

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.AC.109/274/01/88

22nd October, 2024

VACANCY ANNOUNCEMENT

On behalf of Tanzania Broadcasting Corporation (TBC), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill twenty-five (25) vacant as mentioned below.

1.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Televisheni ya Taifa (TVT) which was established in 1999.

1.1 ENGINEER GRADE II (TELECOMMUNICATION) – 8 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To carryout technical operations, installation, servicing and maintenance of Radio and Television equipment;
- ii. To prepare cost estimate for electronics and Telecommunications projects and maintenance works and Equipment;
- iii. To prepare technical reports;

- iv. To prepare cost estimates and bill of quantities pertaining to electronics works for electronics and Telecommunications installation system;
- v. To conduct Site inspections and prepare site inspection reports;
- vi. To carry out regular inspection for preventive maintenance of electronics and Telecommunication systems, electronic appliances and machinery;
- vii. To establish and implementing preventive maintenance plans for the Corporation's facilities;
- viii. To conduct Technical Site Survey;
- ix. To assist in developing and modifying technical tasks as required; and
- x. To perform any other duties as assigned by Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electronics and Telecommunications Engineering, Electronics and Electrical Engineering or its equivalent from a recognised Institution and must be registered with respective Professional Board as Graduate Engineer.

1.1.3 SALARY SCALE TBCSS – 5.

2.0 ICT OFFICER GRADE II (STANDARDS AND COMPLIANCE) - 1 POST

2.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement ICT Standards and Guidelines;
- ii. To monitor compliance to local and international Standards and Guidelines;
- iii. To coordinate the Preparation of hardware and Software Specifications ICT implementation;
- iv. To study and evaluate new global trends in ICT Standards and Practices;
- v. To plan and execute compliance audit and prepare reports.
- vi. To raise awareness to users on ICT Standards and Guidelines
- vii. To identify valuable data sources and automate collection processes.
- viii. To undertake preprocessing of structured , semi structured and Unstructured data:

- ix. To coordinate the designing, building and deployment of business intelligence (BI) solutions (e.g reporting tools) and tools to store data (e.g OLAP cubes)
- x. To analyze large amount of information to discover trends and patterns;
- xi. To present information using data visualization techniques;
- xii. To initiate solution and strategies to business challenges;
- xiii. To perform Data translation and produce useful reports;
- xiv. To assess the effectiveness, quality and accuracy of new data sources and data gathering techniques;
- xv. To develop tools to monitor and analyses system performance and data accuracy;
- xvi. To monitor performance against targets for various system and business metrics.

2.2 OTHER REQUIRED SKILLS

Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) and Information Technology Risk Management/Governance is preferred.

2.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following field: Computer Science, Information Technology, Computer Engineering or its equivalent from a recognised Institution. Possession of recognized Information System certifications such as CISA, CISM, CISSP, CEH, TOGAF and CCNA will be an added advantage. Knowledge on e-Government Standards and Guidelines, Auditing and cyber Laws will be an added advantage.

2.2.2 SALARY SCALE TBCSS – 5

3 ICT OFFICER GRADE II (APPLICATION ADMINISTRATOR) - 1 POST

3.2 DUTIES AND RESPONSIBILITIES

- i. To specialize in technical administration and maintenance of Radio and Television Broadcasting Applications;
- ii. To install, upgrade, and maintenance application systems;
- iii. To configure, monitor, tuning, and troubleshoot the application server's technical environment;
- iv. To schedule and execute the move of application system code or configuration changes from development / test server to production server;
- v. To release management for application servers;
- vi. Service request management for the software applications servers;
- vii. To design connectivity of TBC various applications with external systems;
- viii. To optimize and analyze the applications performance issues;
- ix. To patch management and patch testing the application systems;
- x. To ensure the delivery of communications and collaboration services (includes email, internet and intranet);
- xi. The applications Technical Requirements capturing & testing;
- xii. Disaster Recovery replication of the application systems; and
- xiii. To perform any other duties as may be assigned his superiors.

3.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following field: Computer Science, Information Technology, Computer Engineering or its equivalent from a recognised Institution. Knowledge in AVRA Radio Broadcasting, SI Media Television Broadcasting, and Davinci Studio will be an added advantage.

3.2.2 SALARY SCALE TBCSS – 5

4 ICT OFFICER GRADE II (DATABASE ADMINISTRATOR) - 1 POST

4.2 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tablets, views, procedures functions triggers etc;
- ii. To perform database performance optimization and tuning;
- iii. To perform administration of systems and database, servers' virtualization and server infrastructure;
- iv. To manage security aspects to the assigned system, database, integrity control, related record and documents;
- v. To Install, upgrade and maintenance of software application and database;
- vi. To maintain, administrate, monitor, problem management and production for databases;
- vii. To undertake daily maintenance, testing, backup, and recovery of system and databases;
- viii. To apply patches and upgrade of system and database;
- ix. To install, configure, operate, upgrade and maintain assigned system hardware, software and infrastructure;
- x. To provide appropriate infrastructure technology solution to support operations;
- xi. To assist in Management of hardware devices, licensing and all programs as assigned;
- xii. To produce database reports when requested; and
- xiii. To ensure high – availability of systems and services.

4.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following field: Computer Science, Information Technology, Computer Engineering or its equivalent from a recognised Institution. Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration, Replication and Mirroring- Virtual Private Networks and Network Security is preferred. Knowledge on different server hardware and storage technologies (HP, Sun, Oracle, Dell, IBM etc.) and planning servers

resource optimization and usage based on best practices is preferred. Experience in operating large server infrastructure is preferred.

4.2.2 SALARY SCALE TBCSS – 5

5 ICT OFFICER GRADE II (NETWORK ADMINISTRATOR) - 1 POST

5.2 DUTIES AND RESPONSIBILITIES

- i. To perform network design and capacity planning;
- ii. To conduct research on network products, services, protocols, and standards in support of network procurement and development efforts;
- iii. To install and maintain network file servers and network operating systems; to ensure that backup copies of all files are routinely made and securely stored at separate location; maintains system documentation;
- iv. To provide second level technical support to users concerning network system operations;
- v. To diagnose problems with network equipment and performs equipment repair or upgrades when appropriate;
- vi. To install, configure, and maintain multi-user software to be accessed from file servers;
- vii. To administer and maintain end user accounts, permissions, and access rights;
- viii. To install, configure, and maintain network cabling and other networking equipment such as routers, switches, and firewall;
- ix. To oversee installation, configuration, maintenance, and troubleshooting of network connected end-user hardware, software, and peripheral devices;
- x. To manage security solutions, including firewall, anti-virus, and intrusion detection systems;
- xi. To assist System Administrator with maintenance of VOIP phone system; and
- xii. To perform any other duties as assigned by Supervisor.

5.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following field: Computer Science, Information Technology and Computer Engineering or its equivalent from a recognised Institution.

5.2.2 SALARY SCALE TBCSS – 5

6 JOURNALIST GRADE II – 5 POSTS

6.2 DUTIES AND RESPONSIBILITIES

- i. To gather and writes news and stories;
- ii. To write scripts and continuities and prepares programmes for radio and television products;
- iii. To collect, reports and comments on news and current affairs for broadcasting by radio or television;
- iv. To interview politicians and other public figures at press conferences and on occasions, including individual interviews recorded for radio or television;
- v. To write editorials and selects, revises, arranges and edits submitted articles and other materials for broadcasting on radio or television;
- vi. To write advertising copy promoting particular products or services;
- vii. To select, assemble and prepare publicity materials about business or other organizations for being broadcast through radio, television or other media;
- viii. To provide professional and technical support to other junior reporters/journalists; and
- ix. To perform any other duties as may be assigned by the Supervisor.

6.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: - Journalism, Mass Communication or TV/Film Production from a recognized Institution. Knowledge in word processing, graphics, photographing, photo-editing and video shooting is an added advantage. Computer skills are essential.

6.2.2 SALARY SCALE TBCSS – 4

7 EDITOR GRADE II – 8 POSTS

7.2 DUTIES AND RESPONSIBILITIES

- i. To assist in technical duties related to editing of motion pictures;
- ii. To keep standard of good work in video/film editing;
- iii. To edit TV productions to achieve the desired optimum effect consonant with producers goals;
- iv. To undertake logging of pictures, rough cutting according to script and sound editing then produce the final release print;
- v. To assemble video tapes;
- vi. To select sound to enhance video programme and synchronise with the pictures;
- vii. To operate linear and non-linear editing equipment in the formation of composite programme material from separate recordings; and
- viii. To perform any other duties as may be assigned by Supervisor.

7.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Theatre Arts, Journalism, Fine arts, Mass communication or its equivalent from a recognised Institution.

7.2.2 SALARY SCALE TBCSS – 4

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 **4rd November, 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**