

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/383

2<sup>nd</sup> September, 2023

### VACANCY ANNOUNCEMENT

On behalf of National Museum of Tanzania (NMT), Weights and Measures Agency (WMA), Tanzania Engineering and Manufacturing Design Organization (TEMDO), Tanzania Atomic Energy Commission (TAEC), National Arts Council of Tanzania (BASATA), Tanzania Institute of Accountancy (TIA), Tanzania Airport Authority (TAA), National Institute of Transport (NIT), College of African Wildlife Management, Mweka (CAWM), Tanzania Bureau of Standards (TBS) and Tengeru Institute of Community Development (TICD) Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill forty one (41) vacant posts as mentioned below;

#### 1.0 THE NATIONAL MUSEUM OF TANZANIA

The National Museum of Tanzania (NMT) is a body corporate established by the National Museum of Tanzania Act, No. 7 of 1980 (Cap. 281). It is an educational and cultural institution for the collection, preservation and research of scientific and cultural objects relating to Tanzania's cultural and natural heritage. NMT is a Government institution under the Ministry of Natural Resources and Tourism (MNRT). The Management of the NMT is vested to the Board of NMT. The Director General is the Secretary to the Board and the overseer of day to day operations of the NMT.

#### 1.1 HALL ATTENDANT II – (1 POST)

#### 1.2 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanness of office buildings and interaction rooms;

- ii. To control and oversee movement in interaction rooms;
- iii. To provide customer services;
- iv. To manage visitor's book/register;
- v. To attend and guide visitors; and
- vi. To perform any other duties assigned by the supervisor.

### **1.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate (CSEE) with at least passes in Kiswahili and English plus Certificate in one of the following fields: Hospitality, Front Office, Reception, Customer Service, Heritage Management and Tour Guiding from a recognized institution.

### **1.4 SALARY SCALE: PGSS 2**

## **2.0 TANZANIA ENGINEERING AND MANUFACTURING DESIGN ORGANIZATION (TEMDO).**

Tanzania Engineering and Manufacturing Design Organization (**TEMDO**) is one of the primary institutions established for the development of the industrial production sector. The idea of establishing TEMDO emerged during the preparation of the third five-year National Development Plan (1975/76-1979/80). TEMDO was established by the Parliament Act No. 23 of 1980, and officially began its activities in July, 1982. The goal being to build capacity in designing and creating plants and machines, and encouraging commercial production and its use in various sectors of the country's economy.

### **2.1 ARTISAN II FITTER MECHANICS – (1 POST)**

#### **2.2 DUTIES AND RESPONSIBILITIES**

- i. To operate different kinds of machines for cutting, rolling, drilling, bending of iron sheets and metals;
- ii. To carry out electrical and or gas metal arc welding to manufacture items, technologies, prototype, equipment and the likes components;
- iii. To cut materials into required shapes, check dimensions and thickness;
- iv. To weld or join metal and other materials into a wide range of structures;

- v. To follow engineering plans, drawings and instructions;
- vi. To operate machinery, tools, and welding equipment related machines in Workshop;
- vii. To inspect and test welds with precision measuring instruments and to take care of tools and equipment;
- viii. To carry out the maintenance and repair of machinery and equipment;
- ix. To follow safety and health policies, regulations and instructions; and
- x. To perform any other duties as may be assigned by Supervisor.

### **2.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate with Vocational Training Level III or Trade Test Grade I in Filter Mechanics qualifications from a recognized Institute.

### **2.4 SALARY SCALE: PGSS 2**

### **2.5 ARTISAN II - WELDING AND FABRICATIONS - (4 POSTS)**

### **2.6 DUTIES AND RESPONSIBILITIES**

- i. To operate different kinds of machines for cutting, rolling, drilling, bending of iron sheets and metals;
- ii. To carry out electrical and or gas metal arc welding to manufacture items, technologies, prototype, equipment and the likes components;
- iii. To cut materials into required shapes, check dimensions and thickness;
- iv. To weld or join metal and other materials into a wide range of structures;
- v. To follow engineering plans, drawings and instructions;
- vi. To operate machinery, tools, and welding equipment related machines in Workshop;
- vii. To inspect and test welds with precision measuring instruments and to take care of tools and equipment;
- viii. To carry out the maintenance and repair of machinery and equipment;
- ix. To follow safety and health policies, regulations and instructions; and
- x. To perform any other duties as may be assigned by Supervisor.

