

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.AC.109/274/01/87

18th October, 2024

VACANCY ANNOUNCEMENT

On behalf of Dar es Salaam Institute of Technology (DIT), The Vocational Education and Training Authority (VETA), and The National Examinations Council of Tanzania (NECTA) Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one hundred and sixty-six (166) vacant as mentioned below.

1.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania.

1.1 ASSISTANT LECTURER – (Oil and Gas Engineering) – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resource for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community service under supervision;
- v. To supervise student's projects;
- vi. To prepare teaching manuals; and

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

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor Degree or Advanced in Oil and Gas Engineering with GPA of 4.0 in Master's Degree and 3.8 in Bachelor Degree.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS 2

1.2 TUTORIAL ASSISTANT – (Biomedical Engineering) – 3 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Biomedical Engineering or its equivalent qualification from a recognized institution with GPA of 3.8 and above.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS 1/1

1.3 TUTORIAL ASSISTANT – (Civil Engineering) – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close Supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Civil Engineering or its equivalent qualification from a recognized institution with GPA of 3.8 and above

1.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale
PHTS 1/1

1.4 TUTORIAL ASSISTANT – (Mechanical Engineering) - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Mechanical Engineering or its equivalent qualification from a recognized with GPA of 3.8 and above.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS
1/1

1.5 TECHNICIAN II (Electronics and Telecommunication Engineering) – 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance of electronics systems and equipment;
- ii. To perform periodic test of electronics equipment;
- iii. To assist students' projects and practical, research and consultancy works;
- iv. To conduct conditional survey and recommend appropriately;
- v. To assist in the preparation of engineering drawings and drafting;
- vi. To attend site meetings/inspection and prepare reports;
- vii. To conduct on job training of electronics equipment;
- viii. To perform any other related duties as may be assigned by immediate supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of three (3) years' Ordinary Diploma (NTA Level 6) or Full Technician Certificate (FTC) in Electronics and Telecommunication Engineering or equivalent qualification from recognized Institution.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale: PGSS
5

1.6 ARTISAN II (Mechanical Engineering) - Fitter mechanics – (1 Post)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To carryout maintenance and repair of motor vehicles, plants and equipment professionally;
- ii. To keep records for maintenance and repair of motor vehicles, plants and equipment;

- iii. To carry out mechanical inspection of machinery using to established official checklist;
- iv. To maintain motor vehicles, plants and equipment;
- v. To perform routine technical cleaning of the work environment; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Fitter Mechanics or equivalent qualification from a recognized institution.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale: PGSS 2

1.7 ARTISAN II (Civil Engineering) - Carpentry – 1 POST

1.8 DUTIES AND RESPONSIBILITIES

- i. To carry out regular civil maintenance and repair professionally;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of working tools and equipment;
- iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To report maintenance challenges to supervisor; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

1.8.1 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Carpentry or equivalent qualification from a recognized institution.

1.8.2 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale: PGSS 2

1.9 ARTISAN II (Electrical Engineering – 1 POST)

1.10 DUTIES AND RESPONSIBILITIES

- i. To carry out regular civil maintenance and repair professionally;
- i. To perform routine technical cleaning of the work environment;
- ii. To take care of working tools and equipment;
- iii. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- iv. To report maintenance challenges to supervisor; and
- v. To perform any other related duties as may be assigned by immediate supervisor.

1.10.1 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Electrical Engineering or equivalent qualification from a recognized institution.

