

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/123

08 February, 2025

VACANCY ANNOUNCEMENT

On behalf of Tanzania Agricultural Research Institute (TARI), The National Irrigation Commission (NIRC), National Sugar Institute (NSI), the Energy and Water Utilities Regulatory Authority (EWURA) and Mzinga Corporation, the Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **seventy six (76)** vacant post as mentioned below;

1.0 TANZANIA AGRICULTURAL RESEARCH INSTITUTE (TARI)

The Tanzania Agricultural Research Institute (TARI) established under the Tanzania Agricultural Research Institute CAP 51 as a semi-autonomous body of the Government under the Ministry responsible for Agriculture. It is a body corporate that is responsible for conducting, promoting, regulating and coordinating all agricultural research activities in the Mainland of Tanzania.

1.1 RESEARCH ASSISTANT – (LABORATORY SCIENCE) – 3 POSTS

1.2 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;

- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

1.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chemistry from a recognized Institution/University by the Government with GPA of Upper second class

1.2.2 SALARY SCALE – PRSS 1

1.3 RESEARCH ASSISTANT – NUTRITION – 3 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other duties as may be assigned by a **supervisor**.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Food Science and Technology, Home Economics and Human Nutrition or Human Nutrition from a recognized Institution/University with GPA of an Upper second class

1.3.3 SALARY SCALE – PRSS 1

1.4 RESEARCH ASSISTANT – POST - HARVEST MANAGEMENT – 9 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a **supervisor**.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields, Bio Process and Post-Harvest Engineering or Post-Harvest Management, or equivalent qualifications from a recognized Institution/University with GPA of upper second

1.4.3 SALARY SCALE – PRSS 1

2.0 THE NATIONAL IRRIGATION COMMISSION (NIRC)

The National Irrigation Commission (NIRC) is established under the National Irrigation Act (Cap 435) as an Independent Department of the Government under the Ministry responsible for irrigation. It was inaugurated in September, 2015.

2.1 AGRICULTURAL ENGINEER II – IRRIGATION (5 POSTS)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Identify irrigation potential areas in collaboration with Local Government Authorities;
- ii. To prepare irrigation project feasibility studies, detailed designs and tender documents;
- iii. To undertake data collection for irrigation data bank;
- iv. To prepare design and plans for the utilization of ground water and rain water resource for irrigation purposes;
- v. To promote the use of water saving irrigation technologies and use of renewable energies for irrigation and drainage purposes;
- vi. To identify irrigation potential areas in collaboration with Local Government Authorities;
- vii. To promote climate smart agriculture in irrigation and drainage;
- viii. To undertake adaptive and applied research on various irrigation and drainage issues; and
- ix. To perform any other official duties as may be assigned by a supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in following fields: Agricultural Engineering, Irrigation Engineering, Water Resource and Irrigation Engineering from recognized Institution/University by the Government and must be registered by Engineers Registration Board (ERB) as a Graduate Engineer.

2.1.3 SALARY SCALE – TGS E

2.2 AGRICULTURAL ENGINEER II – CIVIL (4 POSTS)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To maintain day to day quality of irrigation and drainage infrastructure;
- ii. To construct and rehabilitate irrigation and drainage works as per standards and specifications;
- iii. To set standard and disseminate construction specifications;
- iv. To integrate environmental and social safeguards in irrigation and drainage construction/ rehabilitation works;
- v. To undertake supervision and contract management for construction or rehabilitation works of irrigation and drainage infrastructure;
- vi. To assist in provision of technical support to private sector on irrigation and drainage construction techniques;
- vii. To undertake data collection for irrigation data bank for contractors undertaking irrigation and drainage works; and
- viii. To perform any other official duties as may be assigned by a supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in following fields: Civil and Irrigation Engineering, Civil Engineering from recognized Institution/University by the Government and must be registered by Engineers Registration Board (ERB) as a Graduate Engineer.

