

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/ 448

21st December, 2023

VACANCY ANNOUNCEMENT

On behalf of the Ardhi Institute Morogoro (ARIMO), Dar es salaam Institute of Technology (DIT), Mwalimu Nyerere Memorial Academy (MNMA), Tanzania Broadcasting Corporation (TBC), College of Business Education (CBE), National Institute of Transport (NIT), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), Tanzania Fisheries Research Institute (TAFIRI), The Water Institute (WI), The Tanzania Public Service College (TPSC), The Fair Competition Commission(FCC) and Tanzania Institute of Education (TIE) Public Service Recruitment Secretariat invites qualified Tanzanians to fill one-hundred and eight (**108**) vacant posts mentioned below.

1.0 THE ARDHI INSTITUTE MOROGORO (ARIMO)

Ardhi Institute Morogoro is a Government Institution established by the Parliament on 24th October, 1974 as per Ardhi Institute Act, Cap.122 R.E. 2002. It is under the parent Ministry of Lands, Housing and Human Settlements Development. The Institute is fully registered and accredited institution by the National Council for Technical and Vocational Education and Training (NACTVET) in training Land development courses since 2009 with Certificate No: REG/EOS/008.

1.1 ASSISTANT TUTOR II (GEOMATICS) 1 POSTS - READVERTISMENT

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA Level 5 and may assist teaching in higher NTA Levels.
- ii. To prepare learning resources for practical exercises;
- iii. To assist in conducting practical exercises for students in the department under close supervision up to NTA level 5;
- iv. To supervise studio/practical and field works.
- v. To assist senior members of staff in research, seminars and consultancy.
- vi. To undertake any other duties as may be assigned by the Senior Officials of the Institute.

1.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Ordinary Diploma in Geomatics, Geo-informatics or Cartography from reputable institute with GPA not less than 3.5

1.1.3 REMUNERATION – PTSS 7-8

1.2 ASSISTANT TUTOR II (Urban and Regional Planning) 1 POST -Readvertisement

1.2.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA Level 5 and may assist teaching in higher NTA Levels.
- ii. To prepare learning resources for practical exercises;
- iii. To assist in conducting practical exercises for students in the department under close supervision up to NTA level 5;
- iv. To supervise studio/practical and field works.
- v. To assist senior members of staff in research, seminars and consultancy.
- vi. To undertake any other duties as may be assigned by the Senior Officials of the Institute.

1.2.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Ordinary Diploma in Cartography, Urban and Regional Planning, Land Use and Environment Planning from reputable institute with GPA not less than 3.5

1.2.3 REMUNERATION – PTSS 7- 8

2.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania. Dar es Salaam Institute of Technology (DIT) was established by an Act of Parliament No.6 of 1997 as a high technical training institution in Tanzania. DIT has a vision of becoming the leading provider of high-quality engineering education, research and consultancy within Tanzania and the East African region. Among others, the mission of DIT is to provide the development and usage of appropriate technology that meets national, regional and international needs and standards through skills and practical-oriented training, research and consultancy. Besides, DIT is positioned to respond to a call by the President of 5th phase Government of the United Republic of Tanzania (URT), His Excellence Dr. John Pombe Joseph Magufuli, to spearhead realization of industry economy by 2025, as spelt out in his inaugural speech to the Parliament of Tanzania on 20th November, 2015.

2.1.1 ASSISTANT LECTURER - Mathematics 2 Post (RE-ADVERTISEMENT)

2.1.2 DUTIES AND RESPONSIBILITIES

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

2.1.3 QUALIFICATIONS AND EXPERIENCE

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

2.1.4 REMUNERATION: Attractive package in accordance with DIT Salary Structure

2.1 ASSISTANT LECTURER (Mechanical Engineering) 1 Post (RE-ADVERTISEMENT)

2.1.1 DUTIES AND RESPONSIBILITIES

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

- ii. To prepare learning resource for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community service under supervision;
- v. To supervise student's projects;
- vi. To prepare teaching manuals; and
- vii. To perform any other duties as assigned by supervisor

2.1.2 QUALIFICATIONS AND EXPERIENCE

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

Proven working experience in research or consultancy for at least one (1) year and have published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

2.1.3 RENUMERATION: Attractive package in accordance with DIT Salary Structure

2.2 ASSISTANT LECTURER (Electrical Engineering) 1Post (RE-ADVERTISEMENT)

2.2.1 DUTIES AND RESPONSIBILITIES

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

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Electrical/Biomedical Engineering and Bachelor Degree or Advanced Diploma in Electrical Engineering with GPA of 3.5 and above in both Master's

Degree and Bachelor Degree.

