

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/8

07th December, 2025

VACANCY ANNOUNCEMENT

On behalf of National Land Use Planning Commission (NLUPC), Tanzania Institute of Accountancy (TIA), Institute of Rural Development Planning (IRDP), Eastern Africa Statistical Training Centre (EASTC), Tanzania Rural and Urban Roads Agency (TARURA), Ministry of Culture, Arts and Sports, Tanzania Standard Newspapers (TSN), Tanzania Atomic Energy Commission (TAEC), Copyright Office of Tanzania (COSOTA), The National Kiswahili Council (BAKITA), Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBA), Tanzania Broadcasting Corporation(TBC), Film Board of Tanzania (TFB), Ministry Of Home Affairs, Tanzania Concrete Poles Manufacturing Company (TCPM), Mpanda Urban Water Supply and Sanitation Authority (MPAUWASA), Dar es Salaam Institute of Technology (DIT), National Institute of Transport (NIT)., Arusha Technical College (ATC), Mwalimu Nyerere Memorial Academy (MNMA), Wakala wa Usalama na Afya Mahali pa Kazi (OSHA), Dar-es-Salaam Maritime Institute (DMI), National Construction Council (NCC), Tanzania Building Agency (TBA), National Irrigation Commission (NIC), Tanzania Cooperative Development Commission (TCDC), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), Kibaha Education Centre(KEC), The Institute of Finance Management (IFM), Tanzania Livestock Research Institute (TALIRI) and Livestock Training Agency (LITA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill seven hundred and nineteen (719) vacant posts mentioned below;

1.0 ASSISTANT LAND SURVEYOR II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. Assist in collecting and analysing land use planning data.
- ii. Prepare base map after conducting survey activities
- iii. Maintaining appropriate records of reviewed maps
- iv. Assist in preparation of land use plans at Villages and Districts.
- v. Perform any other duties as may be assigned by supervisors

1.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Land Surveying, Geomatics, Geographical Information System or equivalent qualification from recognized Institution.

1.3 SALARY SCALE

NLUPSS 3/1

2.0 RESEARCH OFFICER II (NATURAL RESOURCE MANAGEMENT) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To perform data collection, analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript for peer review process;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects; vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Natural Resource Management, or equivalent qualifications from any recognized higher learning institution that attained a minimum of an upper second class at Bachelor level.

2.3 SALARY SCALE

PRSS 2/1

3.0 LAND SURVEYOR II - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. Assist in collecting and analysing land use planning data
- ii. Prepare base map after conducting survey activities
- iii. Maintaining appropriate records of reviewed maps
- iv. Assist in preparation of land use plans at Villages and Districts.
- v. Perform any other duties as may be assigned by supervisors

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Land Surveying, Geomatics, Geographical Information System or equivalent qualification from recognized Institution.

3.3 SALARY SCALE

NLUPSS 4/1.

4.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (PROGRAMMER) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To advise on the technical and design aspects of programs development;

- ii. To write program architecture, application models and user interface specifications;
- iii. To develop and perform usability and testing integration and document testing results;
- iv. To develop test procedures and performance assessment requirements;
- v. To implement security guidelines to be incorporated into the program; and
- vi. To implement corrective actions for performance improvements of programs;
- vii. To develop software and various applications using various programming languages

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualifications from a recognized Institution.

4.3 SALARY SCALE

NLUPSS 5/1

5.0 GIS TECHNICIAN II - 11 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. Coding of raw data on source documents by applying established and clearly defined procedures.
- ii. Key in data from source documents
- iii. Assists in reviewing data for accuracy and documentation standards and procedures
- iv. Making analysis and preparation of land use maps.
- v. Assist in preparing guidelines and standards for land use planning maps; and

vi. To perform any other relevant duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields: Geomatics, and Geographical Information System, Urban Regional Planning, Urban Rural Planning, Infrastructure planning qualifications from a recognized institution.

5.3 SALARY SCALE

NLUPSS 3/1

6.0 GIS OFFICER II - 16 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To survey and create land use maps
- ii. To survey, collect and locate land use information in the map using GIS Software
- iii. To compile geographical data from a variety of sources including survey, field observation, satellite imagery, aerial photographs and existing maps.
- iv. To enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography and map scales.
- v. To perform any other duties as may be assigned by the supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Geoinformatics, Geometrics, Urban and Regional Planning, Urban and Rural Planning, Infrastructure planning or equivalent qualifications from a recognized Institution.

6.3 SALARY SCALE

NLUPSS 4/1.

1.0 ASSISTANT LECTURER- MARKETING - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields: Business Administration (Majoring in marketing) or Marketing and Public Relations from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.3 SALARY SCALE

PHTS 2.1

2.0 ASSISTANT LECTURER- MATHEMATICS - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;

- vi. To supervise student's projects;
- vii. To perform any other related duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Mathematics from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

2.3 SALARY SCALE

PHTS 2.1

3.0 ASSISTANT LECTURER - ACCOUNTING AND FINANCE - 3 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercise;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

3.3 SALARY SCALE

PHTS 2.1

4.0 ASSISTANT LECTURER- ECONOMICS - 3 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects;
- vii. To perform any other related duties as may be assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields: Agricultural Economics, Economics, or Statistics from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

4.3 SALARY SCALE

PHTS 2.1

5.0 ASSISTANT LECTURER- HUMAN RESOURCE MANAGEMENT - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research

and consultancy;

- vi. To supervise student's projects;
- vii. To perform any other related duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration or Commerce majoring in Human Resources Management from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

5.3 SALARY SCALE

PHTS 2.1

6.0 ASSISTANT LECTURER- BUSINESS ADMINISTRATION - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields: Accountancy and Finance, Business Administration, Commerce or any other related qualifications from recognized

Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

6.3 SALARY SCALE

PHTS 2.1

7.0 ASSISTANT LECTURER- LAW - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects;
- vii. To perform any other related duties as may be assigned by supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Law majoring in Business Law from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

7.3 SALARY SCALE

PHTS 2.1

8.0 ICT OFFICER II - SYSTEM DEVELOPER - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To design, coding and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.;
- ii. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iii. To design, coding and debugging web and mobile based applications in various software languages;
- iv. To conduct software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. To conduct software testing and quality assurance; vi. To support, maintain and document software functionality;
- vi. To conduct installation and configuration of appropriate application servers based on the application programs to be supported;
- vii. To support, maintain, and preparation of technical and user documentations for various software functionalities;
- viii. To train and support of software users for effective utilization of deployed systems;
- ix. To assist in troubleshooting and resolving routine software application problems;
- x. To conduct software modelling and simulation;
- xi. To conduct front end graphical user interface design/programming;
- xii. To perform tuning, improvement, load balancing, usability, automation;
- xiii. To integrate software with existing systems;
- xiv. To evaluate and identify new technologies for implementation;
- xv. To work closely with analysts, designers and other staff;
- xvi. To produce detailed technical specifications and software code documentation;
- xvii. To conduct production system maintenance and support;
- xviii. To perform any other duties as may be assigned by Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized institutions. Specific on Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python], Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, jQuery Mobile, SAPUI5 Photoshop, and Responsive Web Practical skills on Object Oriented Design and Analysis (OOA and OOD); Hands-on experience with development in Java/JEE environments; Experience in SOAP/REST/Web Services, Application Servers (Apache, Apache Tomcat, WebLogic etc.); Experience in Spring Framework (Spring MVC) and other similar application development frameworks; Hands-on experience with Jenkins, Git, Junit, etc; Experience/knowledge on JSON, XML, and other similar data exchange protocols.; sound knowledge in: Git, Grid System (Sussy Grid), Node JS, AngularJS, Gulp JS, SASS, Twitter Bootstrap, and Bower will be added advantage; Strong knowledge on MySQL and PostgreSQL Database Management Systems. Knowledge on MS SQL Server, Oracle and other DBMS; Possession of a relevant recognized ICT professional certification.

8.3 SALARY SCALE

TIASS 5.1

9.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To handle and word process classified information;
- ii. To receive letters and other forms of correspondence directed to his/her office;
- iii. To receive visitors and directs them to relevant scheduled officers;
- iv. To keep records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To receive calls, files and transmit messages to relevant recipients; vi. To provide information to the relevant scheduled officers;
- vi. To manage/run the office of the Manager he /she is working under;
- vii. To acquire office goods and supplies;
- viii. To collect/receive files and deliver to the addressed Manager;

- ix. To prepare documents for departmental meetings;
- x. To facilitate and service official meetings;
- xi. To report on faulty equipment and follow up on repairs or replacements, and;
- xii. To identify and prepare a list of office requirements and follow up on their acquisition or procurement.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form VI or Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institution.

9.3 SALARY SCALE

TIASS 3.1

10.0 ELECTRICAL TECHNICIAN II - 3 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To solve major electrical fault
- ii. To advise on the economic use and safety of power supply;
- iii. To maintain and ensure proper usage of electrical machine/Generator
- iv. To identify and plan the requirements of tools, equipment and plants for power supply of the Institute/Campus
- v. To ensure full electrical services and preventive maintenance
- vi. To conduct wiring and insulation when necessary; na
- vii. To perform any other duties as may have assigned by supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

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

10.3 SALARY SCALE

TIASS 3.1

11.0 PLUMBER TECHNICIAN II - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To identify and carry out routine, periodical and preventive maintenance on plumbing works and other small civil works;
- ii. To help in identifying requirements for tools equipment for various maintenance works;
- iii. To assist in dealing with water utilities institutes for bill and usage;
- iv. To maintain water facilities in accordance with set standards, regulations, economy and safety;
- v. To carry out installation of water facilities whenever required; and
- vi. To perform any other duties as may have assigned by supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

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

11.3 SALARY SCALE

TIASS 3.1

12.0 DRIVER II - 2 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out transportation of employees on working journeys to different places;
- ii. To ensure that all motor vehicles and allied accessories are kept in custody;
- iii. To inspect motor vehicles prior and after the journey;
- iv. To carry out minor repair and maintenance of the Vehicles;
- v. To keep and update records of Log books;
- vi. To collect and distribute various documents;
- vii. To carry out Vehicle Cleanliness; and
- viii. To perform any other related duties as may be assigned by supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with Driving License Class C or E and Certificates that awarded them respective grades with clean driving record of at least one (1) year without causing any road accident. Having attended Basic Driving Course offered by VETA or from any other recognized Institution.

12.3 SALARY SCALE

TIASS 2.1

13.0 ICT OFFICER II - SYSTEM SECURITY - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement ICT security policies, procedures, standards, and guidelines;
- ii. To support, monitor and assess ICT security compliance in the Government;
- iii. To install, configure and manage of security systems/software;
- iv. To integrate ICT security into day-to-day ICT operational activities and provision of periodic security reports;
- v. To monitor security alerts and incidents, analyze logs and network traffic for suspicious activities using SIEM and other tools;
- vi. To timely handle ICT security incidents;
- vii. To provide security advisory on various security risks, threats and vulnerabilities;
- viii. To perform Vulnerability Assessment and Penetration Testing for systems, network infrastructure and mobile devices to identify vulnerabilities and recommend mitigation strategies;
- ix. To prepare and deliver cyber security trainings to public institutions, and
- x. To perform any other duties as may be assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized institutions. Certification in ICT security field

such as CEH, CIH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP will be an added advantage.

13.3 SALARY SCALE

TIASS 5.1

1.0 ASSISTANT LECTURER - PROJECT PLANNING AND MANAGEMENT - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To prepare learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To supervise students' academic projects
- vi. To prepare module teaching manuals
- vii. To perform any other official duties assigned by relevant authorities

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree in Project Planning and Management. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Project Planning and Management.

1.3 SALARY SCALE

PHTS 2

2.0 ASSISTANT LECTURER - REGIONAL DEVELOPMENT PLANNING - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To prepare learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision

- v. To supervise students' academic projects
- vi. To prepare module teaching manuals
- vii. To perform any other official duties assigned by relevant authorities

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree in Regional Development Planning. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Regional Development Planning.

2.3 SALARY SCALE

PHTS 2

3.0 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

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

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree either in Accountancy, Commerce or Business Administration (Majoring in Accountancy) with a GPA of 3.5 and above.

3.3 SALARY SCALE

PHTS 1

4.0 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Land Valuation or Land Management and Valuation. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.

4.3 SALARY SCALE

PHTS 2.1

5.0 ASSISTANT LECTURER (STATISTICS) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To prepare learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To prepare teaching manual; and
- vi. To perform any other duties as assigned by supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Statistics. The candidate must have a

GPA of at least 3.5 out of 5 in Bachelor Degree.

5.3 SALARY SCALE

PHTS 1.1

1.0 ASSISTANT LECTURER- 1 POST COMPUTER SCIENCE / COMPUTER ENGINEERING - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in corporation with seniors in specific project; ix. To attend workshop, conference and symposium; and,
- x. To perform any other official duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in the relevant fields Computer Science / Computer engineering with a minimum of a GPA of 3.8 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate.

1.3 SALARY SCALE

PHTS 2

2.0 DRIVER II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To drive motor vehicles
- ii. To keep and maintain vehicles and accessories
- iii. To assist in vehicle minor repairs
- iv. To maintain record log – sheets
- v. To collect and dispatch mail and
- vi. To perform any other official duties assigned to you by your senior

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Secondary School Certificate with passes in English and Kiswahili and Class “C” or E Driving license.

2.3 SALARY SCALE

Attractive remuneration package in

1.0 OFFICE MANAGEMENT SECRETARY II - 7 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i.To keep record of file movement, register in her/his office;
- ii.To handle confidential and important documents in terms of normal office practice, filling, indexing etc.;
- iii.To type, download, print and distribute to relevant officers incoming official emails;
- iv.To receive and direct telephone calls and replaying telephone messages, emails and fax messages;
- v.To organizing and maintain a diary of appointments;
- vi.To deal with correspondences and letter writing;vii.To organize and store paperwork, documents and computer-based information;

- viii.To ensure office equipment and machines in her custody are well maintained; and
- ix.To perform any other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies or NTA level 6 in Secretarial Studies, who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.3 SALARY SCALE

TRUSS 3.1

2.0 DRIVER - 27 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i.To drive motor vehicles in accordance to road traffic rules and regulations;
- ii.To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii.To ensure that a motor vehicle and its equipments (jack, spanner, space tyre etc.) are available and are in good condition;
- iv.To carry out minor/routine maintenances of vehicles;
- v.To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- vi.To ensure cleanness of motor at all time;
- vii.To record and maintain records pertaining to any journey in the Logbook;
- viii.To assist in collecting and dispatching mails;
- ix.To report any accident immediately to Supervisor or Traffic Police, and

x.To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate plus a Basic Driving Course certificate from VETA or NIT or any other recognized Institution,plus a valid Driving License Class C or E,with at least one (1) year experience without causing an accident.

2.3 SALARY SCALE

TRUSS 2.1

1.0 CULTURAL OFFICER GRADE II - LANGUAGE - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i.To monitor language issues, traditions and customs in his work areas;
- ii.To teach various fields of culture to groups of Arts;
- iii.Planning, promoting and coordinating the implementation of art, language, traditions and customs activities;
- iv.Giving advice to film Hosts, developers and exhibitors;
- v.To give advice on various advertisements so that they consider the values and standard language;
- vi.To revive, promote, preserve, develop and coordinate cultural activities and
- vii.To inspect and register art galleries, Libraries and video stores.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Language studies, Linguistics, BA(Kiswahili) and BA(Kiswahili literature) from a recognized Institution.

1.3 SALARY SCALE

TGS D

2.0 CULTURAL OFFICER GRADE II - ARTS - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i.To monitor language issues, traditions and customs in his work areas;
- ii.To teach various fields of culture to groups of Arts;iii.Planning, promoting and coordinating the implementation of art, language, traditions and customs activities;
- iv.Giving advice to film Hosts, developers and exhibitors;
- v.To give advice on various advertisements so that they consider the values and standard language;
- vi.To revive, promote, preserve, develop and coordinate cultural activities and
- vii.To inspect and register art galleries, Libraries and video stores.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Arts in Design and Fine Arts and Design from a recognized Institution.

2.3 SALARY SCALE

TGS D

3.0 ICT OFFICER GRADE II - DEVELOPER - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i.To develop back end front end connectivity
- ii.To design, implement and test data base
- iii.To implement security and access control into data base
- iv.To ensure software purchase are implemented timely,
- v.To install, configure and update anti-virus software vi.To alert users on various security, risks, threat, and vulnerabilities

vii.To implement security mechanism and controls in computer system viii.To design, install and configure LAN and WAN infrastructure ix.To test network equipment and devices x.To implement network security guidelines xi.To perform network trouble shooting and repair xii.To develop and test web pages and multimedia content xiii.To update web pages and multimedia xiv.To implement security for web pages and multimedia content in data and upload formatted data to computer server xv.To validate, check, verify dates and times input to and output from information systems. xix.To analyze user requirementsxx.To perform any other duties as may be assigned by the supervisors.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

3.3 SALARY SCALE

TGS D

1.0 MARKETING OFFICER GRADE II - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To sell advertisement space;
- ii. To direct and attend customersiii.To prepare periodic sales reports;
- iii. To collect advertisement revenue v.To develop individual objectives/targets and all performance standards as part of the individual performance agreement in consultation with the head of section;
- iv. To appoint newspaper agents and identify more distribution and selling points;
- v. To collect sales proceeds, receives viii.To verify returned newspapers;
- vi. To monitors newspaper delivery and report status to Head office on daily basis;
- vii. To prepare weekly and monthly circulation sales and newspaper returns collection and sales reports;
- viii. To conduct market surveillance and intelligence to check the performance of TSN against competitors' products;

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

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics, Marketing, Sales, Entrepreneurship, Commerce or Business Administration majoring in Marketing, Sales, Entrepreneurship or equivalent qualifications from recognized institutions.

1.3 SALARY SCALE

TSN 4

2.0 ASSISTANT GRAPHIC DESIGNER II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To design attractive pages and advertising art work;
- ii. To prepare and apply infographics and data;
- iii. To receive and prepare pages printing layout;
- iv. To ensure accuracy in final product;
- v. To advise the News Desk on the best page design;
- vi. To prepare plates for printing; and
- vii. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) PLUS Certificate in Graphic Design or equivalent qualification from recognized Institutions.