1.10.2 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale:
PGSS 2

1.11 ARTISAN II (Civil Engineering) Masonry – 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular civil maintenance and repair professionally;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of working tools and equipment;
- iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To report maintenance challenges to supervisor; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Masonry and bricklaying or equivalent qualification from a recognized institution.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale:
PGSS 2

1.12 ARTISAN II (Plumbing) 1 POST

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular plumbing maintenance and repair professionally;
- ii. To keep records of plumbing maintenance and repair;
- iii. To carry out regular preventive maintenance of plumbing systems, water plants and equipment;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To ensure prompt and efficient repair of reported plumbing faults; and
- vi. To perform any other duties as may be assigned by immediate Supervisor

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Plumbing or equivalent qualification from a recognized institution.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale:
PGSS 2

1.13 ARTISAN II (Leather Technology) – 1POST

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular workshop maintenance and repair professionally;
- ii. To keep records of workshop maintenance and repair;
- iii. To carry out regular preventive maintenance of leather machines and equipment;
- iv. To prepare periodical preventive and corrective maintenance reports;

- v. To ensure prompt and efficient repair of reported faults;
- vi. To support leather processing and production activities;
- vii. To perform routine technical cleaning of the work environment;
- viii. To assist in resolving routine manufacturing and/or maintenance related problems affecting daily operations;
- ix. To troubleshoot machine operations/processes to improve efficiency; and
- x. To perform any other duties as may be assigned by immediate supervisor

1.13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA III in Leather Technology or equivalent qualification from a recognized institution.

1.13.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale: PGSS
2

1.14 TECHNICIAN II (Soil) – 1 POST

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To assist in students' projects and practical, research and consultancy works
- ii. To assist academic staff in research, teaching and consultancy works
- iii. To conduct routine repair and regular maintenance of civil works equipment in the Institute.
- iv. To implement specified maintenance plans for Institute's facilities
- v. To implement specified technical plans and designs for repair and maintenance work
- vi. To conduct on job training of civil work equipment
- vii. To assist in repairing and maintaining workshop facilities and
- viii. To perform any other related duties as may be assigned by immediate supervisor.

1.14.2 QUALIFICATIONS AND EXPERIENCE

Holder of three (3) years' Ordinary Diploma (NTA Level 6) or Full Technician Certificate (FTC) in Civil Engineering or equivalent qualification from recognized Institution.

1.14.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 5

2.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education, Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 (Re:2019) to undertake the responsibility of examinations administration and certification as provided for in the Act.

2.1 EXAMINATIONS OFFICER II – CHINESE LANGUAGE SUBJECT - (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Chinese.

OR

Holder of Bachelor Degree in Chinese Language plus Postgraduate Diploma in Education (PGDE).

2.1.3 REMUNERATION: NECTASS 5/1

2.2 EXAMINATIONS OFFICER II – FRENCH LANGUAGE SUBJECT - (2 POSTS)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in French Language.

OR

Holder of Bachelor Degree in French Language plus Postgraduate Diploma in Education (PGDE).

2.2.3 REMUNERATION: NECTASS 5/1

2.3 EXAMINATIONS OFFICER II – ARABIC LANGUAGE SUBJECT - (2 POSTS)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;

- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Arabic Language.

OR

Holder of Bachelor Degree in Arabic Language plus Postgraduate Diploma in Education (PGDE).

2.3.3 REMUNERATION: NECTASS 5/1

2.4 EXAMINATIONS OFFICER II –CIVIL ENGINEERING - (1 POST)

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Civil Engineering.

OR

Holder of Bachelor Degree in Civil Engineering plus Postgraduate Diploma in Education (PGDE).

2.4.3 REMUNERATION: NECTASS 5/1

2.5 EXAMINATIONS OFFICER II – ELECTRICAL ENGINEERING - (1 POST)

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Electrical Engineering.

OR

Holder of Bachelor Degree in Electrical Engineering plus Postgraduate Diploma in Education (PGDE).

2.5.3 REMUNERATION: NECTASS 5/1

2.6 EXAMINATIONS OFFICER II – ELECTRONICS AND TELECOMMUNICATION ENGINEERING - (1 POST)

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;

- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Electrical and Electronics Engineering.

OR

Holder of Bachelor Degree in Electronics and Telecommunication plus Postgraduate Diploma in Education (PGDE).

