

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/221

27th November, 2018

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Forest Services Agency (TFSA), Arusha Technical College (ATC), National Institute of Transport (NIT), Ministry of Health, Community Development, Gender, Elderly and Children, College of Business Education(CBE), Bugando Medical Centre (BMC), National Institute of Transport, Tanzania Public Service College (TPSC), Kibaha Education Centre (KEC), Dar es salaam Institute of Technology (DIT), Institute of Rural Development Planning Dodoma (IRDP), Muhimbili Orthopaedic Institute (MOI), Benjamin Mkapa Hospital (BMH), Local Government Training Institute (LGTI), Tanzania Tea Small Holders Development Agency (TSHDA), The College of African Wildlife Management (MWEKA), Tanzania Institute of Community Development (TICD) and National College of Tourism (NCT), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **78 vacant posts** mentioned below;

1. THE TANZANIA FOREST SERVICES (TFS) AGENCY

Tanzania Forest Services (TFS) Agency as a semi-autonomous Government Agency was established through Government Notice No. 269 of 30th July, 2010. TFS establishment is supported by the Executive Agency Act (Cap. 245) as amended in 2009, the National Forest and Beekeeping Policies adopted in March 1998 and administered through the Forest Act Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources.

1.1 FOREST OFFICER II - 5 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

1.1.1 DUTIES AND REASONSIBILITIES

- i. To supervise planting and management of natural forests and Plantations;
- ii. To conduct research;
- iii. To enforce forest policies and legislation;
- iv. To build capacity of staff and stakeholders;
- v. To conduct planning in forest and coordinate collection and analysis of

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Forestry from a recognized institution of higher learning.
- Must have basic knowledge in computer applications.

1.2 FOREST ASSISTANT II - 5 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

1.2.1 DUTIES AND RESPONSIBILITIES

- To collect and good keeping of seeds;
- To tend to tree seedlings and management of tree nurseries;
- To manage trees and forests;
- To undertake patrols within the forests;
- To inspect and grade forest products;
- To carry out mensuration in forest;
- To carry out forest extension services; and
- To carry out any other duties as assigned from time to time by Supervisor.

1.2.2 QUALIFICATIONS AND EXZPERIENCE

Form four or six leaver with Diploma in Forestry or wood Industry from a recognized institution. Computer knowledge will be an added advantage.

1.3 BEEKEEPING ASSISTANT II - 5 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

1.3.1 DUTIES AND RESPONSIBILITIES

- To manage bee reserves and apiaries;
- To collect beekeeping statistics;
- To keep records on beekeeping research work;
- To carry out beekeeping extension services;
- To manage bee colonies;
- To undertake patrols within the forests/bee reserve and apiaries;
- To carry out any other duties as assigned from time to time by Supervisor.

1.3.2 QUALIFICATIONS AND EXZPERIENCE

Holder of form four or form Six Secondary School certificate of education with a Diploma in Beekeeping from a recognized institution.

1.4 DRIVER II - 1 POST

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

1.4.1 DUTIES AND RESPONSIBILITIES

- To drive the Agency's vehicles;
- To maintain vehicle logbook and movement records;

- iii. To maintain smooth running of vehicles;
- iv. To make simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

1.4.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Form four with passes in three subjects including English. Candidate should have Class C and E driving license and Trade Test Grade II or I certificate in Mechanics from a recognized Institution.
- Must have a three years clean driving record.

1.5 BEEKEEPING OFFICER II - 4 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

1.5.1 DUTIES AND RESPONSIBILITIES

- (i) To supervise establishment of bee reserves and apiaries;
- (ii) To conduct research;
- (iii) To implement beekeeping policies and enforce legislation;
- (iv) To build capacity of staff and stakeholders;
- (v) To conduct planning in beekeeping and coordinate collection and analysis of bee products statistics;
- (vi) To plan and ensure quality of beekeeping products;
- (vii) To participate in setting standards of bee products;
- (viii) To carry out any other duties as assigned from time to time by Supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Science specialized in Beekeeping, Botany or Zoology from a recognized Institution.
- Must have basic knowledge of computer applications.

2. MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN

2.1 ICT OFFICERS (Software Developer)- 6 posts

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) To develop Software on given requirements;
- (ii) To design algorithms and flowcharts of various applications;
- (iii) To produce clean, efficient code based on specifications;
- (iv) To integrate software components and third-party programs;
- (v) To verify and deploy programs and systems;
- (vi) To troubleshoot, debug and upgrade existing software as necessary;
- (vii) To gather and evaluate user feedback;
- (viii) To recommend and execute improvements;
- (ix) To create technical documentation for reference and reporting;
- (x) To test and maintain software products to ensure strong functionality and optimization;
- (xi) Strong grasp of security principles and how they apply to E-Commerce applications;

- (xii) Regular exposure to business stakeholders and executive management, as well as the authority and scope to apply your expertise to many interesting technical problems.