2.3 SALARY SCALE

TSN 2

3.0 ICT OFFICER GRADE II - DEVELOPER - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To develop back end front end connectivity;
- ii. To design, implement and test data base;
- iii. To implement security and access control into data base;
- iv. To ensure software purchase are implemented timely;
- v. To install, configure and update anti-virus software;
- vi. To alert users on various security, risks, threat, and vulnerabilities;
- vii. To implement security mechanism and controls in computer system;
- viii. To design, install and configure LAN and WAN infrastructure;
- ix. To test network equipment and devices x.To implement network security guidelines;
- x. To perform network trouble shooting and repair;
- xi. To develop and test web pages and multimedia contentx;
- xii. To update web pages and multimedia;
- xiii. To implement security for web pages and multimedia content;
- xiv. To key in data and upload formatted data to computer server;
- xv. To validate, check, verify dates and times input to and output from information systems;
- xvi. To analyze user requirements;
- xvii. To perform any other duties as may be assigned by the supervisors.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

3.3 SALARY SCALE

TSN 4

4.0 ENGINEER GRADE II - ELECTRICAL - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform operational checks on equipment;

- ii. To operate all equipment associated with printing operations;
- iii. To gather materials necessary to print;
- iv. To plan both routine and periodic maintenance;
- v. To perform operator preventative maintenance;
- vi. To ensure thorough and accurate completion of reports, logs, production tags, etc;
- vii. To interpret computer printouts for job, material, and cylinder requirements;
- viii. To ensure safe handling and storage of print rolls;
- ix. To maintain safety in the work area;
- x. To maintain cleanliness and housekeeping in the work area;
- xi. To assign and supervise work for technicians;
- xii. To perform any other duties as may be assigned by the supervisors.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Electrical, Electronics Engineering or equivalent qualifications from recognized institutions. Must be registered by ERB as Graduate Engineer.

4.3 SALARY SCALE

TSN 4

1.0 DRIVER II - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To undertake minor adjustments and repairs of Commission vehicles and report any major irregularities to the transport officer;
- ii. To ensure vehicles are kept in good running condition;
- iii. To supervise loading and unloading of materials;
- iv. To ensure that repair and services are carried out as required on schedules;
- v. To ensure vehicles is used for purposes only;
- vi. To perform any other related duties as may be assigned by his/her officers.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with driving license Class C or E and with a clean driving record of at least one (1) year without causing any road accident. Having attended Basic Driving Course offered by VETA or from any other recognized Institution.

1.3 SALARY SCALE

POSS 5

2.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II – (SYSTEMS SECURITY) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

To provide first level support to office automation systems such as installations, upgrades and troubleshooting;

To run the start, end of day and periodic processes for business systems;

To customize business needs and requirements to the application software;

To receive, document and attend all problems reported to help desk by users;

To ensure all data/information is backed up, verified and stored off site; and

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

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Systems Security, or equivalent qualifications from a recognized Institution

2.3 SALARY SCALE

PGSS 7

3.0 RADIATION SAFETY INSPECTOR II – (NUCLEAR PHYSICS) - 4 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and licensing activities;

- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare programs of regulatory inspections of ionizing radiation practices
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;
- vi. To prepare inspection & surveillance reports and table them to relevant committees for consideration;
- vii. To establish and maintain a register or inventory of violations by licensees;
- viii. To establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
- ix. To prepare and co-ordinate the implementation of QC and QA programs for diagnostic radiography, medical imaging and therapy;
- x. To establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy; Perform any other related duties assigned by his/her seniors.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Physics, Nuclear Physics, or equivalent qualifications from recognized institution.

3.3 SALARY SCALE

PGSS 7

4.0 RADIATION SAFETY INSPECTOR II – (RADIOLOGICAL TECHNOLOGY) - 5 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and licensing activities;
- ii. To prepare and collect data required for processing various license, application forms from prospective licensees of ionizing radiation for consideration
- iii. To prepare programs of regulatory inspections of ionizing radiation practices;
- iv. To arrange and make follow-up inspections for implementation of safety remedial

measures;

- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;
- vi. To prepare inspection & surveillance reports and table them to relevant committees for consideration;
- vii. To establish and maintain a register or inventory of violations by licensees;
- viii. To establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
- ix. To prepare and co-ordinate the implementation of QC and QA programs for diagnostic radiography, medical imaging and therapy; x. To establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy;
- x. To perform any other related duties assigned by his/her seniors.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Radiological Technology, Radiation Therapy/Radiotherapy, Radiography or equivalent qualifications from recognized institution. Must be registered with respective Professional Board under professional category.

4.3 SALARY SCALE

PGSS 7

5.0 RADIATION SAFETY INSPECTOR II – (MINING ENGINEERING) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and licensing activities;
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare programs of regulatory inspections of ionizing radiation practices;
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;

- vi. To prepare inspection & surveillance reports and table them to relevant committees for consideration;
- vii. To establish and maintain a register or inventory of violations by licensees;
- viii. To establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
- ix. To prepare and co-ordinate the implementation of QC and QA programs for diagnostic radiography, medical imaging and therapy;
- x. To establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy; xi. Perform any other related duties assigned by his/her seniors.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Geology, Mining Engineering or equivalent qualifications from recognized institution. Must be registered with respective Professional Board under professional category.

5.3 SALARY SCALE

PGSS 7

6.0 LABORATORY SCIENTIST II NON-MEDICAL– (FOOD TECHNOLOGY) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To assist Researchers in the collection of data, technical information and analysis;
- ii. To implement the Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To keep an inventory and make routine check of performance of laboratory equipment;
- iv. To assist researchers/scientific staff in the preparation of experiments; v. To ensure availability of laboratory materials and their safe custody;
- v. To perform preventive maintenance or repair of electronic and electrical instruments;
- vi. To receive and install new instruments and immediately submit a series of acceptance tests;

- vii. To perform quality control and preventive maintenance procedures as described in the operation/service manuals for all Commission equipment under the supervision of his/her seniors;
- viii. To perform quality control procedures and functional checks of Laboratory equipment in order to establish daily status of operation of laboratory instruments;
- ix. To perform any other related duties as may be assigned by his/her supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Food Science, Food Technology, or equivalent qualifications from recognized Institution.

6.3 SALARY SCALE

PGSS 7

7.0 LABORATORY SCIENTIST II (NON-MEDICAL) - RADIOCHEMISTRY - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To assist Researchers in the collection of data, technical information and analysis;
- ii. To implement the Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To keep an inventory and make routine check of performance of laboratory equipment;
- iv. To assist researchers/scientific staff in the preparation of experiments;
- v. To ensure availability of laboratory materials and their safe custody;
- vi. To perform preventive maintenance or repair of electronic and electrical instruments;
- vii. To receive and install new instruments and immediately submit a series of acceptance tests;
- viii. To perform quality control and preventive maintenance procedures as described in the operation/service manuals for all Commission equipment under the supervision of his/her seniors;
- ix. To perform quality control procedures and functional checks of Laboratory equipment in order to establish daily status of operation of laboratory instruments;

- x. To perform any other related duties as may be assigned by his/her supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Radiochemistry or equivalent qualifications from recognized Institution

7.3 SALARY SCALE

PGSS 7.2.

8.0 RESEARCH ASSISTANT (RADIOLOGY) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To implement the Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- ii. To keep an inventory and make routine check of performance of laboratory equipment;
- iii. To assist researchers/scientific staff in the preparation of experiments;
- iv. To ensure availability of laboratory materials and their safe custody;
- v. To perform preventive maintenance or repair of electronic and electrical instruments;
- vi. To receive and install new instruments and immediately submit a series of acceptance tests;
- vii. To perform quality control and preventive maintenance procedures as described in the operation/service manuals for all Commission equipment under the supervision of his/her seniors;
- viii. To perform quality control procedures and functional checks of Laboratory equipment in order to establish daily status of operation of laboratory instruments;
- ix. To perform any other related duties as may be assigned by his/her supervisor

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree with a minimum of upper second class in any of the following fields: Physics, Radiotherapy, Radiology or any related qualifications from

recognized higher learning institution. For unclassified degrees should have an overall minimum pass of grade B+

8.3 SALARY SCALE

PGSS 7.1

9.0 RESEARCH ASSISTANT (MINING ENGINEERING) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;
- iii. To assist in formulating and implementing programmes for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology;
- vi. To perform any other duty as may be assigned by supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree with a minimum of upper second class in any of the following fields: Mining Engineering, Geology or any related qualifications from recognized higher learning institution. For unclassified degrees should have an overall minimum pass of grade B+

9.3 SALARY SCALE

PGSS 7.1

1.0 COPYRIGHT OFFICER GRADE II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist maintenance of details of the repertoire of works of the members of the Office and members of affiliated overseas sister societies
- ii. To maintain details of contractual arrangement between authors performers, publishers and users
- iii. To maintain the international membership files (CAE, IPI and WID Lists)
- iv. To participate in maintenance of records of the Office members' personal data
- v. To inform affiliated societies abroad of the Office interest in works likely to be played abroad.
- vi. To develop and maintain copyright networks such as CISAC, SEACONET etc.
- vii. Perform any other duties assigned by his/her superior

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Sales and Marketing, Intellectual Property, Business Administration and Law from a recognized Institution.

1.3 SALARY SCALE

PGSS 6

1.0 LANGUAGE TRANSLATER - CHINESE - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in the translation of written texts into various languages;
- ii. Assisting in the reviewing translated works from various languages;
- iii. Monitoring translated or reviewed works so that they reach the parties on time;
- iv. Monitoring the work assigned to translators, Editors and Typists assistant translator;
- v. Writing articles related to Swahili language issues;
- vi. Performing other tasks assigned by his/her supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

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

1.3 SALARY SCALE

PGSS 6

2.0 ICT OFFICER II - APPLICATION DEVELOPER - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To develop back end front end connectivity;
- ii. To design, implement and test data base;
- iii. To implement security and access control into data base;
- iv. To ensure software purchase are implemented timely,
- v. To install, configure and update anti-virus software;
- vi. To alert users on various security, risks, threat, and vulnerabilities;
- vii. To implement security mechanism and controls in computer system;
- viii. To design, install and configure LAN and WAN infrastructure;
- ix. To test network equipment and devices; x. To implement network security guidelines;
- xi. To perform network trouble shooting and repair ;
- xii. To develop and test web pages and multimedia content.
- xiii. To update web pages and multimedia
- xiv. To implement security for web pages and multimedia content in data and upload

formatted data to computer server;

xv. To validate, check, verify dates and times input to and output from information systems;

xvi. To analyze user requirements;

xvii. To perform any other duties as may be assigned by the supervisors.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

2.3 SALARY SCALE

PGSS 7

3.0 PUBLIC RELATION OFFICER II - MASS COMMUNICATION - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

i. .To disseminate documents such as brochures, articles and newsletters;

ii. To update Public Relations & Communication on the website;

iii. To attend to customer complaints;

iv. To prepare reports on matters related to Public Relations & Communication, Education and Communication;

v. To organize acquiring of Airspace through the radio and TV for beaming education programs;

vi. To prepare production schedules and list of target audience;

vii. To participate in developing feature articles for publication and distribution of print media; and

viii. To carry out other duties related to his/her field as assigned by immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Public Relations majoring in Mass Communication from an accredited Institution with additional skills on digital communication, social media management, and campaign execution, Proficiency in graphic design tools such as Adobe Illustrator, Photoshop, In Design, or equivalent.

3.3 SALARY SCALE

PGSS 6

1.0 ESTATE OFFICER II (PROPERTY/FACILITY MANAGEMENT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To develop and implement estate strategy and long-term maintenance plan;
- ii. To oversee the development of the estate and the implementation of land use master plan;
- iii. To plan, organize and control estate and technical activities;
- iv. To conduct a feasibility studies and evaluate the viability of proposed projects on estate management and technical services;
- v. To ensure maintenance of Agency office buildings and staff houses;
- vi. To ensure proper maintenance of office furniture and equipment;
- vii. To ensure best practice compliance with legislation, internal policies and procedures, health and safety in estate management; and
- viii. To perform any other related duties assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Property and Facilities Management, where applicable the incumbent must be registered under Graduate Category with a respective Professional Board.

1.3 SALARY SCALE

TASUBAS 5

2.0 ARTISAN II - Electrical - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular electrical maintenance and repair of motor starter professionally
- ii. Completing job card every electrical maintenance and repair carried out
- iii. To make sure all Motor pumps and its control panel in all pumping stations undergo service twice per months and at least contact cleaning, tightening of both cable terminal to the starter and motor and panel cleaning.
- iv. Timely preparation of daily, weekly and monthly preventive and corrective maintenance report
- v. Ensuring prompt and efficient repairing of all reported electrical faults of buildings, machines and equipment,
- vi. Perform any other duties as may be assigned by Supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in one of the following fields; Electricity, Electronics or equivalent qualifications from recognized institutions.

2.3 SALARY SCALE

TASUBAS 2

3.0 DRIVER GRADE II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;

- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent;
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the relevant authority; and
- ix. To perform any other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate, plus valid Driving License Class E or C and one-year Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Who as attend Basic driving course offered by VETA or NIT or any other recognized institution.

3.3 SALARY SCALE

TASUBAS 2

1.0 PHOTOJOURNALIST GRADE II - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To photograph newsworthy events, locations, people, or any other illustrative material;
- ii. To explore relevant photographic and video story concepts alongside writers, reporters, and editors;
- iii. To capture photographs, audio and videos which will produce news or story;

- iv. To write narration to accompany images;
- v. To create meaningful news from photographs;
- vi. To perform any other duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Photography, Multimedia or equivalent qualifications from recognized institutions. In addition, the candidate must be competent in Photo-editing, Illustrator or any relevant computer applications.

1.3 SALARY SCALE

TBCSS 4

2.0 PRODUCER II - 12 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking production of television programmes;
- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To selection and production of music programmes;
- iv. To assist in production of education development programmes;
- v. To participate in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To assists in scheduling routine programmes;
- vii. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Theatre Arts, Journalism, Fine arts, Mass communication, TV/Radio Film Production, Public Relations, Public Relations and Advertisement or its equivalent from a recognised Institution.

2.3 SALARY SCALE

TBCSS 4

3.0 ASSISTANT PHOTOJOURNALIST II - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To undertake filming/recording of television programmes such as talk shows, education, documentaries, religion etc. in good quality standard and consonant with the requirement of the producer;
- ii. To load and unloads camera, cleans and place lenses, filters, extension tubes and makes;
- iii. To participate in shooting various events;
- iv. To participate in developing a shooting programme;
- v. To determine camera, video tape and lighting equipment to be utilized;
- vi. To direct technical personnel to achieve photographic effects; and
- vii. To performs other related duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Cinematography, Video shooting, Video production, Journalism, Photography, Multimedia or its equivalent from a recognized Institution. Computer skills are essential.

3.3 SALARY SCALE

TBCSS 2

4.0 ASSISTANT PRODUCER II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking production of television programmes;
- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To selection and production of music programmes;
- iv. To assist in production of education development programmes;

- v. To assist in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To undertake logging of pictures, rough cutting according to script and sound editing then produce the final release print;
- vii. To assemble video tapes;
- viii. To select sound to enhance video programme and synchronise with the pictures; and
- ix. To perform any other related duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Theatre Arts, Journalism, Fine arts, Mass communication, TV/Radio Film Production, Public Relations or its equivalent from a recognised Institution recognised Institution.

4.3 SALARY SCALE

TBCSS 3

5.0 TECHNICIAN II (TELECOMMUNICATION) - 7 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out technical operation;
- ii. To carry out cleanliness of workshop tools/equipment and workshop environments;
- iii. Carry out servicing and maintenance work of technical equipment under supervision of experienced technician;
- iv. To prepare sketch drawing and take site measurements;
- v. To plan, repair, maintenance and supervise telecommunication Equipment's;
- vi. To supervise on inspection of telecommunication workshop tools, equipemets and plants;
- vii. To conduct research and prepare the budget on maintenance works for telecommunication equipment's;
- viii. To prepare reports based on Telecommunication preventive maintenance of workshop tools, equipment's and plants.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or FTC in one of the following field: Electronics and Telecommunications Engineering, Telecommunication Engineering, Electrical Engineering, Mechanical Engineering, or its equivalent from a recognised Institution.

5.3 SALARY SCALE

TBCSS 3

6.0 JOURNALIST GRADE II - 26 Posts

6.1 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 collects, 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 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.

6.3 SALARY SCALE

TBCSS 4

7.0 EDITOR GRADE II - 4 Posts

7.1 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 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 recognized Institution.

7.3 SALARY SCALE

TBCSS 4

1.0 AUDIO VISUAL OFFICER GRADE II - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To preview the flow of films and stage plays;
- ii. To assist in the combination of photography, cinematography and consistency;
- iii. To guide on the proper story continuity and dramatic actions;

- iv. To provide advice on motion pictures sequences:
- v. To advise motion picture and stage plays producers, film actors and other concerned stakeholders on how to improve the quality of their motion picture productions;
- vi. To prepare weekly reports;
- vii. To perform any other duties assigned by his/her Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Theatre, Fine and Performing Arts, Multimedia and Film Technology, Film, Media or other related Arts and Social Science fields from a reputable institution recognized by the Government. Skills in cinematography, motion picture editing, motion graphics, graphics, stage technology and information communication technology are an added advantage and highly desirable.

1.3 SALARY SCALE

SALARY SCALE PGSS 6

2.0 FILM DEVELOPMENT OFFICER GRADE II - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To preview and analyze scripts and synopses and issue reports:
- ii. To examine content, certify and classify all film and stage plays;
- iii. To keep and maintain the repertoire of film works submitted to the Board;
- iv. To be instrumental in safe - keeping the copies/masters (as evidences of the content certified and classified) of motion pictures submitted to the Board for certification and classification;
- v. To identify all films released into the market without being certified and classified and take appropriate measures;
- vi. To advise film makers, film actors and other concerned stakeholders on the directives of the law on film and stage plays content;

- vii. To advise film makers, film actors and other concerned stakeholders on how to improve the quality of their motion picture productions,
- viii. To research on matters of the Motion Picture Industry
- ix. To develop and maintain film industry networks; and
- x. To perform any other duties assigned by his/her supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Theatre, Fine and Performing Arts, Multimedia and Film Technology, Film, Cultural Anthropology and Tourism, Culture and Heritage, Anthropology and Media .