2.6.3 REMUNERATION: NECTASS 5/1

2.7 EXAMINATIONS OFFICER II – MECHANICAL ENGINEERING - (1 POST)

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Mechanical Engineering.

OR

Holder of Bachelor Degree in Mechanical Engineering plus Postgraduate Diploma in Education (PGDE).

2.7.3 REMUNERATION: NECTASS 5/1

2.8 EXAMINATIONS OFFICER II – PROFESSIONAL COMMUNICATION - (1 POST)

2.8.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Degree of Bachelor of Education Special Needs or equivalent qualifications from a recognized Institution, majoring in Hearing Impairment.

2.8.3 REMUNERATION: NECTASS 5/1

2.9 EXAMINATIONS OFFICER II – INCLUSIVE EDUCATION - (1 POST)

2.9.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and

vii. (vii)To perform any other related duties as may be assigned by Supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Degree of Bachelor of Education Special Needs or equivalent qualifications from a recognized Institution, majoring in Hearing Impairment.

2.9.3 REMUNERATION: NECTASS 5/1

2.10 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - SYSTEMS ADMINISTRATOR - (1 POST)

2.10.1 DUTIES AND RESPONSIBILITIES

- i. To perform systems administration and monitoring;
- ii. To manage users' accounts, controlling access to networks, and managing storage and security settings including appropriate of set-up active directorate;
- iii. To assist on maintaining an effective, efficient authentication and data storage system on Storage Area Network systems;
- iv. To produce reports on system performance for systems optimisation and lead process improvement;
- v. To manage staff and user credentials and frameworks;
- vi. To troubleshoot server technical issues
- vii. To ensure and implement systems training for technical and non-technical staff;
- viii. To coordinate and provide support for Firewall and data storage system;
- ix. To ensure systems are secure and protected from breach or viruses;
- x. Risk mitigation planning;
- xi. To design, develop, implement and test Database;
- xii. To develop back and front-end connectivity;
- xiii. To implement security policy and access control;
- xiv. To maintain physical organization of database objects;
- xv. To provide Database Client and User Services;
- xvi. To perform Database Administration and Maintenance;
- xvii. To perform any other related duties as may be assigned by Supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Engineering, Computer Science, Information Technology, Information Systems, Informatics, Data Science, Telecommunication, Electronics and Telecommunication Engineering or equivalent qualification from recognized institutions

2.10.3 REMUNERATION: NECTASS 5/1

2.11 INFORMATION COMMUNICATION OFFICER II - NETWORK ADMINISTRATOR - (1 POST)

2.11.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure;
- ii. To review LAN and WAN architecture;
- iii. To test network equipment and devices;
- iv. To implement network security plan;
- v. To perform network troubleshooting;
- vi. To monitor network traffic;
- vii. To prepare specifications for electronic hardware or circuits of computer systems;
- viii. To perform routine maintenance of computer hardware, network devices and related computer peripherals; and
- ix. To perform any other related duties as may be assigned by Supervisor.

2.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Engineering, Computer Science, Information Technology, Information Systems, Informatics, Data Science, Telecommunication, Electronics and Telecommunication Engineering or equivalent qualification from recognized institutions.

2.11.3 REMUNERATION: NECTASS 5/1

2.12 PRINTER II - (1 POST)

2.12.1 DUTIES AND RESPONSIBILITIES

- i. To ensure quality of printed products;
- ii. To assist in planning and implementing tasks for printing and binding;
- iii. To operate computer for graphic designs;
- iv. To oversee operation of printing machines; and
- v. To perform any other duties relevant to the functions of NECTA as assigned by the controlling officer.

2.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in engineering majoring in Mechanical Engineering or equivalent qualification from a recognized Institution.

2.12.3 REMUNERATION: NECTASS 5/1

2.13 PRINTER II - (1 POST)

2.13.1 DUTIES AND RESPONSIBILITIES

- i. To ensure quality of printed products;
- ii. To assist in planning and implementing tasks for printing and binding;
- iii. To operate computer for graphic designs;
- iv. To oversee operation of printing machines; and
- v. To perform any other duties relevant to the functions of NECTA as assigned by the controlling officer.