2.1.2 QUALIFICATIONS AND EXPERIENCE

- (i) BSc in Computer Science, Information Technology, Computer Engineering or a related field;
- (ii) 3+ years' proven experience as a Software Developer, Software Engineer or similar role;
- (iii) Familiarity with Agile development methodologies;
- (iv) Experience with software design and development in a test-driven environment;
- (v) Demonstrated knowledge of web technologies and Knowledge of programming languages (Java, JavaScript, HTML, CSS, JQuery, Python, Perl and API's) and frameworks/systems (e.g. AngularJS, Git);
- (vi) Experience with databases (ie. PostgreSQL, mango, maria db, oracle) and Object-Relational Mapping (ORM) frameworks (e.g. Hibernate);
- (vii) Demonstrated knowledge of mobile application development;
- (viii) Ability to learn new languages and technologies;
- (ix) Development of offline application functionalities;
- (x) Excellent communication skills;
- (xi) Resourcefulness and troubleshooting aptitude;
- (xii) Attention to detail;
- (xiii) Ability to work independently and multi-task effectively;
- (xiv) Demonstrated understanding of projects from the perspective of both client and business;
- (xv) Flexible and willing to accept a change in priorities as necessary;
- (xvi) Knowledge of various open sources.

2.1.3 SALARY

In accordance with the Government's Salary scale

2.2 ICT OFFICERS (Network Administrators)- 2 Posts

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) To Configure network hardware like servers, SOPHOS Unified Threat Management (UTM), Firewalls, Load Balancers, VPN, QoS, CISCO and Non CISCO routers and switches;
- (ii) To Manage computer networks (LAN, WAN);
- (iii) To troubleshoot network issues;
- (iv) Develop network architecture with the design of network models;
- (v) Managing servers and their operating systems;
- (vi) Implementing security measures and basic testing;
- (vii) Install and support VoIP telephones and other networked telecommunication devices;
- (viii) Managing cloud and physical network storage; and
- (ix) Deploy, configure and upgrade network software, such as, enterprise antivirus or diagnostics programs.

2.2.2 QUALIFICATIONS AND EXPERIENCE

- B.Sc. in Computer Science/Information Technology or similar field

- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP)
- Experience in Database management software (SQL Server, MySQL, Oracle)
- Knowledge of ISP/Communication Providers and Virtual Private Networks (VPNs)
- Knowledge of IP addressing and some common networking protocols like IPv4 and IPv6.
- Knowledge of the common operating systems such as Linux and MAC OS.
- Knowledge of various Networking Services such as directories, files, distributed applications, email, HTTP, FTP, DNS and some other common services.
- Knowledge of creation of VLAN and management.
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Systems Administrator (MCSA)
- Good knowledge of developing disaster recovering plan
- At least 3 years of experience in a similar role

2.2.3 SALARY

In accordance with the Government's Salary scale

2.3 ICT OFFICERS (System Administrator)- 2 posts

2.3.1 DUTIES AND RESPONSIBILITIES

- (i) To Install and configure software and hardware;
- (ii) To manage network servers and technology tools;
- (iii) To set up accounts and workstations;
- (iv) To monitor performance and maintain systems according to requirements;
- (v) To troubleshoot issues and outages;
- (vi) To perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups;
- (vii) To ensure security through access controls, backups and firewalls;
- (viii) To upgrade systems with new releases and models;
- (ix) To develop expertise to train staff on new technologies;
- (x) To build an internal wiki with technical documentation, manuals and IT policies;
- (xi) To develop and maintain installation and configuration procedures;
- (xii) To contribute to and maintain system standards; and
- (xiii) To maintain data center environmental and monitoring equipment.

2.3.2 QUALIFICATIONS AND EXPERIENCE

- (i) BSc in Information Technology, Computer Science or a related discipline; professional certification.
- (ii) 3+ years' proven experience as a System Administrator, Network Administrator or similar role in complex institutions ie Ministry of health.
- (iii) Experience with databases management (PostgreSQL, mango, maria db) networks configuration (LAN, VLAN, VPN, WAN,VoIP) and patch management.
- (iv) Knowledge of system security (e.g. intrusion detection systems), data backup/recovery and cloud applications.
- (v) Good knowledge of development of disaster plan.
- (vi) Ability to create Backup scripts.

- (vii) Familiarity with various operating systems and platforms such as linux.
- (viii) Good knowledge of active directory and user management.
- (ix) Resourcefulness and problem-solving aptitude.
- (x) Excellent communication skills.
- (xi) Extensive experience with VMware.
- (xii) Advanced knowledge of system vulnerabilities and security issues.
- (xiii) Ability to respond to help desk requests after hours on a limited basis.

2.3.3 SALARY

In accordance with the Government's Salary scale

3. ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is an autonomous institution established by the Government Notice No. 78 of 30th March, 2007 that replaced the then Technical College Arusha that existed since 1978. The vision of ATC is to be a Centre of excellence in training, research and consultancy in science and technology in Africa by 2020.