2.3 SALARY SCALE

SALARY SCALE PGSS 6

3.0 ICT OFFICER GRADE II - SECURITY - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To initiate development of information systems,
- ii. To assist in setting up and maintains servers, workstations and peripherals
- iii. To carry out system back-up and periodically tests recovery procedures.
- iv. To appraise the supervisor on release of updates and software,
- v. To assist in providing IT support services to users,vi. To provide technical knowledge and advice on proper and efficient use of ICT and networksto Film Industry stakeholders;
- vii. To provide advice on financial management to the Motion Pictures Industry stakeholders:
- viii. To perform any other related duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Computer Science, Information Technology, Business Information Systems .

3.3 SALARY SCALE

SALARY SCALE PGSS 6

4.0 TECHNICIAN II - Telecommunications - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the process of motion pictures examination:
- ii. To identify lighting sub-standards made in motion pictures;
- iii. To interpret lighting design for creative presentation in motion pictures:
- iv. To improve lighting effects in motion pictures;
- v. To facilitate trainings and other such awareness creation events on matters of lighting in motion pictures;
- vi. To prepare weekly reports;
- vii. To perform any other duties assigned by his/her Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Telecommunications, Sound Technology, Lighting Technology or its equivalent from a recognized institution. Computer skills are essential.

4.3 SALARY SCALE

PGSS 5

1.0 OFFICE MANAGEMENT SECRETARY II - 12 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To type reports, minutes and all open and confidential letters;

- ii. To receive official visitors and take them to their hosts;
- iii. To keep records of events, appointments, visitors and journeys of their superiors;
- iv. To coordinate preparations of meetings;
- v. To keep and maintain stationeries and office equipment's;
- vi. To write notification letter of schedule of duties/journeys;
- vii. To receive and keep records of files movements; and
- viii. To perform any other relevant duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education and Diploma of Secretarial Services Certificate from Public Service College or any other recognized institution with 100 W.P.M short hand either in Swahili or in English and must have certificate of computer applications (Microsoft Windows, Microsoft Office, Internet and Email).

1.3 SALARY SCALE

TGS. C

2.0 INFORMATION COMMUNICATION TECHNOLOGY II (DEVELOPER) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in systems requirement analysis, design and development;
- ii. To assist in planning, coding and testing of programs;
- iii. To assist in incorporation of security settings into programs;
- iv. To assist in installing, configuring, and updating antivirus software;
- v. To assist on providing technical assistance to staff and users to solve computer related malfunctions in hardware and software; and
- vi. To perform any other relevant duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Computer Engineering, Information Technology, Information Communication Technology, Management of Information Systems or any other related field from a recognized Institution.

2.3 SALARY SCALE

TGS E

3.0 TECHNICIAN II (ELECTRICAL) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To repair and carry out preventive maintenance of electrical equipment and electrical installation systems;
- ii. To carry out Electrical Installation works as per design;
- iii. To perform periodic electrical testing to electrical equipment's;
- iv. To assist in the repair and maintenance of Organization facilities
- v. To perform any other duties as assigned and by supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in the following field; Electrical, Electrical Engineering, or equivalent qualifications from a recognized institution.

3.3 SALARY SCALE

TGS. D.

4.0 TECHNICIAN II (PLUMBING) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. Inspect plumbing systems and identify issues that need fixing
- ii. Install, maintain, and repair various types of pipes, valves, fittings, drainage systems,

and fixtures in compliance with plumbing codes

iii. Perform routine maintenance tasks on plumbing systems to ensure their longevity

iv. diagnosing plumbing issues, preparing cost estimates, and performing repairs.

v. to resolve urgent issues like pipe leaks or blockages that can lead to significant damage.

vi. To perform any other duties as assigned and by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in one of the following fields; Plumbing and pipe fitting or equivalent qualifications from a recognized institution.

4.3 SALARY SCALE

TGS. D.

5.0 DRIVER II - 5 Posts

5.1 DUTIES AND RESPONSIBILITIES

i. To drive all types of vehicles;

ii. To inspect vehicle before and after journeys and identify faults for maintenance;

iii. To carry out minor repairs of vehicles;i

v. To keep Log book for all journeys;

v. To fill weekly log book timely and correctly; and

vi. To do any other duties as assigned by supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Form IV Secondary Education Certificate with pass in Swahili and English and must have valid Driving License Class C or E of not less than one year without causing any

accident and should possess advanced driving course certificate from the recognized Institution.

5.3 SALARY SCALE

TGS B

1.0 TECHNICIAN II (ELECTRICAL) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the installation and wiring of electrical panels, motors, and control systems;
- ii. To support troubleshooting of electrical faults in mixers, conveyors, vibrators, and curing systems;
- iii. To participate in routine inspections and preventive maintenance of electrical equipment;
- iv. To learn to interpret electrical schematics, wiring diagrams, and technical manuals;
- v. To monitor and record equipment performance and report anomalies;
- vi. To replace fuses, switches, relays, and other electrical components under guidance;
- vii. To maintain the cleanliness and safety of electrical workstations and tools; and
- viii. To perform any other related duties as may be directed by the Supervisor from time to time.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Electrical Engineering from a recognized Institution.

1.3 SALARY SCALE

TANESCO SS 3

2.0 TECHNICIAN II (MECHANICAL) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. Conduct routine inspections and preventive maintenance of mixers, conveyors, vibrators, and hydraulic systems
- ii. Diagnose mechanical faults and perform timely repairs or part replacements
- iii. Install, align, and calibrate mechanical components and production machinery
- iv. Fabricate and modify mechanical parts using welding, grinding, and machining tools
- v. Maintain accurate records of maintenance activities, fault reports, and spare part usage
- vi. Interpret technical drawings, equipment manuals, and engineering schematics
- vii. Ensure compliance with occupational health and safety standards during all maintenance tasks
- viii. Collaborate with electrical and civil technicians during integrated maintenance operations
- ix. Support continuous improvement initiatives and participate in technical training programs
- x. To perform any other related duties as may be directed by the Supervisor from time to time.

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Mechanical Engineering from a recognized Institution.

2.3 SALARY SCALE

TANESCO SS 3

3.0 TECHNICIAN II (CIVIL) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. Supervise and coordinate concrete mixing, casting, curing, and finishing processes

- ii. Interpret construction drawings and technical specifications for product fabrication
- iii. Conduct material testing (e.g., slump, compressive strength, aggregate grading) and maintain test records
- iv. Monitor production quality and ensure compliance with industry standards
- v. Assist in the design and modification of molds, formwork, and reinforcement layouts
- vi. Prepare technical reports, production logs, and compliance documentation
- vii. Support the troubleshooting of structural defects and recommend corrective actions
- viii. Ensure proper calibration and maintenance of testing equipment and tools
- .ix. To perform any other related duties as may be directed by Supervisor from time to time.

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Civil Engineering from a recognized Institution.

3.3 SALARY SCALE

TANESCO SS 3

4.0 ARTISAN II (ELECTRICAL) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. Assist in the installation and wiring of electrical panels, motors, and control systems
- ii. Support troubleshooting of electrical faults in mixers, conveyors, vibrators, and curing systems
- iii. Participate in routine inspections and preventive maintenance of electrical equipment
- iv. Learn to interpret electrical schematics, wiring diagrams, and technical manuals
- v.. Monitor and record equipment performance and report

- vi. Replace fuses, switches, relays, and other electrical components under guidance
- vii. Maintain the cleanliness and safety of electrical workstations and tools
- viii. Collaborate with the Supervisor during breakdowns and scheduled servicing.
- ix. To perform any other related duties as may be directed by the Supervisor from time to time.

4.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Electrical Installation from a recognized Institution.

4.3 SALARY SCALE

TANESCO SS 2

5.0 ARTISAN II (MECHANICS) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. Assist in routine inspection and servicing of mixers, conveyors, vibrators, and hydraulic systems.
- ii. Support installation, alignment, and calibration of mechanical components
- iii. Participate in troubleshooting mechanical faults and executing minor repairs
- iv. Clean, lubricate, and adjust machinery to ensure optimal performance
- v. Learn to interpret technical drawings, equipment manuals, and maintenance schedules
- vi. Maintain workshop tools and ensure proper storage and usage
- vii. Document maintenance activities, faults, and corrective actions taken
- viii. Collaborate with Supervisors during breakdowns and scheduled servicing
- ix. To perform any other related duties as may be directed by the Supervisor from time

to time.

5.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Mechanics/Mechanical from a recognized Institution.

5.3 SALARY SCALE

TANESCO SS 2

6.0 ARTISAN II (CIVIL/MASONRY) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. Assist in setting up moulds and formwork for concrete casting
- ii. Support batching and mixing of concrete according to specified ratios
- iii. Undertake pouring, spinning and curing processes
- iv. Clean and maintain tools, equipment, and work areas
- v. Conduct basic inspections to identify defects and report inconsistencies
- vi. Document daily production activities and material usage.
- vii. To perform any other related duties as may be directed by the Supervisor from time to time

6.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Civil/Masonry/Bricklaying from a recognized Institution.

6.3 SALARY SCALE

TANESCO SS 2

1.0 Artisan II Motor Vehicle Mechanics - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out mechanical maintenance and repairs of plants, pumps, motor vehicles and motor cycles;
- ii. To follow up accident reports with police officers and fills in claim forms;
- iii. To prepare list of materials to be purchased for the garage operations;
- iv. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; And
- v. To perform any other duties as may be assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holders of National form IV Certificate with Trade Test Grade II/ level II/NTA level 5 in Motor vehicle mechanics.

1.3 SALARY SCALE

MPANDAWASS 2

2.0 Artisan II Pump Operators - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To operate water pumps according to agreed schedules and ensures that the right quantity of water is pumped from the storage tanks;
- ii. To monitor water level in the storage water tanks/dams;
- iii. To carries out services and maintenance of water pumps, dosing pumps, water filters and gate valves;
- iv. To monitor availability of electricity and records on electricity power failure;
- v. To ensure that the required dosage of chlorine/chemicals is administered according to the required standards; And
- vi. To perform any other duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holders of National form IV Certificate with Trade Test Grade II/ level II/NTA level 5 in Pump Mechanical.

2.3 SALARY SCALE

MPANDAWASS 2

3.0 Artisan II Plumbing and Pipe Fittings - 12 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To attend and report all water leakage;
- ii. To attend and report water loss, distribution faults and recommends necessary action;
- iii. To prepare data for periodical report to the supervisor;
- iv. To attend and report contamination of water distribution system by customer's service lines;
- v. To develop individual performance objectives targets and standards in consultation with the immediate superior as part of performance agreement; And
- vi. To perform any other duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holders of National form IV Certificate with Trade Test Grade II/ level II/NTA level 5 in Plumbing and pipe fitting.

3.3 SALARY SCALE

MPANDAWASS 2

1.0 TUTORIAL ASSISTANT (MINING ENGINEERING) - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum; and

- vi. To assist in carrying out consultancy and community services under close supervision.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) in Mining Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

1.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

2.0 LIBRARY ASSISTANT II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To perform library and clerical duties;
- ii. To issue and receive books from readers;
- iii. To handle registration of readers; iv. To handle regular enquiries from readers; v. To assist readers in bibliographic searching; vi. To assist in collection of library statistics;
- iv. To assist in proper shelving of books and periodicals;
- v. To assist in carrying out cataloguing of books and periodicals;
- vi. To assist in copying catalogues with CIP data;
- vii. To help customers find materials online;
- viii. To update customers' profiles;
- ix. To organise the repair of damaged books
- x. To inspect the condition of books before and after check out; and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate (NTA Level 5) in one of the following fields: Library Studies, Library and Information Science, Information Studies, Documentation and Information Management from a recognized institution.

2.3 SALARY SCALE

PGSS 3

3.0 OFFICE MANAGEMENT SECRETARY II - 7 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To type, edit and format all general correspondences;
- ii. To file copy of typed letters in relevant files; iii. To attend telephone calls and take messages;
- iii. To record incoming and outgoing files and correspondences;
- iv. To ensure timely open of respective office;
- v. To receive and direct visitors;
- vi. To ensure necessary facilities for proper job performance;
- vii. .To take proper care of working tools;
- viii. To arrange and schedules appointments, meetings and events;
- ix. To monitor office supplies and ordering replacement; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

holder form iv/vi certificate with passes in english and kiswahili and Diploma in Secretarial Studies from a recognized institution who have passed Shorthand (English) and Hatimkato (Kiswahili) at a speed of 100 words per minute.

3.3 SALARY SCALE

PGSS 4

4.0 TUTORIAL ASSISTANT – ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING - 4 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;

- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or equivalent qualification in Electronics and Telecommunications Engineering with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

4.3 SALARY SCALE

PHTS 1.1

5.0 TUTORIAL ASSISTANT – FOOD SCIENCE - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Food Science with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

5.3 SALARY SCALE

PHTS 1.1

6.0 TUTORIAL ASSISTANT – PHYSICS - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Physics with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

6.3 SALARY SCALE

PHTS 1.1

7.0 TUTORIAL ASSISTANT (ELECTRICAL ENGINEERING) - 5 Posts

7.1 DUTIES AND RESPONSIBILITIES

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

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree either in Electrical Engineering or Biomedical Engineering with GPA 3.5 and above.

7.3 SALARY SCALE

Attractive remuneration package in

8.0 TUTORIAL ASSISTANT – INFORMATION AND COMMUNICATION TECHNOLOGY - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Information and Communication Technology with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

8.3 SALARY SCALE

PHTS 1.1

9.0 TUTORIAL ASSISTANT – POST-HARVEST - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close

supervision;

- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in post-harvest with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

9.3 SALARY SCALE

PHTS 1.1

10.0 TUTORIAL ASSISTANT – AGRO BIOPROCESS TECHNOLOGY - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Agro bioprocess Technology with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

10.3 SALARY SCALE

PHTS 1.1

11.0 TUTORIAL ASSISTANT – FASHION AND DESIGN TECHNOLOGY - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Fashion and Design Technology with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

11.3 SALARY SCALE

PHTS 1.1

12.0 TUTORIAL ASSISTANT – TEXTILE TECHNOLOGY - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Textile Technology with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

12.3 SALARY SCALE

PHTS 1.1

13.0 TUTORIAL ASSISTANT (MECHANICAL ENGINEERING) - 4 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To teaches up to NTA Level 6 (Ordinary Diploma);
- ii. To assists in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepares learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carries out consultancy under close supervision; and
- vi. To performs any other relevant duties as assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Mechanical Engineering with GPA 3.5 and above.

13.3 SALARY SCALE

PHTS 1.1

14.0 ARTISAN II (WELDING) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

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

equipment;

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

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with NVA level III/ Trade test grade
in Welding or equivalent qualification from a recognized institution.

14.3 SALARY SCALE

PGSS 2.1

15.0 TUTORIAL ASSISTANT (BIOMEDICAL ENGINEERING) - 2 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

15.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or equivalent qualification in Biomedical Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

15.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

16.0 TUTORIAL ASSISTANT – CIVIL ENGINEERING - 7 Posts

16.1 DUTIES AND RESPONSIBILITIES

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

16.2 QUALIFICATIONS AND EXPERIENCE

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

16.3 SALARY SCALE

PHTS 2/1

17.0 TUTORIAL ASSISTANT (OIL AND GAS ENGINEERING) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To teach upto NTA level 6(Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

17.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree(NTA level 8) or equivalent qualification in Oil and Gas Engineering with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution

17.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

1.0 ASSISTANT LECTURER (INFORMATION TECHNOLOGY) - 2 Posts

1.1 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.
- viii. To perform any other duties assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in computer science/computer engineering/information technology/data science/Information Security/information Systems with GPA not less than 3.8 and Bachelor Degree in computer science/computer engineering/information technology/data science/Cyber security/information systems with GPA not less than 3.5 from any recognized Institution.

1.3 SALARY SCALE

PHTS 2.1

2.0 ASSISTANT LECTURER (COMMUNICATIONS SKILLS) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master's of arts in linguistics/ communications skills with GPA not less than 3.8 and Bachelor Degree of education in language/communications skills with GPA not less than 3.5 from a recognized institution.

2.3 SALARY SCALE

PHTS 2.1

3.0 ASSISTANT LECTURER (MATHEMATICS) - 1 Post

3.1 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
- viii. To perform any other duties assigned by Supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder Master's Degree in Mathematics with GPA not less than 3.8 and Bachelor Degree in Mathematics or Mathematics and Information Technology with GPA not less than 3.5 at Bachelor's degree from any recognized Institution.

3.3 SALARY SCALE

PHTS 2.1

4.0 ASSISTANT LECTURER (CIVIL ENGINEERING) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Master's degree (NTA Level 9) in Civil Engineering with specialization in either Structural Engineering, Highway Engineering, Water Resources Engineering, Railway Engineering (Civil Infrastructure), Geotechnical Engineering or Material Engineering

[SSM1] with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.5 from any recognized Institution. [SSM1]Hizi nazo zinaingia?

4.3 SALARY SCALE

PHTS 2.1

5.0 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, seminars, tutorials, and practical for undergraduate programs;
- ii. To set, invigilate, and mark undergraduate examinations;
- iii. To assist senior staff in lectures, seminars, tutorials, and practicals for postgraduate programs;
- iv. To supervise projects and practical training for undergraduate students;
- v. To conduct research and publish results;
- vi. To carry out consultancy and public services;
- vii. To undergo postgraduate training to PhD level;
- viii. To participate in relevant workshops and conferences.
- ix. To perform any other relevant duties as assigned by one's superior

5.2 QUALIFICATIONS AND EXPERIENCE

Master's of Business Administration (MBA), Business Administration in Accounting, Master of Science in Accounting and Finance, Master of Science in Accounting, Master of Science in Accounting and Financial Management with minimum GPA of 3.8 and Bachelor Degree of Accounting in Transport Finance, Bachelor of Commerce in Accounting, Bachelor of Accounting, Bachelor of Accounting and Finance, Bachelor of Science in Accounting and Finance, Bachelor of Science in Accounting with GPA not

less than 3.5 from any recognized institution

5.3 SALARY SCALE

PHTS 2.1

6.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 1 Post

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.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a 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

6.3 SALARY SCALE

PHTS 2.1

7.0 ASSISTANT LECTURER (MECHANICAL ENGINEERING) - 1 Post

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.

7.2 QUALIFICATIONS AND EXPERIENCE

The candidate should possess Master's degree in Mechanical Engineering specialization 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.

