

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/501

23<sup>rd</sup> March, 2024

### VACANCY ANNOUNCEMENT

On behalf of Tanzania National Parks (TANAPA) Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill ninety-three (93) vacant posts as mentioned below;

#### 1.0 THE TANZANIA NATIONAL PARKS

Tanzania National Parks (TANAPA) is a unit of the Wildlife and Forest Conservation Service (WFCS) under the Ministry of Natural Resources and Tourism. The organization is mandated to manage and regulate the use of areas designated as National Parks by such means and measures to preserve the country's heritage, encompassing natural and cultural resources, both tangible and intangible resource values, including the fauna and flora, wildlife habitat, natural processes, wilderness quality and scenery therein and to provide for human benefit and enjoyment of the same in such manner and by such means as will leave them unimpaired for future generations. Currently, TANAPA manages 21 National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural inheritance.

#### 1.1 CONSERVATION OFFICER II – ACCOUNTANT - (1 POST)

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. Maintaining books of accounts and allied records;
- ii. Ensuring collection of revenue is conducted appropriately;
- iii. Ensuring proper expenditure of organization funds;

- iv. Preparing and maintaining books of accounts including financial management reports;
- v. Controlling financial accounts including proper recording, banking, credits and claims;
- vi. Ensuring and implementing best practices in areas of work specialization;
- vii. Coordinating the preparations of budgets;
- viii. Preparing bank reconciliation statements;
- ix. Preparing and submit financial statements for auditing;
- x. Pre-auditing and approving payment vouchers;
- xi. Attending audit queries and liaising with external and internal auditors;
- xii. Preparing draft final accounts;
- xiii. Preparing monthly trial balance and bank reconciliation statements;
- xiv. Ensuring that statutory payments and all deductions are remitted to respective authorities and properly accounted for;
- xv. Computing taxes, preparing tax returns and ensuring compliance with other tax requirements;
- xvi. Preparing and submitting periodic reports timely;
- xvii. Monitoring cash flow performance and advising the management accordingly; and
- xviii. Performing other related duties assigned by superior.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's Degree in either Accountancy, Finance, or Business Administration (majoring in Finance or Accountancy), from recognized institutions with **CPA (T) or ACPA**.

**1.1.3 AGE LIMIT:** Not above 30 years.

**1.1.4 REMUNERATION:** Salary Scale: **TNPSS E**

## **1.2 CONSERVATION OFFICER II – ACCOUNTS - (5 POSTS)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Assist in maintaining books of accounts and allied records;
- ii. Preparing monthly trial balance and bank reconciliation statements;

- iii. Verifying debtors and creditors statements of accounts;
- iv. Assist in preparing monthly, quarterly, and annual financial statements;
- v. Maintaining fixed assets register and preparing schedules of fixed assets for final accounts;
- vi. Implementing best practices in areas of work specialization;
- vii. Supervising and conducting collection of revenue at points of sale;
- viii. Examining and scrutinizing cheque payment vouchers;
- ix. Verifying assets and reconciling the same between general ledger and noncurrent assets register;
- x. Reviewing periodic reports and providing appropriate input;
- xi. Participating in the preparation of budget;
- xii. Participating in responding to audit queries;
- xiii. Supervising daily inspection of revenue collected;
- xiv. Conducting reconciliations;
- xv. Maintaining staff imprest records and retirements;
- xvi. Preparing monthly payroll;
- xvii. Participating in the preparation and submission of final accounts;
- xviii. Maintaining payable and receivables register; and
- xix. Performing other related duties assigned by a superior.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's Degree in either Accountancy, Finance, or Business Administration majoring in Finance/Accountancy or equivalent qualification from recognized institutions.

**1.2.3 AGE LIMIT:** Not above 30 years.

**1.2.4 REMUNERATION:** Salary Scale: **TNPSS E**

## **1.3 CONSERVATION RANGER III – NURSING (1 POST)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Administrating prescribed medications and treatments to patients;
- ii. Preparing equipment and assist medical practitioner during treatment and examination of patient;
- iii. Clarifying procedures and treatments to patient to gain cooperation, understanding and alleviate apprehension;
- iv. Reassuring patient;
- v. Observing, assessing patient condition and reactions to detect deviation from normal and notifying the supervisor;

- vi. Documenting nursing history and physical assessment for assigned patients;
- vii. Undertaking patient education plan according to the individualized needs of the patient, as prescribed by physician including patient and family instruction;
- viii. Implementing best practices in areas of work specialization;
- ix. Providing maternal and paternal health education on family planning and safe motherhood to the parks and neighboring communities;
- x. Conducting Reproductive Child Health (RCH) care and family planning services in the park community;
- xi. Providing primary health education on nutrition, sanitation and vaccination
- xii. Participating in ensuring a continues quality improvement of dispensary services;
- xiii. Providing first aid services to the staff and park community;
- xiv. Arranging and participating in first aid training to the staff;
- xv. Identifying supplies and equipment requirements for the dispensary;
- xvi. Conducting and providing inputs for wellness programs to the staff;
- xvii. Educating and sensitizing people about infectious and none infectious diseases and securing voluntary counseling and testing (VCT);
- xviii. Maintain cleanness and proper disposal of medical waste;
- xix. Preparing reports for the work performed; and
- xx. Performing other relevant duties as assigned by the Superiors

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with a Certificate in Nursing. Must be a licensed and Enrolled Nurse (EN) by the Tanzania Nurses and Midwifery Council (TNMC).

**1.3.3 AGE LIMIT:** Not above 25 years.

**1.3.4 REMUNERATION:** Salary Scale: **TNPSS B**

## **1.4 CONSERVATION OFFICER II – HUMAN RESOURCE AND ADMINISTRATION (5 POSTS)**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. Compiling, updating, analyzing and managing HR database;
- ii. Administering staff remuneration system, and preparation of monthly and annual Personnel Emoluments (P.E);
- iii. Advising and dealing with disciplinary matters and industrial relations;
- iv. Participating in development, implementation and review of Human Resources and Administration manual;
- v. Organizing induction and orientation of newly recruited staff;

- vi. Managing staff enrolment to social security funds and processing of staff terminal benefits;
- vii. Providing appropriate interpretation and implementation of Acts, Regulations, TANAPA General Orders (TANAPA Standard Operating Procedures), Government Circulars and Procedures;
- viii. Participating in development and implementation of human resources and administrative policies and procedures;
- ix. Participating in conducting Human Resources Planning and advice on the deployment of the human resources;
- x. Preparing and processing information on recruitment, confirmation and promotion of staff;
- xi. Participate in conducting Human Resources Audit and Training Needs Assessment;
- xii. Identifying and managing staff talent;
- xiii. Assisting in identifying and implementing monetary and non-monetary motivation schemes;
- xiv. Participating in preparation and implementation of succession plan;
- xv. Ensuring staff performance management process is effectively conducted;
- xvi. Promoting conducive living, office working environment and administering staff welfare, health and wellness programs;
- xvii. Managing of transport services, fleet and estate;
- xviii. Maintaining and complying with health and safety standards at work place;
- xix. Managing library, office facilities and equipment;
- xx. Supervising receipt and issuing of goods in the store;
- xxi. Participating in responding to internal and external audit quires;
- xxii. Implementing stock taking programs, verifications and liaising with stock verifiers;
- xxiii. Preparing and submitting periodic reports timely;
- xxiv. Preparing logistics for meetings and conferences; and
- xxv. Performing any other related duties as assigned by the superior.

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

Bachelor's Degree in either Human Resource Management, Public Administration, or Business Administration (majoring in Human Resources Management) from a recognized institution.

**1.4.3 AGE LIMIT:** Not above 30 years.

**1.4.4 REMUNERATION:** Salary Scale: **TNPSS E**

### **1.5 CONSERVATION OFFICER II – INFORMATION COMMUNICATION TECHNOLOGY – PROGRAMMER (1 POST) RE-ADVERTISED**

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

- i. Research and develop technical software specifications and plans
- ii. Analyze user requirements and convert requirements to design documents
- iii. Design and develop software algorithms and flowcharts
- iv. Design, implement, manage and update software and database programs
- v. Develop, test and implement new software programs
- vi. Produce clean, efficient codes, based on specifications provided
- vii. Test, verify and deploy programs and software systems
- viii. Identify and recommend areas for modifications/improvements
- ix. Install, customize and integrate software package
- x. Identify ideas to improve system performance and impact availability
- xi. Troubleshoot, debug and upgrade existing software and;
- xii. Performing any other related duties assigned by superior.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in either Computer Science, Information Technology, Computer Engineering, or a relevant related field from a recognized institution with proficiency in programming languages, knowledge of database management systems, and experience in mobile application development using Xamarin Forms and Dart & Flutter.

**1.5.3 AGE LIMIT:** Not above 30 years.

**1.5.4 REMUNERATION:** Salary Scale: **TNPSS E**

## **1.6 CONSERVATION ASSISTANT II – OFFICE MANAGEMENT (6 POSTS)**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. Composing, proofreading and editing reports, correspondences memorandum, develops charts, graphs, diagrams and other organization working documents;
- ii. Maintaining updated office diary for the respective superior;
- iii. Identifying, requesting and controlling office materials and supplies;
- iv. Coordinating work assignments for clerical staff;
- v. Ensuring cleanness and proper upkeep of office fittings and equipment;
- vi. Participating in organizing official meetings;
- vii. Carrying out effective official communication within assigned scope of responsibility;

- viii. Implementing best practices in areas of work specialization;
- ix. Screening telephone calls and handling enquires;
- x. Maintaining updated the official communication directory;
- xi. Receiving visitors and direct them to relevant offices;
- xii. Receiving and distributing documents to respective superiors;
- xiii. Maintaining confidentiality of official documents and information;
- xiv. Performing any other duties as assigned by the superior.

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in Secretarial Studies from an accredited training institution with typing speed of 80/100 W.P.M and computer proficiency in word processing and spreadsheet.

**1.6.3 AGE LIMIT:** Not above 25 years.

**1.6.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.7 CONSERVATION ASSISTANT II – CIVIL TECHNICIAN (2 POSTS)**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. Supervising and carrying out construction and maintenance works in the park'
- ii. Inspecting infrastructures and preparing preventive maintenance schedules;
- iii. Maintaining and updating construction and maintenance records
- iv. Maintaining and updating technical reports, drawings and other documents;
- v. Ensuring acquisition and safety of working gears;
- vi. Preparing relevant drawings, cost estimates and tender documents for projects;
- vii. Maintaining airstrip infrastructure and facilities; and
- viii. Identifying and requesting materials for construction works.

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Diploma or Full Technician Certificate (FTC) in Civil Engineering or equivalent qualifications from a recognized institution.

**1.7.3 AGE LIMIT:** Not above 25 years.

**1.7.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.8 CONSERVATION ASSISTANT II – MECHANICAL TECHNICIAN (1 POST)**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. Inspecting and preparing preventive maintenance scheduled for plants, boats, engine, motor vehicles, system components, equipment and tools;
- ii. Supervising the implementation of preventive/predictive maintenance schedule of vehicles, machines and heavy plants;
- iii. Assessing and verifying service and maintenance requirement of vehicles, machines and heavy plants;
- iv. Supervising the garages and ensuring safety of working gear facilities as well as equipment and machines;
- v. Conducting daily inspection of all park equipment and proper serviceability;
- vi. Repairing and maintaining park equipment; vehicles, machines and heavy plants
- vii. Maintaining and monitoring technical maintenance records;
- viii. Supervising and performing body repair of vehicles, machines and heavy plants;
- ix. Identifying and preparing specifications of requirements for mechanical work;
- x. Providing technical advice on the best utilization of plants, boats, vehicles and equipment; and
- xi. Identifying and requesting materials for mechanical works.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Diploma or Full Technician Certificate (FTC) in Mechanical Engineering from a recognized institution.

**1.8.3 AGE LIMIT:** Not above 25 years.

**1.8.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.9 CONSERVATION ASSISTANT II – PROCUREMENT/SUPPLIES (3 POSTS)**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. Assisting in maintaining and updating procurement records
- ii. Receive and record supplier invoices.
- iii. Assisting in preparation of procurements requirements based on requisitions from user departments.
- iv. Preparing and maintaining register of suppliers for each category of items.
- v. Assisting in reconciling of invoices against procurement requisitions
- vi. Implementing best practices in areas of work specialization;
- vii. Receiving and attending to requisitions;
- viii. Participating in the preparation and implementation of the organization procurement plan;
- ix. Preparing weekly procurement issues summary;
- x. Preparing and submitting periodic reports timely;
- xi. Preparation of bidding documents;



- xii. Maintain supplier's data base and accurate records of purchasing and pricing;
- xiii. Review and analyze vendors price quotation;
- xiv. Performing other related duties assigned by a superior.

### **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in Procurement and Supplies Management or equivalent qualifications from a recognized institution.

**1.9.3 AGE LIMIT:** Not above 25 years.

**1.9.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.10 CONSERVATION RANGER III – ACCOUNTS (15 POSTS)**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. Preparing and disbursing cheque;
- ii. Preparing payment vouchers;
- iii. Maintaining petty cash;
- iv. Maintaining cheque register;
- v. Receiving and attending customers at points of sale;
- vi. Receiving payments and issuing receipts to customers;
- vii. Posting entries in the accounting system;
- viii. Attending /Reviewing online payment system;
- ix. Implementing best practices in areas of work specialization;
- x. Registering visitors' details and issuing of permit;
- xi. Preparing daily reports on revenue collection, visitors and other related reports;
- xii. Conducting reconciliations;
- xiii. Preparing journal voucher for the reconciled items;
- xiv. Writing and maintaining books of accounts;
- xv. Maintaining accounts record, register and files;
- xvi. Ensuring proper custody of accounting documents and other related materials; and
- xvii. Performing any other duties as assigned by the superior.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with a Certificate in Accounting from a recognized institution.

**1.10.3 AGE LIMIT:** Not above 25 years.

**1.10.4 REMUNERATION:** Salary Scale: **TNPSS B**

**1.11 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT - LAW  
ENFORCEMENT (4 POSTS)**

**1.11.1 DUTIES AND RESPONSIBILITIES**

- i. Conducting patrol activities in and around the park;
- ii. Guarding visitors, staff and their properties and ensuring their security;
- iii. Enforcing National Parks laws, rules and regulations;
- iv. Responding to emergency situations such as rescue and instituting First Aid;
- v. Participating in marking, clearing and protection of park boundary;
- vi. Reporting on matters relating to the security, safety and general operations of the respective section to the immediate superior;
- vii. Checking, searching, apprehending and/or arresting person/persons suspected of wildlife offences;
- viii. Ensuring safety of sentry area and handle all incidences;
- ix. Participating in routine and ad-hoc parades;
- x. Investigating matters relating to possible wildlife offences and give evidence before the court of law;
- xi. Participating in joint protection activities with other wildlife institutions and law enforcement agencies in, around and cross-borders;
- xii. Participating in collaborative patrol operations with adjacent communities in protecting properties and human life;
- xiii. Participating in ecological monitoring activities such as animal health monitoring, animal counts/census, weather data collection, early burning, fire suppression and GIS;
- xiv. Performing minor preventive maintenance work on Park infrastructures, facilities and machines;
- xv. Ensuring that the parking bay of designated aircraft is clear of objects; or obstruction 5 minutes before arrival or departure of an aircraft;
- xvi. Guiding aircraft to allocated parking stand using the designated markings;
- xvii. Collecting and reporting threatening information pertaining to flights/aviation at park's airstrips;
- xviii. Responding to aircraft fires, hazardous spills and structural fires on airstrip facilities; and
- xix. Conducting screening of passengers, cargo, mail and belongings before boarding flights from park's airstrip.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with a Basic or Technician Certificate in Wildlife related fields or a One-year National Service Certificate or equivalent qualifications from a recognized institution.

**1.11.3 AGE LIMIT:** Not above 25 years.

**1.11.4 REMUNERATION:** Salary Scale: **TNPSS B**

## **1.12 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-DRIVING (22 POSTS)**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. Driving assigned motor vehicles, ensuring security and safety of the vehicle, passengers and goods on and off the road;
- ii. Accounting for fuels, oil and spares parts as per stipulated procedures;
- iii. Taking routine checks on the vehicles systems, conducting preventive maintenance and reporting on detected malfunctions of the vehicle systems;
- iv. Recording motor vehicle operations, repair and maintenance in logbooks.
- v. Undertaking minor repair and maintenance of vehicles;
- vi. Participating in repair and maintenance of vehicles;
- vii. Maintaining cleanliness of the vehicle and park;
- viii. Ensuring safety of passengers and their belongings

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with a valid Driving License Class E and C with a Certificate in Motor Vehicle Driving or equivalent qualifications from a recognized institution.

**1.12.3 AGE LIMIT:** Not above 25 years.

**1.12.4 REMUNERATION:** Salary Scale: **TNPSS B**

## **1.13 CONSERVATION RANGER III – ARTISAN - MECHANICS (5 POSTS)**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. Identifying spares parts required for the work to be done according to one's field of specialization.
- ii. Performing preventive and routine maintenance to motor vehicles, machine and boats.

- iii. Performing major maintenance and minor repair.
- iv. Inspecting and repairing motor vehicles wiring and lighting systems.
- v. Assisting Technicians in day-to-day activities.
- vi. Adhering to safety standards in work environment. vii. Ensuring proper up keep of work environment.
- vii. Performing panel beating and general car body works.
- viii. Preparing timely periodic work reports.
- ix. Performing any other related duties as assigned by superior.

### **1.13.1 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II or Relevant CBET Level II in Motor Vehicles Mechanics from a recognized training

**1.13.2 AGE LIMIT:** Not above 25 years.

**1.13.3 REMUNERATION:** Salary Scale: **TNPSS B**

## **1.14 CONSERVATION RANGER III – ATTENDANT (14 POSTS)**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. Maintaining proper up keep of beds;
- ii. Providing laundry services;
- iii. Dusting furniture, mopping and ensure tidiness of houses and tourism facilities;
- iv. Identifying requirements and replenishing house products;
- v. Cooking and preparing food and beverage for visitors; and
- vi. Ensure safety of visitors and their belongings
- vii. Loading and unloading of goods and supplies;
- viii. Registering porters and guides and their trash and baggage;
- ix. Moving official documents and distributing office supplies as required;
- x. Carrying out the duties of messenger
- xi. Providing office refreshment;
- xii. Photocopying, scanning, laminating and binding office documents
- xiii. Undertaking general cleaning duties of infrastructures, facilities and environment; Trimming grass, trees, shrubs;
- xiv. Assisting in general operation of plants, trucks and boats;
- xv. Taking inventory, prepare requests and ensure safe up keeping and storage of working material, equipment and facilities;
- xvi. Implementing best practices in areas of work specialization;
- xvii. Reporting defects of equipment and facilities and follow up on repair;

- xviii. Clearing runway and taxiway from objects and wild animals and
- xix. Performing any other related duties that may be assigned by superior.

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili and Basic Technician Certificate NTA level 4 in either of the following fields; Office Attendant and Cleaning, Food Production and House Keeping from a recognized institution.

**1.7.3 AGE LIMIT:** Not above 25 years.

**1.7.4 REMUNERATION:** Salary Scale: **TNPSS B**

## **1.8 CONSERVATION ASSISTANT II – MULTIMEDIA PROJECTION (3 POSTS)**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. Collecting, processing and producing multimedia products;
- ii. Developing digital images and artworks for animation sequences;
- iii. Editing and manipulating digital audio/video files;
- iv. Installing and commissioning new multimedia equipment and facilities;
- v. Advising on the procurement of multimedia equipment and facilities;
- vi. Carrying out minor maintenance and repair of multimedia equipment;
- vii. Managing the media hall and programming the automation system according to schedule;
- viii. Ensuring cleanness of multimedia center equipment and its surroundings;
- ix. Providing input in the planning, budgeting and implementation of the unit's plans and activities;
- x. Implementing best practices in areas of work specialization; and
- xi. Performing any other duties as may be assigned by superior.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in video/film production qualifications from a recognized institution.

**1.8.3 AGE LIMIT:** Not above 25 years.

**1.8.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.9 CONSERVATION ASSISTANT II- MEDICAL LABORATORY (1 POST)**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. Collecting specimen/samples from patients for medical examination;
- ii. Designing and conducting clinical laboratory tests/examination of collected samples;

- iii. Ensuring proper storage of clinical laboratory samples, reagents and other chemicals;
- iv. Maintaining updated and accurate record of samples, ongoing laboratory experiments and investigation results;
- v. Ensuring proper upkeep and safety of samples, reagents, equipment and other laboratory supplies;
- vi. Ensuring proper disposal of clinical laboratory wastes;
- vii. Ensuring proper functionality of laboratory machines and equipment;
- viii. Performing minor repairs and maintenance of clinical laboratory equipment and facilities;
- ix. Implementing best practices in areas of work specialization;
- x. Comply with laboratory policies and OSHA regulations related to safety, cleanliness and infection control;
- xi. Preparing periodic clinical laboratory reports;
- xii. Participating in planning, budgeting for and implementing dispensary activities; and
- xiii. Performing any other duties as may be assigned by the superior.

### **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in Medical Laboratory Science from a recognized institution and must be registered by the Health Laboratory Practitioners' Council (HLPC).

**1.9.3 AGE LIMIT:** Not above 25 years.

**1.9.4 REMUNERATION:** Salary Scale: **TNPSS C**

## **1.10 CONSERVATION ASSISTANT II – WILDLIFE MANAGEMENT-TOURISM (1 POST)**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. Receiving and attending park visitors;
- ii. Guiding and providing interpretation to visitors/tourists on walking safari, mountain trekking, game viewing and on other tourism activities;
- iii. Collecting and preparing daily visitors reports;
- iv. Participating in tourism promotion activities;
- v. Supervising cleanliness of tourism facilities;
- vi. Ensuring visitors comply to park rules and regulations;
- vii. Participating in research activities and visitors survey;
- viii. Conduct tourism patrol for surprise check at the park; and
- ix. Participate in feasibility studies for new tourism products and activities.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in either of the following fields; Wildlife Management, Conservation Science, Wildlife Tourism from a recognized institution.

**1.10.3 AGE LIMIT:** Not above 25 years.

**1.10.4 REMUNERATION:** Salary Scale: **TNPSS C**

### **1.11 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-TOURISM (3 POSTS)**

#### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. Receiving and attending visitors’;
- ii. Guiding tourists/visitors on mountain trekking, walking safari and game viewing activities;
- iii. Collecting visitor statistics;
- iv. Preparing daily visitors report;
- v. Conducting interpretation to visitors, including school groups and other organized groups;
- vi. Ensuring that visitors/tourists follow park rules and regulations during their stay in the park;
- vii. Conducting chimp habituation and tracking;
- viii. Advising visitors on safety issues;
- ix. Participating in the daily cleaning of the park.

#### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Basic or Technician Certificate in Wildlife related fields from a recognized institution.

**1.11.3 AGE LIMIT:** Not above 25 years.

**1.11.4 REMUNERATION:** Salary Scale: **TNPSS B**

#### **GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with **age not above 30 years for Bachelor degree posts and 25 years for non-degree posts;**
- ii. **Applicants should be ready to attend and successfully complete six months of Paramilitary Recruits Course before issued with appointment letter.**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.

- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.
- Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable).**
- Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips.
  - Testimonials and all Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply  
An applicant should indicate three reputable referees with their reliable contacts
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat.  
  
**P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiii. Deadline for application is **05<sup>th</sup> April, 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:

**ACTING SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**