

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

### VACANCY ANNOUNCEMENT

REF.NO. CAC.79/126/01/502

27<sup>th</sup> March, 2024

On behalf of Tanzania Standard Newspapers Limited (TSN), the Tanzania Atomic Energy Commission (TAEC) and Dar es salaam University College of Education (DUCE), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill twelve (12) vacant posts under.

#### **1.0 TANZANIA STANDARD NEWSPAPERS LIMITED (TSN)**

Tanzania Standard Newspapers Limited, a wholly-owned Government's media house, was established under the Companies Act, 2002. The Company is the oldest media house in Tanzania, and its operation dates back in the 1930s. The Company publishes the Daily News, Sunday News, Habari LEO and Spoti LEO as well as online editions of these newspapers. As part of its structural transformation and business expansion in pursuit of more market share in East Africa and beyond, the Company operates Commercial Printing Plant. The plant undertakes wide variety of printing works to produce items such as diaries, calendars and books.

#### **1.1 ASSISTANT GRAPHIC DESIGNER II – 1 POSTS**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To design attractive pages and advertising art work
- ii. To prepare and apply infographics and data

- iii. To receive and prepare pages printing layout
- iv. To ensure accuracy in final product
- v. To advise the News Desk on the best page design
- vi. To prepare plates for printing
- vii. To perform any other related duties as may be assigned by the supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) PLUS Certificate in Graphic Design or equivalent qualification from recognized Institutions.

### **1.1.3 REMUNERATION – TSN 2**

## **1.2 ASSISTANT JOURNALIST II – 1 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To collect news, stories, features and photos;
- ii. To summarize written material;
- iii. To conduct research and collects information through interviews, press conferences and an existing network of contacts and informants;
- iv. To draft news reports and articles within assigned deadlines and in accordance
- v. with in-house style guides;
- vi. To check facts and corroborates the information collected from third party
- vii. sources;
- viii. To write news pieces about various topics, such as politics, economics, world
- ix. events, crime, trade, sport, entertainment, culture, travel and so much more; and
- x. To perform any other duties as may be assigned by the supervisors.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus Certificate in Journalism, Mass Communication or equivalent qualification from recognized institutions. In addition, the candidate must be competent in computer applications.

### **1.2.3 REMUNERATION – TSN 2**

### **1.3 PROOF READER II – 2 POSTS**

#### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To check on grammar and language Structure;
- ii. To advise the News Desk in case of doubtful stories e.g. names, years or repetition;
- iii. To call the attention of the News Desk to an issue which s/he deems not clear;
- iv. To ensure that all corrections are made correctly;
- v. To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- vi. To perform any other duties related to the field as assigned by the supervisors.

#### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Linguistics, English, Literature, Swahili, Education majoring in Linguistics, English, Literature or Swahili or equivalent qualification from recognized institution.

#### **1.3.3 REMUNERATION – TSN 4**

### **2.0 THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)**

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

### **2.1 RESEARCH ASSISTANT (Engineering) - 3 POSTS**

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

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages
- iii. To assist in formulating and implementing programs for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;

- iv. To assist in conducting of consultancy services
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology.
- vi. To perform any other duty as may be assigned by supervisor.

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree with a minimum of upper second class in any of the following fields: Microelectronic Engineering, Electronics Sciences, Electronic Engineering, Mechatronics, Biomedical Engineering, Telecommunication Engineering or equivalent qualifications from any recognized higher learning institutions.

### **2.1.3 Salary Scale: PRSS 1**

## **2.2 RESEARCH ASSISTANT (Biotechnology) - 1 POST**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages
- iii. To assist in formulating and implementing programs for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting of consultancy services
- v. To assist in performing Atomic Energy functions related to regulatory or promotion or peaceful use of radiation, nuclear science and technology.
- vi. To perform any other duty as may be assigned by supervisor

### **2.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor degree with a minimum of upper second class in any of the following fields: Biotechnology (specialized in plant or crop biotechnology) and Agriculture, or equivalent qualifications from any recognized higher learning institutions.

### **2.2.3 Salary Scale: PRSS 1**

### **3.0 DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE).**

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College, as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010, are to provide integrated teaching, research and public service. To enhance effective teaching and learning, research and provision of public services, the College invites applications from suitable qualified Tanzanians to fill the following advertised vacant positions:

#### **3.1 TEACHER III B (English Language), 1 POST**

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

- i. To set and mark student's examinations;
- ii. To assess students' progress results.
- iii. To prepare and keep records of students' continuous assessment;
- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;
- vi. To prepare examination's time table and allocation of rooms;
- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

##### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with English Language as a teaching subject and any other subjects from recognized institutions.

##### **3.1.3 SALARY SCALE: PSTS 2.1**

#### **3.2 TEACHER III B (Civic and Moral; and Social Studies), 1 POST**

##### **3.2.1 DUTIES AND RESPONSIBILITIES**

- i. To set and mark student's examinations;
- ii. To assess students' progress results.
- iii. To prepare and keep records of students' continuous assessment;
- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;

- vi. To prepare examination's time table and allocation of rooms;
- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

### **3.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with History or Geography as teaching subjects and any other subjects from recognized institutions.

### **3.2.3 SALARY SCALE: PSTS 2.1**

## **3.3 TEACHER III B (Commerce and Book Keeping), 2 POSTS**

### **3.3.1 DUTIES AND RESPONSIBILITIES**

- i. To set and mark student's examinations;
- ii. To assess students' progress results.
- iii. To prepare and keep records of students' continuous assessment;
- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;
- vi. To prepare examination's time table and allocation of rooms; and
- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

### **3.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with Commerce and Book Keeping as teaching subjects and any other subjects from recognized institutions.

### **3.3.3 SALARY SCALE: PSTS 2.3**

## **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**

- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or
  - Regulatory Bodies, (where applicable);
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
  - An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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, and Utumishi Building at University of Dodoma –  
Dr. Asha Rose Migiro Buildings - Dodoma.

- xiv. Deadline for application 7 April 2024. Only shortlisted candidates will be informed on the date of 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](#)')*

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**