

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/32

30th October, 2024

VACANCY ANNOUNCEMENT

On behalf of Tanzania Bureau of Standards (TBS), Tobacco Research Institute of Tanzania (TORITA), National Sugar Institute (NSI), Geological Survey of Tanzania (GST) and Registration Insolvency and Trusteeship Agency (RITA) Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill ninety-five (95) vacant as mentioned below.

1.0 TANZANIA BUREAU OF STANDARDS (TBS)

Tanzania Bureau of Standards (TBS) is the National Standards Body for Tanzania established by the Government as part of the efforts to strengthen the supportive infrastructure for industry and commerce sectors across the economy. The Bureau was established by Parliamentary Act No. 3 of 1975 as the National Standards Institute and became operational on 16th April 1976. Subsequently, it was renamed Tanzania Bureau of Standards under Act No. 1 of 1977. On 20th March 2009, the Standards Act No. 3 of 1975 was repealed and replaced by the Standards Act No. 2 of 2009. Specifically, TBS was mandated to undertake measures for quality control of products of all descriptions and to promote standardization in industry and commerce.

1.1 ARTISAN II (PLUMBING AND PIPE FITTING) – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in repairing the Bureau's facilities and equipment;
- ii. To assist in construction of simple wood/civil works;
- iii. To assist in undertaking plumbing, metal work and painting work;
- iv. To assist in maintenance personnel in day to day activities;
- v. To assist in assessing maintenance requirements within the Bureau and recommend the same to the Head of Section; and
- vi. To perform any other duties as may be assigned by superior.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with Trade Test III/Level I in Plumbing and Pipe fitting, or equivalent qualifications from a recognized institution.

1.1.3 SALARY SCALE – TBSS 2

1.2 ARTISAN II (MASONRY) – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in repairing the Bureau's facilities and equipment;
- ii. To assist in construction of simple wood/civil works;
- iii. To assist in masonry works;
- iv. To assist in maintenance personnel in day to day activities;
- v. To assist in assessing maintenance requirements within the Bureau and recommend the same to the Head of Section; and
- vi. To perform any other duties as may be assigned by superior.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with Trade Test III/Level I in Masonry, or equivalent qualifications from a recognized institution.

1.2.3 SALARY SCALE – TBSS 2

1.3 ENGINEER II (MECHANICAL) – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out preventive maintenance;
- ii. To assist in interpretation of preventive maintenance reports and follow up of maintenance schedules;
- iii. To assist in routine maintenance services;
- iv. To assist in planning rehabilitation programs and executing them;
- v. To assist in maintenance of laboratory equipment;
- vi. To assist in preparing maintenance plans to meet the Bureau's objectives;
- vii. To assist in ensuring safety of equipment and operators; and
- viii. To perform any other duties as may be assigned by superior.

1.3.2 QUALIFICATIONS AND EXPERIANCE

Holder of Bachelor Degree in Mechanical Engineering. The candidate must be registered by the Engineers Registration Board (ERB) as Graduate Engineer

1.3.3 SALARY SCALE – TBSS 4

1.4 QUALITY ASSURANCE OFFICER II (CHEMICAL AND PROCESS ENGINEERING) – 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality

system;

- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chemical and Process Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.4.3 SALARY SCALE – TBSS 4

1.5 QUALITY ASSURANCE OFFICER II (FOOD SCIENCE) – 6 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality system;
- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Food Science and Technology or equivalent qualifications from a recognized institution.