2.2.3 SALARY SCALE – TGS E

2.3 PLANT OPERATOR II (4 POSTS)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To operate earth moving machines under supervision of the experienced Plant Operator;
- ii. To set different measures required for the work performed and how directed by the supervisor;
- iii. To undertake minor maintenance and provide report on the machine default detected;
- iv. To keep and update records of Log books on fuels, grease and spare parts and
- v. To perform any other duties as may be assigned by supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) and Driving License Class F or G capable of operating motor grader, excavator, bulldozer, heavy duty tracks and backhoe and its maintenance with experience of operating those machines for at least three hundred (300) hours or three (3) months without causing any accident.

2.3.3 SALARY SCALE - TGOS A

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 LIBRARY ASSISTANT II (1POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To receive new materials
- ii. To circulate of work-related duties.
- iii. To handle simple enquiries from readers
- iv. To undertake bibliographical searching.
- v. To perform more routine and clerical duties e.g. attending enquiries from readers, bibliographical searching;
- vi. To collect library statistics.
- vii. To perform any other related duties as may be assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution. The candidate must be computer literate

3.1.3 SALARY SCALE: PGSS 3

4.0 THE ENERGY AND WATER UTILITIES REGULATORY AUTHORITY (EWURA)

The Energy and Water Utilities Regulatory Authority (EWURA) is an autonomous multi-sectoral regulatory authority established by the EWURA Act Cap 414-2006 of the laws of Tanzania and its amendments EWURA Act – R.E 2006, Amendment Act No. 16 of 2007, Amendment Act No. 13 of 2008, Amendments No.6 of 2019 and Amendment Act No. 5 of 2022. The Authority is responsible for technical and economic regulation of the electricity, petroleum, natural gas and water sectors in Tanzania pursuant to Cap 414 and sector legislation.

4.1 LIBRARY OFFICER II (1 POST)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide inputs in preparing and implementing Library procedures, regulations and rules.
- ii. To assist in managing the Public Access Registry (PAR).
- iii. To assist in devising proper selection method of books, periodicals and Audio Visual materials for the EWURA library.
- iv. To assist in devising procedures for receiving and recording books, periodicals and other publications for both the library and Public Access Registry.
- v. To assist in preparing and maintaining an Accession Register of all library materials.
- vi. To prepare and update both the physical and electronic library catalogue and the Public Access Register.

- vii. To undertake classification and cataloguing of library materials as procure prior to use.
- viii. To assist library users/officers in searching and retrieving information from the collection.
- ix. To issue, receive and record circulation of books, periodicals and other library materials.
- x. To carry out proper shelving of books and periodicals and other library and the Public Access Register materials.
- xi. To perform any other duties as assigned by superiors
- xii. To check bibliography, classifications, cataloging and indexing.
- xiii. To processes library reference materials to be repaired.
- xiv. To perform any other official duties as may be assigned by superiors.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in one of the following fields: Librarianship, Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from recognized institutions.

4.1.3 SALARY SCALE: EWURA SS 4

5.0 MZINGA CORPORATION

Mzinga Corporation is a Government of Tanzania Institution under the Ministry of Defence and National Service. Vacancies exist at the Corporation's Head Office at Mzinga Corporation and applicants from suitably qualified and competent personnel are invited to apply for the post.

5.1 LABORATORY TECHNICIAN II – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare chemicals and reagents;
- ii. To prepare sampling tools and analytical facilities;
- iii. To collect, prepare and assist in laboratory analysis;

- iv. To maintain records of samples, chemicals and reagents;
- v. To keep in safe custody samples, chemicals and reagents
- vi. To assist data entry of Laboratory and chemical management records; and
- vii. To perform any other duties as may be directed from time to time by his/her supervisors;

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Laboratory Technology from recognized Institution.

5.1.3 SALARY SCALE: PGSS 5

5.2 ASSISTANT VOCATIONAL TEACHER II – 1 POST

5.2.1 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 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;
- iv. 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;
- v. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vi. 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;
- vii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

- viii. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- ix. To perform any other related duties as assigned by his/her superior.

5.2.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma or Full Technician Certificate in Technical Education or Technical Education in Mechanical Engineering

5.2.3 SALARY SCALE: PGSS 5

5.3 TECHNICIAN II (CIVIL) – 1 POST

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct routine repair and regular maintenance of buildings, plumbing and furniture equipment and systems of the Corporation.
- ii. To carry out, independently, specified routine technical tasks that require a higher degree of technical knowledge and skills.
- iii. To implement specified buildings, plumbing and furniture maintenance plans for Corporation facilities.
- iv. To implement specified technical plans and designs connected with repair and maintenance work.
- v. To perform any other related duties as assigned by his/her superior.

5.3.2 QUALIFICATION AND EXPERIENCE

Holder of a Full Technician Certificate (FTC) or Ordinary Diploma in Civil Engineer.

5.3.3 SALARY SCALE: PGSS 5

5.4 TECHNICIAN II (MECHANICAL) – 2 POSTS

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To operate, maintain and assist to repair production machines;
- ii. To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;
- iii. To assist to test equipment for proper operation; and

- iv. To Supervise cleanliness of working tools/equipment and Workshop premises;
- v. To carry out repair and maintenance of Vehicles, Plants and Equipment.
- vi. To undertake technical inspection of Vehicles, Plants and equipment;
- vii. To open and maintain job cards for mechanical works records;

5.4.2 QUALIFICATION AND EXPERIENCE

Holder of a Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering.

5.4.3 SALARY SCALE: PGSS 5

5.5 ARTISAN II (PAINTING) – 1 POST

5.5.1 DUTIES AND RESPONSIBILITIES

- i. To undertake painting works;
- ii. To undertake the planning and control of maintenance activities related to painting;
- iii. To manage the painting workshops;
- iv. To keep painting equipment and tools in good working condition;
- v. To ensure all tools and equipment are maintained and in good working order;
- vi. To work efficiently to meet deadlines, managing time and resources effectively and
- vii. To perform any other related duties as assigned by his/her superior.

5.5.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II certificate in Painting.

5.5.3 SALARY SCALE: PGSS 2

5.6 ARTISAN II (MASONRY & BRICKLAYING) – 2 POSTS

5.6.1 DUTIES AND RESPONSIBILITIES

- i. To undertake masonry and bricklaying works;

- ii. To undertake the planning and control of maintenance activities related to masonry and bricklaying;
- iii. To manage the masonry and bricklaying workshops;
- iv. To keep masonry and bricklaying equipment and tools in good working condition;
- v. To undertake the planning and control of maintenance activities related to masonry and bricklaying;
- vi. To perform any other related duties as assigned by his/her superior

5.6.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II certificate in Masonry and Bricklaying.

5.6.3 SALARY SCALE: PGSS 2

5.7 ARTISAN II (FITTER MECHANICS) – 18 POSTS

5.7.1 DUTIES AND RESPONSIBILITIES

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepares equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment;
- ix. To perform any other related duties as assigned by his/her.

5.7.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Fitter Mechanics.

5.7.3 SALARY SCALE: PGSS 2

5.8 ARTISAN II (AIR CONDITION AND REFRIGERATION)– 1 POST

5.8.1 DUTIES AND RESPONSIBILITIES

- i. Install heating /AC/refrigeration equipment and or systems as per instruction
- ii. To execute preventive maintenance as per scheduled and routine maintenance.
- iii. To troubleshoot equipment and or systems failure and do remedy
- iv. To execute breakdown maintenance at any time required
- v. To perform any other related duties as assigned by his/her superior

5.8.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Air Condition and Refrigeration.

5.8.3 SALARY SCALE: PGSS 2

5.9 ARTISAN II (MOTOR VEHICLE MECHANICS) – 6 POSTS

5.9.1 DUTIES AND RESPONSIBILITIES

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepares equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;

- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment;
- ix. To perform any other related duties as assigned by his/her superior.