2.13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in engineering majoring in Electronics Engineering or equivalent qualification from a recognized Institution.

2.13.3 REMUNERATION: NECTASS 5/1

3.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2019. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing and securing adequate and stable financing of VET system in the Country. VETA is envisioned to have “Tanzania with sufficient and competent artisans”. The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting and financing Vocational Education and Training in order to contribute to socio-economic development.

3.1 VOCATIONAL TUTOR II – (TOUR GUIDING) – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations; 102
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using
 - a) assessment tools such as oral, written, product assessment and records in Log
 - b) books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in Wildlife Management or Tourism Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.2 VOCATIONAL TUTOR II – (ELECTRICAL AND ELECTRONICS) – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;

- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advance Diploma in Electrical and Electronics Engineering, from a recognized Institution. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.2.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.3 VOCATIONAL TUTOR II – (COMMUNICATION SKILLS) – 1 POST

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Arts with Education (Linguistics) or Bachelor of Education (Linguistic) field from a recognized Institution. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.4 VOCATIONAL TUTOR II – (ENGINEERING SCIENCE) – 1 POST

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Science with Education/ Bachelor of Education (Physics) field from a recognized Institution. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.5 VOCATIONAL TUTOR II – (CIVIL ENGINEERING) – 1 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;

- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Civil, Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as Graduate Engineer. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.5.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.6 VOCATIONAL TUTOR II – (FOOD PROCESSING TECHNOLOGY) – 1 POST

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor degree or Advanced Diploma in Food Science, Food Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.6.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.7 VOCATIONAL TUTOR II – (FOOD AND BEVARAGE SALES AND SERVICES) – 1 POST

3.7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, 106 lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.7.2 QUALIFICATIONS AND EXPERIENCE

Holders of bachelor degree or Advanced Diploma in Hotel Management/ Food and Beverage sales and Services. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.7.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.8 VOCATIONAL TUTOR II – (MATHEMATICS) – 1 POST

3.8.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Arts with Education (Mathematics) or Bachelor of Education (Mathematics) field from a recognized Institution. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.8.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.9 VOCATIONAL TUTOR II – (ENTERIOR DESIGNING AND DECORATION) – 1 POST

3.9.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.9.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree of science in Interior Design . The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.9.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.10 VOCATIONAL TUTOR II – (MECHANICAL ENGINEERING) – 1 POST

3.10.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;

- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

3.10.2 QUALIFICATIONS AND EXPERIENCE

Holders of Degree or Advance Diploma in Mechanical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.10.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.11 VOCATIONAL TEACHER II – (ECOTOURISM) – 1 POSTS

3.11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.11.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Tourism Management, Cultural Tourism/ Heritage. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.11.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.12 VOCATIONAL TEACHER II – (AQUACULTURE AND FISH PROCESSING) – 2 POSTS

3.12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;

- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.12.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Fisheries Science and Technology/ Fish Processing. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.12.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.13 VOCATIONAL TEACHER II – (BUSINESS OPERATION ASSISTANT) – 2 POSTS

3.13.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.13.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Business Administration (Accounting), and Diploma in Business Administration (Finance). The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.13.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.14 VOCATIONAL TEACHER II – (COMMUNICATION SKILLS) – 7 POSTS

3.14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.14.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Arts with Education (Linguistics) or FTC in Education (English) from a recognized Institution. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.14.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.15 VOCATIONAL TEACHER II – (TECHNICAL DRAWING) – 6 POSTS

3.15.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.15.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.15.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.16 VOCATIONAL TEACHER II – ENGINEERING SCIENCE – 7 POSTS

3.16.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in education (Majoring in Physics). The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.16.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.17 VOCATIONAL TEACHER II – (SOLAR POWER INSTALATION) – 1 POSTS

3.17.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.17.2 QUALIFICATIONS AND EXPERIENCE