1.5.3 SALARY SCALE – TBSS 4

1.6 QUALITY ASSURANCE OFFICER II (CIVIL ENGINEERING) – 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality system;
- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.6.3 SALARY SCALE – TBSS 4

1.7 GRAPHICS DESIGNER II – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To conceive ideas and concepts for packaging designs;
- ii. To assist in turning packaging ideas into designs using CAD/CAE software;
- iii. To assist in designing, creating and producing packaging designs;
- iv. To provide professional recommendations for concept, design and production of packages;
- v. To maintain equipment, supply inventory and accurate files and records;
- vi. To analyze requirements for packaging designs;
- vii. To read engineering plans and develop blueprints and drawings that can be used in packages manufacturing;
- viii. To assist in creating drawings, designs and other digital representations of packages;
- ix. To work closely with other design professionals in order to fully understand and interpret designs;
- x. To train manufacturers on packaging technology and best practice; and
- xi. To perform any other related duties as may be assigned by the Head of Section.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Fine Art, Graphic Design, or equivalent qualifications from a recognized institution. Basic knowledge in packaging materials such paper & pulp, metal, glass, plastic & plastic films and composite will be an added advantage.

1.7.2 REQUIRED COMPETENCE/SKILLS

Adequate knowledge in Graphic ArtiosCAD, AutoCAD, SolidWorks, Acrobat, Illustrator, CorelDraw or any other relevant CAD software for structural designing.

1.7.3 SALARY SCALE – TBSS 4

1.8 TECHNICIAN II (LABORATORY SCIENCE) – 8 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting quality inspections of imported goods;
- ii. To assist in enforcing approved standards;
- iii. To assist in drawing and submitting samples for laboratory analysis;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To advise importers/clients on TBS batch Certification schemes regulations and procedures;
- vi. To assist in release of goods meeting the requirements of the relevant Tanzania or recognized approved standards;
- vii. To maintain inspection records/data; and
- viii. To perform any other duties as may be assigned by superior.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Laboratory Technology, Laboratory Sciences and Technology or equivalent qualifications from a recognized institution.

1.8.3 SALARY SCALE – TBSS 3

1.9 TECHNICIAN II (CIVIL ENGINEERING) – 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;

- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;
- xi. To observe safety precautions to personnel, tools, instruments and equipment;
and
- xii. To perform any other duties as may be assigned by superior.

1.9.2 QUALIFICATIONS AND EXPERIANCE

Holder of Diploma in Civil Engineering or equivalent qualifications from a recognized institution.

1.9.3 SALARY SCALE – TBSS 3

1.10 TECHNICIAN II (ELECTRICAL ENGINEERING) – 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;
- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;

- xi. To observe safety precautions to personnel, tools, instruments and equipment;
and
- xii. To perform any other duties as may be assigned by superior.

1.10.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Electrical Engineering or equivalent qualifications from a recognized institution.

1.10.3 SALARY SCALE – TBSS 3

1.11 LIBRARIAN II – 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Catalogues and classification of documents;
- ii. To offer assistance to readers on documents selections;
- iii. To maintain public and staff catalogue;
- iv. To process added copies and continuations;
- v. To ensure proper shelves of books and periodicals;
- vi. To make copies catalogue with cataloguing in publication (CIP) data;
- vii. To handle inter-library loans, gifts and exchanges;
- viii. To administer library records; and
- ix. To perform any other related duties as may be assigned by superior.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

1.11.3 SALARY SCALE – TBSS 4.

1.12.1 METROLOGIST II (BIOMEDICAL) – 2 POSTS

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To assist in all aspects pertaining to calibration and quality management;

- ii. To assist in studying and implementing laboratory safety procedures and regulations;
- iii. To assist in preparing quality manual, procedures and calibration methods;
- iv. To assist in preparing, publicizing and disseminating technical tests and calibration information;
- v. To assist in carrying out routine calibrations;
- vi. To assist in developing and evaluating calibration systems;
- vii. To assist in identifying the magnitude of error sources contributing to the uncertainty of results to determine the reliability of the measurement process in quantitative terms; and
- viii. To perform any other duties as may be assigned by superior.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Biomedical Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.12.3 SALARY SCALE – TBSS 4

1.13 LABORATORY ASSISTANT II – 5 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of simple reagents;
- ii. To clean laboratory apparatus;
- iii. To do general cleanliness of the floors, windows, tables, sinks, coats;
- iv. To dust bookshelves, clean simple apparatus, equipment and machinery;
- v. To make requests for cleaning materials;
- vi. To assist in preparation of samples for testing;
- vii. To assist in implementing routine safety measures in the laboratory; and
- viii. To perform any other duties as may be assigned by superior.