## **2.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate with Vocational Training Level Three “3” in either Welding and Fabrication, Welding Mechanics or equivalent qualifications from a recognized Institute.

## **2.8 SALARY SCALE: PGSS 2**

## **2.9 ARTISAN (CAPENTRY) - (2 POSTS)**

## **2.10 DUTIES AND RESPONSIBILITIES**

- i. To craft high quality carpentry and woodworks in manufacturing technologies, equipment and devices;
- ii. To calculate costs and negotiate prices with customers/clients;
- iii. To perform in the maintenance and repair of institution’s facilities;
- iv. To assist in monitoring all work being performed by outside contractors;
- v. To be responsible for maintenance services;
- vi. To ensure inspections of technologies and offices which need carpentry and woodworks are done according to the laid down procedures;
- vii. To monitor and maintain all carpentry works in technologies and building systems as assigned;
- viii. To ensure that maintenance and repair are done properly and professionally;
- ix. To repair and replace worn out or damaged property;
- x. To keep records for every maintenance and repair works undertaken; and
- xi. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

## **2.11 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate of Secondary Education plus National Vocational Award Level III in Carpentry from a recognized institution.

## **SALARY SCALE: PGSS 2**

## **2.12 ARTISAN (PAINTING) –(1POST)**

## **2.13 DUTIES AND RESPONSIBILITIES**

- i. To crafts high quality paint manufactured technologies, equipment’s and dories’;

- ii. To read painting instructions and examine areas or surfaces areas to determine the kind and amount of work necessary;
- iii. To coordinate and make on-site preparation and visitations for painting purposes;
- iv. To mix paints and other materials to prepare the right color or texture;
- v. To paint surfaces of equipment, technologies and other dories accordingly to the instructions with various tools;
- vi. To calculates costs and negotiate price with clients/ customers;
- vii. To take and adhere to all health and safety cautions; and
- viii. To perform any other duties as may be assigned by Supervisor.

## **2.14 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate with Vocational Training Level III or Trade Test Grade I in Painting or equivalent qualifications from a recognized Institute.

## **2.15 SALARY SCALE: PGSS 2**

## **2.16 TECHNICIAN II MECHANICAL – (2 POSTS)**

## **2.17 DUTIES AND RESPONSIBILITIES**

- i. To supervise technicians;
- ii. To assist in the repair and maintenance of Organization facilities;
- iii. To learn and adopt all workshop safety rules during workshop operations;
- iv. To assist on implementation of projects that need technical assistance and designing;
- v. To participate at all levels in any consultancy work that need workshop services; and
- vi. To perform any other related duties as may be assigned by Supervisor.

## **2.18 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical Engineering or related qualifications from recognized institution.

## **2.19 SALARY SCALE: PGSS 5**

## **2.20 TECHNICIAN II BIOMEDICAL – (1POST)**

### **2.21 DUTIES AND RESPONSIBILITIES**

- i. To make, install, maintain and repair medical equipment;
- ii. To test and calibrate parts, identify parts for repair or replacement;
- iii. To perform preventive maintenance on critical equipment to ensure high quality services;
- iv. To provide in-service educational programs on use of medical equipment;
- v. To supervise in the production, repair and maintenance of medical facilities;
- vi. To learn and adopt all workshop safety rules during workshop operations;
- vii. To assist on implementation of projects that need technical assistance and designing;
- viii. To participate at all levels in any consultancy work that need workshop services; and
- ix. To perform any other related duties as may be assigned by Supervisor.

### **2.22 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Biomedical Mechanical Engineering or Biomedical Electronics Engineering specialized in mechanical and electronics “Mechatronics” or related qualifications from recognized institution.

