

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/23

13th April, 2019

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Airports Authority (**TAA**), President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill **119** vacant posts mentioned below;

INTRODUCTION:

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned Airports with a commercially oriented Management Style. The Authority hereby invites applications from suitably qualified, creative and results driven candidates to fill the following existing vacant posts.

1.0 AIRPORT SECURITY OFFICER II (25) Posts

1.1 Duties and Responsibilities:

- (i) To control movement of people, vehicles and animals and monitor access to restricted areas,
- (ii) To screen airport staff, visitors, passengers, baggage, mails and cargo, identify and deal with any unattended baggage according to the established security procedures,
- (iii) To identify and dispose of dangerous and hazardous materials found in passenger baggage,

- (iv) To check identification or travel documents for all passengers, staff and airport users requiring access for accuracy and evidence of tempering,
- (v) To search vehicles accessing the airport restricted areas for purposes of identifying and preventing restricted articles into airside,
- (vi) To monitor passenger flow through screening check point to ensure order and efficiency,
- (vii) To conduct passenger risk assessment to identify passengers who should be subject to special attention,
- (viii) To carry out patrols of the airside/landside areas to ensure locations are secure, identify and report vulnerability and threats within the airport areas to determine security needs for purposes of improvement,
- (ix) To enforce the airport by-laws related to security, evacuate staff and passengers to safe location during security incidences and manage crowd control during emergencies,
- (x) To close entry areas following security breaches and reopen after receiving notification that the airport is secure,
- (xi) To follow up recovery of airport passes from persons who are no longer working at the airport,
- (xii) To conduct daily inspection and test of security equipment and facilities,
- (xiii) To escort visitors to airside of the restricted areas at the airport,
- (xiv) To search aircraft considered to be at a higher risk for detection of concealed explosive devices or weapons,
- (xv) To escort high value cargo from the ware house to the aircraft,
- (xvi) To carry out aircraft guarding and escort duties within the restricted areas,
- (xvii) To update and maintain records of incidences, status of security equipment's and lists of visitors and vehicles at a security check point and,
- (xviii) To perform any other duty as may be assigned by supervisor.

1.2 Qualifications:

Holder of a Bachelor Degree in Law, Sociology, Human Resources, Public Administration, International Relations, Business Administration or equivalent qualification from a recognized Institution and who has undergone Militia Training or National Service training or any other Degree.

1.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

2.0 AIRPORT OPERATIONS OFFICER II (07) Posts

2.1 Duties and Responsibilities:

- (i) To carry out regular airfield inspection on the maneuvering areas of airport and apron to ensure safety and serviceability of infrastructure and landing aids and report status,
- (ii) To supervise services rendered by services contractor in the terminal building and public areas and ensure compliance to Service Level Agreement,
- (iii) To ensure upkeep of airport airstrip (grass cutting, open drainage and cleanness),
- (iv) To ensure quality services and serviceability of facilities in terminal building and public areas,
- (v) To ensure availability and readiness of apron management services,
- (vi) To respond and provide assistance during airport emergencies as may be required/directed by senior operations officer,
- (vii) To participate in the coordination and facilitation of VIP's and Heads of state,
- (viii) To perform other duties as may be assigned by Supervisor.

2.2 Qualifications:

Holder of Bachelor Degree in Business Administration, Human Resources, Public Administration, Law, Logistics Management or equivalent qualification from a recognized Institution.

2.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

3.0 ASSISTANT AIRCRAFT MARSHALLER (12) POSTS

3.1 Duties and Responsibilities

- (i) To assist Aircraft Marshaller in marshalling of aircraft activities.
- (ii) To collect and record daily statistics on incoming and outgoing flights and passenger movements,
- (iii) To assist in disseminating aircraft movement information to the public address centre and other users,
- (iv) To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron,
- (v) To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability,
- (vi) To observe and ensure all apron movements (vehicles, equipments, staff and passengers) comply with developed safety operating procedures,
- (vii) To report the occurrence of accident or incidents on airside and apron immediately,
- (viii) To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size,

- (ix) To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside,
- (x) To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management and,
- (xi) To perform other duties as may be assigned by Supervisor.

3.2 Qualification

Holder of Certificate in Business Administration, Public Administration, Human Resources, Statistics or equivalent qualification from a recognized Institution and should have computer knowledge. Applicant with knowledge of foreign Languages will be an added advantage.

