

**THE UNITED REPUBLIC OF TANZANIA**



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

**REF.NO. CAC. 79/126/01/489**

**2<sup>nd</sup> March, 2024**

**VACANCY ANNOUNCEMENT**

On behalf of the Vocational Education and Training Authority (VETA), Public Service Recruitment Secretariat (PSRS) invites Public Service Recruitment Secretariat invites qualified Tanzanians to two hundred and thirty-nine (239) vacancies post.

**1.0 THE 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 2219. 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, regulating 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, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

**1.1 VOCATIONAL TEACHER II – ELECTRICAL INSTALLATION – 12 POSTS**

**1.1.1 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 effectively and efficiently 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.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

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. Possession of a vocational teaching certificate will be an added advantage.

### **1.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.2 VOCATIONAL TEACHER II – ELECTRONICS –8 POST**

### **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 effectively and efficiently 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 QUALIFICATION AND EXPERIENCE**

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. Possession of a vocational teaching certificate will be an added advantage.

### **1.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.3 VOCATIONAL TEACHER II – PLUMBING AND PIPE FITTING – 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 effectively and efficiently 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 QUALIFICATION AND EXPERIENCE**

Holders of Full Technician Certificate (FTC) or Diploma in Civil or Building 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 will be an added advantage.

### **1.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.4 VOCATIONAL TEACHER II – CAPENTRY AND JOINERY – 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 effectively and efficiently 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.

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

Holders of Full Technician Certificate (FTC) or Diploma in Civil or/and Building 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 will be an added advantage.

#### **1.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **1.5 VOCATIONAL TEACHER II – PAINTING AND SIGN WRITING – 3 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 effectively and efficiently 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.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

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

### **1.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.6 VOCATIONAL TEACHER II – WELDING AND METAL FABRICATION – 13 POSTS**

### **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 effectively and efficiently 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.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

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. Possession of a vocational teaching certificate will be an added advantage.

### **1.6.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.7 VOCATIONAL TEACHER II – FITTER MECHANICS – 5 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 effectively and efficiently 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.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

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. Possession of a vocational teaching certificate will be an added advantage.

### **1.7.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.8 VOCATIONAL TEACHER II – MECHATRONICS – 1 POSTS**

### **1.8.1 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 effectively and efficiently 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.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Holders of Full Technician Certificate (FTC), Diploma in mechatronics or Mechanical 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 will be an added advantage.

### **1.8.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **1.9 VOCATIONAL TEACHER II – INFORMATION AND COMMUNICATION TECHNOLOGY – 9 POSTS**

### **1.9.1 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 effectively and efficiently 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.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

Holders of Full Technician Certificate (FTC), Diploma in ICT, Computer Science or Computer 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 will be an added advantage.

### **1.9.3 REMUNERATION**

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

## **11.1 VOCATIONAL TEACHER II – DESIGN SEWING AND CLOTH TECHNOLOGY– 21 POSTS**

### **11.1.1 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 effectively and efficiently 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.

### **11.1.2 QUALIFICATION AND EXPERIENCE**

Holders of Full Technician Certificate (FTC) or Diploma in Clothing and Textile Technology. 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 will be an added advantage.

### **11.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **12.1 VOCATIONAL TEACHER II – MOTOR VEHICLE MECHANICS– 7 POSTS**

### **12.1.1 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 effectively and efficiently deliver instructions to trainees of level one (1) 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.

### **12.1.2 QUALIFICATION AND EXPERIENCE**

Holders of Full Technician Certificate (FTC) or Diploma in Automotive 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 will be an added advantage.

### **12.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **13.1 ASSISTANT VOCATIONAL TEACHER – ELECTRICAL INSTALLATION – 7 POSTS**

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

### **13.1.1 QUALIFICATION AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Electrical Engineering or electrical installation . 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 will be an added advantage.

### **13.1.2 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **14.1 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 6 POSTS**

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

#### **14.1.2 QUALIFICATION AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Plumbing and Pipe fitting. 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 will be an added advantage.