3.1 ASSISTANT LECTURER – ELECTRICAL ENGINEERING – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES:

- (i) To teach up to NTA level 8 (Bachelors 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 project;
- (vi) To prepare teaching manual; and
- (vii) To perform any other duties as assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree or its equivalent and Masters in any of the following:- Electrical Engineering, Biomedical Engineering, Electrical and Automation Engineering, Electronics or its equivalent from recognized institutions. Certificate in teaching or teaching experience or Biomedical Experience would be an added advantage.

A GPA of at least 4.0 out of 5 in Masters Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

3.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 8 -9**

4. NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with the Certificate of Registration number REG/EOS/009 of 2002.

4.1 ASSISTANT LECTURER (Marketing /Public Relations) – 2 POSTS

4.1.1 DUTIES AND RESPOSIBILITIES.

- (i) To teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- (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 assigned by Supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

- Master's degree in Public Relations, Journalism, Mass communications, Marketing or any related fields of GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

4.1.3 REMUNERATION

Salary Scale: **PHTS 2.1**

4.2 ASSISTANT LECTURER (Computer Engineering or Electronics Engineering) – 1 POST

4.2.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- (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 performs any other duties assigned by Supervisor.

4.2.2 QUALIFICATION AND EXPERIENCE

Master's degree in Computer Engineering or Electronics Engineering, Computer Networking/Science, Software Engineering /Computer Science, Information Technology and Finance, Information and Network Security of GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

4.2.3 REMUNERATION

Salary Scale: **PHTS 2.1**

4.3 ASSISTANT LECTURER (Procurement and Logistics Management)- 1 POST

4.3.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- (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 assigned by Supervisor.

4.3.2 QUALIFICATION AND EXPERIENCE

Master's degree in Procurement and Logistics Management/Procurement and Supply Chain Management of GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

4.3.3 REMUNERATION

Salary Scale: **PHTS 2.1**

4.4 TUTORIAL ASSISTANT (Logistics and Transport Management) - 3 POSTS

4.4.1 DUTIES AND RESPONSIBILITIES

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

4.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Logistics and Transport Management Preferably in Railway, Maritime, Air with Upper Second of GPA not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized Institution.

4.4.3 REMUNERATION

Salary scale: **PHTS 1.1**

4.5 TUTOR/ INSTRUCTOR II (Human Resource Management) - 1 POST

4.5.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- (ii) To conduct and Supports Research and consultancy and works;
- (iii) To assist in administering examinations for NTA level 6 Students;
- (iv) To prepare learning resources;
- (v) To assist in Supervising field training;
- (vi) To supervise and assist Junior Staff; and
- (vii) To perform any other duties as assigned by Supervisor.

4.5.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA 8) in Human Resource Management, Political Science and Public Administration, or any other related fields with GPA of not less than 3.2; and overall average of not less than B grade or above in the relevant field of study from a recognized Institution.

4.5.3 REMUNERATION

Salary Scale: **PTSS 10-11**

4.6 TUTOR/ INSTRUCTOR II (Logistics and Transport Management) – 1POST

4.6.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- (ii) To conduct and support Research and consultancy and works;
- (iii) To assist in administering examinations for NTA level 6 Students;
- (iv) To prepare learning resources;
- (v) To assist in Supervising field training;
- (vi) To supervise and assist Junior Staff; and
- (vii) To perform any other duties as assigned by Supervisor.

4.6.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA 8) in Logistics and Transport Management - Preferably in Railway , Maritime, Air with GPA of not less than 3.2; and overall average of not less than B grade or above in the relevant field of study from a recognized Institution.

4.6.3 REMUNERATION

Salary Scale: **PTSS 10-11**

4.7 TUTOR/ INSTRUCTOR II (Aeronautical Engineering) – 1 POST

4.7.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- (ii) To conduct and Support Research and consultancy and works;
- (iii) To assist in administering examinations for NTA level 6 Students;
- (iv) To prepare learning resources;
- (v) To assist in Supervising field training;
- (vi) To supervise and assist Junior Staff; and
- (vii) To perform any other duties as assigned by Supervisor.

4.7.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA 8) in Aeronautical Engineering with GPA of not less than 3.2; and overall average of not less than B grade or above in the relevant field of study from a recognized Institution.

4.7.3 REMUNERATION

Salary Scale: **PTSS 10-11**

5. 0 TANZANIA SMALL TEA HOLDERS DEVELOPMENT AGENCY (TSHTDA)

5.1 AGRICULTURAL OFFICER II – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- (i) To provide education and advice to Small Holders and good tea husbandry in order to increase yields and quality of green leaf;

- (ii) To help farmers in establishing tea nurseries;
- (iii) To monitors the implementation of plans;
- (iv) To determines inputs requirement for Small Holders, such as fertilizer, agrochemicals and agroicides
- (v) To evaluates farmer's knowledge on tea husbandry techniques;
- (vi) To collect and store data of tea production for a given area; and
- (i) To carry out other duties as may be assigned by Area Agricultural Officer in-charge.