3.4 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

4.0 PUBLIC RELATIONS ASSISTANT (10) POSTS

4.1 Duties and Responsibilities:

- (i) To assist in arranging and schedule public events,
- (ii) To assist in preparing press releases, conferences and news briefings,
- (iii) To assist in preparing periodic reports on public education,
- (iv) To assist in preparation of press Conference and call for Press, Media people in various meetings by the Authority as the case may require for briefing,
- (v) To assist in preparations of diaries, calendars, cards and posters etc,
- (vi) To perform other related duties, as may be assigned by supervisor.

4.2 Qualifications:

Holder of Certificate in Mass Communication, Journalism, Public Relations and Advertisement or equivalent qualifications from a recognized training institution.

4.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

5.0 ASSISTANT PUBLIC RELATIONS OFFICER II (4) POSTS

5.1 Duties and Responsibilities:

- (i) To participate in organizing and implement public awareness meetings and educational programs,
- (ii) To participate in arranging and scheduling public events,
- (iii) To participate in routine public relations activities of the institution including carrying out of photographic assignments, handling publicity/information dissemination,
- (iv) To participate in preparing press releases, conferences and news briefings,
- (v) To participate in preparing periodic reports on public education,
- (vi) To perform other related duties as may be assigned by supervisor.

5.2 Qualifications:

Diploma in Mass Communication, Journalism, Public Relations and Advertisement or equivalent qualifications from a recognized institution.

5.3 Remuneration:

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

6.0 ELECTRICAL TECHNICIAN II (15) POSTS

6.1 Duties and Responsibilities:

- (i) To undertake daily inspection of all airport facilities so as to determine need for service or maintenance,
- (ii) To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs,
- (iii) Carry out maintenance of airport equipment and buildings in accordance with preventive maintenance schedules/programs,
- (iv) To liaise with supervisor for modifications, improvements, installations and commissioning work,
- (v) Assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- (vi) To maintain awareness and compliance with technical, safety health environment (SHE), standards, regulations and procedures.
- (vii) To liaise with other airport users interested in making alterations or additions to existing structures,
- (viii) To collect data for planning, maintain and update records whenever necessary,
- (ix) Maintain a high standard of proficiency in own skill areas and,
- (x) To perform any other duty as may be assigned by supervisor.

6.2 Qualifications:

Holder of a Diploma (NTA 6) in Civil, Building, Electrical, Electro mechanical/Mechanical, Electronics and Telecommunications or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

6.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

7.0 MECHANICAL TECHNICIAN II (15) POSTS

7.1 Duties and Responsibilities:

- (i) To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- (ii) To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,
- (iii) To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work
- (iv) To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance,
- (v) To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles,
- (vi) To assists in the purchase of materials and production equipments including sourcing for quotations on costs of new projects,
- (vii) To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous,
- (viii) To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work' are complied with at all times,
- (ix) To liaise with other airport users interested in making alterations or additions to existing structures,

- (x) To collect data for planning, maintain and update records whenever necessary,
- (xi) To maintain a high standard of proficiency in own skill areas,
- (xii) To perform any other duties as may be assigned supervisor.

7.2 Qualifications:

Holder of a Diploma (NTA 6) in Civil, Building, Electrical, Electro mechanical/Mechanical, Electronics and Telecommunications or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

7.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

8.0 ASSISTANT NURSING OFFICER II (3) POSTS

8.1 Duties and Responsibilities:

- (i) To assist in providing high quality nursing care to all patients,
- (ii) To assist clinical officers as well as Assistant medical officers in their day to day activities,
- (iii) To follow professional instructions from a Doctor,
- (iv) To attend to all patients,
- (v) To assist in maintaining the medicines and the medical instruments of the dispensary,
- (vi) To assist in preparation of the emergency kit,
- (vii) To update medicines and medical equipment's in the ambulance,
- (viii) To care and escort serious patients to the ambulance for further treatment,
- (ix) To perform other duties as may be assigned by supervisor.

8.2 Qualifications:

Holder of Diploma or equivalent qualification in Nursing and registered by the Tanzania Nurse and Midwife Council.

8.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

9.0 DRIVER II (10) POSTS

9.1 Duties and Responsibilities:

- (i) To handle and drive the vehicle assigned,
- (ii) To keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip,
- (iii) To make regular inspection of vehicles,
- (iv) To carry out minor repairs to the vehicle,
- (v) To collect and dispatch mails,
- (vi) To clean vehicles,
- (vii) To maintain up-to-date logbook in connection with vehicle movements and,
- (viii) To perform other related duties as may be assigned from time to time by Supervisor.