### **2.23 SALARY SCALE: PGSS 5**

## **3.0 WEIGHTS AND MEASURES AGENCY (WMA)**

The Weights and Measures Agency (WMA) is an Executive Agency responsible for fair trade transactions, through Legal Metrological Control. It was established in 2002 in pursuance to the Executive Agencies Act Cap 245 to replace the then Weights and Measures Bureau under the Ministry of Industry and Trade. The move was part of the Public Service Reform Program (PSRP) of which its objective was to improve efficiency and effectiveness of public service delivery. Currently WMA is operating under the Weights and Measures Act Cap. 340 (R.E. 2002) and Executive Agencies Act Cap. 245 (R.E.2002).

## **3.1 ASSISTANT WEIGHTS AND MEASURES OFFICER- (4 POSTS)**

### **3.2 DUTIES AND RESPONSIBILITIES:**

- i. To adjust measuring instruments;

- ii. To care for working standards;
- iii. To mobilize working tools and equipment before and after field work;
- iv. To perform daily systems initialization and backups to computer systems; and
- v. To perform any related duties as may be assigned by his superiors.

### **3.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Legal and Industrial Metrology or any other equivalent qualifications from recognized institution.

### **3.4 SALARY SCALE: WMAS 3**

### **4.0 TANZANIA ATOMIC ENERGY COMMISSION (TAEC).**

The Tanzania Atomic Energy Commission (TAEC) is a Regulatory Commission established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandating to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients the public and the environment from harmful effects of both Ionizing and Non-Ionizing Radiation.

### **4.1 ASSISTANT RADIATION SAFETY INSPECTOR (MEDICAL DIAGNOSTIC EQUIPMENT) II – (3 POSTS)**

#### **4.2 DUTIES AND RESPONSIBILITIES:**

- i. To assist Senior Staff in the inspection and licensing activities;
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare program of regulatory inspections of ionizing radiation practices;
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections; and
- vi. To perform any other related duties assigned by his/her seniors.

### **4.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in any of the following fields: Radiography, Radiation Protection, Imaging Technology, Radiation Therapy / Radiotherapy, Sonography, Ultrasound, Nuclear Medicine or Equivalent Qualifications.

### **4.4 SALARY SCALE: PGSS 5.1**

### **4.5 ASSISTANT RADIATION SAFETY INSPECTOR (NON – MEDICAL RADIATION EQUIPMENT) II – (2 POSTS)**

#### **4.6 DUTIES AND RESPONSIBILITIES:**

- i. To assist Senior Staff in the inspection and licensing activities;
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare program of regulatory inspections of ionizing radiation practices;
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections; and
- vi. To perform any other related duties assigned by his/her seniors.

### **4.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in any of the following; Laboratory Engineering (Electronic Laboratory), Telecommunication, and other equivalent qualifications.

### **4.8 SALARY SCALE: PGSS 5.1**

### **5.0 NATIONAL ARTS COUNCIL OF TANZANIA (BASATA)**

The National Arts Council of Tanzania is an organization established under the National Arts Council Act No. 23 of 1984. It is a government agency for the revival, promotion and development of the arts in Tanzania. The Council strives to nurture an artistically conscious and active Tanzanian who is motivated to fully participate in the production and consumption of good art. The National



Arts Council of Tanzania facilitates the production and consumption of good art works and services. The core values of The National Arts Council of Tanzania are the promoting and developing an authentic Tanzanian art tradition, upholding professionalism and excellence and promoting creativity and inattentiveness in the arts.

### **5.1 ASSISTANT ARTS OFFICER (ART AND DESIGN) – (2 POSTS)**

#### **5.2 DUTIES AND RESPONSIBILITIES**

- i. To schedule a clear calendar and lists of Fine Arts and Crafts events;
- ii. To participate in Fine Arts and Crafts events (festivals, Performances, Competitions and Awards);
- iii. To implement training programmes for fine arts and crafts;
- iv. To attend or participate in fine arts and crafts events (festivals, Competitions, Performances and Awards);
- v. To collect fine arts and crafts information;
- vi. To develop positive working relationships with artists; and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **5.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields; Arts and Designs, Fine Arts, or equivalent qualifications from recognized institutions.

