

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/313

4<sup>th</sup> June, 2023

### VACANCIES ADVERTISEMENT

On behalf of National Examinations Council of Tanzania (**NECTA**), Eastern Africa Statistical Training Centre (**EASTC**), Dar es salaam Institute of Technology (**DIT**) University of Dar es Salaam (**UDSM**), Mkwawa University College of Education (**MUCE**) and Tanzania Institute of Education (**TIE**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill forty-three (**43**) vacant posts as mentioned below;

#### 1.0 NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of examinations administration and certification as provided for in the Act.

#### 1.1 EXAMINATIONS OFFICER II (2 POSTS)

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;

- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

B. Ed. (Arts/Science), BA (Education), BSc (Education) or equivalent qualifications from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

### **1.1.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

## **1.2 EXAMINATIONS OFFICER II- PHYSICAL EDUCATION (1 Post)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;
- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

B. Ed. (Arts/Science), Majoring in Physical Education or equivalent qualifications from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

### **1.2.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

## **1.3 EXAMINATIONS OFFICER II- CHINESE LANGUAGE (1 Post)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;
- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results;  
and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

B. Ed. (Arts), Majoring in Chinese Language from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

### **1.3.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

## **1.4 EXAMINATIONS OFFICER II- BIBLE KNOWLEDGE (1 Post)**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;

- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

#### **1.4.2 QUALIFICATION AND EXPERIENCE**

BA (Education), Majoring in Bible knowledge/Theology from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

#### **1.4.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

### **1.5 REGISTRATION OFFICER II (2 POSTS)**

#### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. Receives and verifies registration forms from centres and individual candidates;
- ii. Deals with registration of Candidates;
- iii. Verifies correctness of registration forms, such as entry qualifications for different examinations and payment of fees;
- iv. Provides total number of candidates for each subject for examinations packing; and
- v. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

#### **1.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree in Education from a recognized Institution or equivalent qualifications and must be computer literate. Possession of Diploma in Education or PGDE is the must for none Education Degree holders.

#### **1.5.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

## **1.6 RECEPTIONIST/ TELEPHONE OPERATOR II-1POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. Receives all visitors to NECTA and directs them to the appropriate officials as may be necessary.
- ii. Attends all incoming telephone calls and directs them to the right officials;
- iii. Receives all incoming mail and submits them to secretaries or respective officials;
- iv. Ensures proper organisation of the front office;
- v. Maintains register of various activities; and
- vi. Performs any other duties relevant to the functions of NECTA as assigned by supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of CSEE with a pass in English and Swahili subjects and certificate in front office, customer care, higher standard telephone operator or related qualifications from a recognized Institution.

### **1.6.3 REMUNERATION**

Attractive package as per NECTA scheme of service.

#### **• OTHER ATTRIBUTES TO ALL APPLICANTS**

In additional to the qualifications specified above, all applicants are expected to possess the following attributes:

- i. High degree of integrity;
- ii. Capacity to work under pressure and meet strict deadlines;
- iii. Excellent interpersonal and communication skills; and
- iv. Dynamic and results oriented

## **2.0 EASTERN AFRICA STATISTICAL TRAINING CENTRE (EASTC)**

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no.28 of 1994 enacted by Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user Member States to produce the statistical data necessary for the

assessment, planning and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandatory as given by Act no. 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of Planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions .

## **2.1 ASSISTANT LECTURER (OFFICIAL STATISTICS )-1 POST**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in corporation with seniors in specific project;
- ix. To attend workshop, conference and symposium and,
- x. To perform any other duties as assigned by supervisor

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Official Statistics, Statistics, or Statistics and Mathematics with a minimum of a GPA of 3.5 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate.

### **2.1.3 REMUNERATION**

PHTS 2/1

## **2.2 ASSISTANT LECTURER (DATA SCIENCE )-1 POST**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor Degree);

- ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in corporation with seniors in specific project;
- ix. To attend workshop, conference and symposium and,
- x. To perform any other duties as assigned by supervisor

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Data Science, Computer Network Engineering, Computer Science, Information Technology, with a minimum of a GPA of 3.5 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate. Possession of any recognized ICT professional certification will be an added advantage. Practical knowledge and skills relevant to the position will be added advantage.

### **2.1.3 REMUNERATION**

PHTS 2/1

## **2.3 TUTORIAL ASSISTANT (OFFICIAL STATISTICS) -1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (ordinary Diploma):
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision
- v. To participate in developing and review of curriculum
- vi. To assist in carrying out consultancy and community services under close supervision and
- vii. To perform any other related duties as assigned by supervisor

### **2.3.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree in Official Statistics with a minimum of a GPA of 3.5 out of 5 from recognized institution.

### **2.3.3 REMUNERATION**

PHTS 1/1

## **2.4 TUTORIAL ASSISTANT (COMPUTER SCIENCE) -1 POST**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (ordinary Diploma):
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision
- v. To participate in developing and review of curriculum
- vi. To assist in carrying out consultancy and community services under close supervision and
- vii. To perform any other related duties as assigned by supervisor

### **2.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Computer Science with a minimum of a GPA of 3.5 out of 5 from recognized institution.

