

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/ 456**

**05<sup>th</sup> January 2024**

On behalf of the College of African Wildlife Management, Mweka (CAWM), Institute of Finance Management (IFM), Eastern Africa Statistical Training Centre (EASTC), Tanzania Institute of Accountancy (TIA), Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO LIMITED), The Tanzania Livestock Research Institute (TALIRI) Public Service Recruitment Secretariat invites qualified Tanzanians to fill forty-four (**44**) vacant posts mentioned below.

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

College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC).

## **1.1 LECTURER – WILDLIFE MANAGEMENT - 1 POST**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;
- ii. Guides and supervises students in building up their practical and research projects;
- iii. Prepares learning resources and design training exercises for students;
- iv. Conducts consultancy and community services;
- v. Develop and review existing curriculum;
- vi. Undertakes individual research and participates in scientific/academic congregations;
- vii. Prepare teaching manual, simulations and case studies for training;
- viii. Coaches junior teaching staff; and
- ix. Performs any other relevant duties as assigned by the supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of PhD in Animal Ecology; Applied Ecology; Stable Isotopes in Ecology or any equivalent qualifications from recognized institution, Should possess Master's Degree in Wildlife Management; Conservation and Management of African Ecosystems; Ecosystem Conservation Sciences; African Wildlife Ecology and Conservation; Animal Ecology; Applied Ecology with a GPA of 4.0 and Bachelor Degree in one of the following fields; Wildlife Management; Wildlife Ecology and Conservation, Wildlife Conservation Sciences with a GPA of at least 3.8.

### **1.1.3 RENUMERATION; PHTS 3.1**

## **1.2 ASSISTANT LECTURER (WILDLIFE MANAGEMENT) - 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Supervises students' project;
- v. Prepares teaching manual; and

- vi. Performs any other duties as assigned by supervisor

## **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Wildlife Management with a GPA of 3.8 and MSc in either: Ecosystem Conservation, Wildlife Management, Conservation Management of African Ecosystems from recognized Institution with a minimum GPA of 4.0

## **1.2.3 RENUMERATION; PHTS 2.1**

## **1.3 ASSISTANT LECTURER (GEOGRAPHICAL INFORMATION SCIENCES) - 1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Supervises students' project;
- v. Prepares teaching manual; and
- vi. Performs any other duties as assigned by supervisor

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Wildlife Management, Geographical Information Sciences or Geomatics with a GPA of 3.8 and MSc in Geographical Information Sciences or Geomatics from recognized Institution with a minimum GPA of 4.0

### **1.3.3 RENUMERATION; PHTS 2.1**

## **1.4 LIBRARY ASSISTANT II - 2 POSTS**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform library clerical duties;
- ii. To issue and receive Books from readers;
- iii. To register library readers;

- iv. To assist in processing acquired information resources;
- v. To assist shelving/re-shelving and shelf reading; and
- vi. To perform any other related duties as may be assigned by supervisor.

#### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of an Advanced or Ordinary Certificate of Secondary Education with Certificate in Librarianship from a recognized institution

#### **1.4 RENUMERATION; PGSS 4.1**

### **1.5 ASSISTANT LECTURER (ORGANIZATION MANAGEMENT) – 01 POST (RE-ADVERTISED)**

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

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

#### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in one of the following disciplines; Public Administration, Human Resource Management, Management and Leadership with a GPA of 4.0 and Bachelor Degree in one of the following disciplines; Political Science and Public Administration, Human resources Management, organization Management, Public Administration with a GPA of 3.8.

#### **1.5.3 RENUMERATION; PHTS 2.1**

### **1.6 ASSISTANT LECTURER (WILDLIFE HEALTH) – 01 POST (RE-ADVERTISED)**

#### **1.6.1 DUTIES AND RESPONSIBILITIES**

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

- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Veterinary Sciences or Biomedical Engineering/Sciences with an average of B and Bachelor Degree in Veterinary Sciences/Veterinary Medicine with an average of B grade.

