Education or equivalent qualifications from recognized institutions with GPA of at least 3.5 at Undergraduate Level and GPA of least 3.8 or Average of B+ at Master Degree. Master Degree must be related his/her Bachelor Degree. Having the one of following teaching subjects: History, English, Geography, ICT and Kiswahili will be an added advantage.

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. **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;
- 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 14th **March, 2023**;
- xv. Only shortlisted 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/> ~~<http://portal.ajira.go.tz/>~~ and not otherwise http://portal.ajira.go.tz (This address also can be found at PSRS Website, Click '**Recruitment Portal**)*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