#### **5.4 REMUNERATION: PGSS 4**

### **6.0 TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance and Planning. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education (NACTE) and has six Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma.

**6.1 ASSISTANT LECTURER - PROCUREMENT AND LOGISTICS MANAGEMENT- (1 POST)**

**6.2 DUTY STATIONS: (DAR ES SALAAM)**

**6.3 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor

**6.4 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Business Administration, Procurement and Logistics Management, (Majoring in Transport and Logistics, Production Management, Store and warehouse Management, Transport and Distribution or Freight Clearing and Forwarding) from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB).

**6.5 REMUNERATION: SALARY SCALE: PHTS 2.1**

**6.6. ASSISTANT LECTURER - MARKETING – (3 POSTS)**

**6.7 DUTY STATIONS: 1 KIGOMA, 1 MTWARA AND 1 MWANZA**

**6.8 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;

- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

## **6.9 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Business Administration (Majoring in marketing) or Marketing and Public Relations from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

## **6.10 REMUNERATION: SALARY SCALE: PHTS 2.1**

## **6.11 ASSISTANT LECTURER - LAW – (2 POSTS)**

## **6.12 DUTY STATIONS: MWANZA AND KIGOMA**

## **6.13 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

## **6.14 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Law majoring in Business Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

## **6.15 REMUNERATION: SALARY SCALE: PHTS 2.1**

## **6.16 ASSISTANT LECTURER - HUMAN RESOURCE MANAGEMENT – (3 POSTS)**

### **6.17 DUTY STATIONS: KIGOMA, MWANZA AND MTWARA**

#### **6.18 DUTIES AND RESPONSIBILITIES**

- i .To prepare learning resources for practical and tutorial exercises;
- ii.To conduct research, seminars and case studies;
- iii.To carry consultancy and community services under supervision;
- iv.To conduct lectures, research, tutorial seminars;
- v.To work in cooperation with senior members of specific projects such as research and consultancy;
- vi.To supervise student's projects; and
- vii.To perform any other related duties as may be assigned by supervisor.

#### **6.19 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration or Commerce majoring in Human Resources Management from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **6.20 REMUNERATION: SALARY SCALE: PHTS 2.1**

## **6.21 ASSISTANT LECTURER - EDUCATION – (2 POSTS)**

### **6.22 DUTY STATIONS: KIGOMA AND MWANZA**

#### **6.23 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

## **6.24 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Education Psychology, Curricular Assessment/Development, Education Administration/ Management/ Planning and Education Teaching Media from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

## **6.24 REMUNERATION: SALARY SCALE: PHTS 2.1**

## **7.0 TANZANIA AIRPORT AUTHORITY (TAA)**

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

### **7.1 ASSISTANT AIRCRAFT MARSHALLER - 1 POST (RE-ADVERTISED)**

#### **7.2 DUTIES AND RESPONSIBILITIES**

- i. To assist Aircraft Marshaller in marshalling of aircraft activities;
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger Movements;
- iii. To assist in disseminating aircraft movement information to the public address center and other users;
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron;
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability;
- vi. To observe and ensure all apron movements (vehicles, equipment's, staff and passengers) comply with developed safety operating procedures;
- vii. To report the occurrence of accident or incidents on airside and apron immediately;
- viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts

- in their respective parking bays based on their type and size;
- ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside;
  - x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management; and
  - xi. To perform other duties as may be assigned by Supervisor.

### **7.3 QUALIFICATION AND EXPERIENCE**

Holder of Certificate in Business Administration, Public Administration, Human Resources, Statistics or equivalent qualification from a recognized Institution and should have computer knowledge. Applicant with knowledge of foreign Languages will be an added advantage

### **7.4 SALARY SCALE: TAAS 2**

### **8.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)**

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an autonomous higher learning institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

### **8.1 PRINTING OFFICER II – 1 POST (RE-ADVERTISED)**

#### **8.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in specified printing works in the Unit;
- ii. To carry out minor machine repairs;
- iii. To print photographs and other jobs involving colour illustrations;
- iv. To assist in conducting research in printing related issues;
- v. To assist in desktop publishing; and
- vi. To perform any other related duties as may be assigned by one's reporting officer.