5.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Agriculture from recognized Institutions

5.1.3 REMUNERATION

Salary Scale: TAGSS 2

5.2 DRIVER GRADE II – 1 POST

5.2.1 DUTIES AND RESPONSIBILITIES

- (i) To drive all types of motor vehicles skillfully and adhering to maintenance schedules;
- (ii) To attend to minor repairs and reporting faults for repair by mechanics; and
- (iii) To ensure cleanliness of vehicles.

5.2.2 QUALIFICATION AND EXPERIENCE

- Form IV secondary education with class "C" valid driving license and at least three years driving experience.
- Holder of a Trade test grade II certificate offered by the National Institute of Transport

5.2.3 REMUNERATION

Salary Scale: TAOSS 2

6. COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education (CBE) was established by Act of Parliament, No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

6.1 LECTURER – ICT (1 POST) – (RE – ADVERTISED)

6.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- (ii) To guide and supervise students in building up their practical and research projects;

- (iii) To prepare learning resources and design training exercises for students;
- (iv) To conduct consultancy and community services;
- (v) To develop and review existing curriculum;
- (vi) To undertake individual research and participates in scientific/academic congregations;
- (vii) To prepare teaching manuals, simulations and case studies for training;
- (viii) To coach junior teaching staff; and
- (ix) To perform any other relevant duties as assigned by supervisors

6.1.2 QUALIFICATIONS AND EXPERIENCE

- Applicant must be holder of a PhD from recognized and accredited Higher Learning Institution with at least three (3) years relevant teaching experience in an accredited Institution of Higher Learning in any of the following: Mathematics and Statistics with ICT or Computer science/ Computer engineering/ Informatics.
- Applicants must demonstrate skills in programming.

6.1.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

6.2 ASSISTANT LECTURER - Development Studies – 1 Post (RE-ADVERTISED)

6.2.1 DUTIES AND RESPONSIBILITIES

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

6.2.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Development Studies

6.2.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

6.3 ASSISTANT LECTURERS (Computer science/Computer engineering/Informatics or Information Technology)–3Posts (RE-ADVERTISED)

6.3.1 DUTIES AND RESPONSIBILITIES

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

6.3.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Computer science/Computer engineering/Informatics or Information Technology

6.3.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

6.4 ASSISTANT LECTURER - Marketing – 1 Post (RE-ADVERTISED)

6.4.1 DUTIES AND RESPONSIBILITIES

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

6.4.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field Marketing

6.4.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

6.5 ASSISTANT LECTURERS - Accounting and Finance – 2 Posts (RE-ADVERTISED)

6.5.1 DUTIES AND RESPONSIBILITIES

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

6.5.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Accounting and Finance.

6.5.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

7. DAR-ES-SALAAM INSTITUTE OF TECHNOLOGY (DIT)

The Dar es Salaam Institute of Technology is one of the high learning institutions in Tanzania. Originally established in 1957, it is fully accredited by the National Council for Technical Education to offer technician and engineering programs leading to the awards of Ordinary Diploma (OD), Bachelor of Engineering respectively and Master of Engineering (MEng).

7.1 ASSISTANT LECTURER (ELECTRICAL ENGINEERING DEPARTMENT) – 3 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 8 (Bachelor 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 student's project;
- (vi) To prepare teaching manuals; and
- (vii) To perform any other duties as assigned by supervisor.

7.1.2 QUALIFICATION AND EXPERIENCE

Possession of either Master of Science, Master of Engineering in Electrical Engineering with Bachelor/Advanced Diploma either in Science or Engineering with GPA 3.5 and above from any recognized academic Institution.

7.1.3 REMUNERATION

- Attractive remuneration package in accordance with Government Salary Scale

8. BUGANDO MEDICAL CENTRE

Bugando Medical Centre is a consultant and teaching hospital for the Lake and Western zones of the United Republic of Tanzania. It is situated along the shores of Lake Victoria in Mwanza City. It has 900 beds and over 1000 employees. It is a referral centre for tertiary specialist care for eight regions, namely: - Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people.

8.1 SPECIALIST MEDICAL DOCTOR II (1-Post)

8.1.1 DUTIES AND RESPONSIBILITIES

- (i) To carry out specialized medical care in respective field;
- (ii) To teach and supervise medical students and postgraduate students including setting exams;
- (iii) To conduct medical researches and consultancies;
- (iv) To conduct outreach services;
- (v) To attend emergency duties;
- (vi) To assist in Formulation of SOP in the respective department/section/units;
- (vii) To perform strategic duties for the development of medical services; and
- (viii) To participate fully in morning clinical sessions, patient presentation and journal clubs.