### **2.4.3 REMUNERATION**

PHTS 1/1



### **3.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)**

Dar es salaam Institute of Technology (DIT) was established by the Act of Parliament No. 6 of 1997 as a higher technical training Institution in Tanzania.

#### **3.1 ASSISTANT LECTURER – MATHEMATICS - (4 POSTS)**

##### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resource for Tutorial exercises;
- iii. To conduct research, seminal and case studies;
- iv. To carry out consultancy and community service under supervision;
- v. To supervise students project;
- vi. To prepare teaching manuals; and
- vii. To perform any other duties as assigned by supervisor

##### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Mathematics and Bachelor Degree or Advanced Diploma in Mathematics with GPA of 3.5 and above in both Master's Degree and Bachelor Degree.

##### **3.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institute's salary scale PHTS 2/1

#### **3.2 TUTORIAL ASSISTANT – BIOMEDICAL ENGINEERING -(1 Post)**

##### **3.2.1 DUTIES AND RESPONSIBILITIES**

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

### **3.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Biomedical Engineering with GPA of 3.5 and above.

### **3.2.3 REMUNERATION**

Attractive remuneration package in accordance with the Institute's salary scale PHTS 1/1

## **3.3 TUTORIAL ASSISTANT–ELECTRONICS AND TELECOMMUNICATION ENGINEERING (2 POSTS)**

### **3.3.1 DUTIES AND RESPONSIBILITIES**

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

### **3.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Electronics and Telecommunication Engineering with GPA of 3.5 and above.

### **3.3.3 REMUNERATION**

Attractive remuneration package in accordance with the Institute's salary scale PHTS 1/1

## **4.0 UNIVERSITY OF DAR ES SALAAM (UDSM)**

The University of Dar es Salaam is the oldest and biggest public university in Tanzania. It is situated on the western side of the city of Dar es Salaam, occupying 1,625 acres on the observation hill, and 13 kilometers from the city Centre. It was established on 1st July 1970, through parliament act no. 12 of 1970 and all the enabling legal instruments of the constituent colleges.

## **4.1 LABORATORY ENGINEER II-ELECTRICAL ENGINEERING (ASSISTANT TO ACADEMICIAN)-1POST**

### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor of Science in Electrical Engineering. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer

### **4.1.3 REMUNERATION**

PUSS 4

## **4.2 LABORATORY SCIENTIST II-CHEMISTRY (ASSISTANT TO ACADEMICIAN)-1post**

### **4.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

### **4.2.2 QUALIFICATIONS AND EXPERIENCE**

Holders of BSc. Chemistry or BSc. Petroleum Chemistry, or BSc. with Education majoring in Chemistry or BSc. General Majoring in Chemistry or Bachelor of Laboratory Science and Technology from a recognized institution..

### **4.2.3 REMUNERATION**

PUSS 4

### **4.3 LABORATORY SCIENTIST II-BIOCHEMISTRY (ASSISTANT TO ACADEMICIAN) -2 POSTS)**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

#### **4.3.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor of Science in Biochemistry or Bachelor of Science in Medical Laboratory Sciences or equivalent qualification from a recognized institution

#### **4.3.3 REMUNERATION**

PUSS 4

### **4.4 LABORATORY SCIENTIST II -COMPUTER SCIENCE (ASSISTANT TO ACADEMICIAN)- (1 POST)**

#### **4.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

#### **4.4.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor of Science in Computer Science or Computer Science Engineering majoring in software Engineering or equivalent qualification from a recognized institution.

#### **4.2.3 REMUNERATION**

PUSS 4

### **4.5 LABORATORY TECHNICIAN II-MECHANICAL/INDUSTRIAL ENGINEERING(ASSISTANT TO ACADEMICIAN)- (2POSTS)**

#### **4.5.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.5.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Mechanical or Industrial Engineering with minimum of Lower Second Class from a recognized institution.

#### **4.5.3 REMUNERATION**

PUSS 2

### **4.6 LABORATORY TECHNICIAN II -WATER LABORATORY(ASSISTANT TO ACADEMICIAN)- (2 POSTS)**

#### **4.6.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.6.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Water Laboratory Technology, Laboratory Science and Technology or equivalent qualification with minimum of Lower Second Class from a recognized institution

#### **4.6.3 REMUNERATION**

PUSS 2

### **4.7 LABORATORY TECHNICIAN II - HYDRAULICS (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.7.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities

- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.7.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Mechanical Engineering, Irrigation Engineering or equivalent qualification with minimum of Lower Second Class from a recognized institution.