9.2 Qualifications:

- i) Holder of Ordinary Secondary School Certificate and Class 'C' or 'E' driving license.
- ii) Attended Basic Driving Course offered by VETA or any recognized Institution.
- iii) Motor vehicle driving experience of at least one (1) year without causing an accident.

9.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Services.

10.0 MARKETING OFFICER II (2) POSTS

10.1 Duties and Responsibilities:

- (i) To develop and implement sound airport promotional and customer visit plan in order to develop good business relations,
- (ii) To collect market Intelligence data and information so as to identify threats and opportunities for management information and decision making,
- (iii) To assist in developing strategies for promoting nationally, regionally as well as globally for management implementation,
- (iv) To assist monitoring the implementation of Contracts for regulated Services,
- (v) To maintain and update contract Register,
- (vi) To assist in Developing, reviewing and implementing airport commercial and marketing plans,
- (vii) To ensure agreements that are about to expire are reported timely for either renewal or termination,
- (viii) To initiate new sources of revenue,
- (ix) To prepare and submit monthly, quarterly, bi-annually and yearly commercial revenues for management use,
- (x) To implement the marketing strategy with specific objectives and targets as agreed and,
- (xi) To perform any other activity as may be assigned by Supervisor.

10.2 Qualifications:

Holder of Bachelor Degree in Commerce, Economics, Business Administration, Entrepreneurship, Marketing, or equivalent qualifications from recognized institutions.

10.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

11.0 ICT OFFICER II (4) POSTS

11.1 Duties and Responsibilities:

- (i) To assist in training technical support staff,
- (ii) To evaluate, implement and document enhancements,
- (iii) To assist in identifying system platform, components and dependencies,
- (iv) To identify software maintenance requirements,
- (v) To prepare detailed analysis, design, and custom programming specifications and architecture,
- (vi) To determine processes and software that ensure the quality, reliability, and system security,
- (vii) To assist in performing systems validation and verification,
- (viii) To collect information, analyze and evaluate existing or proposed systems,
- (ix) To plan, install, configure, troubleshoot, maintain and upgrade operating systems,
- (x) To troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration,
- (xi) To record and maintain hardware and software inventories, site and/or server licensing, and user access and security and,
- (xii) To perform other duties as may be assigned by supervisor.

11.2 Qualifications:

Holder of Bachelor Degree or Advanced Diploma in 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. Relevant professional qualification such as MCITP, DBA, OCP, CISA, REDHAT, etc. is an added advantage

11.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

12.0 ACCOUNTANT II (2) POSTS

12.1 Duties and Responsibilities:

- (i) To process payments and documents such as invoices, journal vouchers, employees reimbursement, and statements,
- (ii) To calculate rates paid for purchases, sales and other price extensions,
- (iii) To verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and /or other employees,
- (iv) To reconcile transactions, financial data, and other financial information to an automated accounting system,
- (v) To reviews on-line transactions for changes and accuracy and corrects errors,
- (vi) To prepare Trial Balance on monthly basis,
- (vii) To maintain subsidiary ledgers (e.g. debtors, creditors, journals, etc),
- (viii) To prepare list of monthly outstanding debtors and creditors and,
- (ix) To perform other related functions as may be assigned by Supervisor.

12.2 Qualifications:

Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce, Business Administration (Majoring in Accountancy) or equivalent qualifications from a recognized institution. The candidate must Possess CPA (T), ACCA, ACA or its equivalent qualification and registered by NBAA with knowledge in the application of accounting software packages.

12.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

13.0 ASSISTANT ACCOUNTS OFFICER (5) POSTS

13.1 Duties and Responsibilities:

- (i) To keep proper accounting records and balancing accounts (often known as 'double entry book-keeping),
- (ii) To deal with invoices, income, receipts and payments,
- (iii) To write and maintain Cash Books,
- (iv) To prepare statements showing income and/ or payments,
- (v) To check that accounts are accurate,
- (vi) To pay wages and managing claims for petty expenses,
- (vii) To assist in preparing annual accounts,
- (viii) To use computerized accounting systems and maintaining accurate records,
- (ix) To daily capture of receipts and / or payments and balancing of cashbooks and revenue,
- (x) To be a collector's cashbook (RCCB),
- (xi) To perform accounting and clerical functions to support supervisors,
- (xii) To process bills for payment and issue checks for accounts payable,
- (xiii) To record business transactions and key daily worksheets to the general ledger system,

- (xiv) To input, type vouchers, invoices, checks, account statements, reports, and other records,
- (xv) To file and tally deposits,
- (xvi) To prepare daily and monthly collections and / or payments reports and,
- (xvii) To perform other related functions as may be assigned by Supervisor.

