

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

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4th April, 2019

VACANCIES ANNOUNCEMENT - (RE-ADVERTISED)

On behalf of Tanzania Ports Authority (TPA), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **12** vacant posts.

1.0 INTRODUCTION:

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing and promoting the maritime sector in Tanzania mainland. The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources to fulfill its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA's vision is to lead the regional maritime trade and logistics services to excellence and its mission is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central and southern Africa. TPA continues to undertake substantial improvement measures to turn around its performance in order to maintain competitiveness within the region.

As part of on-going improvements a number of job opportunities needs to be filled as mentioned below;

1.1 DIRECTOR OF MARINE AND PORTS OPERATIONS – 1 POST Salary Grade: TPSS 2

1.1.1 Station: Headquarters

1.1.2 Reports to: Director General

1.1.3 Objective:

To coordinate, plan, implement, monitor and report on the performance of ports, marine operations and; fire and safety services.

1.1.4 Duties and Responsibilities

- (i) In-charge of the Directorate of Marine and Port Operations and the Chief Harbour Master;
- (ii) To supervise the provision of marine and port operation services;
- (iii) To coordinate the planning of implementation and actual execution of projects;
- (iv) To be a custodian and be responsible for physical marine assets maintenance, condition monitoring and replacement, including initiating disposal processes;
- (v) To oversee the development and preparation of technical standards and procedures for construction, maintenance and inspection of marine facilities;
- (vi) To plan and budget for resources required for development and maintenance of marine facilities;
- (vii) To formulate and prepare user requirements and documents necessary for procurement of marine plants, equipment and facilities;
- (viii) To plan, coordinate, monitor, evaluate and prepare port performance reports on offshore and onshore operations;
- (ix) To monitor provision of fire and safety services in ports;
- (x) To provide advice and solutions to remove bottlenecks in the provision of marine services, ports operations as well as fire and safety services;
- (xi) To enhance consultation among stakeholders and provide a linkage between TPA, Government Ministries, Private Service Providers and other public service institutions involved in ports sector;
- (xii) To inspect ports and marine operations to assess and verify performance;
- (xiii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xiv) To control and safeguard all resources under the Office of Marine and Port Operations Directorate, including employees, office equipment and finances;
- (xv) To perform any other official duties as may be assigned from time to time.

1.1.5 Qualifications and Experience

Bachelor Degree either in Marine Engineering, Marine Science, Nautical Science or Maritime Transport from any recognized institution with working experience of at least Ten (10) years in related field, of which Seven (7) years should be in senior position in a large, reputable and international organization as a senior Marine Pilot level officer with a Certificate of Competence Class 1. Must also be computer literate and Fluent in English and Swahili languages. An experience as Harbour Master and a possession of Master's Degree will be an added advantage.

1.1.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

2.0.1 DIRECTOR OF PLANNING, RISKS AND QUALITY MANAGEMENT 1- POST

2.0.2 Salary Grade: TPSS 2

2.0.3 Station: Headquarters

2.0.4 Reports to: Director General

2.0.5 Objective:

To provide technical expertise on corporate planning, risks management and quality assurance.

2.0.6 Duties and Responsibilities

- (i) In-charge of the Directorate of Corporate Planning, Monitoring and Evaluation as well as Risks and Quality Management;
- (ii) To coordinate the preparation, review and implementation of TPA Master Plan, Strategic Plan, Business Plan and Budget;
- (iii) To coordinate and conduct survey for data collection, trend analysis, interpretation and presentation of TPA data and be a custodian and focal point of TPA statistics;
- (iv) To conduct monitoring and evaluation and prepare reports;
- (v) To coordinate with Government Ministries, Departments and Agencies as well as Regional and Global communities in relation to TPA plans implementation and reports;
- (vi) To facilitate and monitor implementation of Total Quality Management System;
- (vii) To identify potential risks and coordinate the preparation and maintenance of Risk Register so as to mitigate TPA Business against risks and improve efficiency and cost reduction;
- (viii) To establish and implement Operational Risk Management Charter;
- (ix) To control and safeguard all resources under the Office of Planning, Risks and Quality Directorate, including employees, office equipment and finances;
- (x) To be secretariat of TPA Management Meetings;
- (xi) To perform any other official duties as may be assigned from time to time.

