

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT

Ref.No.JA9/259/01/B/6

27th May, 2024

On behalf of The National College of Tourism (NCT), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill seven (7) vacant posts as mentioned below;

1.0 THE NATIONAL COLLEGE OF TOURISM (NCT)

The National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

1.0.1 TUTOR GRADE II (FRENCH) MWANZA CAMPUS - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- i. Holder of either Bachelor Degree in Language studies with French Languages as major subjects, with a minimum GPA of 3.5 out of 5.
- ii. Holder of Bachelor of Education with French as major teaching subjects with a minimum GPA of 3.5 out of 5. OR
- iii. Holder of Bachelor of Arts with Education, with French as teaching subject with a minimum of GPA of 3.5 out of 5

1.0.4 SALARY SCALE: PTSS 10.1

1.0.5 TUTOR GRADE II (HOUSE KEEPING & LAUNDRY) BUSTANI CAMPUS – DAR ES SALAAM - 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

- i. Holder of either Bachelor Degree in Hotel Management from a reputable institution with a minimum GPA of 3.5 out of 5.
- ii. Holder of Bachelor Degree in Hospitality Management from a reputable institution with a minimum GPA of 3.5 out of 5.
- iii. Holder of Bachelor Degree in Tourism and Hospitality Management with minimum GPA of 3.5 out of 5

- iv. Bachelor Degree of Commerce in Tourism and Hospitality Management with minimum GPA of 3.5 out of 5.
- v. Experience in teaching in Technical or vocational college will be an added advantage.

1.0.8 SALARY SCALE: PTSS 10.1

1.0.9 TUTOR GRADE II (TOURISM MANAGEMENT) ARUSHA CAMPUS- 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

- i. Holder of either Bachelor Degree in Tourism Management from a reputable institution with a minimum GPA of 3.5 out of 5 OR
- ii. Holder of Bachelor Degree in Tourism and Hospitality Management minimum GPA of 3.5 out of 5.
- iii. Diploma in Travel and Tourism or Certificate of IATA will be an added advantage.

1.0.12 SALARY SCALE: PTSS 10.1.

1.0.13 TUTOR GRADE II (CULINARY ARTS / FOOD PRODUCTION) BUSTANI CAMPUS – DAR ES SALAAM - 1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

- i. Holder of either Bachelor Degree in Hotel Management majoring in Culinary Arts/ Food Production or Pastry and Bakery from a reputable institution with a minimum GPA of 3.5 out of 5.
- ii. Holder of Bachelor Degree in Hospitality Management majoring in Culinary Arts/Food Production or Pastry and Bakery from a reputable institution with a minimum GPA of 3.5 out of 5. OR
- iii. Holder of Bachelor Degree of Commerce in Tourism and Hospitality Management with minimum GPA of 3.5 out of 5 and certificate or diploma in culinary Arts/Food Production.
- iv. Postgraduate Diploma in education and three years working experience in a reputable hotel will be an added advantage.

1.0.16 SALARY SCALE: PTSS 10.1

1.0.17 TUTOR GRADE II (ENGLISH LANGUAGE) TEMEKE CAMPUS-DAR ES SALAAM - 1 POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and

- vii. Performs any other duties as assigned by supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

- i. Holder of either Bachelor of Education with English and Literature as major teaching subjects with a minimum GPA of 3.5 out of 5. OR
- ii. Holder of Bachelor Degree in Language studies with English Language and Literature as major subjects, with a minimum GPA of 3.5 out of 5.
- iii. Three years working experience in tourism industry will be an added advantage.

1.0.20 SALARY SCALE: PTSS 10.1

1.0.21 TUTOR GRADE II (ICT) TEMEKE & MWANZA CAMPUS - 2 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of Degree in one of the following fields: Computer Science, Information system, Information Technology, Computer Engineering, or Informatics with a minimum GPA of 3.5 out of 5.

1.0.24 SALARY SCALE: PTSS 10.1

GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania with an age not above 45 years 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application **9th June, 2024.**
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. 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;

**FOR SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**