### **1.6.3 REMUNERATION; PHTS 2.1**

## **1.7 ASSISTANT LECTURER (BOTANY) – 01 POST (RE-ADVERTISED)**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Botany with a GPA of 4.0 and Bachelor Degree in Botany with a GPA of 3.8

### **1.7.3 REMUNERATION; PHTS 2.1**

## **2.0 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.

### **2.1 TUTORIAL ASSISTANT IN INSURANCE AND RISK MANAGEMENT, 2 POSTS, (1 POSTS DAR ES SALAAM), (1 POSTS MWANZA) RE- ADVERTISEMENT**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in teaching, research and consultancy projects
- ii. To undertake tutorials
- iii. To understudy senior members to acquire skills in training, research and consultancy

#### **2.1.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor 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.

#### **2.1.2 REMUNERATION; PHTS 1**

### **2.2.1 ASSISTANT LECTURER – IN ECONOMICS, 2 POSTS, (1 POSTS DAR ES SALAAM), (1 POST MWANZA) RE ADVERTISEMENT**

#### **2.2.2 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.
- iv. To supervise students' project

### **2.2.3 QUALIFICATIONS AND EXPERIENCES**

Holder of Master Degree and Bachelor Degree in Economics, Agricultural Economics 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

### **2.2.4 REMUNERATION; PHTS 2.1**

#### **2.3.1 ASSISTANT LECTURER – IN MATHEMATICS, 1 POST, DAR ES SALAAM) RE-ADVERTISEMENT**

#### **2.3.2 DUTIES AND RESPONSIBILITIES**

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

### **2.3.3 QUALIFICATIONS AND EXPERIENCES**

Holder of Master degree in Mathematics, Bachelor Degree in Mathematics, Advanced Diploma in Mathematics 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

### **2.3.4 REMUNERATION; PHTS 2.1**

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

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

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

### **3.1 ASSISTANT LECTURER (DATA SCIENCE) -1 POST (RE ADVERTISED)**

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

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

#### **3.1.2 QUALIFICATION AND EXPERIENCE**

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



### **3.1.3 REMUNERATION; PHTS 2/1**

### **3.2.1 EXAMINATION OFFICER II – 1 POST**

#### **3.2.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in keeping proper records of all examination's results minutes and regulations;
- ii. To assist in arranging the preparations and moderation of examination papers in accordance with the Centre's regulations;
- iii. To ensure examinations papers and materials are handled with utmost security;
- iv. To assist to plan for and prepare examination timetable for all the production of all approved examinations;
- v. To assist in preparing disseminations examinations rules and regulations to students before sitting for examinations;
- vi. To assist in verification of academic transcripts and academic certificates;
- vii. To assist in handling student's complaints concerning examinations and examinations timetable;
- viii. To assist in preparations of graduations events;
- ix. To assist in preparations names for personalization of certificates for graduates; and
- x. To perform any other official duties as may be assigned by supervisor.

#### **3.2.3 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Education, Computer Sciences, Statistics, Information Technology or any other equivalent qualifications from recognized Institutions

### **3.2.4 REMUNERATION; EASTC 4**

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

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

### **4.1 ASSISTANT LECTURER - MARKETING – 3 POSTS (RE- ADVERTISED)**

#### **4.1.1 DUTIES AND RESPONSIBILITIES**

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

#### **4.1.2 QUALIFICATION AND EXPERIENCE**

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

#### **4.1.3 REMUNERATION; PHTS 2.1**

## **4.2 ASSISTANT LECTURER - LAW -1 POSTS (RE- ADVERTISED)**

### **4.2.1 DUTIES AND RESPONSIBILITIES**

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

### **4.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Law or Business Law from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **4.2.3 REMUNERATION; PHTS 2.1**

## **4.3 ASSISTANT LECTURER - HUMAN RESOURCE MANAGEMENT -2 POST (RE-ADVERTISED)**

### **4.3.1 DUTIES AND RESPONSIBILITIES**

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

- vii. To perform any other related duties as may be assigned by supervisor.

#### **4.3.2 QUALIFICATION AND EXPERIENCE**

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

#### **4.3.3 REMUNERATION; PHTS 2.**

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

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980s. This Act provides a legal framework for the Institute to be established as an important national center for provision of training, research and consultancy services in the field of rural development planning and management with main objective of alleviating qualitative and quantitative shortage of skilled manpower within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development.

### **5.1 ASSISTANT LECTURER (ENVIRONMENTAL HEALTH AND SANITATION MANAGEMENT) 1 POST**

#### **5.1.1 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' projects;

- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **5.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in the following; Environmental Health and sanitation Management, Environmental Health and Occupation Safety, Environmental Health and Administration, Integrated Sanitation Management or related qualifications from recognized Institution. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

### **5.1.3 REMUNERATION - PHTS 2**

## **5.2 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY- 1 POST**

### **5.2.1 DUTIES AND RESPONSIBILITIES**

- viii. To teach up to NTA level 8 (Bachelor's Degree);
- ix. To prepare learning resources for tutorial exercises;
- x. To conduct research, seminars and case studies;
- xi. To carry out consultancy and community services under supervision;
- xii. To supervise students' projects;
- xiii. To prepare teaching manual; and
- xiv. To perform any other duties as assigned by supervisor.

### **5.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in the following; Information Communication Technology, computer science, software Engineering or related qualifications from recognized Institution. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

### **5.2.3 REMUNERATION; PHTS 2**

## **5.3 ASSISTANT LECTURER (REGIONAL DEVELOPMENT PLANNING) 1 POST**

### **5.3.1 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 students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **5.3.3 QUALIFICATION AND EXPERIENCES**

Holder of Bachelor Degree in Regional Development Planning, holder of Master Degree in Development Planning and Policy Analysis, Development Policy, Development Policy and Planning, Development Economics. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

### **5.3.4 REMUNERATION; PHTS 2**

## **6.0 SELF MICROFINANCE FUND (SELF MF)**

SELF Microfinance Fund Limited (SELF MF) is a corporate entity under the Ministry of Finance. It was incorporated on 4<sup>th</sup> September, 2014 to take over the operations and obligations of SELF Project. SELF MF is registered as a Limited Liability Company by Guarantee under the Companies Act, 2002 of the United Republic of Tanzania with registration number 112091. It is wholly owned by the Government of the United Republic of Tanzania through the Treasury Registrar.

## **6.1 ICT OFFICER II (DATABASE ADMINISTRATOR) 1- POST**

### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. To manage maintenance of the computer hardware and network functionality as well as connectivity in resolving hardware malfunctions and related technical problems;
- ii. To ensure proper upgrading of Software Program, in collaboration with the Software Developer, and ensure that reports meet the standards and needs of the organization;
- iii. To provide services for installation and training for other software users;
- iv. To consult with computer users and agree on key services and service level required to enhance utilization of their computers and related equipment;
- v. To ensure that routine maintenance of computer hardware, software and communication infrastructure is carried out;
- vi. To ensure that the Local Area Network (LAN) is in good running condition and that all users including the branches are linked to the network;
- vii. To schedule and implement upgrades and security backups of hardware and software systems;
- viii. To ensure smooth running of all ICT systems, including anti-virus software, print services and email provision;
- ix. To ensure that software licensing laws are adhered to;
- x. To analyze and recommend on internal ICT system development;
- xi. To train SELF MF staff on use and maintenance of Internet and other communication devices in order to ensure that they function efficiently;
- xii. To conduct programming activities including system designing, documentation of procedures and operation of computer and peripheral equipment;
- xiii. To prepare periodical progress reports on ICT;
- xiv. To administer Local and Wide Areas Network (LAN/WAN);
- xv. To ensure that computer architecture in the Company is well planned and has the capacity to provide NetWare services; and
- xvi. To perform any other duties as may be assigned by his/her superior

### **6.1.2 QUALIFICATIONS AND EXPERIENCES**

Holders of Bachelor Degree in one of the following fields: Computer Science, Information Technology, Information System, Computer Engineering, System Engineering, or equivalent qualification from recognized institution.

### **6.1.3 REMUNERATION; SMF SS 5**

## **6.2 CREDIT OFFICER II - 2 POSTS**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake awareness raising and sensitization of wholesale and retail clients;
- ii. To conduct area mapping and active marketing campaigns by paying visits to potential customers in order to attract new clients;
- iii. To closely liaise with Fund's borrowers to ensure timely loan repayments;
- iv. To conduct credit appraisals for loan applicants and recommend eligible borrowers;
- v. To prepare and present credit appraisal reports to the Branch Manager for review and approval as defined in the Fund's approval matrix;
- vi. To ensure the Branch meets or exceeds the loan targets as agreed upon in the business plan;
- vii. To conduct client de-briefing during loan releases;
- viii. To report and assist the Fund's Legal Officer in litigation matters against borrower clients;
- ix. To prepare and present credit applications to the Branch Manager for review and recommendation for approval by the relevant authority;
- x. To prepare and submit loan portfolio management reports to the Branch Manager for review and guidance;
- xi. To file out loan applications, credit analysis, and loan request summaries and submitting the same to loan committees for approval;
- xii. To ensure post-disbursement compliance with approved terms and conditions as well as reviewing expiry of credits, progress of repayment, insurance, and post fact mortgage;



- xiii. To assist in controlling the recording, deposit, and withdrawal of security documentation;
- xiv. To be responsible for collateral valuation, monitoring, and reconciliation with the same with original documents;
- xv. To ensure compliance with credit approval terms, conditions, and regulatory requirements;
- xvi. To prepare loan agreements and ensuring that they are complete and accurate according to applicable policies;
- xvii. To evaluate clients' credit data and financial statements in order to determine the degree of risks involved in lending money to the clients;
- xviii. To consult credit associations and references to exchange credit information on clients;
- xix. To evaluate the financial status of clients by producing financial ratios;
- xx. To make recommendations about procedural/policy changes; and
- xxi. To perform any other duties as may be assigned by his/her supervisor

## **6.2.2 QUALIFICATIONS AND EXPERIENCES**

Holders of Bachelor Degree in one of the following fields: Finance, Banking, Financial Management, Development Finance and Investment Planning, Microfinance, Accounting, Entrepreneurship, Economics, Agricultural Economics, Commerce or Business Administration majoring in either Finance, Banking, Microfinance, Accounting, Entrepreneurship or equivalent qualification from a recognized institution

## **6.2.3 REMUNERATION; SMF SS 4**

## **6.3 COMPLIANCE OFFICER II - 1 POST**

### **6.3.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare a risk management policy of the Fund, including the risk appetite of the Fund;
- ii. To review the Risk and Compliance Policy and Procedural Manual of the Fund and ensure that it comprehensively covers all the operational aspects in order to prevent illegal, unethical, or improper conduct;

- iii. To implement annual plans cascaded from strategic plan and ensure that rules and guidelines are properly followed;
- iv. To prepare periodic reporting as directed, to keep the Audit Committee of the Board and senior management informed of the operation and progress of risk and compliance services;
- v. To provide training to all employees on risk and compliance services matters;
- vi. To monitor the performance of the Compliance and Risk Services Programs and related activities on a continuing basis by taking appropriate steps to improve its effectiveness;
- vii. To ensure that there is compliance with legal requirements of relevant legislations and reporting requirements of Regulatory Bodies;
- viii. To work with other departments to identify areas of existing or potential risk to be addressed for preventive measures, mitigation and correctness; and
- ix. To perform any other duties as may be assigned by his/her superior

### **6.3.2 QUALIFICATIONS AND EXPERIENCES**

Holders of Bachelor Degree in one of the following fields: Finance, Accounting, Actuarial Sciences, Business Administration majoring in Finance or Accounting or equivalent qualifications from a recognized institution.

### **6.3.3 REMUNERATION; SMF SS 4**

## **7.0 ELECTRICAL TRANSMISSION AND DISTRIBUTION CONSTRUCTION AND MAINTENANCE COMPANY LIMITED (ETDCO LIMITED)**

Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO Limited) is a subsidiary company of The Tanzania Electric Supply Company (TANESCO) established in June 2016 under Companies Act, Act No 12 of 2002 and came into operation January 2017. The company is mandated to undertake business of Construction and Maintenance of Electricity infrastructure within the Country and beyond. The Company is a Registered Contractors Registration Board (CRB) as Class One Contractor. It is mandated to carry out the businesses as construction and Maintenance of Electrical Transmission and Distribution networks by promoting commercial engineering, financial, environmental a, asset management services such as undertaking design, project

management, technical due diligence, technological assessment, supervision, specifications, construction supervision and testing and quality control, training and capacity building in Transmission and Distribution of Electrical networks, to carry on the work of construction of Electrical Transmission and Distribution networks, undertake and execute all types of mechanical and electrical testing and commissioning, including ascertaining of quality of materials such as poles, conductors, insulators, all types of switchgears and any other electrical accessory which will be required during the assigned duty, feasible and acceptable in nature, to carry on businesses in Electrical Transmission and Distribution Networks Construction and Maintenance, testing, transportation and erection and management as a contractor, engineers and consultants and to undertake and execute and contracts , or works, involving advisory services or use of new technology, skilled or unskilled labour required for the aforesaid or similar object and carry out any ancillary or other works comprised in such contracts and to carry our agency work for the objects and mobilize finance for construction and Maintenance of Electrical Transmission and Distribution Networks from various sources including public funds, private sector, commercial banks and development partners for financing of materials manufacturing, testing , transportation and installation.

## **7.1 TECHNICIAN II (DISTRIBUTION) 1 POST – RE-ADVERTISMENT**

### **7.1.2 DUTIES AND RESPONSIBILITIES:**

- i. To Construction and Maintenance of various Electrical Distribution Network System;
- ii. To inspect and commission the completed projects including tests of various electrical equipment, components, circuits, or systems;
- iii. To manage Project execution from design and planning stages, project;
- iv. costing, schedule tracking and other methodologies required to implement projects to its successfulness;
- v. To analyse technical drawings, interpreting specifications, and determining the electrical requirements of a given project;
- vi. To liaising with other site team and clients to ensure overall customer satisfaction;
- vii. To ensure health and safety codes are obeyed at all times;
- viii. To complete quality assurance on all electrical components and projects, and writing up reports;
- ix. To manage resources during project implementations;

- x. To generate and present all required technical reports includes daily, weekly, monthly, quarterly, and annual reports;
- xi. To carry out operational studies to ensure high customer and client satisfaction in the distribution projects;
- xii. To apply engineering principles and methods to designs, performs extensive testing and validation of designs to ensure reliability, performance, and safety standards are achieved;
- xiii. To conduct studies on new technologies to innovate and design solutions and;
- xiv. To perform any other related duties as assigned.

### **7.1.3 QUALIFICATIONS AND EXPERIENCE:**

Holder of FTC/Diploma in Electrical Engineering or equivalent, must be Registered as Engineering Technician, should have at least three years of working experience in electric distribution works. MS-project knowledge, auto-CAD Computer skills, planning, design and project management skills, Strong analytical, critical, logical thinking and problem-solving skills, strong multitasking abilities, ability to focus under pressure and meet deadlines, a sound understanding of safety protocols, proficient in MS-Office (Excel, Word, Power point), strong communication and interpersonal skills will be an added advantage.

### **7.1.4 REMUNERATION; AS PER ORGANIZATION SALARY**

## **7.2 TECHNICIAN II (PLANNING & QUALITY ASSURANCE) 1 POST- (RE-ADVERTISEMENT)**

### **7.2.1 DUTIES AND RESPONSIBILITIES**

- i. To implement ETDCO's Project Planning and Quality Assurance functions as well as the day-to-day operations of the business;
- ii. To prepare detailed Project Design, Planning, Cost Estimates and Methodology required to implement projects to its successfulness;
- iii. To modernize and sustain the Design, Planning, Surveying, Quality Control on behalf of ETDCO;
- iv. To carry out inspection and operational studies and determine areas to be improved or modified and well as to develop corrective actions and solutions before commissioning the project;

- v. To review requirements, specifications, codes, processes and technical design documents to provide timely and meaningful feedback;
- vi. To document all proceedings and tests and guarantee that classified information remains secure and confidential;
- vii. To track and monitor all deadlines and budgetary requirements are met on each project;
- viii. To be updated with new testing and measuring technologies;
- ix. To review requirements, specifications and technical design documents to provide timely and meaningful feedback;
- x. To create detailed, comprehensive and well-structured test plans and test cases;
- xi. To estimate, prioritize, plan and coordinate testing activities;
- xii. To design, develop and execute automation scripts using open-source tools;
- xiii. To identify, record, document thoroughly and track bugs;
- xiv. To perform thorough regression testing when bugs are resolved;
- xv. To develop and apply testing processes for new and existing products to meet client needs;
- xvi. To liaise with internal teams e.g. Developers and product managers) to identify system requirements;
- xvii. To monitor debugging process results;
- xviii. To investigate the causes of non-conforming software and train users to implement solutions;
- xix. To track quality assurance metrics, like defect densities and open defect counts and;
- xx. To stay up-to-date with new testing tools and test strategies.

### **7.2.2 QUALIFICATION AND EXPERIENCE**

Holder of FTC/Diploma in Electrical Engineering or equivalent, must be registered as Engineering Technician, should have at least three (3) years of working experience in either electrical Transmission, Distribution or Substation works. Strong knowledge of software QA methodologies, tools and processes, experience in writing clear, concise and comprehensive test plans and test cases, hands-on experience with automated testing tools, proven work experience in software development, proven work experience in quality assurance software, MS-project knowledge, Auto-CAD Computer skills, planning, design and project management

skills, strong analytical, critical, logical thinking and problem-solving skills will be an added advantage.

### **7.2.3 REMUNERATION; AS PER ORGANIZATION SALARY**

## **8.0 THE TANZANIA LIVESTOCK RESEARCH INSTITUTE (TALIRI)**

The Tanzania Livestock Research Institute (TALIRI) is a semi-autonomous Institution established under the Parliamentary Act no. 4 of 2012. According to the functions and implementation of the newly inaugurated Research Agenda by Hon. Luhaga Joelson Mpina (MP), Minister for Livestock and Fisheries, TALIRI is required to collate all livestock research findings from different research institutions for review and promotions in line with development and maintenance of National Livestock Research Database (NLRD)

### **8.1 FIELD OFFICER II - 11 POST**

#### **8.1.1 DUTIES AND RESPONSIBILITIES**

- i. To provide field support to research officers in handling of animals during experimentation;
- ii. To assist in planning livestock grazing and feeding patterns;
- iii. To supervise Field Assistants and Field Attendants; and
- iv. To perform any other official duties as may be assigned by the supervisor.

#### **8.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in one of the following fields; Animal Science, Animal Health and Production or any related field from a reputable institution

#### **8.1.3 REMUNERATION; PGSS 4**

### **8.2.1 RESEARCH ASSISTANT – 1 POST**

#### **8.2.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in data collection in on-farm and on-station experiments;
- ii. To assist in keeping research findings and records;
- iii. To assist senior researchers in preparation research reports;

- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

### **8.2.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Veterinary Sciences, Agricultural Economics and Agribusiness, Statistics, or equivalent qualifications from recognized institution with a minimum of an Upper Second Class or an overall minimum pass of grade B+ for unclassified Degrees such as Bachelor of Veterinary Medicine.

### **8.2.4 REMUNERATION; PRSS**

#### **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 18<sup>th</sup> 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**