8.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Masters/Postgraduate Doctor of Medicine or MBChB degree or its equivalent with postgraduate degree in the respective field of specialization, with specialization either Orthopedics and Traumatology, Emergency Medicine, Urology, ENT. Must be registered with Medical Council of Tanganyika as a Medical Practitioner

8.1.3 REMUNERATION

Salary scale of PMGSS.11

Age Limit: Not above 45 years of age

9. 0 TANZANIA PUBLIC SERVICE COLLEGE

The Tanzania Public Service College (TPSC) is a Government Executive Agency established in 2000 as a direct response to fill a void for a sustainable public service training institution. TPSC offers programmes that are directly linked to Government business agenda and demand driven. As the demands for the public service to offer quality services at affordable costs increase, it is imperative that the service should be staffed with competent personnel. Hence, TPSC's core business is to develop the appropriate public service competences, which will transform the service into effective and efficient machinery that will strive to meet citizen's needs in terms of services. TPSC's Mission is to improve the quality, efficiency and effectiveness of the public service of Tanzania by providing comprehensive training, consultancy and applied research interventions.

9.1 ASSISTANT LECTURER-COMPUTER SCIENCE/ INFORMATION COMMUNICATION TECHNOLOGY – ICT - 2 POSTS (RE-ADVERTISED)

DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA Level 8;
- (ii) To assist conducting tutorial and practical exercise for students under close supervision;
- (iii) To prepare learning resources for tutorial exercise;
- (i) To conduct short and long term courses;
- (ii) To participate in developing and review curriculum;
- (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 manuals; and
- (vii) To perform any other duties assigned by supervisor.

9.1.1 QUALIFICATION AND EXPERIENCE

- (i) Master Degree in Computer Science/Information Communication Technology – ICT
- (ii) The candidate should be eligible for registration as technical teacher with a minimum of 3.8 GPA in their Bachelors Degree
- (iii) Possession of Computer knowledge will be an added advantage

9.1.2 RENUMERATION

This post carries a salary scale of **PHTS 2**

9.2 ASSISTANT LECTURER – MATHEMATICS/STATISTICS– 1 POST (RE-ADVERTISED)

DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA Level 8;

- (ii) To assist conducting tutorial and practical exercise for students under close supervision;
- (iii) To prepare learning resources for tutorial exercise;
- (iv) To conduct short and long term courses;
- (v) To participate in developing and review curriculum;
- (vi) To conduct research, seminars and case studies;
- (vii) To carry out consultancy and community services under supervision;
- (viii) To supervise students project;
- (ix) To prepare teaching manuals; and
- (x) To perform any other duties assigned by supervisor.

9.2.1 QUALIFICATION AND EXPERIENCE

- Master Degree in Mathematics or Statistics
- The candidate should be eligible for registration as technical teacher with a minimum of **3.8 GPA** in their Bachelor's Degree
- Possession of Computer knowledge will be an added advantage

9.2.2 RENUMERATION

This post carries a salary scale of **PHTS 2**

10. INSTITUTE OF RURAL DEVELOPMENT PLANNING - DODOMA (IRDP)

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institution with mandates for providing Training, Research and Consultancy Services in the fields of Rural Development Planning.

10.1 LECTURER - ECONOMICS - 1 POST (RE - ADVERTISED)

10.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 9(Master Degree);
- (ii) To guide and supervise students in building up their practical and research projects;
- (iii) To prepare learning resources and design training exercises for students;
- (iv) To conduct consultancy and community services;
- (v) To develop and review existing curriculum;
- (vi) To undertake individual research and participate in scientific/academic congregations;
- (vii) To prepare teaching manuals, simulations and case studies for training;
- (viii) To coach junior teaching staff: and
- (ix) To perform any other official duties assigned by relevant authorities.

10.1.2 QUALIFICATIONS AND EXPERIENCE

PhD Degree in Economics who is eligible for registration as a technical teacher. The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service. In addition, candidate should have obtained a GPA of 3.5 and above in the undergraduate studies.

10.1.3 REMUNERATION

Salary Scales: PHTS 3

11.0 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous institute established through an act of Parliament No.7 of 1996 with main objective of providing primary, secondary and tertiary Care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in human resources development for the nation and also carries out research in these fields with the view of developing cheaper ways of treatment for patients and reducing invalidity to members of the community.

11.1 SPECIALIST II -1 POST (RE- ADVERTISED)

11.1.1 DUTIES AND RESPONSIBILITIES

- (i) To attend emergency medical duties;
- (ii) To carry out ward rounds;
- (iii) To perform surgical duties;
- (iv) To perform clinical duties in both private and public outpatient clinics;
- (v) To carry out researches in their respective medical fields;
- (vi) To participate fully in morning clinical sessions, patients' presentation and journal clubs;
- (vii) To teach and supervise medical doctors and students in clinical works and surgical procedures;
- (viii) To participate in Medical Board;
- (ix) To participate in outreach programs;
- (x) To participate in preparation of budget of Medical Directorate;
- (xi) To initiate, Create and plan strategies to improve his/her professional services;
- (xii) To prepare Continuing Education Programs for Medical Personnel;
- (xiii) To provide Medical legal advice; and
- (xiv) To carry out administrative duties in his respective working area.

