

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Kumb.Na.9/259/01/A/302

**27<sup>th</sup> May, 2023**

**VACANCIES ANNOUNCEMENT**

On behalf of the Institute of Finance Management (IFM) and Institute of Rural Development Planning (IRDP) Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill ten (10) vacant posts mentioned below.

**INSTITUTE OF FINANCE MANAGEMENT (IFM)**

The Institute of Finance Management is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

**1.1. ASSISTANT LECTURER IN SOCIAL PROTECTION- 2 POST (DSM AND MWANZA)**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff on specific projects such as research and consultancy; and
- iv. To supervise students projects.

### **1.1. 2 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Masters in Social Protection, Bachelor degree/ Advanced Diploma in Social protection or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

### **1.1.3 SALARY**

This position holds salary scale of PHTS 2

## **1.2. ASSISTANT LECTURER IN INSURANCE AND RISK MANAGEMENT 1 POST (MWANZA)**

- 1.2.1**
- i To conduct lectures, research and tutorial seminars;
  - ii. To prepare case studies; and
  - iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy.

### **1.2. 2 QUALIFICATIONS**

Holder of Holder of Certificate of Master’s Degree in Insurance and Risk Management, Bachelor of Science in Risk Management or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

### **1.2.3 SALARY**

This position holds salary scale of PHTS 2.

## **1.3. ASSISTANT LECTURER IN BANKING- 1 POST, (DODOMA)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Master Degree in Banking and Finance, Masters of Banking and Information System, Master Degree of Money, Banking and Finance, Master Degree of Finance and Investment, Master of Finance, Bachelor Degree in Banking and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

### **1.3.3 SALARY**

This position holds salary scale of PHTS 2

## **1.4. ASSISTANT LECTURER IN INFORMATION SECURITY - 1 POST (DSM)**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects.

### **1.5.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Master Degree in Computer science/information Technology, Bachelor Degree in Computer Science/Information Technology, Advanced Diploma in Computer Science /Information Technology (specialized in Information security) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

### **1.5.3 SALARY**

This position holds salary scale of PHTS 2

## **2.0 INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980s.

This Act provides a legal framework for the Institute to be established as an important national centre for provision of training, research and consultancy services in the field of rural development planning and management with main objective of alleviating qualitative and quantitative shortage of skilled manpower within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development

### **2.1 ASSISTANT LECTURER (BUSSINESS ADMINISTRATION) - 1 POST**

#### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's 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 supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Business Administration. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and at least 3.8 at Master Degree

#### **2.2.3 REMUNERATION - PHTS 2**

### **2.3 ASSISTANT LECTURER (GEOMATICS) - 1 POST**

#### **2.3.1 2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's 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 supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **2.3.2 1.0.5 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Land Survey/Geometrics' or in relevant fields. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and at least 3.8 at Master Degree.

### **2.3.3 REMUNERATION - PHTS 2**

## **2.4 TUTORIAL ASSISTANT (DEVELOPMENT FINANCE AND INVESTMENT PLANNING) – 1 Post**

### **2.4.1 1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

### **2.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Development Finance and Investment Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

### **2.4.3 REMUNERATION-PHTS 1**

## **2.5 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY (1)**

### **2.5.1 DUTIES AND RESPONSIBILITIES**

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

- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;
- vi. Assist in developing software solutions;
- vii. Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- viii. Perform any other duties as assigned by supervisor.

### **2.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor's degree in Information Technology/Computer Science/Computer Engineering/Computer programming/Software Engineering with a minimum GPA 3.5 out of 5 in Bachelor Degree.

### **2.5.3 REMUNERATION- PHTS 1**

## **2.6 TUTORIAL ASSISTANT LAND MANAGEMENT AND VALUATION - 1 POST**

### **2.6.1 DUTIES AND RESPONSIBILITIES**

- (i) To teach up to NTA Level 6 Ordinary Diploma
- (ii) To assist in conducting tutorial and practical exercises for students;
- (iii) To prepare learning resources for tutorial exercises;
- (iv) To assist in conducting research;
- (v) To carry out Consultancy and Community services under close supervision; and
- (vi) To perform any other duties as assigned by supervisor.

### **2.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Land Management and Valuation. The Candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

### **2.6.3 REMUNERATION: PHTS 1.1**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age of not above 45 years.
- 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 contact postal address, e-mail address and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this Advertisement.
- iv. **The title of the position applied for should be written in the subject of the application letter; short of which will make the application invalid.**
- v. Applicants must attach their detailed relevant certified copies of Academic certificates:
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Computer Certificate
  - Professional certificates from respective boards
  - One recent passport size picture and birth certificate.
- vii. Form iv and form vi results slips are strictly not accepted
- viii. Testimonials, Partial transcripts and results slips are not acceptable.
- ix. Presentation of forged academic certificates and other information in the CV will necessitate legal action.
- x. Applicants currently employed in the public service should route their application letters through their respective employers.
- xi. Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30<sup>th</sup> November 2010.
- xii. Applicants who have/were retired from the Public Service for whatever reason should not apply.
- xiii. Applicants should indicate three reputable referees with their reliable contacts.
- xiv. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- xvi. Application letters should be written in English.

**xvii.** A signed application letter should be written in either 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.**

**xviii.** Deadline for application is **9<sup>th</sup> June, 2023;**

**xix.** Only short listed candidates will be informed on a date for interview and;

**xx.** 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**