1.13.2 ENTRY QUALIFICATIONS

Holder of Form IV Certificate plus Certificate/ Trade Test III/Level I in one of the following fields: Biotechnology and Laboratory Science, Laboratory Science and Technology, or any other related qualification from recognized institutions.

1.13.3 SALARY SCALE – TBSS 2

1.14 RESEARCH OFFICER II (FOOD SCIENCE AND TECHNOLOGY) – 1 POST

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare questionnaire, proposals and reports for the approved research projects;
- ii. To participate in designing of exploratory and strategic researches;
- iii. To document methods, practices and findings obtained from qualitative and quantitative research currently employed by the Bureau;
- iv. To collect various forms of data pertaining to the research project or projects;
- v. To keep record of information obtained during research; may include a database of information, and hard files;
- vi. To conduct quality assurance training to industries' personnel and the general public awareness;
- vii. To provide consultancy services in matters of standardization and quality assurance; and
- viii. To perform any other related duties as may be assigned by the supervisor.

1.14.2 ENTRY QUALIFICATIONS

Holder of Bachelor Degree in Food Science and Technology, or equivalent qualifications from a recognized institution. The candidate must be computer literate.

1.14.3 SALARY SCALE – TBSS 4

1.15 INSPECTION OFFICER II (CHEMICAL AND PROCESS ENGINEERING)– 3 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and

- certification;
- ii. To assist in conducting quality assurance inspections;
- iii. To assist industries in all matters related to quality assurance;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To assist in seizure and destruction/re-exportation of substandard products;
- vi. To authorize release of goods meeting the requirements of the relevant Tanzania standards;
- vii. To assist in maintaining inspection records/data;
- viii. To assist in preparation, implementation, maintenance and review of quality system;
- ix. To assist in the preparation, publication and dissemination of information; and
- x. To perform any other duties as may be assigned by superior.

1.15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Chemical and Process Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.15.3 SALARY SCALE – TBSS 4

1.16 INSPECTION OFFICER II (FOOD SCIENCE) – 4 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To assist in conducting quality assurance inspections;
- iii. To assist industries in all matters related to quality assurance;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To assist in seizure and destruction/re-exportation of substandard products;
- vi. To authorize release of goods meeting the requirements of the relevant Tanzania standards;
- vii. To assist in maintaining inspection records/data;

- viii. To assist in preparation, implementation, maintenance and review of quality system;
- ix. To assist in the preparation, publication and dissemination of information; and
- x. To perform any other duties as may be assigned by superior.

1.16.2 QUALIFICATIONS AND EXPERIANCE

Holder of Bachelor Degree in one of the following fields: Food Science and Technology, or equivalent qualifications from a recognized institution.

1.16.3 SALARY SCALE – TBSS 4

1.17 TECHNICIAN II (MECHANICAL) – 1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;
- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;
- xi. To observe safety precautions to personnel, tools, instruments and equipment; and
- xii. To perform any other duties as may be assigned by superior.

1.17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechanical Engineering or equivalent qualifications from a recognized institution.

1.17.3 SALARY SCALE – TBSS 3

2.0 THE TOBACCO RESEARCH INSTITUTE OF TANZANIA (TORITA)

The Tobacco Research Institute of Tanzania (TORITA) was established on 31st October 2000 and reckoned through the Tobacco Industry Act 2001 (Amended 2009) in Mainland Tanzania. TORITA as a semi-autonomous body under the Ministry of Agriculture is responsible for all tobacco agricultural research activities in the country. The Institute's mandate includes: promoting, implementing, and carrying out research into all activities relating to tobacco, including production, curing, primary processing and quality, farming systems and such other crops and systems of husbandry as are associated with Tobacco. TORITA aims to strengthen national tobacco agricultural research systems to enhance the development, dissemination, and transfer of good agricultural practices (GAP) technologies and innovations to farmers.