2.0.7 Qualifications and Experience

Master's Degree either in Economics, Financial Planning, Investment Planning and Statistics from any recognized institution with working experience of at least Ten (10) years in relevant field, of which Seven (7) years must be in senior positions in a large

and reputable organization. Must also be computer literate and Fluent in English and Swahili languages.

2.0.8 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

3.0.1 DIRECTOR OF INFRASTRUCTURE PLANNING AND INVESTMENT – 1 POST

3.0.2 Salary Grade: TPSS 2

3.0.3 Station: Headquarters

3.0.4 Report to: Director General

3.0.5 Objective

To head, lead and provide general management of the Directorate of Infrastructure Planning and Investment. He/She shall also be responsible for ensuring returns on investments are efficiently realized and meaningful through preparations of project concepts, conducting of feasibility studies, undertaking preliminary designs and arranging tender documentations.

3.0.6 Duties and Responsibilities

- (i) In-charge of the Directorate of Infrastructure Planning and Investment;
- (ii) To develop and implement investment and infrastructure policies, strategies, budgets and guidelines;
- (iii) To review and comment on feasibility studies and preparation of action plans for projects;
- (iv) To prepare project proposals, evaluation and terms of references and submit for approval and implementation;
- (v) To oversee the management of TPA investment processes;
- (vi) To analyze Returns on Investment and Risks, Monitor and Evaluate Investment Portfolios;
- (vii) To provide advisory services on development of technical standards and designs;
- (viii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (ix) To supervise feasibility studies and preliminary design consultancy services, review the respective reports and submit for approval;
- (x) To control and safeguard all resources under the Office of Infrastructure Planning and Investment Directorate, including employees, office equipment and finances; and
- (xi) To perform any other official duties as may be assigned from time to time.

3.0.7 Qualifications and Experience

Master's Degree either in Civil Engineering, Mechanical Engineering, Economics, Investment Planning, Business Administration, Project Management, Strategic Management from any recognized institution with working experience of at least Ten (10) years, of which Seven (7) years must be in senior position in a reputable organization with a significant number of large capital projects having actual annual total investment portfolios of not less than TZS 250 billion involving local and international financing. Experience in the identification and formulation of viable capital projects through feasibility studies will be an added advantage. Must also be computer Literate and Fluent in English and Swahili languages.

3.0.8 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

4.0 DIRECTOR OF INTERNAL AUDIT - 1 POST

4.0.1 Salary Grade: TPSS 2

4.0.2 Station: Headquarters

4.0.3 Reports To: Director General

4.0.4 Objective

To provide advisory services to the Accounting Officer and the Committee of the Board of Audit and Finance in the proper management of resources, risks mitigation and ensure effective internal control, proper systems, procedures and business processes.

4.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Internal Audit;
- (ii) To review and report on proper controls over the receipt, custody and utilization of all financial resources of the TPA;
- (iii) To review and report on conformity with financial, technical and operational procedures laid down in any relevant legislation, regulation or instruction issued under good accounting practice as from time to time;
- (iv) To review and report on the correct classification and allocation of revenue and expenditure accounts;
- (v) To review and report on the reliability and integrity of financial and operating data;
- (vi) To review, verify and report on the systems in place used to safeguard assets;
- (vii) To review and report on operations or projects to ascertain whether results are consistent with established objectives and goals;
- (viii) To review and report on the adequacy of action by the management in response to all audit reports;

- (ix) To review and report on the adequacy of controls built into computerized systems in place;
- (x) To prepare Strategic Audit Plans and coordinate Audit Programs;
- (xi) To conduct Value for Money and Performance Audits on appraisal of development projects and all TPA activities;
- (xii) To participate in the preparation and implementation of fundamental TPA Strategic plans;
- (xiii) To coordinate all departments and centres during the planning, conducting of actual audit, reporting and implementation of recommendations issued by external auditors;
- (xiv) To control and safeguard all resources under the Office of Internal Audit Unit, including employees, office equipment and finances; and
- (xv) To perform any other duty as may be assigned from time to time.

4.0.6 Qualifications and Experience

Master's Degree either in Accountancy or Finance, with CPA, CIA or ACCA and registered by the National Board for Accountants and Auditors (NBAA) as a professional Accountant or Auditor. He/she must have working experience of at least Ten (10) years, of which Seven (7) years must be in senior position in relevant field as well as CISA as an added advantage. Must also be computer literate and Fluent in English and Swahili languages.

4.0.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

5.0.1 DIRECTOR OF ENGINEERING SERVICES – 1 POST

5.0.2 Salary Grade :TPSS 2

5.0.3 Station: Headquarters

5.0.4 Report to: Director General

5.0.5 Objective:

To provide technical expertise and services with regard to civil, mechanical and electrical construction and maintenance works for TPA infrastructure; acquisition and management of real estate's and environment management.

5.0.6 Duties and Responsibilities

- (i) In-charge of the Engineering Services Directorate;
- (ii) To enforces TPA engineering policies and procedures;
- (iii) To coordinate the planning of implementation, review of user requirements, user requirement preparation schedules, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects and reporting

progress with recommendations on required actions ;and actual execution of projects;

- (iv) To be a custodian and be responsible for physical assets maintenance, condition monitoring and replacement, including initiating disposal processes;
- (v) To oversee the development and preparation of technical standards and procedures for construction, maintenance and inspection of infrastructures;
- (vi) To plan and budget for resources required for the infrastructure development and maintenance;
- (vii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (viii) To undertake preventive and corrective maintenance to equipment, crafts, plants, solar systems, permanent way, building fittings and other port facilities;
- (ix) To formulate and prepare user requirements and documents necessary for procurement of projects, plants, equipment and manufacturing of machine parts and cargo gears;
- (x) To maintain power plant and sub-station and provide power to the port during outage;
- (xi) To manage TPA assets and property and provide advice on proper utilization of land and buildings for commercial and economic use;
- (xii) To oversee environment management matters and maintain cleanliness and sanitation of the port compound and environment;
- (xiii) To supervise contractors and consultancy services for development projects and acquisition of capital assets;
- (xiv) To review and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for construction and maintenance of the port infrastructure, equipment and landed property;
- (xv) To control and safeguard all resources under the Office of Engineering Services Directorate, including employees, office equipment and finances; and
- (xvi) To perform any other official duties as may be assigned from time to time.

5.0.7 Qualifications and Experience

Master's Degree either in Mechanical Engineering, Civil Engineering or Electro-Mechanical Engineering from any recognized institution with working experience of at least Ten (10) years in relevant field, of which Seven (7) years must be in senior positions in an organization with annual actual capital projects expenditure of not less than TZS 250 billion and registered as Professional Engineer by ERB. Must also be computer literate and Fluent in English and Swahili languages.

5.0.8 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

6.0 LITIGATION SERVICES MANAGER - 1 POST

6.0.1 Salary Grade: TPSS 1

6.0.2 Station: Headquarters

6.0.3 Reports to: Director of Legal Services

6.0.4 Duties and Responsibilities

- (i) To assist on claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations;
- (ii) To interpret laws, ruling and regulations for various issues;
- (iii) To arrange availability of witness, gather evidence and analyze the probable outcomes of cases using knowledge of legal precedents;
- (iv) To liaise with the Solicitor and Attorney General's Chambers on litigation of civil cases and other claims involving the Port;
- (v) To evaluate findings and develop strategies and arguments in preparation for presentation of cases;
- (vi) To formulate defense and initiate legal actions by collecting information to ascertain the facts of a case;
- (vii) To examine legal data to determine advisability of defending or prosecuting lawsuit and train witnesses in the preparation of defense and legal actions;
- (viii) To represent TPA in the court of law, coordinate the advocates service in representing TPA and prepare summary reports for submission;
- (ix) To negotiate settlements of civil disputes;
- (x) To prepare legal briefs and opinions and file appeals in courts;
- (xi) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (xii) To perform any other official duties as may be assigned from time to time.

6.0.5 Qualifications and Experience

Master's Degree in Law from any recognized institution plus successful one year training at the School of Law who is registered as an Advocate of the High Court and Subordinate Courts with working experience of at least Eight (8) years in relevant field, of which Five (5) years must be in senior position. Must also be computer literate and Fluent in English and Swahili languages.

6.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

7.0 CIVIL ENGINEERING MANAGER - 1 POST

7.0.1 Salary Grade : TPSS 1

7.0.2 Station: Headquarters

7.0.3 Reports to: Director of Engineering Services

7.0.4 Duties and Responsibilities

- (i) To manage infrastructure development including designing, preparation of user requirements, user requirement preparation schedules, preparation of procurement forms, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects and reporting progress;
- (ii) To prepare and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for construction and maintenance of the port infrastructure, equipment and landed property;
- (iii) To keep custody of projects documentation including designs, technical specifications, contract agreements, copies of collateral documents, survey data and payment documents including letters of credits;
- (iv) To manage internally executed contract works, conduct timely site inspections, monitor performed works in terms of time, quality and scope, conduct site meetings, prepare and submit progress reports with recommendations on actions to be taken;
- (v) To monitor and audit performance of contractors and consultants on site to ensure adherence and compliance to specifications, contracts time and scope requirements and job safety at work;
- (vi) To update the construction register in order to maintain statutory permits for building and construction services in compliance with legislations, governing standards, methods of installation, health and safety;
- (vii) To control projects costs and time variations by mitigating in advance all possible causes, and where justified, conduct proper and timely assessments of additional time and cost requirements and submit reports;
- (viii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (ix) To perform any other official duties as may be assigned from time to time.

7.0.5 Qualifications and Experience

Master's Degree in Civil Engineering from any recognized institution with working experience of at least Eight (8) years of which Five (5) years must be in senior positions and registered by ERB as Professional Engineer. Must also be computer literate and fluent in English and Swahili languages.

7.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

8.0 REAL ESTATE AND PROPERTY MANAGEMENT MANAGER – 1 POST

8.0.1 Salary Grade : TPSS 1

8.0.2 Station :Headquarters

8.0.3 Reports to: Director of Engineering Service

8.0.4 Duties and Responsibilities

- (i) To conduct inventory surveys, keep custody and update estate and property data base;
- (ii) To conduct site inspections and assess condition of properties, carry out valuation and provide recommendations on the appropriate utilization and decision to be taken such as insurance, taxation and leasing, among others;
- (iii) To survey and verify land ownership for resolving land disputes and advise on proper utilization of land and property as well as other related issues;
- (iv) To scrutinize the needs and recommend for acquisition of land for future investments where no current project is envisaged;
- (v) To keep custody and update estate and property data base including tenants payment records reconciled with Finance and Accounts Directorate;
- (vi) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (vii) To perform any other official duties as may be assigned from time to time.

8.0.5 Qualifications and Experience

Master's Degree either in Estate Management, Land Survey, Land Use Planning and Management from a recognized institution with working experience of at least Eight (8) years of which Five (5) years must be in senior position. Must also be computer literate and fluent in English and Swahili languages.

8.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

9.0 GOODS AND NON-CONSULTANCY SERVICES MANAGER – 1 POST

9.0.1 Salary Grade: TPSS 1

9.0.2 Station: Headquarters

9.0.3 Reports to: Director Of Procurement And Contracts

9.0.4 Duties and Responsibilities

- (i) To advise the Management on matters pertaining to the procurement of goods, non-consultancy services and logistics;

- (ii) To maintain records of goods received, quality and quantity in compliance with the contract specifications;
- (iii) To monitor adherence to procurement process and procedures as per Public Procurement Act;
- (iv) To develop an annual procurement Plan for procurement of Goods and Non-Consultancy Services;
- (v) To procure, maintain and manage supplies, materials and services to support the logistical requirements of the Authority;
- (vi) To maintain and monitor distribution of office supplies and materials;
- (vii) To maintain and update inventory of goods, supplies and materials;
- (viii) Set specifications/standards for goods and non-consultancy procured and monitor adherence to them to ensure value for money;
- (ix) To coordinate the procurement and disposal of activities of goods and non-consultancy of the Authority;
- (x) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (xi) To perform any other duty as may be assigned from time to time.

9.0.5 Qualifications and Experience

Master's Degree either in Procurement and Supplies Management, Logistics Management or Business Administration majoring in Procurement and Supplies Management from any recognised institution with authorised PSP AND APPROVED PSP with working experience of at least Eight (8) years in relevant field, of which Five (5) years must be in senior position. Must also be computer literate and fluent in English and Swahili languages.

9.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

10.0 ELECTRO -MECHANICAL ENGINEERING MANAGER – 1 POST

10.0.1 Salary Grade :TPSS 1

10.0.2 Station: Headquarters

10.0.3 Reports to: Director of Engineering Services

10.0.4 Duties and Responsibilities

- (i) To conduct weekly survey of mechanical equipment, plants, electrical installations and facilities in order to assess adequacy and submit recommendations on requirement gaps in order to ensure availability;
- (ii) To manage equipment, plants and facilities acquisition including designing, preparation of user requirements, user requirement preparation schedules, preparation of procurement forms, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects for capital goods and reporting progress;

- (iii) To prepare and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for projects of capital goods acquisition and maintenance of the equipment, plants and facilities;
- (iv) To manage equipment, plants and facilities acquisition contracts including timely inspections, monitor performance of suppliers in terms of time, quality and scope, conduct contract management meetings, prepare and submit progress reports with recommendations on actions to be taken;
- (v) To initiate and enforce Mechanical and Electrical Engineering policies;
- (vi) To ensure all Mechanical/Electrical Plants, equipment and Installations Lease procedures have Operational Safety certificates and Licenses;
- (vii) To plan and coordinate the disposal and replacement of equipment, plants and facilities;
- (viii) To provide electrical and mechanical engineering Services to civil engineering projects;
- (ix) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (x) To perform any other official duties as may be assigned from time to time.

10.0.5 Qualifications and Experience

Master's Degree either in Electrical Engineering or Mechanical Engineering from any recognized institution with working experience of at least Eight (8) years of which Five (5) years must be in senior positions and registered by ERB as Professional Engineer. Must also be computer literate and fluent in English and Swahili languages.

10.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

11.0 OCCUPATIONAL SAFETY OFFICER – 2 POSTS

11.0.1 Salary Grade: TPGS 6

11.0.2 Station: Dar es Salaam

11.0.3 Reports to: Fire, Safety and Health Manager

11.0.4 Job Purpose: Availability of fire and safety management measures; improved rate of awareness of safety measures by ports employees and stakeholders and zero rating on accident and compliance to safety measures in all ports.

11.0.5 Duties and Responsibilities

- (i) To be responsible for records management on accident/incident investigations, port charges/payments due to damages from accidents and insurance issues;
- (ii) To investigate incidences and accidents which occur within the port and prepare analytical report;

- (iii) To be responsible for identifying hazards within the port and advice the management on preventive measures;
- (iv) To make follow up on preventive measures which are recommended during risk assessment or in the accident/incident reports;
- (v) To make follow up on the availability of safety signs at different port's locations and enforce compliance to the same;
- (vi) To enforce adherences of the port users to safety regulations;
- (vii) To ensure that training of staff and other port users with regard to safety in the port is carried out as planned;
- (viii) To provide regular safety awareness campaign;
- (ix) To prepare safety activities reports and submit timely to officer incharge; and
- (x) To perform any other official duties as assigned from time to time.

11.0.6 Qualifications and Experience

Bachelor Degree either in Disaster Management, Chemical Processing, Mechanical Engineering or Environmental Management with basic certificate in firefighting from any recognized higher learning Institution. At least three (3) years working experience of which one (1) year working in management of safety issues. Must be Computer Literate, fluent in English and Swahili languages.

11.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45 years** except 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies;**
 - 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. Overqualified candidates are not expected to apply;
- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 17th April, 2019**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

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

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**