13.2 Qualifications:

Holder of Diploma in Accountancy or equivalent qualifications from a recognized institution.

13.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

14.0 INTERNAL AUDIT II (1) POST

14.1 Duties and Responsibilities:

- (i) To prepare Internal Audit Reports according to International Professional Practices Framework (IPPF),
- (ii) To conducting Special Checks as directed by the Supervisor,
- (iii) To carry out Procurement ICT Procedures audit,
- (iv) To perform Project Auditing,
- (v) To review and appraising the soundness, adequacy and application of accounting, financial, and other operating controls and promoting effective control at a reasonable cost,
- (vi) To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation,
- (vii) To ascertain the extent to which the Authority Assets are accounted for and safeguarded from risks of all kinds,
- (viii) To discuss audit findings with the auditors to secure acceptance and resolve the conflict,

- (ix) To perform special investigation assignments (Non- routine audit) and,
- (x) To perform other duties assigned by supervisor,

14.2 Qualifications:

- i) Holder of Bachelor Degree or Advanced Diploma in Auditing, Accountancy, Finance, Commerce, Business Administration (Majoring in Accountancy) or equivalent qualifications from a recognized training institution.
- ii) Possession of CPA (T), ACCA, CIMA, CIA or its equivalent qualification and registered by NBAA.

14.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

15.0 ENGINEER II (CIVIL) (2) POSTS

15.1 Duties and Responsibilities:

- (i) To ensure that capital projects are implemented as planned and designed and in accordance with the strategic plan, master plan and design standards,
- (ii) To provide day to day oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes,
- (iii) To coordinate the implementation of activities for capital projects and ensure that budget and timelines are adhered to,
- (iv) To inspect civil engineering infrastructures and buildings to ensure they are in good conditions and provide preventive maintenance services as per set schedules,
- (v) To advise on maintenance/repair alternatives and methods including necessary drawings, technical specifications, bills of quantities (BOQ) and cost estimates,

- (vi) To prepare tender documents and request for proposals for procurement of contractors and consultants and participate in tender openings and evaluation,
- (vii) To participate in preparation of contract documents for maintenance and development of airport works in liaison with the immediate supervisor and procurement unit,
- (viii) To provide technical advice to airport users on alterations or modifications of existing structures,
- (ix) To prepare departmental annual procurement programs according to set goals and deadlines,
- (x) To participate in the preparation of strategic plans and budget for the department,
- (xi) To supervise and monitor minor works to ensure implementation is done according to specifications and finished on time,
- (xii) To inspect, evaluate and prepare interim payment certificates for minor/small works,
- (xiii) To manage, train and develop civil engineering technicians and,
- (xiv) To perform any other duties as may be assigned supervisor.

15.2 Qualifications:

Holder of Bachelor Degree or Advanced Diploma in Civil Engineering, Mechanical Engineering, Electrical Engineering or Environmental Engineering, from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

15.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

16.0 RECORDS MANAGEMENT ASSISTANT II (2) POSTS

16.1 Duties and Responsibilities:

- (i) To monitor file movements,
- (ii) To prepare file Index and other facilities in order to simplify the availability of documents,
- (iii) To analyze and classify records in specified categories,
- (iv) To monitor correspondences,
- (v) To maintain an updated diary and records for files movements,
- (vi) To receive in-coming mail and records it in relevant register,
- (vii) To sort, classify and file records as per set procedures,
- (viii) To maintain a record of incoming and outgoing mails, receive incoming mail and forwarding to responsible officers and ensure that outgoing mails are in order, timely posting of letters and collection of mail from postal office,
- (ix) To identify and retrieve information held within records as per requests and,
- (x) To perform other duties as may be assigned by supervisor.

16.2 Qualifications:

Holder of Form IV or VI Certificate with Certificate in Records Management, Archives or equivalent qualification from recognized institution. Good communication skills in both English and Kiswahili and must be computer literate.

16.3 Remuneration

The successful candidate will receive competitive remuneration and benefits according to TAA Scheme of Service.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age 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;
 - 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 letter** should be written either in Swahili or English and Addressed to;

Secretary,
Presidents Office,
Public Service Recruitment Secretariat,
8 Kivukoni Road,
P.O. Box 63100,
11102 Dar Es Salaam.

- xiii. Deadline for application is **26th April, 2019** 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**')

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