### **8.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Printing Technology or equivalent qualification from a recognized Institutions plus ICT skills.

### **8.4 SALARY SCALE: PGSS 6.1**

## **9.0 THE TANZANIA BUREAU OF STANDARDS (TBS)**

The Tanzania Bureau of Standards (TBS) was established by the Standards Act No. 3 of 1975 under the name National Standards Institute (NSI). It was changed to the present name of TBS by Act No. 1 of 1977. The Standards Act No. 3 of 1975 was later repealed and replaced by Act No. 2 of 2009. Tanzania Bureau of Standards (TBS) as a high-technology organization has been entrusted with the specialized tasks of standardization, quality assurance and metrological services in the country. By the nature of its work TBS has to maintain close contacts with other national standards bodies in the world and international standardizing agencies like the International Organization for Standardization (ISO), Codex Alimentarius Commission (CAC), and African Regional Organization for Standardization (ARSO).

### **9.1 EDITOR II – (2 POSTS)**

#### **9.2 DUTIES AND RESPONSIBILITIES**

- i To edit manuscripts;
- ii To edit website contents;
- iii To proof read manuscripts; and
- iv To perform any other duties as may be assigned by the Head of Section.

### **9.3 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's degree in Linguistics, Mass Communication or its equivalent from a recognized institution. Computer skills in relevant publishing and designing programs are essential

### **9.4 SALARY SCALE: TBSS 7**

## **10.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA (CAWM)**

The College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and 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). The College is located on the slopes of Mount Kilimanjaro, 14kms north of Moshi Municipality. The College would like to fill one post as mentioned hereunder: -

### **10.1 ASSISTANT LECTURER (FINANCIAL MANAGEMENT) 1 POST**

#### **10.2 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 supervise students' project;
- v. To prepare teaching manual; and
- vi. To perform any other duties as assigned by supervisor.

#### **10.3 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Accountancy or Finance with a GPA of 3.8 and MSc in Accountancy or Finance from recognized Institution with a minimum GPA of 4.0

#### **10.4 SALARY SCALE: PHTS 2.1**

### **10.5 TECHNICIAN AUTOMOTIVE (1 POST)**

#### **10.6 DUTIES AND RESPONSIBILITIES**

- i. To participate in repair and maintenance of vehicles;
- ii. To identify the likely defects that might cause vehicles;



- iii. To ensure proper arrangements, cleanness and maintenance of machinery, equipment and tools;
- iv. To assist in training of junior professionals;
- v. To carry out repair, maintenance and services of motor vehicles, automobiles or other motor equipment;
- vi. Responsible for safe custody of workshop working tools and equipment;
- vii. To assist in providing driving service to college staff, students and other College passengers;
- viii. To maintain log-books for every trip/journey made;
- ix. To carry out repair work and services motor vehicles, automotive engines and equipment; and
- x. To carry out other duties related to His/her field as assigned by immediate

## **10.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6)/FTC in Automotive Mechanics/ Mechanics Engineering from recognized institution.

## **10.8 SALARY SCALE: PGSS 5**

## **11.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)**

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order, 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

## **11.1 LABORATORY TECHNICIAN II – 1 POST (MAIN CAMPUS)**

### **11.2 DUTIES AND RESPONSIBILITIES**

- i. To perform basic laboratory investigations;
- ii. To prepare reagents under close supervision;
- iii. To maintain general cleanliness of laboratory glass ware and equipment;
- iv. To collect venous blood from patients and preserve specimens;

- v. To keep records of laboratory investigations carried out in the register; and
- vi. To perform any other duties that may be assigned by Supervisor.

### **11.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Health Laboratory Certificate or equivalent qualification. Computer skills will be an added advantage from a recognized institution

### **11.4 REMUNERATION: PMGSS 3**

#### **GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years 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  
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. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat.

**P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

- xiii. Deadline for application is **9<sup>th</sup> September, 2023**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. 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:**

**Ag. SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**