

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA.9/259/01/B/6

23rd June, 2024

VACANCY ANNOUNCEMENT- RE ADVERTISED

On behalf of the Institute of Accountancy Arusha (IAA), Institute of Finance Management (IFM), and Marine Services Company Limited (MSCL), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **ten (10)** vacant posts mentioned below.

1.0 INSTITUTE OF ACCCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and Postgraduate training programmes. It was established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

1.0.1 ASSISTANT LECTURER IN INSURANCE AND RISK MANAGEMENT - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

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

1.0.3 QUALIFICATION AND EXPERIENCE

- Holder of Master's Degree in one of the following fields: Insurance and Risk Management, Insurance and Social Protection or Insurance and Actuarial Science and Bachelor degree in one of the following fields: Science in Risk Management, Insurance and Social Protection and Insurance and Actuarial Science 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

1.0.4 SALARY SCALE: PHTS 2

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.

2.0.1 ASSISTANT LECTURER IN SOCIAL PROTECTION- 2 POSTS

2.0.2 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; and
- iv. To supervise students' projects.

2.0.3 QUALIFICATIONS AND EXPERIENCES

- Holder of Masters and Bachelor degree/ Advanced Diploma in Social Protection 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 atMaster Degree or B+ average for non –classified degrees

2.0.4 SALARY SCALE: PHTS 2

2.0.5 ASSISTANT LECTURER (INSURANCE AND RISK MANAGEMENT) – 2 POSTS

2.0.6 DUTIES AND RESPONSIBILITIES

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

2.0.7 QUALIFICATIONS AND EXPERIENCES

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

2.0.8 SALARY SCALE: PHTS 2.

2.0.9 ASSISTANT LECTURER IN ECONOMICS - 1 POST

2.0.10 DUTIES AND RESPONSIBILITIES

- To conduct Lectures, research and tutorial seminars;
- To prepare case studies;
- To work in cooperation with senior members of staff on specific projects such as research and consultancy; and
- To supervise students' project.

2.0.11 QUALIFICATIONS AND EXPERIENCES

- Holder of Master Degree and Bachelor Degree in either 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

2.0.12 SALARY SCALE: PHTS 2.1

2.0.13 ASSISTANT LECTURER IN MATHEMATICS - 1 POST

2.0.14 DUTIES AND RESPONSIBILITIES

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

2.0.15 QUALIFICATIONS AND EXPERIENCES

- Holder of Master and Bachelor Degree/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

2.0.16 SALARY SCALE: PHTS 2.1

3.0 MARINE SERVICES COMPANY LIMITED (MSCL)

Marine Services Company Limited (MSCL) was incorporated under the Companies Ordinance (Cap 212) on 8th December, 1997. The main function the Company is to transport people and cargo along the shore of Lake Victoria, Lake Tanganyika and Lake Nyasa. Company's vision statement is "To be the most competitive, reliable, safe and customer oriented maritime transport Company Worldwide."

3.0.1 MARINE ENGINEER II - 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- To participate in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- To assist in inspection and maintain all equipment and reports malfunctions and make adjustments or repairs;
- To record fuel consumption and lubricants;
- To enforce applicable marine engineering rules and regulations during watch keeping;
- To maintain log book;
- To participate in any emergence scene; and
- To perform any other duties as may be assigned by the superior.

3.0.3 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Competence for Officer in Charge of an Engineering Watch (OIEW) on Ships of 750 kW Propulsion Power or more (Reg. III/1) with one (1) year working experience.
- Bachelor Degree in Marine Engineering or equivalent qualifications from recognized institution will be an added advantage.

3.0.4 SALARY SCALE: MSCS 5.

3.0.5 KITCHEN ATTENDANT II - 2 POSTS

3.0.6 DUTIES AND RESPONSIBILITIES

- To prepare and cook various dishes as allocated to him/her;
- To ensure the food preparation areas are clean and hygienic;
- To wash utensils and dishes and make sure there are stored appropriately;
- To sort, store and distribute ingredients and beverage
- To request all the ingredients required for the preparation of the dishes; and
- To perform any other duties as may be assigned by supervisor.

3.0.7 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Secondary Education and must possess Certificate in either Cookery, Food and beverage, Hotel Management or equivalent from any recognized Institution. Basic Mandatory Certificates as per STCW95 is an added advantage.

3.0.8 SALARY SCALE: MSCS 2

GENERAL CONDITIONS

- All applicants must be Citizens of Tanzania generally with an age not above 45 years except for those who are in Public Service;
- 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. 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 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. 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 Building /Asha Rose Migiro Buildings -Dodoma.
- xiii. Deadline for application is **6th July, 2024;**
- xiv. Only short listed 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**