5.9.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Motor Vehicle Mechanics.

5.9.3 SALARY SCALE: PGSS 2

5.10 ARTISAN II (PANEL BEATING AND PAINTING) – 2 POSTS

5.10.1 DUTIES AND RESPONSIBILITIES

- i. To provide proper bendings to metal and pipe fabrication,
- ii. To ensure good looking of machines when manufactured and vehicles body during maintenance
- iii. To machine panel and body finishing,
- iv. To make body /machines colour spray. To perform regular maintenance on machines and equipment to ensure optimal functionality.
- v. To adhere to all safety protocols and wear necessary protective gear while working with machines and chemicals.
- vi. To keep accurate records of production processes, material usage, and machine maintenance for reference and future quality control.
- vii. To work with other team members or departments to ensure smooth workflow and meet production deadlines.
- viii. To ensure that the panels to be printed are properly prepared, cleaned, and prepped for the bitting process.
- ix. To use specialized equipment to bit or carve intricate designs, patterns, or specifications onto panels, ensuring accuracy and precision.
- x. To adjust tools and machines to achieve the desired quality of bitting.
- xi. To inspect the bitted panels for any defects or inconsistencies and make necessary adjustments to the process.

- xii. Machine Maintenance: Perform basic maintenance and troubleshooting on bitting machines to ensure smooth operation.
- xiii. To Prepare and set up printing machines, including loading ink, selecting substrates, and adjusting settings.
- xiv. To perform any other related duties as assigned by his/her superior

5.10.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate Panel Beating and Painting.

5.10.3 SALARY SCALE: PGSS 2

5.11 ARTISAN II (WELDING AND FABRICATION) – 3 POSTS

5.11.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To do any other duties as assigned by supervisor.

5.11.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Welding and Fabrication.

5.11.3 SALARY SCALE: PGSS 2

5.12 ARTISAN II (CARPENTRY AND JOINERY) – 4 POSTS

5.12.1 DUTIES AND RESPONSIBILITIES

- i. To undertake carpentry and joinery works;
- ii. To undertake the planning and control of maintenance activities related to carpentry and joinery;
- iii. To manage the carpentry and joinery workshops;

- iv. To keep carpentry and joinery equipment and tools in good working condition;
- v. To undertake the planning and control of maintenance activities related to carpentry and joinery, and
- vi. To maintain and repair valves, pipes, pipe fittings, etc;

5.12.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Carpentry and Joinery.

5.12.3 SALARY SCALE: PGSS 2

5.13 ARTISAN II (TAILORING) – 2 POSTS

5.13.1 DUTIES AND RESPONSIBILITIES

- i. To take customer's measurements using a tape measure.
- ii. To attach labels to customers' garments to prevent any errors
- iii. To modify garments according to customer instructions, which includes tapering pant legs, lining sheer garments, removing pockets, and adding padding.
- iv. To Construct garments for customers based on their design ideas, specifications, and preferences.
- v. To discuss designs, alteration, or repair requirements with customers to ensure that their specifications are met.
- vi. To perform any other related duties as assigned by his/her superior.

5.13.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Tailoring.

5.13.3 SALARY SCALE: PGSS 2

5.14 ARTISAN II (AUTO ELECTRIC) – 2 POSTS

5.14.1 DUTIES AND RESPONSIBILITIES

- i. To repair and maintain automotive vehicles to ensure road worth conditions all the time
- ii. To execute preventive maintenance as per schedule
- iii. Execute breakdown maintenance all the time as necessary
- iv. Identify and diagnose issues with vehicle electrical systems
- v. To read blueprints and other vehicle process drawings

5.14.2 QUALIFICATION AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Auto Electric.

5.14.3 SALARY SCALE: PGSS 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;
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv.** 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.**
- xv.** Deadline for application is **17th February, 2025;**
- xvi. Only short-listed candidates will be informed on a date for interview and;
- xvii. 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**