2.1 ICT OFFICER II (NETWORK ADMINISTRATOR) – 1 POST

2.1.1 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 a network security plan;
- v. To perform network troubleshooting; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Network Administration or equivalent qualifications from a recognized Institution.

2.1.3 SALARY SCALE: PGSS 7.

2.2 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES:

- i. To learn and master methods and procedures for research;
- ii. To submit regular reports on the progress of research projects or Services undertaken;
- iii. To prepare project documents such as research proposals and feasibility studies as may be required from time to time by sponsors;
- iv. To prepare articles in a suitable form for presentation or publication; and
- v. To collect Agricultural research data;
- vi. To supervise the maintenance of research trial plots; and
- vii. To perform other related duties as may be assigned by the Supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields; Agriculture General, Agronomy, or equivalent qualifications from a recognized Institution with at least upper second class.

2.2.3 SALARY SCALE: PRSS 1

3.0 NATIONAL SUGAR INSTITUTE (NSI)

The National Sugar Institute was established in 1975 as a Vocational Training Institute in the country, actively engaged in training of artisans and technicians for sugar industry. It was formed as a department of Sugar Development Corporation (SUDECO) with effect from 30th December 1980 and was officially inaugurated on 8th August 1981 by the late first President of Tanzania, Mwalimu Julius K.Nyerere. In January 2002 the institute was accorded the status of Autonomous Institution of sugar (NSI) under the Ministry of Agriculture and Food Security, as a result of Sugar Industry Act No. 26.

3.1 ARTISAN II (MECHANICAL) (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance and repair of motor vehicle and Motor vehicles and motor cycles and heavy plants professionally;
- ii. To complete job cards for every maintained and repaired motor vehicle,

- motor cycles and heavy plants;
- iii. To carry out mechanical inspection of machinery using established official checklist;
- iv. To carry out proper housekeeping of Motor vehicles, Motor cycles and heavy plants;
- v. To make sure all motor vehicles and motorcycles are road work;
- vi. To perform any other duties as may be assigned by the Mechanical Technician (Motor vehicle); and
- vii. To perform any other related duties as assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI certificate with Trade Test Grade II/Level II in Mechanical or equivalent qualifications from recognized institutions.

3.1.3 SALARY SCALE: PGSS 2

3.2 ASSISTANT TUTOR/INSTRUCTOR II FOOD SCIENCE AND TECHNOLOGY (1 POST)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other duties assigned to him by his supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Food Science and Technology or equivalent qualification from any recognized Institution.

3.2.3 SALARY SCALE: PTSS 7

3.3 ASSISTANT TUTOR/INSTRUCTOR II HORTICULTURE (1 POST)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other duties assigned to him by his supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Horticulture or equivalent qualification from any recognized Institution.

3.3.3 SALARY SCALE: PTSS 7

3.4 ASSISTANT TUTOR/INSTRUCTOR II AGRICULTURE ENGINEERING (1 POST)

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other duties assigned to him by his supervisor.

3.4.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Agriculture Engineering and Mechanization or equivalent qualification from any recognized Institution.

3.4.3 SALARY SCALE: PTSS 7

3.5 ASSISTANT TUTOR/INSTRUCTOR II GENERAL AGRICULTURE (1 POST)

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other duties assigned to him by his supervisor.

3.5.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in General Agriculture or equivalent qualification from any recognized Institution.

3.5.3 SALARY SCALE: PTSS 7

3.6 EXAMINATION OFFICER II (1 POST)

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To distribute completed examination scripts for marking;
- ii. To supply all necessary examination papers and stationery;
- iii. To coordinate allocation of invigilators in liaison with Head of Examination Unit,
- iv. To liaise with the Head of Examination Unit on Examinations timetable and suitable accommodation of students during examinations sessions;
- v. To implement approved examinations & certification procedures and processes
- vi. To compile examination information of all students;
- vii. To coordinate certification systems and issuing of certificates;
- viii. To deal with attendance and absence problems at Campus level; and

- ix. To perform any other duties as may be assigned by the supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Education in Science with ICT or equivalent qualifications from recognized institutions.

3.6.3 SALARY SCALE: PGSS 6

3.7 TECHNICIAN II ELECTRICAL (1 POST)

3.7.1 DUTIES AND RESPONSIBILITIES

- i. Identifying and carrying out routine, periodical and preventive maintenance on electrical power supply systems, plumbing works and other small civil works;
- ii. Identifying and planning requirements of tools, equipment and plants for power supply of the Institute;
- iii. Advising on the economic use and safety of power and water supply;
- iv. Liaising with water and electricity utilities companies for bills and usage;
- v. Maintaining that provision of additional facilities are in accordance with set standards, regulations, economy and safety;
- vi. Carrying out installation of water and power supply facilities whenever required; and
- vii. Performing any other related duties as may be assigned by Supervisor.

3.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Electrical Installation or equivalent qualifications from a recognized institution.

3.7.3 SALARY SCALE: PGSS 5

3.8 TUTOR/INSTRUCTOR II AGRI-BUSINESS (2 POSTS)

3.8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;

- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

3.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agri-business or equivalent qualification from any recognized Institution.

3.8.3 SALARY SCALE: PTSS 10.

3.9 TUTOR/INSTRUCTOR II MECHANICAL ENGINEERING (1 POST)

3.9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

3.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering or equivalent qualification from any recognized Institution.

3.9.3 SALARY SCALE: PTSS 10

3.10 TUTOR/INSTRUCTOR II LABORATORY SCIENCE & TECHNOLOGY (1 POST)

3.10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;

- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

3.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Laboratory Science &Technology or equivalent qualification from any recognized Institution.

3.10.3 SALARY SCALE: PTSS 10

3.11 TUTOR/INSTRUCTOR II AGRONOMY (1POST)

3.11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

3.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agronomy or equivalent qualification from any recognized Institution.

3.11.3 SALARY SCALE: PTSS 10

3.12 TUTOR/INSTRUCTOR II CHEMICAL PROCESSING ENGINEER (2 POSTS)

3.12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and

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

3.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chemical Processing Engineer or equivalent qualification from any recognized Institution.

3.12.3 SALARY SCALE: PTSS 10

4.0 REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)

Registration Insolvency and Trusteeship Agency (RITA) was officially launched on the 23rd of June 2006 and replaced what was known as the Administrator Generals Chambers, Ministry of Justice and Constitutional Affairs.

It is an Executive Agency under the Attorney Generals Chambers in the Ministry of Justice and Constitutional Affairs. The Registration Insolvency and Trusteeship Agency (RITA) aims at effective and efficient management of information on key life events, incorporation of trustees, safeguarding properties under trust, of deceased persons, insolvents, and minors to enable the law to take its course.

4.1 REGISTRATION ASSISTANT II (18 POSTS)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To register marriage, births, deaths and bond unions and keep their records;
- ii. To collect marriage, births, deaths and bond unions' fees and keep records;
- iii. To prepare marriage, births, and bond unions' index for districts and regions;
- iv. To prepare advertisements for inheritance processes and arrangements to be advertised in the Government's gazette;
- v. To maintain and keep court diary and remind the Government Lawyers on due dates for cases relating to inheritance issues;
- vi. To keep record of Governments' gazettes and Acts Supplements; and
- vii. To direct citizens on how inheritance processes are conducted.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in Law from a recognized institution.

4.1.3 SALARY SCALE; TGS C

5.0 GEOLOGICAL SURVEY OF TANZANIA (GST)

The Geological Survey of was transformed into a Government executive agency in 2005 established under the Executive Agencies Act No 30 of 1997 and was officially launched as a Government Agency on 23 June 2006 under the name Geological Survey of Tanzania (GST).