#### **4.7.3 REMUNERATION**

PUSS 2

### **4.8 LABORATORY TECHNICIAN II - CHEMICAL AND PROCESS ENGINEERING (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.8.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.8.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Laboratory Sciences and Technology with minimum of Lower Second Class from a recognized institution

#### **4.8.3 REMUNERATION**

PUSS 2

### **4.9 LABORATORY TECHNICIAN II - NATURAL AND APPLIED SCIENCES (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.9.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities

- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.9.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Mechanical Engineering or Manufacturing Engineering or its equivalent with minimum of Lower Second Class from a recognized institution.

#### **4.9.3 REMUNERATION**

PUSS 2

### **4.10 LABORATORY TECHNICIAN II - MARINE GEOSCIENCE (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.10.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

#### **4.10.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Laboratory Sciences and Technology or Renewable Energy Technology or Mining Engineering or Science and Laboratory Technology or equivalent qualification with minimum of Lower Second Class from a recognized institution.

#### **4.10.3 REMUNERATION**

PUSS 2

### **4.11 INSTRUCTOR II -CHEMICAL AND PROCESS ENGINEERING (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.11.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in instructing undergraduate students under close supervision;

- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs;
- iv. To carry out any other duties and responsibilities assigned by one's reporting Officer

#### **4.11.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor of Science in Chemical and Process Engineering or equivalent qualifications. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

#### **4.11.3 REMUNERATION**

PUSS 4

### **4.12 WORKSHOP ASSISTANT II - FITTER AND TURNING (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.12.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision
- ii. To perform general cleaning of workshop glassware
- iii. To take care of instruments and equipment in the workshop
- iv. To assist in conducting workshop students' practical
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor

#### **4.12.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Fitter and Turning or any relevant field from VETA or other institutions recognized by VETA. A knowledge in Mechanical Drafting or 3D Printing or CNC operations will be an added advantage.

#### **4.12.3 REMUNERATION**

PUSS 1

### **4.13 WORKSHOP ASSISTANT II - CARPENTRY AND JOINERY (ASSISTANT TO ACADEMICIAN) (1 POST)**

#### **4.13.1 DUTIES AND RESPONSIBILITIES**



- i. To perform specified workshop jobs under close supervision
- ii. To perform general cleaning of workshop glassware
- iii. To take care of instruments and equipment in the workshop
- iv. To assist in conducting workshop students' practical
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor

#### **4.13.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Carpentry and Joinery or any relevant field from VETA or other institutions recognized by VETA

#### **4.13.3 REMUNERATION**

PUSS 1

### **4.14 ARTISAN II-CARPENTRY (2 POSTS)**

#### **4.14.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision.
- ii. To perform cleaning of the work environment.
- iii. To take care of tools and equipment.
- iv. To assist in operational repairs of machinery and buildings.
- v. To assist in fitting and turning.
- vi. To ensure the functioning of plumbing and sanitary systems.
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor

#### **4.14.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Carpentry from VETA or other institutions recognized by VETA

#### **4.14.3 REMUNERATION**

PGSS 2

## **5.0 THE MKWAWA UNIVERSITY COLLEGE OF EDUCATION (MUCE)**

The Mkwawa University College of Education is a Constituent College of the University of Dar es Salaam in Iringa, Tanzania. The College was established in 2005 following the upgrading of the former Mkwawa High School in response to the growing demand for teachers in the country.

### **5.1 LABORATORY SCIENTIST II - (2 POSTS)**

#### **5.1.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- ii. To implement specified maintenance plans for laboratory facilities;
- iii. To implement specified technical plans and designs connected with research, students' practical and consultancy work;
- iv. To perform any other duties as may be assigned by one's reporting officer.

#### **5.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of First Degree/Advanced Diploma/ NTA level 8 in Laboratory Sciences or from recognized institution.

#### **5.1.3 REMUNERATION**

PUSS 4.1

### **5.2 TRANSCRIBER II – (2 POSTS)**

#### **5.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in transcribing undergraduate handouts, chapters and passages;
- ii. To assist in servicing of Brailers and audio-visual compact cassettes;
- iii. To assist in making minor maintenances;
- iv. To assist reading for blind undergraduate and records books for talking books;
- v. To perform other duties as may be assigned by the supervisor.

#### **5.2.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in Special Education for the Blind from a recognized Institution.

#### **5.2.3 REMUNERATION**

PUSS 4.1

## **6.0 TANZANIA INSTITUTE OF EDUCATION (TIE)**

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels.

Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

### **6.1 CURRICULUM DEVELOPER II (CHINESE SUBJECT)-1POST**

#### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor

#### **6.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education field major in Chinese Subject from recognized Institution with at least a GPA of 3.5

#### **6.1.3 REMUNERATION**

PHTS 1.1

## **6.2 CURRICULUM DEVELOPER II (MUSIC SUBJECT)-1POST**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor

### **6.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education field major in music Subject from recognized Institution with at least a GPA of 3.5

### **6.2.3 REMUNERATION**

PHTS 1.1

### **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;**
- 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **17<sup>th</sup> June, 2023**;
- xvi. Only short listed 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**