7.3 SALARY SCALE

PHTS 2.1

8.0 ASSISTANT LECTURER -MARITIME LAW - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in any of the following specializations; Maritime Law; International

Trade and Maritime Law; Transport and Logistics Law; or Admiralty Law with a minimum GPA of not less than 3.8; and be a holder of a Bachelor's Degree (NTA Level 8) in Law (LLB); Maritime Law; International Trade and Maritime Law; or Transport and Logistics Law or related specialization with a GPA of not less than 3.5 from a recognized institution. Possession of a professional certificate issued by the International Maritime Organization (IMO); the Chartered Institute of Arbitrators (CI Arb); the Institute of Chartered Shipbrokers (ICS); or the Chartered Institute of Logistics and Transport (CILT) will be an added advantage.

8.3 SALARY SCALE

PHTS 2.1

9.0 ASSISTANT LECTURER (SHIPPING AND PORT MANAGEMENT) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula;
- vii. To prepare teaching manual.
- viii. To perform any other duties assigned by the Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Master's degree in any of the following specializations; Port Management; Shipping and Port Management; Maritime Affairs; International Logistics and Port Management with a minimum GPA of not less than 3.8; and Holder of a Bachelor's degree (NTA Level 8) in Shipping and Port Management; Maritime Affairs; Maritime Transport Management;

International Logistics and Port Management with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by Chartered Institute of Shipbrokers or Institute of Export and International Trade or Chartered Institute of Marine, Port and Terminal Management is added advantage.

9.3 SALARY SCALE

PHTS 2.1

10.0 ASSISTANT LECTURER (PIPELINE OIL AND GAS ENGINEERING) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision.
- iii. To prepare learning resources for tutorial exercises.
- iv. To assist in conducting research under close supervision.
- v. To participate in developing and review of curriculum.
- vi. To assist in carrying out consultancy and community services under close supervision.
- vii. To perform any other relevant duties as may be assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Master's degree in any of the following specializations; Petroleum Engineering, Pipeline Technology, Oil and Gas Technology, or equivalent qualifications with a minimum GPA of not less than 3.8; and Holder of a Bachelor's degree (NTA Level 8) in Petroleum Engineering, Pipeline Engineering, Oil and Gas Technology, or equivalent qualifications with a minimum GPA of 3.5 from a recognized Institution.

10.3 SALARY SCALE

PHTS 2.1

11.0 ASSISTANT LECTURER (LOGISTICS AND TRANSPORT MANAGEMENT) - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula
- vii. To prepare teaching manual and
- viii. To perform any other duties assigned by the Supervisor

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Logistics and Transport Management with at list GPA not less than 3.8 at Master's degree level; and a Bachelor's degree in Logistics and Transport Management; Shipping and Port Logistics Management, and Road and Railway Transport Logistics Management with at least GPA of 3.5 at Bachelor's degree from a recognized Higher Learning Institution.

11.3 SALARY SCALE

PHTS 2.1

12.0 ASSISTANT LECTURER (ROAD AND RAILWAY TRANSPORT MANAGEMENT) - 3 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. Teach undergraduate students (NTA Level 8 or equivalent).
- ii. ToPrepare teaching and learning materials for lectures and tutorials.

- iii. To Conduct research, seminars, and case studies.
- iv. To Participate in consultancy and community service activities.
- v. To Supervise students' research and academic projects.
- vi. To Develop and review academic curricula.
- vii. To Prepare teaching manuals and other instructional materials.
- viii. To Perform any other related duties as assigned by the supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields; 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 Logistics and Shipping Management, with a minimum GPA of 3.8. and Bachelor's Degree (NTA Level 8) in Logistics and Transport Management or Road and Railway Transport Management, with a GPA not less than 3.5 from a recognized higher learning institution

12.3 SALARY SCALE

PHTS 2.1

13.0 ASSISTANT LECTURER (AIRPORT OPERATIONS) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields Airport Operations Management, Airport Planning and Management, Air Transport Management, Aviation Management, Sustainable Air Transport Management, Sustainable Air Transport , Air Transport or Air Transport and Logistics with a GPA of at least 3.8 and at Bachelor Degree in Airport Operations Management, Airport Planning and Management, Air Transport Management, Aviation Management, Sustainable Air Transport Management, Sustainable Air Transport , Air Transport ,Air Transport and Logistics Tourism and Hospitality Management, Human Factors, or Safety and Human Factors in Aviation with a G.P.A of not less than 3.5 from recognized institution.

13.3 SALARY SCALE

PHTS 2.1

14.0 ASSISTANT LECTURER (CUSTOMS MANAGEMENT) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's 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 review existing curricula,
- vii. To prepare teaching manual and,

viii. To perform any other duties assigned by the Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

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

14.3 SALARY SCALE

PHTS 2.1

15.0 ASSISTANT LECTURER (RECORDS, ARCHIVES AND INFORMATION MANAGEMENT) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To Teaches up to Bachelor Degree (NTA Level 8 or equivalent),
- ii. To Prepares learning resources for tutorial exercises,
- iii.To Conducts research, seminars and case studies,
- iv. To Carries out consultancy and community services,
- v.To Supervise students' projects,
- vi. To Develop and reviews existing curricula;
- vii. To. Prepare teaching manual and,
- viii. To Performs any other duties assigned by Supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

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 and Bachelor degree in Records, archives and information management, Record and archive management or Public Administration in Records and archives Management with G.P.A not less than 3.5 from a recognized institution.

15.3 SALARY SCALE

PHTS 2.1

16.0 ASSISTANT LECTURER (AIRCRAFT MAINTENANCE ENGINEERING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To development and review of curricula;
- ii. To plan, design and review training programs;
- iii. To prepare lessons for aircraft maintenance engineering;
- iv. To prepare training programs; v. To prepares learning resources;
- vi. To plan and design training exercises for aircraft maintenance engineering students;
- vii. To conduct training for aircraft maintenance engineering students;
- viii. To train aircraft maintenance engineers to become aircraft maintenance engineering instructors;
- ix. To carry out special instructional activities which require a higher of competence;
- x. To coordinates teaching activities and prepares learning resources;
- xi. To assess competence of the aircraft maintenance engineering students being instructed and submit recommendations;
- xii. To conduct examinations and submits results;
- xiii. To ascertain compliance with safety standards during training;

xiv.To conducts research, consultancy, and community services

xv. To provide on the job training to junior staff.

xvi.To perform any other related duties as may be assigned by the supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science with a GPA of at least 3.8 from recognized institution and GPA of not less than 3.5 at Bachelor Degree in Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science. Possession of valid Aircraft Maintenance Engineers License (AMEL) recognized by TCAA will be an added advantage.

16.3 SALARY SCALE

PHTS 2.1

17.0 TUTORIAL ASSISTANT (HIGHWAY ENGINEERING) - 1 Post

17.1 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.

vii. To perform any other duties assigned by Supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.5 from

any recognized Institution

17.3 SALARY SCALE

PHTS 1.1

18.0 TUTORIAL ASSISTANT (GEOTECHNICAL ENGINEERING) - 1 Post

18.1 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;
- vii. To perform any other duties assigned by Supervisor

18.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.5 from any recognized Institution.

18.3 SALARY SCALE

PHTS 1.1

19.0 TUTORIAL ASSISTANT (STRUCTURAL ENGINEERING) - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.5 from any recognized Institution.

19.3 SALARY SCALE

PHTS 1.1

20.0 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) - 2 Posts

20.1 DUTIES AND RESPONSIBILITIES

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

20.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in one of the following fields: Accounting and Transport Finance, Accounting and Finance, Business Administration majoring in Accounting and

Finance with GPA not less than 3.5 from recognized institutions.

20.3 SALARY SCALE

PHTS 1.1

21.0 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) - 2 Posts

21.1 DUTIES AND RESPONSIBILITIES

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

21.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in one of the following fields: Business Management or Business Administration with GPA not less than 3.5 from recognized institutions.

21.3 SALARY SCALE

PHTS 1.1

22.0 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) - 1 Post

22.1 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

22.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Human Resource Management with GPA not less than 3.5 from any recognized Institution

22.3 SALARY SCALE

PHTS 1.1

23.0 TUTORIAL ASSISTANT (ELECTRONICS AND TELECOMMUNICATION ENGINEERING) - 1 Post

23.1 DUTIES AND RESPONSIBILITIES

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

23.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Electronics or Telecommunication Engineering GPA not less than 3.5 from any recognized Institution

23.3 SALARY SCALE

PHTS 1.1

24.0 TUTORIAL ASSISTANT (ROAD AND RAILWAY TRANSPORT LOGISTICS MANAGEMENT) - 3 Posts

24.1 DUTIES AND RESPONSIBILITIES

- i. Teach and assist students up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorials and practical sessions under close supervision;
- iii. Prepare learning and teaching materials for tutorials and practical exercises;
- iv. Assist in research activities under close supervision;
- v. Conduct student assessments up to NTA Level 6;
- vi. Participate in consultancy and community service activities under close supervision;
and
- vii. Perform any other related duties as assigned by the supervisor.

24.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Road and Railway Transport Logistics Management with a minimum GPA of 3.5 from a recognized higher learning institution

24.3 SALARY SCALE

PHTS 1.1

25.0 TUTORIAL ASSISTANT (LOGISTICS AND TRANSPORT MANAGEMENT) - 3 Posts

25.1 DUTIES AND RESPONSIBILITIES

- i. To Teach and assist students up to NTA Level 6 (Ordinary Diploma).
- ii. To. Assist in conducting tutorials and practical sessions under close supervision.

- iii. To Prepare learning and teaching materials for tutorials and practical exercises.
- iv. To Assist in research activities under close supervision.
- v. To Conduct student assessments up to NTA Level 6.
- vi. To Participate in consultancy and community service activities under close supervision.
- vii. To Perform any other related duties as assigned by the supervisor

25.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Logistics and Transport Management with a minimum GPA of 3.5 from a recognized higher learning institution

25.3 SALARY SCALE

PHTS 1.1

26.0 TUTOR II (LOGISTICS AND TRANSPORT MANAGEMENT) - 2 Posts

26.1 DUTIES AND RESPONSIBILITIES

- i. Teach students up to NTA Level 6 (Ordinary Diploma).
- ii. Prepare teaching and learning materials for tutorials and practical sessions,
- iii. Assist in research activities under close supervision,
- iv. Conduct student assessments up to NTA Level 6,
- v. Assist in conducting tutorials for Bachelor's Degree students under supervision,
- vi. Participate in consultancy and community service activities under close supervision,
- vii. Perform any other related duties as assigned by the supervisor.

26.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Logistics and Transport Management with a minimum GPA of 3.0

from a recognized higher learning institution.

26.3 SALARY SCALE

PTSS 3.1

27.0 TUTOR II (ROAD AND RAILWAY TRANSPORT LOGISTICS MANAGEMENT) - 1 Post

27.1 DUTIES AND RESPONSIBILITIES

- i. To Teach students up to NTA Level 6 (Ordinary Diploma);
- ii. To Prepare teaching and learning materials for tutorials and practical sessions;
- iii. To Assist in research activities under close supervision;
- iv. To Conduct student assessments up to NTA Level 6;
- v. To Assist in conducting tutorials for Bachelor's Degree students under supervision;
- vi. To Participate in consultancy and community service activities under close supervision;
- vii. To Perform any other related duties as assigned by the supervisor

27.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Road and Railway Transport Logistics Management, with a minimum GPA of 3.0 from a recognized higher learning institution

27.3 SALARY SCALE

PTSS 3.1

28.0 TUTOR II (CIVIL ENGINEERING) - 3 Posts

28.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);

- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

28.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.0 from any recognized Institution.

28.3 SALARY SCALE

PTSS 3.1

29.0 TUTOR II (WELDING TECHNOLOGY) - 1 Post

29.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

29.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mechanical Engineering with GPA of not less than 3.0 from any recognized Institution.

29.3 SALARY SCALE

PTSS 3.1

30.0 TUTOR II (SHIPPING AND PORT LOGISTICS MANAGEMENT) - 1 Post

30.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

30.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management; Shipping and Logistics Management with a GPA of not less than 3.0 from a recognized Institution. Possession of professional certificate issued by Chartered Institute of Shipbrokers or Institute of Export and International Trade or Chartered Institute of Marine, Port and Terminal Management is added advantage

30.3 SALARY SCALE

PTSS 3.1

31.0 TUTOR II (PORT MANAGEMENT) - 1 Post

31.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma)
- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's Degree students under close supervision
- vi. To carry out consultancy and community services under close supervision
- vii. To perform any other duties assigned by the Supervisor

31.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management, Shipping and Logistics Management with a GPA of not less than 3.0 from a recognized Institution.

31.3 SALARY SCALE

PTSS 3.1

32.0 AIRCRAFT MAINTENANCE INSTRUCTOR II - 1 Post

32.1 DUTIES AND RESPONSIBILITIES

- i. Assist in development and review of curricula;
- ii. Assist in planning, design and review training programmes;
- iii. Prepare lessons for aircraft maintenance engineering;
- iv. Prepare training programmes; v. Prepares learning resources;
- v. Plan and designing training exercises for aircraft maintenance engineering students;
- vi. Assist in training of aircraft maintenance engineering trainees;
- vii. Conduct tutorial and practical exercises for aircraft maintenance engineering trainees under close supervision;
- viii. Prepare material for practical exercises;

- ix. Assist in conducting research, consultancy, and community services;
- x. Plan for preventive maintenance for aircraft engines system components, tools and hanger; and
- xi. To Perform any other related duties as may be assigned by the supervisor.

32.2 QUALIFICATIONS 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 3.0 from a recognized institution plus a valid Aircraft Maintenance Engineers Licence (AMEL) recognized by TCAA

32.3 SALARY SCALE

FAVS 3.1

33.0 TUTOR II (FLIGHT OPERATIONS) - 1 Post

33.1 DUTIES AND RESPONSIBILITIES

- i. To assists 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 exercise and
- iv. To perform any other related duties as may be assigned by the supervisor

33.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields;Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Transport Management or Mateorology with the a GPA of atleast 3.5 from a recognized Institutions. Possession of certificate of completion for Flight Operations Officer Course with a valid Flight Operations Officers License and recognized by TCAA will be an added advantage.

33.3 SALARY SCALE

PTSS 3.1

34.0 CABIN CREW INSTRUCTOR II - 2 Posts

34.1 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 examinations and submit results
- v. To participate in research work
- vi. To carry out consultancy and service job assignment under close supervision; and
- vii. To perform any other related duties as may be assigned by the supervisor.

34.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of completion for Cabin Crew Ab-Initial 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. A candidate possessing Bachelor's Degree in either Aviation Management, Public Administration and Marketing, 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 and TCAA recognized certificates of Dangerous goods and Aviation Security will be an added advantage

34.3 SALARY SCALE

FAVS 1.1

35.0 FLIGHT OPERATIONS INSTRUCTOR II - 1 Post

35.1 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;
- iii. To prepare material for practical exercises;
- iv. To perform any other related duties as may be assigned by the supervisor.

35.2 QUALIFICATIONS AND EXPERIENCE

Holder of Advance certificate of Secondary education plus Certificate of completion for Flight Operations Officer course with a valid Flight Operations Officer's License, recognized by TCAA. Possession of a vast experience as a flight operations officer in an airline ce recognized by TCAA will be highly considered. A candidate with Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, meteorology, Logistics and Transport Management, Logistics Management, or Transport Management with a GPA of not less than 3.5 from a recognized institution and TCAA recognized certificates of Dangerous Goods and Aviation security will be an added advantage.

35.3 SALARY SCALE

FAVS 2.1

36.0 AIRCRAFT MAINTENANCE TECHNICIAN II - 1 Post

36.1 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 constructs/ manufactures / fabricates/ 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.

36.2 QUALIFICATIONS AND EXPERIENCE

Holder of a 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.

36.3 SALARY SCALE

FAVS 2.1

37.0 FLIGHT INSTRUCTOR II - 1 Post

37.1 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.

37.2 QUALIFICATIONS 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.

37.3 SALARY SCALE

FAVS 4.1

38.0 LABORATORY TECHNICIAN II (ELECTRONICS AND TELECOMMUNICATION ENGINEERING) - 1 Post

38.1 DUTIES AND RESPONSIBILITIES

- i. To carryout specifies tasks connected with laboratory practical's, students' projects, research, consultancy and services under supervision
- ii. To assist in the repair and maintenance of laboratory facilities
- iii. To assist senior staffs in relevant fields of laboratory operations
- iv. To Manage routine works of the Laboratory and
- v. To perform any other duties as assigned by supervisor

38.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA Level 6) in Electronics and Telecommunication Engineering from any recognized Institution.

38.3 SALARY SCALE

PGSS 5.1

39.0 LABORATORY TECHNICIAN II - SHIP BUILDING - 2 Posts

39.1 DUTIES AND RESPONSIBILITIES

- i. To fabricate or maintain physical models of ships or ship components used for teaching purposes;
- ii. To involve in running computer simulations of ship behavior or stability;
- iii. To assist with maintaining or operating small training pools used for teaching buoyancy or stability concepts;
- 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.

39.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Shipbuilding and Repair, Marine Engineering Technology, Naval Architecture and marine engineering, marine and Mechanical Engineering from any recognized Institution.

39.3 SALARY SCALE

PGSS 5.1

1.0 ARTISAN II (MOTOR VEHICLE MECHANICS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II/National Vocational Award Level II in Auto Electrical and Motor Vehicle Mechanics from recognized institution.

1.3 SALARY SCALE

PGSS 2.1

2.0 ASSISTANT LECTURER (FOOD SCIENCE) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To assist in preparing teaching manual and compendium;
- vii. To work in cooperation with seniors in specific project;
- viii. To attend workshops, conferences and symposium; and
- ix. To perform any other related duties as may be assigned by her/his supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree (NTA level 9) in Food Science and Biotechnology/Technology

or equivalent qualification in the relevant field with a minimum GPA of 3.5 out of 5.0 or equivalent at undergraduate level, and 3.8 out of 5.0 or equivalent at Master Degree level.