11.1.2 QUALIFICATION AND EXPERIENCE

- Holder of a Master of Medicine (M.Med/PhD) in the field of Orthopaedic/Traumatology, or Neurosurgery or any related field.
- Must be full registered by the Medical Council of Tanganyika.

11.1.3 REMUNERATION.

11.1.4 Attractive remuneration package with the Institute salary scale – PMGSS 11

11.2 MEDICAL RECORDS TECHNICIAN II – 3 POSTS

11.2.1 DUTIES AND RESPONSIBILITIES

- (i) To receive and document patients' records at hospital reception;
- (ii) To register and receive booking appointments for patients to clinics and consultants;

- (iii) To store and retrieve medical records documents;
- (iv) To prepare clinics;
- (v) To update bed bureau;
- (vi) To edit patients case records;
- (vii) To gather data from different sources;
- (viii) To capture data from service points;
- (ix) To maintain record safety and confidentiality;
- (x) To balance daily bed returns;
- (xi) To create and maintain master index;
- (xii) To update patient's master index;
- (xiii) To direct patients to relevant clinics;
- (xiv) To schedule patients to the consultants and specialty clinics;
- (xv) To prepare health records and reports; and
- (xvi) To perform any other duties related to his/her work as assigned by his/her superior and any other related authority of the institute.

11.2.2 QUALIFICATION AND EXPERIENCE

Ordinary Diploma in Health Records or equivalent qualification from a recognized Institution and must have computer skills

11.2.3 REMUNARATION

Attractive remuneration package in accordance with Institute's salary scale – **PMGSS2**

11.3 RECEPTIONIST – 1 POST

11.3.1 DUTIES AND RESPONSIBILITIES

- (i) To receive and interviewing visitors and direct them to various services delivery points;
- (ii) To keep visitor's register books;
- (iii) To receive incoming calls and allocating them to the relevant location;
- (iv) To keep and maintain the switchboard cleanliness in his/her office;
- (v) To ensure that the visitors have appointment and get go ahead from the respective officer/staff;
- (vi) To make phone calls as requested by staff in accordance to the Institute directives;
- (vii) To keep incoming and outgoing phone calls registers;
- (viii) To inform visitors on chain of services at the Institute;
- (ix) To perform any other duties as may be assigned by the supervisor.

11.3.2 QUALIFICATION AND EXPERIENCE

Diploma in Hotel and Tourism or Front Office Operations from a recognised institution with passes in Kiswahili and English

11.3.3 REMUNARATION

Attractive remuneration package in accordance with Institute's salary scale – **PGSS 5**

12.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)

The College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC). The College is located on the slopes of Mount

12.1 TUTORIAL ASSISTANT - LAW ENFORCEMENT (1 POST) – RE - ADVERTISED

12.1.1 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 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.

12.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in law with a minimum GPA of 3.8 from recognized institutions, Post-Graduate Diploma in Legal Practice is a MUST.

12.1.3 OTHER ATTRIBUTES;

- (i) Person of high integrity;
- (ii) Presentation and interpersonal skills;
- (iii) Good communication skills in both Kiswahili and English;
- (iv) Ability to deliver accurate and high quality output timely.

12.1.4 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1.1**

13. THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, advisory, consultancy community outreach services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law and other related subjects.

13.1 LECTURER (LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT) - 1 POST – RE- ADVERTISED

13.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 8 for masters degree holders and up to NTA level
- (ii) 9 for PhD holders;
- (iii) To guides and supervises students in building up their practical and research
- (iv) projects;
- (v) To prepare learning resources and design training exercises for students;
- (vi) To conduct consultancy and community services;
- (vii) To develop and reviews existing curricula;
- (viii) To undertake individual research and participates in scientific/academic Congregations;
- (ix) To prepare teaching manuals, simulations and case studies for training;
- (x) To design and conduct short course programs;
- (xi) To prepare exams and invigilates and marks examination papers;
- (xii) To coach junior teaching staff; and
- (xiii) To perform any other duties as assigned by his/her supervisors.

13.1.2 QUALIFICATION AND EXPERIENCE

Holders of Doctorate (PhD) Degree in relevant field who is eligible for registration as a technical teacher **OR** Registered technical teacher, holder of Master's Degree with three (3) years teaching experience and obtain at least Upper Second Class, Bachelor Degree with G.P.A of 3.5 in relevant field also PhD in relevant field who is working in similar position in related or allied institution.

13.1.3 REMUNERATION

Salary Scale PHTS 3.1 will be offered.

14. KIBAHA EDUCATION CENTRE (KEC)

14.1 ASSISTANT DENTAL OFFICER II - 1 POST – RE-ADVERTISED

14.1.1 DUTIES AND RESPONSIBILITIES

- (i) Dental work except crown and bridge, orthodontist and maxillofacial density;
- (ii) Primary health care;
- (iii) Outreach Programmes;
- (iv) Teach in the health institutions;
- (v) Removal of teeth;
- (vi) Dental checks and measurements;
- (vii) Procurements and care of Dental working tools and Dental workshop;
- (viii) Dental prosthesis, partial dentures;
- (ix) Performing any other duties related to his/her work as assigned by his/her Supervisor.

14.1.2 QUALIFICATION AND EXPERIENCE

National Form IV examination certificate who has attended and passed a 3 years Diploma course in a Government recognized Institution.

14.1.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

14.2 PHARMACEUTICAL ASSISTANT II – (1 POST) – RE-ADVERTISED

14.3 DUTIES AND RESPONSIBILITIES

- (i) To dispense drugs as prescribed by a doctor;
- (ii) To order and preserve drugs/chemicals;
- (iii) To conduct primary Health care Programmes;
- (iv) To keep various records of drugs and treatment instruments;
- (v) To assist in procurement and maintaining adequate stock of drugs;
- (vi) To assist physicians, interns, nurses and patients on medications;
- (vii) To sort out and list drugs expiring within three months for the attention of Superior; and
- (viii) To perform any other duties related to his/her work as assigned by his/her Supervisor.

14.3.1 QUALIFICATION AND EXPERIENCE

National Form IV examination certificate who has attended and passed a 2-year course in Pharmaceutical Assistant from a government recognized institution.

14.3.2 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

14.4 ASSISTANT MEDICAL OFFICER II - 1 POST – RE- ADVERTISED

14.4.1 DUTIES AND RESPONSIBILITIES

- (i) To treat common diseases and pediatrics;
- (ii) To deal with obstetrics and gynecology problems;
- (iii) To attend in and out patients;
- (iv) To attend emergency medical duties;
- (v) To carry out investigations of admitted patients; and
- (vi) To perform any other duties related to his/her work as assigned by his/her Supervisors.

14.4.2 QUALIFICATION AND EXPERIENCE

Advanced Diploma in Assistant Clinical Medicine.

14.4.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

14.5 DENTAL THERAPIST II (1 POST) – RE-ADVERTISED

14.5.1 DUTIES AND RESPONSIBILITIES

- (i) To perform dental work except crown and bridge, orthodontist and maxillofacial density;

- (ii) To conduct primary health care;
- (iii) To perform outreach Programmes;
- (iv) To teach in the health institutions;
- (v) Removal of teeth;
- (vi) Dental checks and measurements;
- (vii) Procurements and care of Dental working tools and Dental workshop;
- (viii) Dental prosthesis, partial dentures; and
- (ix) To perform any other duties related to his/her work as assigned by his/her Supervisor.

14.5.2 QUALIFICATION AND EXPERIENCE

National Form IV examination certificate who has attended and passed a 3 years Diploma course in Dental from any Government recognized Institution.

14.5.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

14.6 MEDICAL RECORDS TECHNICIAN II (1 POST) RE- ADVERTISED

14.6.1 DUTIES AND RESPONSIBILITIES

- (i) To collect, tabulate, analyze and interpret disease and patient statistics and circulating them to relevant end users of the Institute;
- (ii) To receive and register patients and direct them on where to go for attention.
- (iii) To give appointments to patients;
- (iv) To issue files and identification cards to patients;
- (v) To receive files for patients and collect files from the ward;
- (vi) To update information on admissions, discharges and deaths;
- (vii) To create and maintain index in alphabetical order and trace missing files;
- (viii) To facilitate availability of records and statistical data for carrying out research;
- (ix) To assist in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents;
- (x) To assist in periodic squeezing of files into shelves;
- (xi) To collect and prepare daily and monthly statistical returns;
- (xii) To maintain procedures for tracing misfiled and lost case-notes and other Documents; and
- (xiii) To perform any other duties related to his/her work as assigned by his/her Supervisor.

14.6.2 QUALIFICATION AND EXPERIENCE

- Ordinary Secondary School Certificate and Diploma in Medical Records or its equivalent from a recognized institution.
- Must have computer skills.

14.6.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

15. TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

Tengeru Institute of Community Development (TICD) formally known as Community Development Training Institute (CDTI Tengeru), is an autonomous public Institution established as a body corporate by the TICD (Establishment) Order 2013. The Establishment Order was operationalized by Parliamentary Resolution No. 1 of 2014. The Institute serves as a practical-oriented professional center for demand-driven training, research, and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

15.1 LECTURER – DEVELOPMENT STUDIES (1 POST) – RE- ADVERTISED

15.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 9 (Master Degree);
- (ii) To guide and supervise students in building up their practical and research projects;
- (iii) To prepare learning resources and design training exercises for students;
- (iv) To conduct consultancy and community services;
- (v) To develop and review existing curriculum;
- (vi) To undertake individual research and participate in scientific/academic congregations;
- (vii) To prepare teaching manuals, simulations and case studies for training;
- (viii) To coach junior teaching staff;and
- (ix) To perform any other official duties assigned by relevant authorities.

15.1.2 QUALIFICATION AND EXPERIENCE

PhD Degree in Development Studies who is eligible for registration as a technical teacher. The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service. A GPA of at least 3.8 out of 5 in Master's Degree and a minimum GPA of 3.5 out of 5 in Bachelor Degree or its equivalent.

15.1.3 REMUNERATION

An attractive remuneration package will be offered to successful candidates PHTS 3/1

16. BENJAMIN MKAPA HOSPITAL

Benjamin Mkapa Hospital ultra modern diagnostic and treatment centre prompted by; inter alia, the need to provide quality specialized health services, which are not offered in the country by providing quality specialized health services, which are not offered in the country, thus reducing government burden resulting from referring patients abroad. It aims to serve as a centre of excellence for medical services in terms of diagnosis and treatment specifically for Urology, Nephrology, Nuclear medicine, Telemedicine and Endoscopic services.

16.1 TECHNICIAN II (RADIOLOGY)– 1Post

16.1.1 DUTIES AND RESPONSIBILITIES:

- (i) To diagnose patients by using x-ray and ultra sound (i.e. abdomen & Obstetric);
- (ii) To keep and maintain Radiology equipment;
- (iii) To check and certify diagnostic quality of X-rays;
- (iv) To store X-ray pictures until when they are delivered to the Doctors;
- (v) To implement on Radiology and Radiation activities;
- (vi) To prepare, inspect and supervise sterilization of equipment;
- (vii) To prepare report of images and material usage; and
- (viii) To perform any other duties as assigned by his/her Superior.

16.1.2 QUALIFICATIONS AND EXPERIENCE:

- A holder of Diploma in Radiology technology in the related field or its equivalent from any recognized College.
- Must be registered with the relevant Bodies (MRIPC).

17. NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

17.1 TUTOR GRADE II (Food and Beverage Services) – 1 post

17.2 REPORTS TO: Head of Department

DUTY STATION: Bustani Campus- Dar es salaam

17.2.1 DUTIES AND RESPONSIBILITIES:

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

17.2.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Hotel Management or Hospitality Management with specialization in Food and Beverage Services or equivalent qualifications from a reputable institution.
- Diploma in Education and three years working experience in teaching will be an added advantage.

17.2.3 REMUNERATION

Attractive remuneration package will be offered to the successful candidate

17.3 TUTOR GRADE II (Front Office Operations) – 1 Post

REPORTS TO: Head of Department

DUTY STATION: Bustani Campus, Dar es Salaam

17.3.1 DUTIES AND RESPONSIBILITIES:

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

17.3.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Hotel Management or Hospitality Management or equivalent qualifications from a reputable institution.
- Diploma in Education and three years working experience in Front Office will be an added advantage.

17.3.3 REMUNERATION

Attractive remuneration package will be offered to the successful candidate.

17.4 TUTOR GRADE II (Food Production) - 1 Post – (RE- ADVERTISED)

REPORTS TO: Head of Department

DUTY STATION: Arusha Campus

17.4.1 DUTIES AND RESPONSIBILITIES:

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

17.4.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Hotel Management or Hospitality Management with specialization in Food Production or equivalent qualifications from a reputable institution.
- Diploma in Education and three years working experience in teaching will be an added advantage.

17.4.3 REMUNERATION

Attractive remuneration package will be offered to the successful candidate

17.5 TUTOR GRADE II (Travel and Tourism) - 2 Posts

REPORTS TO: Head of Department

DUTY STATION: Temeke Campus

17.5.1 DUTIES AND RESPONSIBILITIES:

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

17.5.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Travel and Tourism, Tourism Management or Equivalent qualifications from a reputable institution, Certificate of Travel and tourism or Certificate of IATA.
- Diploma in Education and three years working experience in teaching will be an added advantage.

17.5.3 REMUNERATION

Attractive remuneration package will be offered to the successful candidate

17.6 TUTOR GRADE II (Tour Guide) - 1 Post

REPORTS TO: Head of Department

DUTY STATION: Temeke Campus

17.6.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- (ii) To administer examinations for NTA level 6 students;
- (iii) To conduct and support research and consultancy works;
- (iv) To prepare learning resources;
- (v) To supervise Field Training;
- (vi) To supervise and assist junior staff; and
- (vii) To perform any other duties assigned by supervisor.

17.6.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Wildlife Management or Wildlife Tourism or equivalent qualifications from a reputable institution.
- Diploma in Education and three years working experience in teaching will be an added advantage.

17.6.3 REMUNERATION

Attractive remuneration package will be offered to the successful candidate.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to
*Secretary,
President's Office,
Public Service Recruitment Secretariat,
27 Bibi Titi Mohammed Road,
P.O. Box 63100, Maktaba Complex,
11102 Dar EsSalaam.*
- xiii. Deadline for application is 12th December, 2018 and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

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

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT

