

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA.9/259/01/B/126

20th February, 2025

VACANCY ANNOUNCEMENT

On behalf of the National Institute of Transport (NIT), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill thirty-one (31) vacant posts mentioned below.

1.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an Autonomous Higher Learning Institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

1.1 FLIGHT INSTRUCTOR II - 1 POST (RE-ADVERTISED)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in training of student pilots under close supervision;
- ii. To assist in conducting briefing and debriefing for students' pilots under close supervision;
- iii. To assist in conducting tutorial and practical exercises for student pilots under close supervision;
- iv. To assist in preparation of lessons for theoretical, simulator and flight exercises;
- v. To assist in monitoring students during flight checks; and
- vi. To perform any other related duties as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination or Ordinary Certificate of Secondary Education Examination plus valid CPL with ME and IR in Aircraft Category used for training, recognized by TCAA. Must has logged a total of 250 hours of which a minimum of 150 as PIC on the Aircraft type used for training. Possession of Flight Instructor Rating will be an added advantage.

1.1.3 SALARY SCALE - FAVS 4.1

1.2 CABIN CREW INSTRUCTOR II - 1 POST (RE-ADVERTISED)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting cabin crew training;
- ii. To Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare material for practical exercises;
- iv. To conduct examination and submits results;
- v. To participate in research work;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other related duties as may be assigned by the supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination plus a certificate of completion for Cabin Crew Ab-Initio Course with a valid Cabin Crew License, recognized by TCAA. Possession of vast experience as an Airline Cabin Crew and/or certificate of completion for Cabin Crew Instructor Course, recognized by TCAA, will be highly considered. The candidate possesses Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Transport Management, Tourism Management, Hospitality Management, International Relation and Diplomacy or Business Administration with a GPA of not less than 3.5 from a recognized institution will be an added advantage.

1.2.3 SALARY SCALE- FAVS 1 .1

1.3 AIRCRAFT MAINTENANCE INSTRUCTOR II - 1 POST (RE-ADVERTISED)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in development and review of curricula;
- ii. To assist in planning, design and review training programmes;
- iii. To prepare lessons for aircraft maintenance engineering;
- iv. To prepare training programmes;
- v. To prepare learning resources;
- vi. To plan and design training exercises for aircraft maintenance engineering students;
- vii. To assist in training of aircraft maintenance engineering trainees;
- viii. To conduct tutorial and practical exercises for aircraft maintenance engineering trainees under close supervision;
- ix. To prepare material for practical exercises;
- x. To assist in conducting research, consultancy, and community services;
- xi. To plan for preventive maintenance for aircraft engines system components, tools and hanger; and
- xii. To perform any other related duties as may be assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in one of the following fields: - Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science with a GPA of not less than 3.5 from a recognized institution plus a valid Aircraft Maintenance Engineers License (AMEL) recognized by TCAA.

1.3.3 SALARY SCALE- FAVS 3 .1

1.4 FLIGHT OPERATIONS INSTRUCTOR II - 1 POST (RE-ADVERTISED)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in training of Flight Operations trainees;
- ii. To assist in conducting tutorial and practical exercises for Flight Operations trainees under close supervision;
- iii. To prepare material for practical exercises; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination plus certificate of completion for Flight Operations Officer Course with a valid Flight Operations Officer License, recognized by TCAA. Possession of a vast experience as a flight operations officer in an airline and/or certificate of completion of Instructional Techniques Course, recognized by TCAA will be highly considered. Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Meteorology or Transport Management with a GPA of not less than 3.5 from a recognized institution will be an added advantage.

1.4.3 SALARY SCALE- FAVS 2.1

1.5 AIRCRAFT MAINTENANCE TECHNICIAN II - 1 POST (RE-ADVERTISED)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting aircraft maintenance engineering training;
- ii. To assist in conducting tutorial and practical exercises for students in the department under close supervision;
- iii. To prepare material for practical exercises;
- iv. To assist students in building up their practical projects;
- v. To conduct examinations and submits results;
- vi. To participate in research work;
- vii. To construct, manufacture, fabricate and prepares teaching aids;
- viii. To carry out consultancy and service job assignments under close supervision;
- ix. To assist in conducting aircraft maintenance under supervision of Licenced Engineers;
- x. To attend hangar duties as assigned by the Hanger supervisor;
- xi. To perform aircraft checks under supervisor; and
- xii. To perform any other related duties as may be assigned by the supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Diploma in one of the following fields: - Aircraft

Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, Aerospace Science, Mechanical Engineering, Electrical, Electronics and Telecommunications Engineering, from recognized Institution plus a Certificate of completion in aircraft workshop course approved by TCAA. Possession of Aircraft Maintenance Engineers Licence (AMEL) recognized by TCAA will be an added advantage.

1.5.3 SALARY SCALE- FAVS 2.1

1.6 ASSISTANT LECTURER IN LOGISTICS AND TRANSPORT MANAGEMENT - 5 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in any of the following specializations; Logistics and Transport Management; International Transport and Logistics Management; International Logistics and Transport Management; Air Transport Management; Rural and Urban Transport Management; Rail Transport Management; or Maritime Logistic and Shipping Management with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Logistics and Transport Management or Road and Rail Transport Management with GPA of not less than 3.5 from recognized Institution.

1.6.3 SALARY SCALE- PHTS 2.1.

1.7 ASSISTANT LECTURER IN MECHANICAL ENGINEERING - 2 POSTS (RE-

ADVERTISED)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Energy Systems, Thermodynamics or power plants and Mechanical Engineering specialization in Materials Science and Engineering or Production Engineering with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Mechanical Engineering with GPA of not less than 3.5.

1.7.3 SALARY SCALE- PHTS 2.1.

1.8 ASSISTANT LECTURER IN ROAD AND RAILWAY TRANSPORT MANAGEMENT - 2 POSTS (RE-ADVERTISED)

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in any of the following specializations;

Logistics and Transport Management; International Transport and Logistics Management; International Logistics and Transport Management; Air Transport Management; Rural and Urban Transport Management; Rail Transport Management; or Maritime Logistic and Shipping Management with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Logistics and Transport Management or Road and Rail Transport Management with GPA of not less than 3.5 from recognized Institution.

1.8.3 SALARY SCALE- PHTS 2.1.

1.9 ASSISTANT LECTURER IN CUSTOMS MANAGEMENT - 1 POST (RE-ADVERTISED)

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

The candidate should possess a Master's degree in any of the following specializations: Customs Administration, Shipping and Port Management, Shipping Economics and Logistics with GPA of not less than 3.8 and Holder of a Bachelor's degree (NTA Level 8) in Customs Administration, Shipping and Port Management, Shipping Economics and Logistics with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

1.9.3 SALARY SCALE- PHTS 2.1.

1.10 ASSISTANT LECTURER IN PORT MANAGEMENT - 1 POST (RE-ADVERTISED)

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.10.2 QUALIFICATION AND EXPERIENCE

The candidate should possess a Master's degree in any of the following specializations: Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.8 and Bachelor's degree in Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the Chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

1.10.3 SALARY SCALE- PHTS 2.1.

1.11 ASSISTANT LECTURER IN PROCUREMENT AND TRANSPORT MANAGEMENT - 1 POST (RE-ADVERTISED)

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.11.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.8 and Bachelor Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.5 from a recognized institution.

1.11.3 SALARY SCALE- PHTS 2.1.

1.12 ASSISTANT LECTURER IN ACCOUNTING AND TRANSPORT FINANCE - 2 POSTS (RE-ADVERTISED)

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.12.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master Degree in Accounting, Accounting and Finance, Business Administration in Accounting, with a GPA of not less than 3.8 and Bachelor Degree in Accounting and Transport Finance, Accounting and Finance, Accounting with GPA not less than 3.5 from a recognized institution.

1.12.3 SALARY SCALE- PHTS 2.1.

1.13 ASSISTANT LECTURER IN BUSINESS ADMINISTRATION - 2 POSTS (RE-ADVERTISED)

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.13.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Business Administration specializing in Marketing or Entrepreneurship with G.P.A of not less than 3.8, and Bachelor Degree in Business Administration specializing in Marketing or Entrepreneurship with G.P.A not less than 3.5 from a recognized institution.

1.13.3 SALARY SCALE- PHTS 2.1.

1.14 ASSISTANT LECTURER IN RECORDS, ARCHIVES AND INFORMATION - 1 POST (RE-ADVERTISED)

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.14.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree and Master's degree in Records, archives and information management, Record and archive management or Public Administration in Records and archives Management with minimum GPA of 3.8 in masters and less than 3.5 in Bachelor degree from a recognized institution.

1.14.3 SALARY SCALE- PHTS 2.1.

1.15 ASSISTANT LECTURER IN COMPUTER NETWORKING - 1 POST (RE-ADVERTISED)

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.15.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Computer Science or Information Technology or Telecommunication or Electronics Science with G.P.A of not less than 3.8, and Bachelor Degree in Computer Science or Information Technology or Telecommunication or Electronics Science with a G.P.A not less than 3.5 at from a recognized institution.

1.15.3 SALARY SCALE- PHTS 2.1.

1.16 ASSISTANT LECTURER IN INFORMATION SECURITY - 2 POSTS (RE-ADVERTISED)

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.16.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security with G.P.A of not less than 3.8 and Bachelor Degree in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security with a G.P.A not less than 3.5 at from a recognized institution.

1.16.3 SALARY SCALE- PHTS 2.1.

1.17 ASSISTANT LECTURER IN HIGHWAY/STRUCTURAL ENGINEERING - 1 POST (RE-ADVERTISED)

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.17.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Highway Engineering or Structural Engineering with GPA of not less than **3.8** and Bachelor Degree in Civil Engineering with G.P.A of not less than 3.5 from any recognized Institution.

1.17.3 SALARY SCALE- PHTS 2.1.

1.18 ASSISTANT LECTURER IN ELECTRICAL ENGINEERING - 1 POST (RE-ADVERTISED)

1.18.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To performs any other duties assigned by Supervisor.

1.18.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Electrical Engineering or Electrical and Electronics Engineering with GPA of not less than 3.8 and Bachelor Degree in Electrical Engineering with G.P.A of not less than 3.5 from any recognized Institution.

1.18.3 SALARY SCALE- PHTS 2.1.

1.19 ASSISTANT LECTURER IN MARITIME LAW - 1 POST (RE-ADVERTISED)

1.19.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

1.19.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Law specializing in Maritime Law OR International Maritime Law with G.P.A of not less than 3.8 and Bachelor Degree in Law with a G.P.A not less than 3.5 from a recognized institution.

1.19.3 SALARY SCALE- PHTS 2.1.

1.20 TUTORIAL ASSISTANT IN PIPELINES WORKS - 1 POST (RE- ADVERTISED)

1.20.1 DUTIES AND RESPONSIBILITIES

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

1.20.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in one of the following fields; Petroleum Engineering, Oil and Gas Engineering, and Petroleum geology with GPA not less than 3.5 from any recognized Institution. Possession of certificate of competence in pipeline is an added advantage.

1.20.3 SALARY SCALE- PHTS 1.1.

1.21 TUTOR II IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING - 1 POST (RE ADVERTISED)

1.21.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Practical Skills Training;
- ii. To deliver classroom instruction;
- iii. To develop curriculum;
- iv. To ascertain compliance with safety requirements at all times during training;
- v. To develop and review training programs;
- vi. To conduct examinations and submits results;
- vii. To assist in undertaking research;
- viii. To support conduction of research and consultancy works;
- ix. To provide on the job training to junior staff; and
- x. To perform any other duties as may be assigned by a supervisor.

1.21.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Electronics and Telecommunication Engineering with a GPA of not less than 3.5 from any recognized Institutions.

1.21.3 SALARY SCALE- PTSS 10.1.

1.22 TUTORIAL ASSISTANT IN MECHANICAL ENGINEERING – 1 POST

1.22.1 DUTIES AND RESPONSIBILITIES

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

1.22.2 QUALIFICATIONS AND EXPERIENCE

The candidate should possess Bachelor degree (NTA Level 8) in Mechanical Engineering with GPA of not less than 3.5 from any recognized Institution.

1.22.3 SALARY Scale: PHTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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 who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **02nd March, 2025.**
- xiv. Only short-listed candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**)*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**