2.3 SALARY SCALE

PGSS 2.1

3.0 ASSISTANT LECTURER (PHYSICS) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To assist in preparing teaching manual and compendium;
- vii. To work in cooperation with seniors in specific project;
- viii. To attend workshops, conferences and symposium; and
- ix. To perform any other related duties as may be assigned by her/his supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree (NTA level 9) in Physics or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent at undergraduate level, and 3.8 out of 5.0 or equivalent at Master Degree level

3.3 SALARY SCALE

PGSS 2.1

4.0 ARTISAN II (MECHANICAL ENGINEERING) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To performs routine specified tasks that demand higher technical skills under supervision

- ii. To keep the work place tidy
- iii. To collect and takes care of working tools
- iv. To carry out minor repairs and maintenance
- v. To report maintenance problems to senior staff, and
- vi. To perform any other related duties as assigned by the relevant senior staff

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate of Secondary Education Examination (CSEE) and at least Trade Test Grade II/National Vocational Award Level II in Fitter and Turner or Fitter Mechanics.

4.3 SALARY SCALE

PGSS 2.1

5.0 ASSISTANT LECTURER- SUSTAINABLE RENEWABLE ENERGY ENGINEERING - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To prepare learning resources for tutorial exercise
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To supervise students project
- vi. To review and develop curriculum
- vii. To prepare teaching manual and
- viii. To perform any other related duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Sustainable Renewable Energy Engineering and must have a Bachelor's Degree in Electrical Engineering or Electrical and Electronics Engineering with atleast GPA of 3.8.

5.3 SALARY SCALE

SALARY SCALE- PHTS 2.1

6.0 TUTORIAL ASSISTANT (MULTIMEDIA) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other related duties as may be assigned by her/his supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree (NTA level 8) in Multimedia /Information Technology with a minimum GPA of 3.5 out of 5.0 or equivalent at Undergraduate Degree level from recognized institutions.

6.3 SALARY SCALE

PGSS 2.1

7.0 TUTORIAL ASSISTANT – COMPUTER SCIENCE - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma)
- ii. To assists in conducting tutorial and practical exercises for students under close supervision
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision

- vi. To assist in developing software solutions
- vii. To assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test and
- viii. To perform any other duties as assigned by supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree either in Computer Science, Information Technology or Computer Engineering with GPA of 3.5 and above.

7.3 SALARY SCALE

PHTS1.1

8.0 TUTORIAL ASSISTANT (NETWORK ENGINEERING) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other related duties as may be assigned by her/his supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree (NTA level 8) in Computer Security or Network Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent at Undergraduate Degree level from recognized institution.

8.3 SALARY SCALE

PHTS 1.1

9.0 TUTORIAL ASSISTANT (CIVIL ENGINEERING) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma)
- ii. To assist in conducting tutorial and practical exercises for students under close
- iii. supervision
- iv. To prepare learning resources for tutorial exercises
- v. To assist in conducting research under close supervision
- vi. To carry out consultancy and community services under close supervision
- vii. To assist in developing software solutions
- viii. To assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test and
- ix. To perform any other duties as assigned by supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree in Civil Engineering/Civil and Irrigation/Irrigation and Water Resources Engineering/Geomatics/Building Economics with a minimum GPA of 3.5.

9.3 SALARY SCALE

PHTS 1.1

10.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEMS DEVELOPER) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, and deployment.
- ii. To conduct software analysis, code analysis, software review, identification of code metrics and software reliability analysis.
- iii. To design, code, and debug desktop, web, and mobile-based applications across various deployment platforms, operating systems, programming languages, and

database management systems.

- iv. To design, code, and debug SMS, USSD, and mobile applications using appropriate software languages.
- v. To design and develop responsive web interfaces using modern front-end technologies (HTML, CSS, JavaScript, and frameworks such as React, Angular, or Vue).
- vi. To integrate software components and third-party programs, including consuming external APIs.
- vii. To build, test, and document RESTful and/or GraphQL APIs for application integration.
- viii. To design, implement, and optimize relational and non-relational databases (e.g., MySQL, PostgreSQL, MongoDB).
- ix. To use version control systems (e.g., Git/GitHub/GitLab) and follow collaborative development workflows.
- x. To deploy, manage, and monitor applications on cloud environments (e.g., AWS, Azure, GCP) and containerized platforms (Docker, Kubernetes).
- xi. To set up and maintain CI/CD pipelines for automated building, testing, and deployment.
- xii. To implement secure coding practices, authentication/authorization mechanisms, and ensure protection against common vulnerabilities (XSS, SQL injection, CSRF).
- xiii. To support, maintain, and document software functionality for both technical and non-technical users.
- xiv. To install and configure appropriate application servers based on the supported application programs.
- xv. To support, maintain, and prepare technical and user documentation for various software functionalities.
- xvi. To carry out software testing and quality assurance.
- xvii. To troubleshoot, debug, and upgrade existing software as necessary.
- xviii. To carry out performance tuning, improvement, load balancing, usability, and automation.
- xix. To produce detailed technical specifications and software code documentation.
- xx. To collaborate with designers, project managers, and stakeholders to align

technical solutions with business needs. xxi. To perform any other duties assigned by your supervisor

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree in computer science, Computer Engineering/ Software Engineering/Information Technology or equivalent qualifications from a recognized Institution.

10.3 SALARY SCALE

PGSS 7.1

11.0 TECHNICIAN II (COMPUTER ENGINEERING) - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To install, configure, and maintain computer hardware and peripheral devices such as desktops, laptops, printers, photocopiers, scanners, and other office equipment—ensuring they function optimally and meet user requirements.
- ii. To diagnose and troubleshoot hardware issues, repairing or replacing faulty components in computers, printers, photocopiers, scanners, and related devices.
- iii. To perform routine hardware maintenance and firmware/software updates, including patches, upgrades, and system backups to maintain performance and security.
- iv. To set up, configure, and maintain wired LAN and wireless WLAN networks, including routers, switches, cabling, and access points to ensure robust connectivity.
- v. To troubleshoot and resolve network issues, addressing connectivity problems, IP conflicts, weak Wi-Fi signals, and network bottlenecks to ensure reliability.
- vi. To configure network and device security settings to safeguard against unauthorized access and vulnerabilities.
- vii. To provide technical support and training, helping end-users operate hardware devices—including computers, printers, photocopiers, and scanners—and troubleshoot common issues.
- viii. To maintain accurate documentation of maintenance activities, repair logs, network configurations, and hardware inventory records.

- ix. To manage hardware and network component inventory, ensuring availability of spare parts, replacement units, and tools.
- x. To utilize diagnostic tools and electronic test equipment, such as multimeters and network analyzers, for troubleshooting and system testing.
- xi. To apply preventive maintenance and calibration procedures, minimizing downtime and prolonging the life cycle of equipment including photocopiers and scanners.
- xii. To collaborate with engineering and IT teams, assisting in system integration and escalation of complex technical issues.
- xiii. To assemble, test, and support basic embedded devices (e.g., microcontrollers, IoT modules) for integration into computing or networking systems.
- xiii. To perform basic firmware installation or updates for embedded devices where required.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Ordinary Diploma (NTA Level 6) in Computer Engineering/Computer Engineering and Embedded Systems or equivalent qualifications from a recognized and reputable institution.

11.3 SALARY SCALE

PGSS 5.1

12.0 TECHNICIAN II (ELECTRICAL AND HYDROPOWER ENGINEERING) - 2 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assists academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other duties and responsibilities as may be assigned by Supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Ordinary Diploma (NTA Level 6) in Electrical and Hydropower Engineering or equivalent qualifications from recognized and reputable institution

12.3 SALARY SCALE

PGSS 5.1

13.0 TECHNICIAN II (HYDROPOWER PLANT) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in operating and maintaining power generation equipment in Hydropower Plant (HPP)
- ii. To assist in adjusting controls to regulate electricity flow, voltage and frequency in HPP;
- iii. Identifying and addressing potential issues, implementing corrective actions and following safety protocols
- iv. To conduct regular inspections, maintenance tasks and repairs in HPP
- iv. To maintain accurate records of operational data, logs and report;
- v. To coordinate with other operators, engineers and maintenance personnel
- vi. To perform any other duties and responsibilities as may be assigned by Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Ordinary Diploma (NTA Level 6) in Electrical and Hydropower Engineering or equivalent qualifications from a recognized and reputable institution.

13.3 SALARY SCALE

PGSS 5.1

14.0 TECHNICIAN II (CIVIL ENGINEERING) - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other duties and responsibilities as may be assigned by Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Ordinary Diploma (NTA Level 6) in Civil Engineering or Civil and Highway Engineering or equivalent qualifications from a recognized and reputable institution.

14.3 SALARY SCALE

PGSS 5.1

15.0 TECHNICIAN II (LABORATORY SCIENCE AND TECHNOLOGY) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Ordinary Diploma (NTA Level 6) in Laboratory Science and Technology or equivalent qualifications in a relevant field from recognized and reputable institution.

15.3 SALARY SCALE

ATTRACTIVE REMUNATION PACKAGE.

16.0 TECHNICIAN II (AUTOMOTIVE ENGINEERING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities
- iv. To assist senior staff in relevant fields of operation and
- v. To performs any other Duties and responsibilities as may be assigned by Supervisor

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Ordinary Diploma or FTC in Auto-electrical and Electronics/Automotive Engineering. Experience in Auto-electrical and Electronics Engineering will be an added advantage.

16.3 SALARY SCALE

PGSS 5.1

17.0 TECHNICIAN II (AUTO ELECTRIC AND ELECTRONICS) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision
- ii. To assist academic staff in their research, teaching and consultancy activities
- iii. To repair and maintenance of workshop facilities
- iv. To assist senior staff in relevant fields of operation and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Ordinary Diploma (NTA Level 6) in Auto Electric and Electronics/Electronics Engineering or equivalent qualifications in a relevant field from recognized and reputable institution.

17.3 SALARY SCALE

PGSS 5.1

18.0 OFFICE MANAGEMENT SECRETARY II - 3 Posts

18.1 DUTIES AND RESPONSIBILITIES

- i. To duplicate, photocopying, collecting and stapling materials;
- ii. To prepare the duty rosters as well as ensuring effective and efficient utilization of junior staff;
- iii. To distribute of files and documents to offices; iv. To report maintenance problems
- iv. To type all general correspondence and non-confidential matters; vi. To type letters, minutes, notes, bulletins, circulars, certificates, charts and stencils;
- v. To make duplicate of reports and letters;
- vi. To do proper filing of File copies of typed letter in relevant files;
- vii. To take proper care of all machines under his/her charge and make sure they are used for official work only;
- viii. To make sure the availability of all necessary facilities for proper job performance e.g. Computer systems, printer papers, carbon papers, erasing ink, etc.;
- ix. To receive and direct visitors appropriately; and xii. To perform any other duties as may be assigned by the Supervisor.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Secretarial studies from recognised institution. Must have passed both shorthand English and Swahili at a speed of 100 words per minute with computer knowledge in programs of: - Ms Word, Ms Excel, Ms Publisher, Ms power point, Internet and E-mail.

18.3 SALARY SCALE

PMGSS 4,1

19.0 DENTAL THERAPIST II - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. To assist in diagnosis and prescription of appropriate drugs for the patients;
- ii. To assist in treatment of children (Pediatrics);
- iii. To attend to minor injuries; iv. To assist in minor operations;
- iv. To assist in supervision of reproductive health services; vi. To participate in implementation of primary health care;
- v. To maintain proper patient records according to the national guidelines and reporting;
- vi. To attend general outpatient; To perform other related duties as may be assigned by Supervisor

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Diploma in Clinical dentistry) from a recognized Institution.

19.3 SALARY SCALE

PMGSS 4,1

20.0 RADIOGRAPHY TECHNICIAN II - 2 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays.
- ii. To keep up and maintain x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. To ensure quality diagnosis of x-rays taken.
- iv. .To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- v. To supervise and train junior staff in the unit. vi. To provide technical advice on

radiation in the unit.

- vi. To prepare contrast media and chemicals for x-rays.
- viii. To processing x-ray films.
- vii. To carry out special examination under supervision.
- viii. To keep and maintain patient's records.
- ix. To ensure adherence to standard operating procedure and ATC business process.
- xii. To perform any other duties related to work as assigned by supervisor.

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Radiography or equivalent qualifications from recognized institution. Must be enrolled and registered by Medical Radiology and Imaging Professional Council.

20.3 SALARY SCALE

PMGSS 4,1

21.0 RECORDS MANAGEMENT ASSISTANT II (HEALTH MANAGEMENT RECORDS) - 2 Posts

21.1 DUTIES AND RESPONSIBILITIES

- i. To receive correspondence and files;
- ii. To receive and distribute official publications according to standing instructions;
- iii. To sort outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature;
- iv. To record all outgoing registered correspondence and telegrams;
- v. To dispatch mail going straight to campuses, departments, mail clearing centre and Post office in time according to instructions, classification and current dispatch timetables of mail clearing centre and Post Office;
- vi. To assemble flimsy copies and files them for circulation to listed Officers;
- vii. To re-address mails and answers questions on dispatch, postage and postal procedures and regulations; and
- viii. To perform any other duties and responsibilities as may be assigned by Supervisor.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Health Management Records with ICT skills from a recognized and reputable institution.

21.3 SALARY SCALE

PMGSS 4,1

22.0 ARTISAN II (Carpentry and Joinery) - 2 Posts

22.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision
- ii. To keep the work place tidy
- iii. To collect and takes care of working tools
- iv. To carry out minor repairs and maintenance
- v. To report maintenance problems to senior staff, and
- vi. To perform any other related duties as assigned by the relevant senior staff

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plusTrade Test Grade II or National Vocational Award Level II inCarpentry and Joinery or equivalent qualifications from recognized institution.

22.3 SALARY SCALE

PGSS 2.1

23.0 ARTISAN II (Masonry and Bricklaying) - 1 Post

23.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision
- ii. To keep the work place tidy
- iii. To collect and takes care of working tools

- iv. To carry out minor repairs and maintenance
- v. To report maintenance problems to senior staff, and
- vi. To perform any other related duties as assigned by the relevant senior staff

23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Masonry and Bricklaying or equivalent qualifications from recognized institution.

23.3 SALARY SCALE

PGSS 2.1

24.0 ARTISAN II (Plumbing and Pipe Fitting) - 1 Post

24.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision
- ii. To keep the work place tidy
- iii. To collect and takes care of working tools
- iv. To carry out minor repairs and maintenance
- v. To report maintenance problems to senior staff, and
- vi. To perform any other related duties as assigned by the relevant senior staff

24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Plumbing and Pipe Fitting from recognized institution or equivalent qualifications from recognized institution.

24.3 SALARY SCALE

PGSS 2.1

25.0 ARTISAN II (WELDING & METAL FABRICATION) - 1 Post

25.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

25.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II/National Vocational Award Level II in Welding & Metal fabrication from recognized institution

25.3 SALARY SCALE

PMGSS 4,1

26.0 DRIVER II - 2 Posts

26.1 DUTIES AND RESPONSIBILITIES

- i. To drive College vehicles for department/Unit safely
- ii. To maintain and keep up-to-date log-books
- iii. To ensure that valid documents are obtained prior to commencing any journey
- iv. To ensure safety of passenger (s) during driving
- v. To ensure safe-keeping and cleanliness of the vehicle and its tools
- vi. To keep motor vehicle in good running condition and report immediately faults and defects to Transport officer
- vii. To maintain disciplined behavior, smartness and proper conduct in rendering services
- viii. To adhere to Vehicle Maintenance Schedules
- ix. To perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents and
- x. To perform any other related duties and responsibilities as may be assigned by

Supervisor

26.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with Driving License Class C or E and Certificates that awarded them respective grades with clean driving record of at least one (1) year without causing any road accident. Having attended Basic Driving Course offered by VETA or from any other recognized Institution.

26.3 SALARY SCALE

PGSS 2.1

27.0 TECHNICIAN II (MECHANICAL ENGINEERING) - 1 Post

27.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision
- ii. To assist academic staff in their research, teaching and consultancy activities
- iii. To repair and maintenance of workshop facilities
- iv. To assist senior staff in relevant fields of operation and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor

27.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Ordinary Diploma (NTA Level 6) in Mechanical Engineering or equivalent qualifications in a relevant field from recognized and reputable institution

27.3 SALARY SCALE

ATTRACTIVE REMUNATION PACKAGE.

28.0 ASSISTANT LECTURER (CIVIL ENGINEERING) - 2 Posts

28.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)

- ii. To prepare learning resources for tutorial exercise
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To supervise students project
- vi. To review and develop curriculum
- vii. To prepare teaching manual and
- viii. To perform any other related duties as assigned by supervision

28.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's degree in Water resources/Irrigation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

28.3 SALARY SCALE

SALARY SCALE- PHTS 2.1

29.0 ARTISAN II (ELECTRICAL INSTALLATION) - 1 Post

29.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy; iii. To collect and takes care of working tools;
- iii. To carry out minor repairs and maintenance;
- iv. To report maintenance problems to senior staff, and;
- v. To perform any other related duties as assigned by the relevant senior staff.

29.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II/National Vocational Award Level II in Domestic Electrical Installation from recognized institution.

29.3 SALARY SCALE

1.0 TUTORIAL ASSISTANT (RECORDS AND ARCHIVE MANAGEMENT) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

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

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Records and Archive Management from recognized Institutions with GPA of at least 3.8.

1.3 SALARY SCALE

PHTS 1.1

2.0 TUTORIAL ASSISTANT (ACCOUNTANCY) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

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

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Accounting or Accounting and Finance from recognized Institutions with GPA 3.8 and above out of 5.0.

2.3 SALARY SCALE

PHTS 1.1

3.0 TUTORIAL ASSISTANT - ECONOMICS - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

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

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Economics, Economics of Development and Business Economics from recognized Institutions with GPA 3.8 and above out of 5.0.

3.3 SALARY SCALE

PHTS 1.1

4.0 TUTORIAL ASSISTANT - GENDER STUDIES - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA Level 6;

- ii.To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii.To prepare learning resources for tutorial exercises;
- iv.To assist in conducting research under close supervision;
- v.To carry out consultancy and community services under close supervision; and
- vi.To perform any other related duties as assigned by supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Gender Studies, Gender, Social work, Sociology, from recognized Institutions with GPA 3.8 and above out of 5.0.

4.3 SALARY SCALE

PHTS 1.1

5.0 TUTORIAL ASSISTANT (TOURISM) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

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

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Tourism and Hospitality Management from recognized Institutions with GPA 3.8 and above out of 5.0.