2.2.3 RENUMERATION: Attractive package in accordance with DIT Salary Structure

2.3 ASSISTANT LECTURER (Architecture Engineering)1Post (READVERTISEMENT)

2.3.1 DUTIES AND RESPONSIBILITIES

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

2.3.2 QUALIFICATIONS AND EXPERIENCE

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

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

2.3.3 RENUMERATION: Attractive package in accordance with DIT Salary Structure

2.4 TUTORIAL ASSISTANT – (GENERAL STUDIES) 1POST

2.4.1 DUTIES & RESPONSIBILITIES

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

- vi. To perform any other duties as assigned by supervisor

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Entrepreneurship with GPA of 3.5 and above.

2.4.3 RENUMERATION: Attractive package in accordance with DIT Salary Structure.

2.5 TUTORIAL ASSISTANT – (BIOMEDICAL ENGINEERING) 1 POST

2.5.1 DUTIES & RESPONSIBILITIES

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

2.5.2 QUALIFICATIONS AND EXPERIENCE

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

2.6 ASSISTANT LECTURER– (General Studies) 1POST

2.6.1 DUTIES & RESPONSIBILITIES

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

2.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Mathematics and Bachelor Degree or Advanced Diploma in

Mathematics with GPA of 3.5 and above in both Master's Degree and Bachelor Degree.

Proven working experience in research or consultancy for at least one (1) year and have published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

3.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established on the 1st October, 2005 to provide training in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of Social, Economic, Political and technical development of developing Countries within the Ministry of Education and Vocational training. MNMA main campus is located at Kivukoni Dar es Salaam and other campuses are Karume Campus located at Bububu-Zanzibar and Pemba Campus located at Pujini Chakechake Pemba.

3.1 ASSISTANT LECTURER (Gender Studies) 1 Post (RE-ADVERTISEMENT)

3.1.1 DUTIES AND RESPONSIBILITIES

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

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Gender Studies, Community Development, Sociology, and Rural Development from recognized institutions with GPA 3.8 Bachelor (Gender Studies, Community Development, Sociology or Rural Development) and 4.0 Masters or equivalent qualifications from recognized Institutions

3.1.3 Salary Scale: PHTS 2.1

3.1.4 Work Station (Pemba)

3.2 ASSISTANT LECTURER (Accountancy 2 Posts (RE-ADVERTISEMENT)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Accountancy from recognized institutions with GPA 3.8 Bachelor (Accountancy) and 4.0 Masters or equivalent qualifications from recognized Institutions.

3.2.3 Salary Scale: PHTS 2.1

3.2.4 Work Station (Karume 1)

3.2.5 . ASSISTANT LECTURER (Political Science and Public Administration) 3 posts RE-ADVERTISEMENT

3.2.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.2.7 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Political Science and Public Administration from recognized institutions with GPA 3.8 Bachelor (Political Science and Public Administration) and 4.0 Masters

3.2.8 Salary Scale: PHTS 2.1

3.2.9 Work Station (Kivukoni 1, Karume 2)

3.3 ASSISTANT LECTURER (Human Resources Management) 1 Post (RE-ADVERTISEMENT)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Human Resource Management from recognized institutions with GPA 3.8 Bachelor (Human Resource Management) and 4.0 Masters from recognized Institutions

3.3.3 Salary Scale: PHTS 2.1

3.3.4 Work Station (Karume)

3.4 ASSISTANT LECTURER (Records, Archives and Information Management) 2 Posts (RE-ADVERTISEMENT)

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree Records, Archives and Information Management from recognized institutions with GPA 3.8 Bachelor (Records, Archives and Information Management) and 4.0 Masters from recognized Institutions

3.4.3 Salary Scale: PHTS 2.1

3.4.4 Work Station (Kivukoni 1, Karume 1)

3.5 ASSISTANT LECTURER (Library and Information Management) 2 Posts (RE-ADVERTISEMENT)

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree Library and Information Management from recognized institutions with GPA 3.8 Bachelor (Library and Information Management) and 4.0 Masters from recognized Institutions

3.5.3 Salary Scale: PHTS 2.1

3.5.4 Work Station (Kivukoni 1. Karume 1)

3.6 ASSISTANT LECTURER (ICT Programming)2 Posts (RE-ADVERTISEMENT)

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

3.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in information System, Computer Engineering, Software Engineering from recognized institutions with GPA 3.8 Bachelor (information System, Computer Engineering, Software Engineering) and 4.0 Masters from recognized Institutions

3.6.3 Salary Scale: PHTS 2.1

3.6.4 Work Station (Pemba)

3.7 ASSISTANT LECTURER (Literature) 3 post - (RE-ADVERTISEMENT)

3.7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other assigned duties and responsibilities.

3.7.2 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree majoring in Literature, Languages or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution

3.7.3 Salary Scale: PHTS 2.1

3.8 ASSISTANT LECTURER (Statistics) 1 Post (RE-ADVERTISEMENT)

3.8.1 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To Prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To Supervise students' project;
- vi. To perform any other related duties as assigned by supervisor

3.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in Statistics from recognized institutions with GPA 3.8 Bachelor and 4.0 Masters.

3.8.3 Salary Scale: PHTS 2.1

4.0 INSTITUTE OF FINANCE MANAGEMENT (IFM)

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

4.1 ASSISTANT LECTURER IN SOCIAL PROTECTION- 2 POST (DAR ES SALAAM AND MWANZA) RE-ADVERTISEMENT

4.1.1 DUTIES AND RESPONSIBILITIES

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

- iv. To supervise students' projects.

4.1.2 QUALIFICATIONS AND EXPERIENCES

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

4.1.3 SALARY

This position holds salary scale of PHTS 2

4.2 ASSISTANT LECTURER (INSURANCE AND RISK MANAGEMENT)

2- POSTS (MWANZA AND DAR ES SALAAM) RE-ADVERTISEMENT

4.2.1 DUTIES AND RESPONSIBILITIES

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

4.2.2 QUALIFICATIONS AND EXPERIENCES

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

4.2.3 5.2.3 SALARY

This position holds salary scale of PHTS 2.

4.3 ASSISTANT LECTURER IN INFORMATION SECURITY- 1POST RE-ADVERTISEMENT

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;

- iii. To work in cooperation with senior members of staff on specific projects such as research and consultancy; and
- iv. To supervise students' projects.

4.3.2 QUALIFICATIONS AND EXPERIENCE

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

4.3.3 SALARY scale of PHTS 2

5.0 THE COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education CAP 315 R.E. 2002 (CBE Act). It is a Public Higher Learning Institution which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement and Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

5.1 LECTURER (ACCOUNTANCY) 6 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

5.1.2 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Accounting and Finance, Banking and Finance and Public Finance. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.1.3 SALARY SCALE: PHTS 3.

5.2 LECTURER (METROLOGY AND STANDARDIZATION) 1POST

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

5.2.3 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Mechanical or mechatronic Engineering. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.2.4 SALARY SCALE: PHTS 3.1

5.3 LECTURER (HUMAN RESOURCES MANAGEMENT)–3 POSTS;

5.3.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic

- congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor

5.3.4 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Human Resource Management or Public Administration. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.3.5 SALARY SCALE: PHTS 3.1

5.4 ASSISTANT LECTURER (HUMAN RESOURCES MANAGEMENT) 1 POST

5.4.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To Conduct research, seminars and case studies;
- iv. To Carry out consultancy and community services under supervision;
- v. To Supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other relevant duties as assigned by supervisor.

5.4.4 QUALIFICATIONS AND EXPERIENCE

Applicants must have studied both Masters and Bachelor Degree in Human Resources Management or Public Administration. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor Degree and an average of B+ respectively. Applicants must have major/specialize in the following disciplines:

5.4.5 SALARY SCALE: As per Treasury Registrar Circular

5.5 LECTURER (RECORDS AND ARCHIVES MANAGEMENT) – 2 POSTS;

5.5.3 DUTIES AND RESPONSIBILITIES

5.5.4

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;

- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

5.5.5 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Records and Archives Management. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.5.6 SALARY SCALE: PHTS 3.1

5.6 LECTURER (ECONOMICS) – 2 POSTS;

5.6.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;
- ix. To perform any other relevant duties as assigned by supervisor

5.6.4 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Economics. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.6.5 SALARY SCALE: PHTS 3.1

5.7 LECTURER (BUSINESS ADMINISTRATION) – 1 POST

5.7.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

5.7.4 QUALIFICATIONS AND EXPERIENCE

Applicants must have Doctor of Philosophy (PhD) in Business Administration. The applicant must have studied both Masters and Bachelor Degree in the same discipline/specialization. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor and an average of B+ respectively.

5.7.5 SALARY SCALE: PHTS 3.1

5.8 ASSISTANT LECTURER (DIGITAL MARKETING) 1 POST

5.8.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To Carry out consultancy and community services under supervision;
- v. To supervise students' projects; and
- vi. To perform any other relevant duties as assigned by supervisor

5.8.4 QUALIFICATIONS AND EXPERIENCE

Applicants must have a Masters and Bachelor Degree in Marketing Management and GPA of not less than 4.0 in Master's Degree and 3.8 in Bachelor Degree and an average of B+ in the Master's Degree. Applicant must have studied both Masters and Bachelor Degree in the same discipline.

5.8.5 Salary Scale: PHTS 2.1

5.9 ASSISTANT LECTURER (RECORDS AND ARCHIVES MANAGEMENT) 1 POSTS

5.9.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To Carry out consultancy and community services under supervision;
- v. To supervises students' projects; and
- vi. To perform any other relevant duties as assigned by supervisor

5.9.4 QUALIFICATIONS AND EXPERIENCE

5.10 Applicants must have a Masters and Bachelor Degree in Record and Archives Management and GPA of not less than 4.0 in Master's Degree and 3.8 in Bachelor Degree and an average of B+ in the Master's Degree. Applicant must have studied both Masters and Bachelor Degree in the same discipline.

5.10.3 Salary Scale: PHTS 2.1

6.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Television ya Taifa (TVT) which was established in 1999.

6.1 ASSISTANT PHOTOJOURNALIST II - 4 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To undertake filming/recording of television programmes such as talk shows, education, documentaries, religion etc. in good quality standard and consonant with the requirement of the producer;
- ii. To load and unloads camera, cleans and place lenses, filters, extension tubes and makes;
- iii. To participate in shooting various events;
- iv. To participate in developing a shooting programme;

- v. To determine camera, video tape and lighting equipment to be utilized;
- vi. To direct technical personnel to achieve photographic effects; and
- vii. To performs other related duties as may be assigned by the supervisor

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Cinematography, Video shooting, Video production, Journalism, Photography, Multimedia or its equivalent from a recognized Institution. Computer skills are essential.

6.1.3 SALARY SCALE: TBCSS 3

7.0 WATER INSTITUTE (WI)

The Water Institute is a higher learning institute and a government agency that was established by the government Notice No. 138 Of 22 August 2008 according to the Executive Agencies ACT (cap.245). The Aim of the Institute is to provide quality expertise in the water sector through technical education, training, research and consultancy services under the policy guidelines of the Ministry of Water.

7.1 ASSISTANT LECTURER- ARCHITECTURE (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students.
- iii. To prepare learning resources.
- iv. To conduct research and innovation activities.
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

7.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) in Architecture and Bachelor of Architecture with minimum GPA 3.5 or equivalent from a recognized institution.

7.1.3 REMUNERATION

Attractive remuneration package in accordance to the institute's salary scale.

8.0 TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

The Tanzania Public Service College (TPSC) was established in 2000 under the Executive Agencies Act, Cap 245 as an Executive Agency under the President's Office, Public Service

Management and Good Governance (PO-PSMGG) and operates as a semi-autonomous Government Agency. Moreover, on 18th June, 2019 the President of the United Republic of Tanzania, approved the merger of Tanzania Public Service College and the Tanzania Global Learning Agency (TaGLA) to form new Executive Agency which retained the name of Tanzania Public Service College so as to provide training and development programs to build public and private sector competencies and instill public service delivery values and ethics within the framework of devolved systems.

8.1 ASSISTANT TUTOR (Secretarial Studies) 1 Post RE-ADVERTISEMENT

8.1.1 DUTIES AND RESPONSIBILITIES

To teach up to NTA level 4 and may assist teaching in higher NTA levels;

- i. To prepare learning resources for practical exercises;
- ii. To assist in carrying out consultancy and community services;
- iii. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- iv. To prepare material for practical exercises;
- v. To carry out consultancy and service job assignments under close supervision;
- vi. To perform any other duties assigned to him/her by his seniors

8.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in Secretarial studies with at least G.P.A of 3.5 from accredited higher learning Institution

8.1.3 RENUMERATION: Salary Scale: PTTS 7/1

9.0 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.

9.1 ASSISTANT LECTURER IN COMPUTER PROGRAMMING – 1 POST (RE-ADVERTISEMENT)

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;

- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To performs any other duties assigned by Supervisor.

9.1.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Computer Science, Information Technology, Data Science, IT Systems Engineering, Communication and Network Engineering, Technology in Computing and Communications, Computational Science and Engineering, Embedded and Mobile Systems or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science, IT or Computer Engineering with GPA not less than 3.5 from any recognized Institution

9.1.3 SALARY SCALE: PHTS 2.1

9.2 TUTORIAL ASSISTANT IN LAW – 1 POST -RE-ADVERTISED

9.2.1 DUTIES AND RESPONSIBILITIES

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

9.2.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree in Law with GPA not less than 3.5 from any recognized Institution.

9.2.3 SALARY SCALE: PHTS 1.1

9.3 TUTOR II IN ECONOMICS – 1 POST -RE-ADVERTISED

9.3.1 DUTIES AND RESPONSIBILITIES

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

9.3.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor of Science in Economics or Bachelor of Arts (Economics) with GPA not less than 3.5 from any recognized Institution.

9.3.3 SALARY SCALE: PTSS 10.1

9.4 TUTOR II IN ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING – 1 POST (RE-ADVERTISED)

9.4.1 DUTIES AND RESPONSIBILITIES

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

9.4.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree in Electronics and Telecommunications Engineering with GPA not less than 3.5 from any recognized Institution.

9.4.3 SALARY SCALE: PTSS 10.1

9.5 ASSISTANT LECTURER IN COMPUTER NETWORKING – 2 POSTS (RE-ADVERTISED)

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conducts research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To performs any other duties assigned by Supervisor.

9.5.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Computer Science, Information Technology, Data Science, IT Systems Engineering, Communication and Network Engineering, or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science, IT or Computer Engineering with GPA not less than 3.5 from any recognized Institution.

9.5.3 SALARY SCALE: PHTS 2.1

9.6 ASSISTANT LECTURER IN ELECTRONICS SCIENCES – 1 POST (RE-ADVERTISED)

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conducts research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To performs any other duties assigned by Supervisor.

9.6.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in any of the following specializations, Computer Science, Electronics and Communication Science, Telecommunication Engineering, Electrical and Electronics Engineering, Embedded and Mobile Systems or Electronics Communication Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science, Electronics Science, Embedded and Mobile Systems, Telecommunication Engineering, Electrical and Electronics Engineering or Electronic Communication Engineering with GPA not less than 3.5 from any recognized Institution

9.6.3 SALARY SCALE: PHTS 2.1

9.7 PRINTING OFFICER II – 1 POST (RE-ADVERTISED)

9.7.1 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.

9.7.2 QUALIFICATION AND EXPERIENCE

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

9.7.3 SALARY SCALE: PGSS 6.1

9.8 ASSITANT TUTOR II IN AUTOMOBILE ENGINEERING – 1 POSTS (RE-ADVERTISED)

9.8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA Levels;

- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To perform any other duty as assigned by the Head of Department or senior staff;
- v. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- vi. To prepare material for practical exercises;
- vii. To carry out consultancy and service job assignments under close supervision; and
- viii. To perform any other duties assigned by supervisor.

9.8.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Automobile Engineering from a recognized Institution.

9.8.3 SALARY SCALE: PTSS 8.1

10 TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. The aim of the Agency is to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to Government institutions and the public at large.

10.1 TECHNICIAN II (MECHANICAL) - 18 POSTS

10.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out detailed inspection of motor vehicles, plants and equipment;
- ii. To prepare cost estimates for maintenance of Vehicles, plants and equipment;
- iii. To carry out preventive maintenance and repairs of motor vehicles, plants and equipment;
- iv. To prepare engineering drawings and AutoCAD drafting;
- v. To prepare inspection report;
- vi. To attend site meetings/site inspection and prepare inspection report; and
- vii. To perform any other official duties as may be assigned by the supervisor.

10.1.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Mechanical or equivalent qualification from a recognized Institution.

10.1.3 SALARY SCALE: TMSS 3

10.2 TECHNICIAN II (ELECTRICAL) - 13 POSTS

10.2.1 DUTIES AND RESPONSIBILITIES

- i. To repair and carry out preventive maintenance of electrical equipment and electrical installation systems;
- ii. To carry out electrical installation works as per design;
- iii. To perform periodic electrical testing to electrical equipment;
- iv. To conduct conditional survey and load study and write reports;
- v. To prepare engineering drawings and AutoCAD drafting;
- vi. To prepare sketch drawing and take site measurement;
- vii. To attend site meetings and site inspection;
- viii. To conduct machine maintenance and repair; and
- ix. To perform any other official duties as may be assigned by the supervisor.

10.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Electrical or equivalent qualification from a recognized Institution.

10.2.3 SALARY SCALE: TMSS 3

10.3 TECHNICIAN II (REFRIGERATION AND AIR CONDITIONING)- 2 POSTS

10.3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out inspection of air conditioning equipment and plants;
- ii. To repair breakdown of air conditioning, systems, refrigeration, plants and equipment;
- iii. To conduct on job training of refrigeration equipment in the Workshop;
- iv. To prepare engineering drawings and AutoCAD drafting;
- v. To prepare sketch drawing and take site measurement;
- vi. To attend site meetings and site inspection; and
- vii. To perform any other official duties as may be assigned by the supervisor.

10.3.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning or equivalent qualification from a recognized Institution.

10.3.3 SALARY SCALE: TMSS 3

11.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

Tanzania Fisheries Research Institute (TAFIRI) came after the collapse of the East Africa Community (EAC) in 1977 where each state had to take care of her own affairs. TAFIRI was established by the Act of Parliament No. 6 of 1980 and started operations in 1983 with the aim of promoting, conducting, and coordinating fisheries research in Tanzania. In 2016, this Act was

repealed by a new Act of Parliament No. 11 of 2016.

11.1 RESEARCH ASSISTANT (1 POST)

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform on-the-field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians and research assistants;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

11.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Aquaculture, Aquaculture and Aquatic Sciences, Fisheries and Aquatic Sciences, Marine Biology, Food Science and Technology, or equivalent qualifications from a recognized Institution.

For unclassified degree such as MD and BVM fresh graduates are required to have an overall minimum of B.

11.1.3 Salary Scale PRSS 1

12.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programs and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels. Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

12.1 CURRICULUM DEVELOPER II (THEATRE ART SUBJECT) 1POST RE-ADVERTISEMENT

12.1.1 DUTIES & RESPONSIBILITIES

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

12.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in any educational field of study majoring in Theatre Art or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

12.1.3 Salary scale. PTHS 1.1

13.0 THE FAIR COMPETITION COMMISSION (FCC)

The Fair Competition Commission is an independent Government Body established under the Fair Competition Act, 2003 (No. 8 of 2003) to promote and protect effective competition in trade and commerce and to protect the consumer from unfair and misleading market conduct. The ultimate goal of the Act is to increase efficiency in the production, distribution, and supply of goods and services.

13.1 COUNTERFEITS SURVEILLANCE OFFICER II (8POSTS)

13.1.1 DUTIES & RESPONSIBILITIES

- i. To trace counterfeits at entry points, Inland Container Depots (ICDs), shops and godowns;
- ii. To collect and analyzing data from the field and compiling monthly, quarterly and annual reports;
- iii. To liaise with Anti- Counterfeit Enforcement section on legal matters;
- iv. To conduct raids in godowns, retail shops and private premises suspected to harbour counterfeits;
- v. To inspect premises or vehicles and any person suspected to harbour or manufacture counterfeits;
- vi. To carry out the survey of markets with the aim of identifying counterfeit goods;

- vii. To seizer, detaining, removing and storing any suspected counterfeit goods in a designated place;
- viii. To take samples for laboratory testing; and
- ix. To perform any other related duties as may be assigned by supervisor.

13.1.2 QUALIFICATIONS AND EXPERIENCE

13.2 COUNTERFEITS SURVEILLANCE OFFICER II (Law Enforcement) - 2 POST

Holder of a Bachelor's Degree in law enforcement or equivalent qualifications from recognized Institutions.

13.2.1 COUNTERFEITS SURVEILLANCE OFFICER II (Industrial Relations) 1 POST

Holder of a Bachelor's Degree in Industrial Relations or equivalent qualifications from recognized Institutions.

13.2.2 COUNTERFEITS SURVEILLANCE OFFICER II (Business Administration)-2 POST)

Holder of a Bachelor's Degree in Business Administration or equivalent qualifications from recognized Institutions.

13.2.3 COUNTERFEITS SURVEILLANCE OFFICER II (Commerce) -1 POST

Holder of a Bachelor's Degree in Commerce or equivalent qualifications from recognized Institutions.

13.2.4 COUNTERFEITS SURVEILLANCE OFFICER II (Economics and Finance)-2 POST)

Holder of a Bachelor's Degree in Economics and Finance or equivalent qualifications from recognized Institutions.

13.2.5 Salary Scale: FCCSS 4

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- 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. 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, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
- xiv. **Deadline for application is 3rd January, 2024;**
- 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/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