#### **14.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **15.1 ASSISTANT VOCATIONAL TEACHER – CAPENTRY AND JOINERY – 4 POSTS**

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

#### **15.1.2 QUALIFICATION AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Civil or/and Building 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 will be an added advantage.

#### **15.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **16.1 ASSISTANT VOCATIONAL TEACHER – MASONRY AND BRICKLAYING – 6 POSTS**

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

### **16.1.2 QUALIFICATION AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Civil or Building 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 will be an added advantage.

### **16.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **17.1 ASSISTANT VOCATIONAL TEACHER – WELDING AND FABRICATION – 6 POSTS**

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

### **17.1.2 QUALIFICATION AND EXPERIENCE**



Holders of National Vocational Award Level III or Trade Test Grade I Certificate in Welding or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

### **17.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **18.1 ASSISTANT VOCATIONAL TEACHER – FITTER MECHANICS – 5 POSTS**

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

### **18.1.2 QUALIFICATION AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Mechanical 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 will be an added advantage.

### **18.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **19.1 ASSISTANT VOCATIONAL TEACHER – ELECTRONICS – 8 POST**

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

### **19.1.2 QUALIFICATION AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Electrical 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 will be an added advantage.

### **19.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **20.1 ASSISTANT VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY – 2 POSTS**

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

### **20.1.2 QUALIFICATION AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Design, Sewing and Cloth Technology. 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 will be an added advantage.

### **20.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **21.1 ASSISTANT VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 4 POSTS**

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

### **21.1.2 QUALIFICATION AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Automotive 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 will be an added advantage.

### **21.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **22.1 COOK II – 32 POSTS**

### **22.1.1 DUTIES AND RESPONSIBILITIES**

- (i) To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- (ii) To observe and test foods to determine if they have been cooked properly;
- (iii) To prepare food/meals;
- (iv) Take care of kitchen utensils; and
- (v) To perform any other duties related to his/her work as assigned by his/her supervisor.

### **22.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI certificate who has successfully completed a Certificate in Basic Medium course in Food Production, Cookery, Home Economics or equivalent qualifications from recognized institution.

### **22.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **23.1 ASSISTANT WARDEN – 15 POSTS**

### **23.1.1 DUTIES AND RESPONSIBILITIES**

- (i) To deal with cases on social matters involving students;
- (ii) To disseminate VETA's directives to students;
- (iii) To maintain accurate records pertaining to students' welfare;
- (iv) To participate in identifying behavioral trends that may require action;
- (v) To administer students' welfare services;
- (vi) To facilitate Students' Organization activities;
- (vii) To participate in career guidance and counselling to students;
- (viii) To maintain conducive learning environment;
- (ix) To deal with the student disciplinary issues;
- (x) To assist students in securing permits from relevant authorities; and
- (xi) To perform any other duties as may be assigned by immediate supervisor

### **23.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Education, Social Welfare, Social Work, Psychology, Counselling, Sociology, Home Economics or equivalent qualifications from a recognized Institution.

### **23.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **24.1 ASSISTANT VOCATIONAL TEACHER – FOOD PRODUCTION – 3 POSTS**

### **24.1.1 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; and

- (iv) To perform any other duties as may be assigned by her/his supervisor.

#### **24.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Food Science, Food Technology, Home Economics or Nutrition or Culinary Art The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

#### **24.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **25.1 VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITIONING – 3 POSTS**

#### **25.1.1 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 effectively and efficiently 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;
- (xi) To perform any other duties as may be assigned by immediate supervisor.