5.3 SALARY SCALE

PHTS 1.1

6.0 TUTORIAL ASSISTANT - HUMAN RESOURCE MANAGEMENT - 4 Posts

6.1 DUTIES AND RESPONSIBILITIES

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

6.2 QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Human Resource Management from a recognized Institution with a GPA of 3.8 from the recognized institutions

6.3 SALARY SCALE

PHTS 1.1

7.0 TUTORIAL ASSISTANT (MATHEMATICS) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and

- vi. To perform any other related duties as assigned by supervisor;

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Mathematics from recognized Institutions with GPA 3.8 and above out of 5.0.

7.3 SALARY SCALE

PHTS 1.1

8.0 ASSISTANT LECTURER (Accountancy) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 8 (Bachelor's Degree);
- ii.To prepare learning resources for tutorial exercises;
- iii.To conduct research, seminars and as studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise student's project;
- vi.To perform any other related duties as assigned by supervisor

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Accountancy with GPA 3.8 at Bachelor degree level and 4.0 Masters level or equivalent qualifications from recognized Institutions

8.3 SALARY SCALE

PHTS 2.1

9.0 ASSISTANT LECTURER - HUMAN RESOURCES MANAGEMENT - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA Level 8;
- ii.To prepare learning resources for tutorial exercises;
- iii.To conduct research, seminars and case studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise students project;
- vi.To prepare teaching manual; and
- vii.To perform any other assigned duties and responsibilities.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor degree in Human Resource Management, Human Resources Planning and Management or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution.

9.3 SALARY SCALE

PHTS 2.1

10.0 ASSISTANT LECTURER (MATHEMATICS) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Mathematics with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree level from the recognized institutions.

10.3 SALARY SCALE

PHTS 2.1

11.0 ASSISTANT LECTURER (Gender Studies) - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 8 (Bachelor's Degree);
- ii.To prepare learning resources for tutorial exercises;
- iii.To conduct research, seminars and as studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise students' project;
- vi.To performing any other related duties as assigned by supervisor

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Gender Studies, Sociology or Social Work t from recognized institutions with GPA 3.8 at Bachelor Degree level and 4.0 at Masters Degree level or equivalent qualifications from recognized Institutions

11.3 SALARY SCALE

PHTS 2.1

12.0 ASSISTANT LECTURER - PROCUREMENT - 2 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To perform any other duties as may be assigned.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Procurement and Logistic Management, Procurement and Supply Chain management or Materials Management from a recognized Institution. All Applicants must have a GPA of 3.8 or at achelor Degree leve and GPA of 4.0 or above at Master's Degree level.

12.3 SALARY SCALE

PHTS 2.1

13.0 ASSISTANT LECTURER (TOURISM) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Tourism from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

13.3 SALARY SCALE

PHTS 2.1

14.0 ASSISTANT LECTURER – LITERATURE - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA Level 8;
- ii.To prepare learning resources for tutorial exercises;
- iii.To conduct research, seminars and case studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise students project;
- vi.To prepare teaching manual; and
- vii.To perform any other assigned duties and responsibilities.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Literature or Arts with Education (Literature as one of the teaching subjects) from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level.

14.3 SALARY SCALE

PHTS 2.1

15.0 ASSISTANT LECTURER (ECONOMICS) - 3 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To perform any other related duties as assigned by supervisor

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Economics from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree level.

15.3 SALARY SCALE

PHTS 2.1

16.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 2 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Business Administration or International Business from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Bachelor degree must relate with Masters degree.

16.3 SALARY SCALE

PHTS 2.1

17.0 ASSISTANT LECTURER (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION)

- 2 Posts

17.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To teach up to NTA level 8 (Bachelor's Degree);
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and related studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise students project;
- vii. To perform any other related duties as assigned by supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Public Administration, Political Science and Public Administration from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

17.3 SALARY SCALE

PHTS 2.1

18.0 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER II (SYSTEM ADMINISTRATOR) - 2 Posts

18.1 DUTIES AND RESPONSIBILITIES

- i. To conduct system monitoring and maintenance (monitor servers, networks, and computer systems to ensure smooth operation);
- ii. To ensure daily system backups and verify successful completion;
- iii. To provide first-level support to users for hardware and software issues;
- iv. To run scheduled jobs and batch processes as per IT procedures;

- v. To maintain system availability during operational hours and manage and operate backup and recovery tools;
- vi. To ensure equipment and Software Management by maintain an inventory of IT equipment and peripherals;
- vii. To manage secure data transfer and maintain confidentiality;
- viii. To perform database backups and recovery operations when needed; and
- ix. To perform any other related duties as may be assigned by Supervisor.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

18.3 SALARY SCALE

PGSS 7.1

19.0 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER II (NETWORK ADMINISTRATOR) - 2 Posts

19.1 DUTIES AND RESPONSIBILITIES

- i. To carry network Setup and Configuration (Installation, network hardware and software maintenance, configuration of IP addressing schemes and network protocols;
- ii. To monitor network performance to ensure reliability, availability, and security;
- iii. To identify and troubleshoot network issues or outages and perform routine maintenance such as firmware updates, patches, and system backups;
- iv. To implement and manage firewalls, antivirus systems, and intrusion detection/prevention systems;
- v. To provide technical support to end-users regarding network connectivity and access;
- vi. To train staff on safe and efficient use of the network;

- vii. To troubleshoot user connectivity and system access issues;
- viii. To plan for future network expansion or upgrades, evaluate and recommend new networking technologies;
- ix. To ensure compliance with organizational IT policies and relevant regulations and manage network-related contracts and service agreements; and
- x. To perform any other related duties as may be assigned by Supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

19.3 SALARY SCALE

PGSS 7.1

20.0 OFFICE MANAGEMENT SECRETARY II - 5 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. To type and retrieve electronically, dispatch letters, prepare reports, memoranda and other reports;
- ii. To ensure that office is open and cleaned on time and all items required for work are available;
- iii. To attend to telephone calls and takes messages and ensures prompt delivery to the officer concerned;
- iv. To prepare documentation and organize logistics and administrative matters for meetings and conferences;
- v. To ensure filing of all incoming and outgoing correspondences are properly done;
- vi. To maintain a diary of appointments, meeting occasions and other scheduled activities;
- vii. To perform any other related duties as may be assigned by the Supervisor

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) with Diploma in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institutions.

20.3 SALARY SCALE

PGSS 4.1

21.0 LIBRARY ASSISTANT II - 6 Posts

21.1 DUTIES AND RESPONSIBILITIES

- i. To assist readers at the reader's advisory desk;
- ii. To register new library members and conduct regular checks;
- iii. To issue and receive books and periodicals to readers;
- iv. To handle inquiries from readers; v. To administer Library records;
- v. To administer reference and reader services;
- vi. To assist readers in bibliographic searching;
- vii. To compile daily statistical data for borrowers of books and periodicals;
- viii. To develop new library systems and procedures; x. To identify materials to be ordered; and
- ix. To perform any other related duties as may be assigned by Supervisor.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate (NTA Level 5) in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

21.3 SALARY SCALE

PGSS 3.1

22.0 LIBRARY OFFICER II - 2 Posts

22.1 DUTIES AND RESPONSIBILITIES

- i. To assist readers at the reader's advisory desk;
- ii. To register new library members and conduct regular checks;
- iii. To issue and receive books and periodicals to readers;
- iv. To handle inquiries from readers; v. To administer Library records;
- v. To administer reference and reader services;
- vi. To assist readers in bibliographic searching;
- vii. To compile daily statistical data for borrowers of books and periodicals;
- viii. To develop new library systems and procedures; x. To identify materials to be ordered; and
- ix. To perform any other related duties as may be assigned by Supervisor

22.2 QUALIFICATIONS AND EXPERIENCE

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

22.3 SALARY SCALE

PGSS 6.1

23.0 TECHNICIAN II (PLUMBING) - 2 Posts

23.1 DUTIES AND RESPONSIBILITIES

- i. To perform daily electrical works including installation and fixing broken units in the system;
- ii. To ensure the electrical systems are operating properly;
- iii. To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. To perform craft jobs under close supervision;
- v. To record and repair defaults; and
- vi. To perform any other related duties as may be assigned by the supervisor.

23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Ordinary Diploma or Full Technician Certificate (NTA Level 6) in Plumbing or equivalent qualifications from a recognized institution.

23.3 SALARY SCALE

pgss 5.1

24.0 ESTATE OFFICER II (ARCHITECTURE) - 1 Post

24.1 DUTIES AND RESPONSIBILITIES

- i. To collect and analyse client's requirements on buildings projects;
- ii. To advise and analyze the need and scope of works for various technical services;
- iii. To organize and arrange site visits and carry out initial appraisals;
- iv. To collaborate with other project technical teams to analyze and prepare outline proposals for building projects;
- v. To prepare programmes and present proposals for the project team meetings;
- vi. To provide complete and detailed information and arrange for tendering for the projects as advised by the Architect;
- vii. To prepare reports, work
- viii. Schedules and correspondences of the projects and seek for the approval of the Senior Architect.
- ix. To perform any other duties as may be assigned by superiors.

24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Architecture or equivalent qualifications from recognized Institutions. Must be registered with respective Professional Board under Graduate Category

24.3 SALARY SCALE

PGSS 6.1

25.0 TUTORIAL ASSISTANT (STATISTICS) - 1 Post

25.1 DUTIES AND RESPONSIBILITIES

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

25.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Statistics from recognized Institutions with GPA 3.8 and above out of 5.0.

25.3 SALARY SCALE

PHTS 2.1

1.0 OCCUPATIONAL HYGIENE INSPECTOR II - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i.To prepare articles and manuals on Occupational Hygiene and Ergonomics safety;
- ii.To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Occupational Hygiene and Ergonomics Safety.
- iii.To prepare and submit reports timely
- iv.To carry out general walk-through workplace inspections for the purpose of the establishment of compliance status;
- v.To carry out specific Occupational Hygiene and Ergonomics inspections and

recommend remedial measures for identified problems;

vi.To carry out work environment measurements (Thermal stress, noise, light, dust, gases, fumes, aerosol, mist, vapor, radiation, indoor air quality, ventilation, efficiency etc.);

vii.To facilitate Occupational Hygiene and Ergonomics trainings to workers and management;

viii.To operate and maintain work environment measuring equipment;

ix.To provide input for and Occupational Hygiene and Ergonomics surveys and researches;

x.To recognize, evaluate and control workplace hazards;

xi.To provide input to Public Relations Office on Occupational Hygiene and Ergonomics issues to be delivered to media, Government Agencies, workers and Management;

xii.To interpret scientific data collected during investigations and recommend appropriate control methods;

xiii.To operate technical equipment for obtaining samples;

xiv.To conduct follow up inspections to ensure corrective measures have been implemented;

xv.To review relevant documents from workplace;

xvi.To review existing and current Occupational safety and health literature; and

xvii.To perform any other related duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields:-Environmental Health

Sciences, Industrial Hygiene, Environmental Engineering or Occupational and Environmental Health from a recognized Institution.

1.3 SALARY SCALE

OSHAS 5

2.0 MEDICAL OFFICER II - 5 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i.To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- ii.To carry out Fitness to work medical examinations and recommend remedial measures for identified problems;
- iii.To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to medical issues;
- iv.To prepare and submit reports timely;
- v.To prepare articles and manuals on Occupational Health;
- vi.To maintain records and provide written and verbal reports as required;
- vii.To prepare OHS medical surveillance reports;
- viii.To plan and implement specific occupational health programmes;
- ix.To keep records of Inspections;
- x.To provide input for occupational health surveys and researches;
- xi.To interpret scientific data collected during investigations and recommend appropriate control methods;
- xii.To conduct follow up inspections to ensure corrective measures have been implemented;
- xiii.To review documents from workplace;

- xiv.To assist in the carrying out of statutory medical examination (Pre- employment, periodic, exit and special);
- xv.To provide counselling on health issues, poly substance abuse;
- xvi.To assist/facilitate OHS training;
- xvii.To carry out health impact assessment;
- xviii.To carry out occupational health surveys and researches;
- xix.To review existing and current Occupational safety and health literature; and
- xx.To performing any other related duties as may be assigned a supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Doctor of medicine degree from a recognized Institution plus successful completion of internship period of one year and has a provisional registration as a Medical Officer from Tanganyika Medical Council.

2.3 SALARY SCALE

OSHAS 5

3.0 NURSING OFFICER II - 6 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i.To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- ii.To carry out fitness to work medical examinations and recommend remedial measures for identified problems;
- iii.To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to medical issues;
- iv.To prepare and submit reports timely;

- v. To prepare articles and manuals on Occupational Health;
- vi. To maintain records and provide written and verbal reports as required;
- vii. To prepare OHS medical surveillance reports;
- viii. To plan and implement specific occupational health programmes;
- ix. To keep records of Inspections;
- x. To provide input for occupational health surveys and researches;
- xi. To provide inputs for Business plan, Strategic plan, occupational health issues;
- xii. To prepare articles on occupational health;
- xiii. To interpret scientific data collected during investigations and recommend appropriate control methods;
- xiv. To conduct follow up inspections to ensure corrective measures have been implemented;
- xv. To review documents from stakeholder;
- xvi. To assist in the carrying out of statutory medical examination (Pre- employment, periodic, exit and special);
- xvii. To provide counselling on health issues, poly substance abuse;
- xviii. To assist/facilitate OHS training; and
- xix. To performing any other related duties as may be assigned by a supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor degree in nursing, midwifery or its equivalent from a recognized institution plus successful completion of internship. Must be registered with Tanzania Nurses and Midwives Council.

3.3 SALARY SCALE

OSHAS 5

4.0 ICT OFFICER II (APPLICATION DEVELOPER) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in designing interactive applications based on deployment platform (e.g. web, mobile etc.);
- ii. To assist in preparation of functional and non-functional technical specifications;
- iii. To assist in breaking down program specification into its simplest elements and translating this logic into a programming or scripting language;
- iv. To assist in coding, testing, debugging and installing application programs;
- v. To assist in configuring appropriate application servers based installed application program;
- vi. To assist in preparation of program documentation;
- vii. To assist in developing, installation and upgrading guidelines as well as computer systems configurations;
- viii. To assist in supporting system users for effective utilization of deployed systems;
- ix. To assist in troubleshooting and resolving routine software applications problems;
- x. To perform any other related duties as may be assigned by the Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management from recognized institutions

4.3 SALARY SCALE

OSHAS 5

1.0 TUTORIAL ASSISTANT (HYDROGRAPHY SURVEY) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorials, seminars, and practical exercises for students under close supervision.
- iii. To prepare learning resources for tutorial exercises.
- iv. To assist in conducting research under close supervision.
- v. To participate in developing and review of curriculum.
- vi. To assist in carrying out consultancy and community services under close supervision.
- vii. To perform any other relevant duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in Hydrographic Survey or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

1.3 SALARY SCALE

PHTS 1/1

2.0 TUTORIAL ASSISTANT (FISHERIES TECHNOLOGY) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial, seminars, and practical exercises for students under close supervision.

- iii. To prepare learning resources for tutorial exercises; To assist in conducting research under close supervision.
- iv. To participate in developing and review of curriculum.
- v. To assist in carrying out consultancy and community services under close supervision.
- vi. To perform any other relevant duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in Fisheries Technology, Bachelor of Science in Aquatic Sciences and Fisheries, Bachelor of Science in Fisheries and Aquaculture, Bachelor in Fisheries Science and Technology, or equivalent qualifications with a minimum GPA of 3.5 out of 5 from recognized Institutions

2.3 SALARY SCALE

PHTS 1/1

3.0 TUTORIAL ASSISTANT (NAVAL ARCHITECTURE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial, seminars, and practical exercises for students under close supervision.
- iii. To prepare learning resources for tutorial exercises.
- iv. To assist in conducting research under close supervision.
- v. To participate in developing and review of curriculum.
- vi. To assist in carrying out consultancy and community services under close supervision.
- vii. To perform any other relevant duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in either of the following: Naval Architecture, Naval Architecture and Ocean Engineering, Ship Building Technology, Naval Architecture and Offshore Engineering, Naval Architecture and Shipbuilding Engineering, Naval Architecture and Marine Engineering or equivalent qualification with a minimum GPA of 3.5 out of 5 from a recognized Institution.

3.3 SALARY SCALE

PHTS 1/1

4.0 TUTORIAL ASSISTANT (OIL AND GAS ENGINEERING) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision
- vii. To perform any other relevant duties as may be assigned by the supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in Petroleum Engineering, Oil and Gas Engineering, Petroleum and Gas Engineering, Petroleum Geoscience or equivalent qualification with a minimum GPA of 3.5 out of 5 from a recognized Institution

4.3 SALARY SCALE

PHTS 1/1

5.0 TUTORIAL ASSISTANT (MECHATRONICS ENGINEERING) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision.
- iii. To prepare learning resources for tutorial exercises.
- iv. To assist in conducting research under close supervision.
- v. To participate in developing and review of curriculum.
- vi. To assist in carrying out consultancy and community services under close supervision.
- vii. To perform any other relevant duties as may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree (NTA Level 8) in Mechatronics Engineering, Electrical and Electronics Engineering, Robotics Engineering, Industrial Automation and Robotics, Systems and Control Engineering, Automation and Control Engineering, Electromechanical Systems Engineering or equivalent qualifications with a minimum GPA of 3.5 out of 5 from any recognized Institution

5.3 SALARY SCALE

PHTS 1/1

6.0 TUTORIAL ASSISTANT (MARITIME LAW) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

To teach up to NTA level 6 (Ordinary Diploma);

To assist in conducting tutorial, seminars and practical exercises for students under close supervision;

To prepare learning resources for tutorial exercises;

To assist in conducting research under close supervision;

To carry out consultancy and community services under close supervision; and

To perform any other duties assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree (NTA Level 8) in Law or equivalent qualifications from recognized Institutions with a GPA of at least 3.5.