Holders in Diploma in Renewable Energy Technology/ Electrical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.17.3 REMUNERATION

Attractive remuneration package in accordance

3.18 VOCATIONAL TEACHER II – (LEATHER GOOD) – 1 POST

3.18.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.18.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Leather Processing Technologies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.18.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.19 VOCATIONAL TEACHER II – (TOUR GUIDING) – 1 POST

3.19.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.19.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Tourism Management, or Tour Guiding. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.19.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.20 ASSISTANT VOCATIONAL TEACHER – (FOOD AND BEVARAGE SALES AND SERVICES) – 1 POSTS

3.20.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.20.2 QUALIFICATIONS AND EXPERIENCE

Holders of National Vocational Award Level III or Trade Test Grade I Certificate in Food Beverage Sales and Services (FBSS) or Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.20.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.21 ASSISTANT VOCATIONAL TEACHER – (SECRETARIAL STUDIES) – 3 POSTS

3.21.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.21.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I Certificate in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.21.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.22 ASSISTANT VOCATIONAL TEACHER – (BOILER MECHANICS) – 1 POSTS

3.22.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.22.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Boiler Mechanics or. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.22.3 REMUNERATION

Attractive remuneration package in accordance

3.23 ASSISTANT VOCATIONAL TEACHER – (HOUSE KEEPING) – 2 POSTS

3.23.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.23.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I Certificate in house Keeping. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.23.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.24 ASSISTANT VOCATIONAL TEACHER – (FRONT OFFICE) – 4 POSTS

3.24.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.24.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I Certificate in Front Office Operation. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.24.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.25 ASSISTANT VOCATIONAL TEACHER – (ELECTRICAL INSTALLATION) – 18 POSTS

3.25.1 DUTIES AND RESPONSIBILITIES

- (i) To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- (ii) To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- (iii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- (iv) To perform any other duties as may be assigned by her/his supervisor.

3.25.2 QUALIFICATIONS AND EXPERIENCE

Holders of National Vocational Award Level III or Trade Test Grade I Certificate in Electrical Installation. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.25.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.26 ASSISTANT VOCATIONAL TEACHER – (PLUMBING AND PIPE FITTING) - 6 POSTS

3.26.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.26.2 QUALIFICATIONS AND EXPERIENCE

Holders of National Vocational Award Level III or Trade Test Grade I/ Certificate in Water Supply and Sanitation Engineering or Plumbing and Pipe Fitting. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.26.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.27 ASSISTANT VOCATIONAL TEACHER – (MASONRY AND BRICKLAYING) – 11 POSTS

3.27.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.27.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I /Certificate in Masonry and Bricklaying. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.27.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.28 ASSISTANT VOCATIONAL TEACHER – (WELDING AND METAL FABRICATION) - 8 POSTS

3.28.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.28.2 QUALIFICATIONS AND EXPERIENCE

Holders of National Vocational Award Level III or Trade Test Grade I /Certificate in Welding and Metal Fabrication. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.28.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.29 ASSISTANT VOCATIONAL TEACHER – (AUTO BODY REPAIR) – 1 POSTS

3.29.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.29.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I Certificate in Auto Body Repair. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.29.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.30 ASSISTANT VOCATIONAL TEACHER – (HEAVY DUTY MECHANICS) – 1 POSTS

3.30.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.30.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I Certificate in Heavy Duty Mechanics
The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.30.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.31 ASSISTANT VOCATIONAL TEACHER – (ROAD CONSTRUCTION) – 2 POSTS

3.31.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.31.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level III or Trade Test Grade I/ Certificate in Road Construction. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.31.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.32 ASSISTANT VOCATIONAL TEACHER – (DESIGN, SEWING AND CLOTH TECHNOLOGY) – 27 POSTS

3.32.1 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.32.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade one Tailoring/ Design Sewing & Clothing Technology (DSCT)/ Tailoring or Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.1.1 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

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 30rd October, 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**