In July 2017, the Government of Tanzania amended the Mining Act of 2010 through the Written Laws (Miscellaneous Amendments) Act, No. 7 of 2017. Through the amendment, new functions were initiated on top of the other functions of GST described by the Mining Act 2010. To capture the new/additional functions, the existing functions and organization structure of GST was reviewed to enhance its capacity in order to deliver services efficiently and effectively.

5.1 GEOLOGIST II – 10 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. Recording and keeping geo-scientific specimens, data and information in regional mapping, mineral exploration, environmental and geo-technical studies;
- ii. Preparing drafts of technical reports and geo-maps;
- iii. Assisting in conducting geo-scientific studies (map preparation, sampling, sample analysis and geo-data analysis);
- iv. Operating and maintaining technical instruments and equipment;
- v. Supervising technicians in mineral exploration, geological mapping and geo scientific research programmes; and
- vi. Performing any other official duties as may be assigned by the immediate Supervisor.

5.1.2 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Geology/Geo-physics/Geo-Chemistry or equivalent qualifications from a recognized Institution. Must be computer literate.

5.1.3 SALARY SCALE – GSTS 4

5.2 TECHNICIAN II (GEOLOGY) - 2 POSTS

5.2.1 DUTIES AND RESPONSIBILITIES

- i. Supervising assistant Technicians in the field;
- ii. Mobilizing and maintaining field gear;
- iii. Planning and maintaining field camp;
- iv. Conducting sampling, sample handling and sample sorting;
- v. Preparing observation profiles;
- vi. Assisting Geologists in conducting Geo-scientific surveys; and
- vii. Performing any other official duties assigned by his immediate Supervisor.

5.2.2 QUALIFICATION AND EXPERIENCE

Holder of Full Technicians Certificate (FTC) or Diploma in Geology/Mineral Exploration or equivalent in the relevant field from a recognized Institution.

5.2.3 SALARY SCALE – GSTS 3

5.3 TECHNICIAN II (CARTOGRAPHER) – 4 POSTS

5.3.1 DUTIES AND RESPONSIBILITIES

- i. Supervising assistant Technicians to ensure proper cartographic work;
- ii. Assisting Geologists in cartographic work;
- iii. Preparing, servicing and calibrating cartographic equipment;
- iv. Operating cartographic equipment and keeps proper records of the data; and
- v. Performing any other official duties assigned by his immediate Supervisor.

5.3.2 QUALIFICATION AND EXPERIENCE

Holder of Full Technicians Certificate (FTC) or Diploma in one of the following fields: Cartography, Information Technology or equivalent in the relevant field from a recognized Institution.

5.3.3 SALARY SCALE – GSTS 3

5.4 TECHNICIAN II (MINERAL LABORATORY) - 6 POSTS

5.4.1 DUTIES AND RESPONSIBILITIES

- i. Supervising Assistant Technicians (Mineral Laboratory);
- ii. Preparing reagents and apparatus for analytical, petrography and mineral processing works;
- iii. Receiving samples from clients;
- iv. Conducting micrometric and gravimetric analysis;
- v. Keeping in good custody the laboratory equipment;
- vi. Receiving and stores laboratory chemicals/reagents;
- vii. Assisting in preparing technical reports on works done;
- viii. Measuring chemical, physical and optical properties of rocks and minerals;
- ix. Preparing samples for chemical, petrographic, mineralogical and mineral processing studies;
- x. Assisting in conducting batch mineral processing tests; and
- xi. Performing any other official duties assigned by his immediate Supervisor.

5.4.2 QUALIFICATION AND EXPERIENCE

Holder of Full Technicians Certificate (FTC) or Diploma in one of the following fields: Geology, Mineral Exploration or equivalent in the relevant field from a recognized Institution.

5.4.3 SALARY SCALE – GSTS 2

GENERAL CONDITIONS:

- i. All applicants must be citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Professional Registration and Training Certificates from respective
 - Registration or Regulatory Bodies, (where applicable).
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
- Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **13th 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**