### **25.1.2 QUALIFICATIONS AND EXPERIENCE**

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

Attractive remuneration package in accordance with Institution's Salary Scale

## **26.1 ASSISTANT VOCATIONAL TEACHER – REFRIGERATION AND AIR CONDITIONING – 1 POSTS**

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

### **26.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Refrigeration and Air Conditioning. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **26.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **27.1 VOCATIONAL TUTOR II – AGRO - MECHANICS – 1 POST**

### **27.1.1 DUTIES AND RESPONSIBILITIES**

- (i) To prepare training plans and scheme of works;
- (ii) To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- (iii) To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- (iv) To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- (v) To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- (vi) To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- (vii) To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- (viii) To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- (ix) To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- (x) To perform any other duties as may be assigned by immediate supervisor.

### **27.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of bachelor Science or Advanced Diploma in Agro – Mechanics or Agricultural Engineering or Agricultural Engineering and Mechanization. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **27.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **28.1 VOCATIONAL TEACHER II - FOOD AND BEVARAGE SALES AND SERVICES – 3 POSTS**

### **28.1.1 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 effectively and efficiently 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.

### **28.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Full Technician Certificate (FTC) or Diploma in Food Beverage Sales and Services (FBSS) or Culinary Art or Tourism majoring in Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **28.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **29.1 ASSISTANT VOCATIONAL TEACHER - FOOD AND BEVARAGE SALES AND SERVICES – 2 POSTS**

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

### **29.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Food Beverage Sales and Services (FBSS) or Culinary Art or Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **29.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **30.1 ASSISTANT VOCATIONAL TEACHER - HANDLOOM WEAVING – 1 POST**

### **30.1.1 DUTIES AND RESPONSIBILITIES**

- (v) 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;
- (vi) To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- (vii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- (viii) To perform any other duties as may be assigned by her/his supervisor.

### **30.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Handloom Weaving. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **30.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **31.1 OFFICE MANAGEMENT SECRETARY II – 25 POSTS**

### **31.1.1 DUTIES AND RESPONSIBILITIES**

- (i) To type letters and other documents;
- (ii) To receive visitors, ascertain the nature of their business and relay information to the executive concerned;
- (iii) To take dictations and transcribe accordingly;
- (iv) To receive telephone calls and book outgoing telephone calls as required;
- (v) To attend routine hotel and travel arrangements of the executives;
- (vi) To keep files, sensitive documents and other material in secured or confidential places;
- (vii) To perform any other duties as may be assigned by immediate Supervisor.

### **31.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Secretarial Studies from Public Service College and any other recognized Institution who passes 50/60 w.p.m, shorthand and passed Manuscript and

Tabulation stage III, Secretarial Duties and Office Practice Stage II, and must have Shorthand speed of 100/120 w.p.m.

### **31.1.3 REMUNERATION**

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

## **32.1 VOCATIONAL TEACHER II – SECRETARIAL STUDIES – 3 POSTS**

### **32.1.1 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 effectively and efficiently 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.

### **32.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **32.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **33.1 ASSISTANT VOCATIONAL TEACHER – SECRETARIAL STUDIES – 7 POSTS**

### **33.1.1 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.

### **33.1.2 QUALIFICATIONS AND EXPERIENCE**

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

### **33.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **34.1 ASSISTANT VOCATIONAL TEACHER – INFORMATION AND COMMUNICATION TECHNOLOGY – 1 POSTS**

### **34.1.1 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;
- (v) To perform any other duties as may be assigned by her/his supervisor.

### **34.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Telecommunication or Information and Communication Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **34.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **35.1 VOCATIONAL TUTOR II – MOTOR VEHICLE MECHANICS – 1 POST**

### **35.1.1 DUTIES AND RESPONSIBILITIES**

- (i) To prepare training plans and scheme of works;
- (ii) To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- (iii) To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- (iv) To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- (v) To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- (vi) To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- (vii) To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- (viii) To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- (ix) To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- (x) To perform any other duties as may be assigned by immediate supervisor.

### **35.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Degree or Advance Diploma in Motor Vehicle Mechanics or Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **35.1.3 REMUNERATION**

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

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **15<sup>th</sup> March, 2024**;
- xvi. Only shortlisted candidates will be informed on the date of 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 SECRETARY**