6.3 SALARY SCALE

PHTS 1/1

7.0 ASSISTANT LECTURER (FISHING ENGINEERING TECHNOLOGY) - 3 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA 9 Level as part of capacity buildings;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise students project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project;
- ix. To attend workshops, conferences and symposium;
- x. To perform any other relevant duties as may be assigned by the supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA Level 9) in Fisheries Technology, Fishing Engineering Technology, Aquatic Science and Fisheries, Fisheries Science and Technology with a minimum GPA of 3.8 out of 5, and minimum GPA of 3.5 out of 5 at Bachelor Degree level

7.3 SALARY SCALE

PHTS 2.1

8.0 ASSISTANT LECTURER (NAVAL ARCHITECTURE AND OFFSHORE ENGINEERING) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree).
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA 9 Level as part of capacity buildings.
- iii. To prepare learning resources for tutorial exercises.
- iv. To conduct research, seminars and case studies.
- v. To carry out consultancy and community services under supervision.
- vi. To supervise students project.
- vii. To assist in preparing teaching manual and compendium.
- viii. To work in cooperation with seniors in specific project.
- ix. To attend workshops, conferences and symposium.
- x. To perform any other relevant duties as may be assigned by the supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) in either of the following; Offshore Engineering, Naval

Architecture and Ocean Engineering, Ship Building Technology, Naval Architecture and Offshore Engineering, Naval Architecture and Shipbuilding Engineering, Naval Architecture and Marine Engineering or equivalent qualification with a minimum GPA of 3.8 out of 5, and minimum GPA of 3.5 out of 5 at Bachelor Degree level.

8.3 SALARY SCALE

PHTS 2.1

9.0 ASSISTANT LECTURER (OIL AND GAS ENGINEERING) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree).
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA 9 Level as part of capacity buildings.
- iii. To prepare learning resources for tutorial exercises.
- iv. To conduct research, seminars and case studies.
- v. To carry out consultancy and community services under supervision.
- vi. To supervise students project.
- vii. To assist in preparing teaching manual and compendium.
- viii. To work in cooperation with seniors in specific project.
- ix. To attend workshops, conferences and symposium.
- x. To perform any other relevant duties as may be assigned by the supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA Level 9) in Oil and Gas Engineering, Petroleum Engineering, Petroleum and Gas Engineering, Petroleum Geoscience or equivalent qualification with a minimum GPA of 3.8 out of 5, and minimum GPA of 3.5 out of 5 at Bachelor Degree level.

9.3 SALARY SCALE

PHTS 2.1

10.0 ASSISTANT LECTURER (MECHATRONICS ENGINEERING) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree).
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA 9 Level as part of capacity buildings.
- iii. To prepare learning resources for tutorial exercises.
- iv. To conduct research, seminars and case studies.
- v. To carry out consultancy and community services under supervision.
- vi. To supervise students project.
- vii. To assist in preparing teaching manual and compendium.
- viii. To work in cooperation with seniors in specific project.
- ix. To attend workshops, conferences and symposium.
- x. To perform any other relevant duties as may be assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) in Mechatronic Engineering, Electrical and Electronics Engineering, Robotics Engineering, Industrial Automation and Robotics, Systems and Control Engineering, Automation and Control Engineering, Electromechanical Systems Engineering or equivalent qualification with a minimum GPA of 3.8 out of 5, and minimum GPA of 3.5 out of 5 at Bachelor Degree level.

10.3 SALARY SCALE

PHTS 2.1

11.0 ICT OFFICER II (NETWORK ADMINISTRATION) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure.

- ii. To review LAN and WAN architecture.
- iii. To test network equipment and devices.
- iv. To implement network security plan.
- v. To perform network troubleshooting.
- vi. To undertake any other duties as assigned by the superiors

11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Computer Science, Computer Engineering, Information System and Network Engineering, Information and Communication Technology, from recognized institutions. Professional certificates in network CCNA, or others will be an added advantage.

11.3 SALARY SCALE

PGSS 7/1

12.0 TECHNICIAN II (REFRIGERATION AND AIR CONDITIONING) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with simulator/ workshop/ laboratory practical, students' projects, research, consultancy, and services under close supervision.
- ii. To assist in the repair and maintenance of simulator/ workshop/ laboratory facilities.
- iii. To assist senior staff in related fields of operation.
- iv. Performs any other duties assigned by the supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in Full Technician Certificate (FTC) in Refrigeration and Air Conditioning from recognized institution.

12.3 SALARY SCALE

PGSS 5/1

13.0 TECHNICIAN II (OIL AND GAS TECHNOLOGY) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with simulator/ workshop/ laboratory practical, students' projects, research, consultancy and services under close supervision.
- ii. To assist in the repair and maintenance of simulator/ workshop/ laboratory facilities.
- iii. To assist senior staff in related fields of operation.
- iv. Performs any other duties assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in Oil and Gas technology or equivalent qualifications from recognized institution.

13.3 SALARY SCALE

PGSS 5/1

1.0 INFORMATION COMMUNICATION TECHNOLOGY II (DATABASE ADMINISTRATION) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i.To respond to user calls, analyses and rectifies faults to ensure accessibility to the database;
- ii.To report to higher authorities, the faults that cannot be resolved by him/her
- iii.To assist in the training of users on database accessibility
- iv.To run the start, end of day and periodic processes for business systems.
- v.To produce relevant reports and other information as requested by business units.

- vi.To provide access privileges of the system to users based on their areas of operations.
- vii.To monitor database performance and managing database users and data security;
- viii.To assist in storing, managing and accessing various user data in computer system;
- ix.To design, develop and deliver to the end user relevant training as per users' requirements and their domain of operations.
- x.To liaise with information systems officers for development of application systems for use by NCC; and
- xi.To monitor implementation of ICT Security Policy and Guidelines across NCC.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology, Information Systems or equivalent qualifications from recognized institutions. Applicants with engineering qualifications must be registered by Engineers Registration Board as Graduate Engineers.

1.3 SALARY SCALE

PGSS 7

2.0 QUANTITY SURVEYOR II - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i.To assist in training activities;
- ii.To assist in carrying out technical audit;
- iii.To assist in coordination in dispute resolution;
- iv.To assist in the collection of data and in carrying out research as will be directed by a supervisor;
- v.To assist in provision of advisory service; and

vi.To carry out other duties as may be assigned by ones reporting Officer.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Building Economics, Quantity Survey or equivalent qualification from a recognized University with minimum pass of an Upper Second Class.

2.3 SALARY SCALE

PGSS 7

3.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i.To type all general correspondence and non-confidential matters;
- ii.To receive visitors and interviewing them about their problems, and direct them to places where they can be addressed;
- iii.To keep information and records of events, appointments, guests, dates of meeting, trip of his superior and the schedule of other works;
- iv.To look for files and documents needed in the implementation if work duties;
- v.To receive files and distribute to officers in the relevant department/unit/section;
- vi.To collect, maintain and return files and documents to the relevant department;
- vii.To organize excerpts and making preparations for various meeting
- viii.To prepare a list of office equipment needs; and
- ix.To perform any other duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Form IV & VI in Secondary Education Certificate with Diploma in Secretarial Studies or NTA level 6 equivalent qualification from a recognized institution who have passed Shorthand (English) and Hatimkato (Kiswahili) at speed of 100 words per minute with

computer knowledge in MS-Word, MS-Excel, Power Point, Internet, Email, Ms-Publisher from recognized institutions.

3.3 SALARY SCALE

PGSS 4

1.0 DRIVER GRADE II - 10 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To drive Agency vehicles for department/Unit safely;
- ii. To maintain and keeps up-to-date log-books;
- iii. To ensure that valid documents are obtained prior to commencing any journey;
- iv. To ensure safety of passenger (s) during driving;
- v. To ensure safe-keeping and cleanliness of the vehicle and its tools;
- vi. To keep motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- vii. To maintain disciplined behaviour, smartness and proper conduct in rendering services;
- viii. To adhere to Vehicle Maintenance Schedules;
- ix. To report promptly any defects or problems detected in the vehicle; and
- x. To perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination with Basic Driving Course offered by VETA or any other recognized institution and driving license Grade C or E with good track record in driving for not less than one (1) year plus training certificates that qualify them for the respective grade.

1.3 SALARY SCALE

TBASS 3

1.0 OFFICE MANAGEMENT SECRETARY II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To receive and distribute files and keep record of file movement register in his/her Office;
- ii. To handle confidential and important documents;
- iii. To type open and confidential letters, reports and other documents;
- iv. To receive visitors and attend them accordingly;
- v. To keep supervisor`s records of events, appointments, visitors, date of meetings, travels and other timetables;
- vi. To receive telephone calls and replaying telephone, emails and fax messages;
- vii. To organize and store paperwork, documents and computer-based information;
- viii. To prepare various office meetings;
- ix. To ensure office equipment and machines in his/her custody are well maintained;
- x. To prepare office requirements list;
- xi. To perform any other related duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Form Four or Six Certificate, Diploma in Secretarial studies or NTA level 6 of Secretarial Studies and must have passed both Shorthand (English) and Kiswahili (Hatimkato) at a speed of 100 words per minute with computer knowledge in programs of: - Ms Word, Ms Excel, Ms Power point, internet, E-mail and Publisher from recognized institution.

1.3 SALARY SCALE

TGS.C

2.0 MECHANICAL TECHNICIAN II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To undertake servicing of irrigation equipment, machinery and motor vehicle;
- ii. To carry out irrigation equipment, machinery motor vehicles testing;
- iii. To conduct regular inspection of irrigation equipment, machinery and motor vehicle;
- iv. To identify areas for establishment and management of irrigation equipment and machinery hiring centres;
- v. To perform any other related duties as assigned by Supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma/FTC in one of the following; Agro-Mechanization, Mechanical Engineering or related qualifications from recognized institution.

2.3 SALARY SCALE

TGS.C

3.0 AGRICULTURAL TECHNICIAN II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To promote research findings which are positive in irrigation infrastructure,
- ii. To assist in disseminate new construction innovations on irrigation and drainage infrastructure;
- iii. To assist on control of quality of irrigation infrastructure;
- iv. To assist in To promote the use of locally available construction materials tested with positive results for minimization of costs and water losses;
- v. maintaining data bank for contractors undertaking irrigation works;

vi. To assist supervision and contract management for construction and rehabilitation works of irrigation infrastructure;

vii. Perform any other related duties as assigned by the Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma/FTC in one of the following; Irrigation, Irrigation Engineering or related qualifications from recognized institution.

3.3 SALARY SCALE

TGS.C

4.0 ENVIRONMENTAL ENGINEER II - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

i. To provide description of irrigation and drainage systems;

ii. To describe physical features of irrigation and drainage systems;

iii. To describe biological environment of irrigation and drainage systems;

iv. To provide environmental and social advice and technical support to Irrigators organization at scheme level;

v. To disseminate environmental and social management plans in irrigation schemes;

vi. To conduct environmental research on irrigation infrastructure maintenance;

vii. To update the environmental management procedures to irrigation sector;

viii. To participate in conducting environmental impact assessment for irrigation projects; and

ix. To perform any other related duties as assigned by Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Environmental Engineering or equivalent qualifications from any recognized institution. Must be registered with ERB as a Graduate Engineer

4.3 SALARY SCALE

TGS E

5.0 PLANT OPERATOR II - 15 Posts

5.1 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.

5.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education (CSEE) and Driving License Class F or G capable of operating earth moving machines like bulldozer, excavator, motor grader, compactor, drill rig, back hoe and low bed and maintenance of those machines with experience of operating those machines for at least three hundred (300) hours or three (3) months without causing any accident.

5.3 SALARY SCALE

TGOS A

6.0 DRIVER II - 17 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- ii. To ensure that a motor vehicle and its equipment's are in good condition;
- iii. To carry out minor/routine maintenances of vehicles;
- iv. To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- v. To ensure cleanness and services of motor vehicle;
- vi. To record and maintain records pertaining to any journey in the Log book;
- vii. To transport staff to various official duties;
- viii. To assist in collection and dispatching of mails;
- ix. To report any accident to immediately supervisor or Traffic Police;
- x. To Perform any other related duties as assigned by supervisor.
- X i. To drive motor vehicles in accordance to road traffic rules and regulations;

6.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate with driving license Class C or E with a clean driving record of at least one (1) year without causing any road accident. Having attended Basic Driving Course offered by the National Institute of Transport (NIT) or VETA with certificate that help them to get driving licence class E or C from any other recognized Institution.

6.3 SALARY SCALE

TGS. B

7.0 QUANTITY SURVEYOR II - 6 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To evaluate tender and contract documents, including bills of quantities;

- ii. To review contractual claims;
- iii. To review guarantees and bonds;
- iv. To review application of Variations of Contracts;
- v. To prepare engineering estimates in procurement of construction service providers;
- vi. To conduct market survey to establish unit rates;
- vii. To collect and maintain database on performance of consultants and contractors engaged in irrigation works;
- viii. To perform any other related duties as assigned by the Supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Quantity Surveying, Building Economics or equivalent qualifications from recognized institutions and registered by AQRB as graduate Quantity Surveyor.

7.3 SALARY SCALE

TGS E

8.0 LAND SURVEYOR II - 7 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To participate in identification of irrigation potential areas in collaboration with Local Government Authorities;
- ii. To participate in collection of data on earths physical and manmade features through surveys for irrigation infrastructure development;
- iii. To carry out land surveying for irrigation development;
- iv. To interpret and update maps;
- v. To maintain appropriate records of reviewed maps

vi. To perform any other duties as assigned by the Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Land Surveying, Geomatics or equivalent qualifications from recognized institutions

8.3 SALARY SCALE

TGS.D

9.0 ENGINEER II (CIVIL) - 7 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To prepare cost effective designs of irrigation infrastructure;
- ii. To keep irrigation and drainage infrastructure construction design records for Commission;
- iii. To develop an economical construction approach to be used during the irrigation infrastructure construction stage;
- iv. To carry out engineering and economic studies for the maintenance of the irrigation infrastructure;
- v. To establish, maintain and update irrigation infrastructure management systems;
- vi. To undertake research relating to development and maintenance of irrigation infrastructure;
- vii. To assist in preparation of tender documents for procurement of Works contractors;
- viii. To undertake irrigation infrastructure inventory and condition;
- ix. To undertake supervision and contract management for construction/rehabilitation works of irrigation and drainage infrastructure;
- x. To attend regular site meetings and prepare minutes;

- xi. To manage quality control of construction materials and irrigation infrastructure;
- xii. To prepare irrigation infrastructure construction and maintenance plans and budgets; and
- xiii. To perform other related duties as may be assigned by Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in following fields: Civil and Irrigation Engineering, Civil Engineering from Institution/University recognized by the Government and MUST be registered by ERB as a graduate Engineer.

9.3 SALARY SCALE

TGS E

10.0 AGRICULTURAL ENGINEER II (IRRIGATION) - 13 Posts

10.1 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.

10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in following fields: Agricultural Engineering, Irrigation Engineering, Water Resource and Irrigation Engineering from Institution/University recognized by the Government and MUST be registered by ERB as a graduate Engineer.

10.3 SALARY SCALE

TGS E

1.0 COOPERATIVE OFFICER GRADE II (MICROFINANCE, BANKING) - 9 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To recommend on registration and de-registration of Savings and Credit Cooperative Societies (SACCOS)
- ii. To review compliance of licensed SACCOS with Cooperative Societies Legislations;
- iii. To review and recommend on SACCOS license applications;
- iv. To perform off-site and on-site supervision of Licensed SACCOS;
- v. To recommend for approval licensed SACCOS branch formation and relocation of business places;
- vi. To recommend for approval of the Licensed SACCOS to open or operate agencies or outlets;
- vii. To participate in administration of supervisory sanctions or penalties for non-compliant Licensed SACCOS with relevant legislation;
- viii. To review enforcement of SACCOS Regulations and ensure their compliance;
- ix. To participate in administration of supervisory sanctions or penalties to non-complying registered SACCOS;

- x. To collect and review off-site and on-site supervisory reports of registered SACCOS;
- xi. To participate in overseeing accounts and operations of liquidators of registered SACCOS;
- xii. To sensitize the implementation of Cooperative Development Documents including Policies and guidelines;
- xiii. To supervise election process for primary and financial Cooperative societies leaders
- xiv. To perform all other duties relating to regulating or promoting Cooperative Societies; and
- xv. To perform any other related duties as may be assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Microfinance, Banking, Banking and Microfinance or equivalent qualification from a recognized institution.

1.3 SALARY SCALE

TCDCSS 4

2.0 COOPERATIVE OFFICER GRADE II (CO-OPERATIVE MANAGEMENT AND ACCOUNTING) - 17 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To recommend on registration and de-registration of Primary Cooperative Societies and Financial Cooperative Societies;
- ii. To supervise implementation of guidelines on registration and de-registration of primary and financial cooperative societies and monitor their implementation;
- iii. To review recommendations regarding registration of by-laws of primary and financial cooperative societies and their amendments;

- iv. To review recommendations on registration of legal mortgage, debenture, letter of hypothecation, charges and contracts involving primary and financial cooperative societies;
- v. To supervise election process for primary and financial Cooperative societies leaders;
- vi. To recommend for approval licensed SACCOS branch formation and relocation of business places;
- vii. To Interpret and make follow up on the implementation of guidelines on complaints and disputes settlements of Primary and Financial Cooperative societies;
- viii. To Inspect affairs and operations of Primary and Financial Cooperative Societies;
- ix. To review and recommend for approval of annual income and expenditure estimates and maximum liability of primary cooperative societies which exceed zone limits;
- x. To facilitate interpretation of audited accounts and balance sheet for use by members of primary and financial cooperative society;
- xi. To participate in implementation of cooperative development Plan;
- xii. To sensitize the implementation of Cooperative Development Documents including Policies and guidelines; and
- xiii. To perform any other related duties as assigned by the Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Co-operative Management and Accounting, Bachelor of Cooperative Management or equivalent qualification from a recognized institution.

2.3 SALARY SCALE

TCDCSS 4

1.0 ACCOUNTS ASSISTANT II - 10 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i.To file accounts documents;
- ii.To arrange accounts files in storage places;
- iii.To dispatch cheques to payees;
- iv.To prepare Payment vouchers;
- v.To issue receipts for funds received and obtain acknowledgement for funds paid;
- vi.To maintain fixed assets, register and ensures that it is up to date;
- vii.To maintain staff imprest records and retirements; and
- viii.To perform other duties as assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance, ATEC I offered by NBAA or equivalent qualifications from recognized Institutions.

1.3 SALARY SCALE

TMSS 2

2.0 ARTISAN II (MECHANICAL) - 15 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out cleanness of Workshop premises and working tools;
- ii.To carry out minor repair and maintenance of Vehicles, Plant and Equipment under supervision of a Senior Technician;
- iii.To attend routine orders from supervisors; and
- iv.To perform other duties as assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II or Level I/II in Mechanical, Auto-Electrical or equivalent qualification from a recognized Institution.

2.3 SALARY SCALE

TMSS 2

3.0 ARTISAN II (ELECTRONICS) - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i.To carry out cleanliness of working tools/equipment and workshop environments;
- ii.To executive minor installation, repair and maintenance of electronic machines, equipment and ICT systems;
- iii.To keep working tools, measuring instruments, equipment and Electronics workshop in safe and clean conditions.
- iv.To carry out inspection of air conditioning equipment and plants;
- v.To repair breakdown of air conditioning, systems, Refrigeration, plants and equipment;
- vi.To conduct on job training of refrigeration equipment in the Workshop;and
- vii.To perform any other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II or Level I/II in Electronics or equivalent qualification from a recognized Institution.

3.3 SALARY SCALE

TMSS 2

4.0 ARTISAN II (REFREGERATION AND AIR CONDITIONING) - 10 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i.To carry out cleanliness of working tools/equipment and workshop environments;

- ii.To executive minor installation, repair and maintenance of electronic machines, equipment and ICT systems;
- iii.To keep working tools, measuring instruments, equipment and Electronics workshop in safe and clean conditions.
- iv.To carry out inspection of air conditioning equipment and plants;
- v.To repair breakdown of air conditioning, systems, Refrigeration, plants and equipment;
- vi.To conduct on job training of refrigeration equipment in the Workshop;and
- vii.To perform any other related duties as may be assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Trade Test II or Level I/II in Refrigeration and Air Conditioning or equivalent qualification from a recognized Institution.

4.3 SALARY SCALE

TMSS 2

5.0 DIVER II - 5 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i.To dive, inspect and ensure that propellers and sea suction are checked periodically and all deficiencies are corrected/cleaned;
- ii.To assist in rescue operations;
- iii.To ensure that propellers and sea suction are rubbish free;
- iv.To inspect and ensure that hull under water is checked periodically and all deficiencies are reported for repair; and
- v.To perform any other related duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate who has Mandatory Course Certificates offered by SUMATRA and attended open diving short course in Swimming and Sea survival offered by recognized Institution.

5.3 SALARY SCALE

TMSS 1

6.0 FERRY DECK ASSISTANT II - 9 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i.To ensure that the pontoon is at all times safe for operation;
- ii.To knotting and untying the pontoon day using the know wire and rope when the pontoon is at stationary;
- iii.To ensure that the pontoon's deck is free of water and dirty;
- iv.To monitor passengers conducts and behaviours while on board the pontoon;
- v.To supervise passengers and arrange their luggage properly;
- vi.To carry out other activities such as paint, buff and scales decks in association with technicians;
- vii.To participate in rescue operations whenever required or upon occurrence of any accident; and
- viii.To perform any other related duties as may be assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Possession of form four certificate, and must have completed at least six-month Sea time in marine services with Mandatory Course Certificates offered by recognized Institutions by government or International Maritime Organization (IMO).

6.3 SALARY SCALE

TMSS 2

7.0 PLANT OPERATOR II - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i.To drive/operate plants and equipment;
- ii.To carry out cleanliness of plants/equipment and their accessories;
- iii.To keep a Log Book and fuel Consumptions;
- iv.To ensure safety of Plants and equipment;and
- v.To perform any other related duties as may be assigned by supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate with at least VETA Trade test II or level II in Motor Vehicle Mechanics or Basic Driving Course offered by VETA or any recognized Institution with at least one-year experience in related field. The candidate should possess a Driving License Class F.

7.3 SALARY SCALE

TMSS 2

8.0 FERRY CAPTAIN II - 9 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To operate the ferry (Pontoon) from one point to another in accordance to applicable rules, regulation and acceptable general practices;
- ii. To safely depart, navigate, berth and communicate in accordance with the applicable rules and regulations;
- iii. To adhere to established schedules of departure and arrived;
- iv. To monitor the performance of all crew members, report exemplary and unsatisfactory conducts to the Ferry in charge;

- v. To report any deficiencies or irregularities to the Ferry in charge; and
- vi. To do such other duties as may be assigned by immediate supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with basic mandatory Certificate as per STCW95 and Rating Forming Part of Navigation Watch (RFPWA). Possession of Bachelor Degree/Advanced Diploma/Diploma in one of the following fields; Nautical Science, Marine Engineering, Mechanical/Civil Engineering, Electronic/Electrical Engineering, or any other related field is an added advantage.

8.3 SALARY SCALE

TMSS 2

1.0 TECHNICIAN II (PLUMBING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out installation of water pipes in the Centre
- ii. To repair all buildings with plumbing related tasks
- iii. To lay out pipes and fittings during construction of buildings
- iv. To assist Engineers in repairing of machines and carry out plumbing related activities
- v. To observe safety precautions to personnel, tools, instruments and equipment's
- vi. To observe water flow and suggest ways of controlling leakage of water in the centre
- vii. To perform any other duties and responsibilities as may be assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Plumbing or its equivalent from any Institution recognized by Government.

1.3 SALARY SCALE

2.0 LIVESTOCK FIELD ATTENDANT II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i.To milk cows;
- ii.To feed poultry, pigs and rabbits;
- iii.To clean cow shed;
- iv.To graze animals in the pasture lands and
- v.To perform any other duties related to his or her work as may be assignedby Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV and Basic Certificate NTA Level 4/NVA Level 3 from recognized institution.

2.3 SALARY SCALE

POSS 2.

3.0 COOK II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i.To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- ii.To observe and test foods to determine if they have been cooked properly
- iii.To prepare food/meals;
- iv.Take care of kitchen utensils and
- v.To perform any other duties related to his or her work as assigned by his or her Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate plus a Certificate in one of the following fields; Hospitality, Hotel Management, Food Production, Cookery, Beverage Services or equivalent qualifications from a recognized institution.

3.3 SALARY SCALE

PGSS 2

4.0 ENGINEER II (ELECTRICAL) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i.To work under registered Engineer who is registered by Engineer Professional Body in order to attain work experience;
- ii.To perform field works in area of specialization so as to attain enough qualifications for being registered by Engineer Professional Body;
- iii.To collect Information and Statistics concerning various Plants, Machines and Vehicles as well as Vehicles and Electrical equipment's prices from in and out of the Country;
- iv.To asses various mechanical and Electrical projects proposal submitted to the centre.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Electrical Engineering or equivalent from recognized Institution, and must be registered with Engineers Registration Board (ERB).

4.3 SALARY SCALE

PGSS 7.1

5.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To type all documents
- ii. To take care of all office facilities under custody
- iii. To answer correspondences involving routine matters
- iv. To check office registers to ensure that they are well maintained
- v. To receive and direct visitors
- vi. To keep minutes/records of meetings
- vii. To take dictations by shorthand
- viii. To receive, sorting and file mails
- ix. To prepare agendas and making arrangements for various meetings and
- x. To perform any other duties related to his or her work as may be assigned by Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

5.3 SALARY SCALE

PGSS 4.1

1.0 ASSISTANT LECTURER (BANKING AND FINANCE) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and

v. To perform other related duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields: Banking and Finance, Banking and Information System, Money, Finance and Investment, Finance; and a Bachelor Degree in Banking and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees.

1.3 SALARY SCALE

PHTS 2

2.0 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields: Accounting, Accounting and Finance, Finance and Investment, Finance, Accounting and Information Management System and a Bachelor Degree in one of the following fields: Accountancy, Commerce in Accounting, Advanced Diploma in Accounting or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.3 SALARY SCALE

PHTS 2

3.0 ASSISTANT LECTURER (ECONOMICS) - 4 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields: Agricultural Economics, Economics, and a Bachelor Degree in one of the following fields: Agricultural Economics, Economics, Advanced Diploma in Agricultural Economics, Economics, or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

3.3 SALARY SCALE

PHTS 2

4.0 ASSISTANT LECTURER (MATHEMATICS) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and

consultancies;

iv. To supervise students' projects; and

v. To perform other related duties as may be assigned by Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields: Mathematics, Statistics and a Bachelor Degree in one of the following fields: Mathematics, Statistics, Advanced Diploma in Mathematics, Statistics or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

4.3 SALARY SCALE

PHTS 2

5.0 ASSISTANT LECTURER (COMMUNICATION SKILLS) - 4 Posts

5.1 DUTIES AND RESPONSIBILITIES

i. To conduct lectures, research, tutorials and seminars;

ii. To prepare case studies;

iii. To work in cooperation with senior members of staff in research projects and consultancies;

iv. To supervise students' projects; and

v. To perform other related duties as may be assigned by Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Linguistics and a Bachelor Degree in Linguistics or Advanced Diploma in Linguistics, or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-

classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

5.3 SALARY SCALE

PHTS 2

6.0 ASSISTANT LECTURER (BUSINESS LAW) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Law and a Bachelor Degree in Law Or Advanced Diploma in Law or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

6.3 SALARY SCALE

PHTS 2

7.0 ASSISTANT LECTURER (ACTUARIAL SCIENCE) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;

- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Actuarial Science/Studies, Finance, Investment and Financial Management. Bachelor degree in Actuarial Science/Studies or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

7.3 SALARY SCALE

PHTS 2

8.0 ASSISTANT LECTURER (CYBER SECURITY) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Computer Science/Information Technology/Information, Systems/Cyber Security. Bachelor Degree in Computer Science/Information, Technology, or Information Systems/Cyber Security, Advanced Diploma in Computer

Science /Information Technology (specialized in Information Security) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

8.3 SALARY SCALE

PHTS 2

9.0 ASSISTANT LECTURER (INSURANCE & RISK MANAGEMENT) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Insurance and Risk Management and a Bachelor of Science in Risk Management or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

9.3 SALARY SCALE

PHTS 2

10.0 ASSISTANT LECTURER (SOCIAL PROTECTION) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research, tutorials and seminars;

- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff in research projects and consultancies;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Social Protection and Bachelor Degree in Social Protection, Advanced Diploma in Social Protection or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non – classified degrees

10.3 SALARY SCALE

PHTS 2

11.0 TUTORIAL ASSISTANT (SOCIAL PROTECTION) - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy.
- iv. To perform other related duties as may be assigned by Supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Social Protection, Advanced Diploma in Social Protection or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

11.3 SALARY SCALE

PHTS 1

12.0 TUTORIAL ASSISTANT (INSURANCE AND RISK MANAGEMENT) - 3 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Insurance and Risk Management, Risk Management or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

12.3 SALARY SCALE

PHTS 1

13.0 TUTORIAL ASSISTANT (ACTUARIAL SCIENCE) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Actuarial Science/Studies or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

13.3 SALARY SCALE

PHTS 1

14.0 TUTORIAL ASSISTANT (BANKING) - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Banking and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

14.3 SALARY SCALE

PHTS 1

15.0 ADMISSION OFFICER II - 2 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. To receive and verifies applicants' particulars;
- ii. To sort out applicants according to study programs;

- iii. To sort out forms for successful applicants for processing admission letter;
- iv. To open students' files ready for registration;
- v. To process applications for admission into various programmes;
- vi. To undertake student enrolment statistics;
- vii. To prepare list of registered students for other actions, e.g. issuing of identification cards;
- viii. To assist in determination of enrolments budgets in a semester in all programmes;
- ix. To prepare report of registered students for other use/decision making processes; and
- x. To perform any other duties as may be assigned by the Supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Economics, Education, Accountancy, Finance, Law (LL.B), Commerce, Public Administration, Human Resource Management, Business Administration, Information Technology, Sociology or equivalent qualifications from recognized institutions.

15.3 SALARY SCALE

PGSS 6

16.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. To type routine and confidential documents;
- ii. To type routine correspondences; iii. To file non-confidential documents;
- iv. To attend customer visiting/calling at the office;
- v. To take care of scanners, PCs and all other equipment entrusted to her;

- vi. To assist Senior Office Secretary or Office Management Secretary in Office Management;
- vii. To prepare list of office equipment and submit to the relevant offices;
- viii. To make travel arrangements and hotel bookings; and
- ix. To perform any other related official duties as may be assigned by Supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form VI or Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with Computer Knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized Institution.

16.3 SALARY SCALE

PGSS 4

1.0 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) - ANIMAL SCIENCE - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in data collection in on-farm and on-station experiments;
- ii. To assist in keeping research findings and records;
- iii. To assist senior researchers in preparation research reports; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) in Animal Science or equivalent from any recognized Institutions, with minimum GPA of 3.5 out of 5.0

1.3 SALARY SCALE

PRSS 1

2.0 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – VETERINARY MEDICINE - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in data collection in on-farm and on-station experiments;
- ii. To assist in keeping research findings and records;
- iii. To assist senior researchers in preparation research reports;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Veterinary Sciences, Veterinary Medicine or equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

2.3 SALARY SCALE

PRSS 1

3.0 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – RANGE MANAGEMENT - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- To assist in data collection in on-farm and on-station experiments;
- ii. To assist in keeping research findings and records;
 - iii. To assist senior researchers in preparation research reports;
 - iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
 - v. To prepare and submit a technical report to the respective supervisor;

- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree of Range Management, and equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

3.3 SALARY SCALE

PRSS 1

4.0 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – RURAL DEVELOPMENT - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in data collection in on-farm and on-station experiments
- ii. To assist in keeping research findings and records;
- iii. To assist senior researchers in preparation research reports; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) in Rural Development or equivalent from any recognized Institutions, with minimum GPA of 3.5 out of 5.0 or an average of B+ for unclassified Degrees.

4.3 SALARY SCALE

PRSS 1

5.0 RESEARCH OFFICER II (PARASTATAL RESEARCHER) – ANIMAL SCIENCE - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

5.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Animal Science from any recognized Institutions. Must have scored at least 3.5 GPA out of 5.0 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

5.3 SALARY SCALE

PRSS 2

6.0 RESEARCH OFFICER II (PARASTATAL RESEARCHER) – VETERINARY MEDICINE - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

6.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Veterinary Medicine from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

6.3 SALARY SCALE

PRSS 2

7.0 RESEARCH OFFICER II (PARASTATAL RESEARCHER) – RURAL DEVELOPMENT

- 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

7.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Rural Development from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

7.3 SALARY SCALE

PRSS 2

8.0 RESEARCH OFFICER II (PARASTATAL RESEARCHER) – RANGE MANAGEMENT

- 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

8.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Range Management from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of

grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

8.3 SALARY SCALE

PRSS 2

1.0 ASSISTANT TUTOR (ICT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

To facilitate learners up to basic technician certificate (NTA level 4;

ii.To assess learners acquired competences at NTA level 4;

iii.To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA level 5);

iv.To prepare learning resources for facilitating learning;

v.To carry out project assignments under close supervision; and

vi.To performs any other duties assigned by Superiors.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6 or equivalent) with minimum GPA of 3.0 out of 5.0 in Information and Communication Technology or Computer Sciences from a recognized Institution and must be ready to be registered as a Technical Assistant Tutor.

1.3 SALARY SCALE

PTSS 7

2.0 TUTOR II – (ANIMAL SCIENCE) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 and may assist in teaching higher levels;

ii. To administer examination up to NTA level 6;

- iii. To prepare training materials and learning resources and provide training to students;
- iv. Supervises and assists junior staff;
- v. Supervises field training;
- vi. To conduct tutorial sessions for students with academic deficiencies;
- vii. To set examinations and assignments;
- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations classes and tutorials;
- x. To conduct research and consultancy work; and
- xi. Performs any other duties as assigned by superiors.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Animal Science from a recognized Institution/University by the Government with GPA of 3.0 out of 5.0

2.3 SALARY SCALE

PTSS3

3.0 TUTOR II – VETERINARY MEDICINE - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 and may assist in teaching higher levels;
- ii.To administer examination up to NTA level 6;
- iii.To prepare training materials and learning resources and provide training to students;
- iv.Supervises and assists junior staff;
- v.Supervises field training;
- vi.To conduct tutorial sessions for students with academic deficiencies;
- vii.To set examinations and assignments;

- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations classes and tutorials;
- x. To conduct research and consultancy work; and
- xi. Performs any other duties as assigned by superiors.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Veterinary Medicine from a recognized Institution/University with minimum GPA of 3.0 out of 5.0 for Classified Degree or Average Grade B for Unclassified Bachelor Degree.

must be registered

3.3 SALARY SCALE

PTSS 3.3

4.0 TUTOR II – RANGE MANAGEMENT - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist in teaching higher levels;
- ii. To administer examination up to NTA level 6;
- iii. To prepare training materials and learning resources and provide training to students;
- iv. Supervises and assists junior staff;
- v. Supervises field training;
- vi. To conduct tutorial sessions for students with academic deficiencies;
- vii. To set examinations and assignments;
- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations classes and tutorials;
- x. To conduct research and consultancy work; and
- xi. Performs any other duties as assigned by superiors.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Range Management. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

4.3 SALARY SCALE

PTSS3

5.0 TECHNICIAN II (VETERINARY LABORATORY) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To receive and prepare samples for laboratory processing;
- iii. To perform laboratory tests on received samples;
- iv. To prepare and avail the necessary materials for disease diagnostic techniques to be carried;
- v. To maintain cleanness of the laboratory and equipment to minimize infection risks;
- vi. To prepare and keep a laboratory register book for daily activities; and
- vii. To perform any other duties as may be assigned by Superiors.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder a Diploma or Full Technician Certificate (FTC) in Veterinary Laboratory , or equivalent qualifications from a recognized institution.

5.3 SALARY SCALE

LITAS3

6.0 ASSISTANT TUTOR II – ANIMAL HEALTH PRODUCTION - 4 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting practical exercises for students in the UNIT under close supervision up to NTA level 5;
- ii. To assist in carrying out consultancy service and job assignments;

- iii. To prepare training materials and provide training to NTA level IV and V, short course and farmers;
- iv. To conduct tutorial sessions for students with academic deficiencies;
- v. To set examinations and assignments;
- vi. To identify student's needs and provide counselling;
- vii. To conduct and supervise presentations to classes and tutorials.
- viii. To prepare material for practical exercises;
- ix. Supervise student during field practical;
- x. Train farmers on livestock production and processing/Animal Health practices; and
- xi. To performs any other duties assigned by Superiors.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6 or equivalent) in Animal Health and Production, or equivalence from any recognized Institutions, with a minimum GPA of 3.0 out of 5.0.

6.3 SALARY SCALE

PTSS1

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);

Birth certificate.

4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,

Mahakama Street, Tambukareli,

Dodoma.

11. Deadline for application is **22nd December, 2025**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT