THE UNITED REPUBLIC OFTANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/178 **27th June, 2025**

VACANCY ANNOUNCEMENT

On behalf of Tanzania Ports Authority (TPA) and Eastern Africa Statistical Training Centre (EASTC), Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill two hundred and fourteen (214) vacant posts as mentioned below;

1.0 TANZANIA PORTS AUTHORITY (TPA)

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 fulfil 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 to maintain competitiveness within the region.

1.1 FIRE FIGHTER II – 26 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

i. To perform fire-fighting, fire drills and carry out rescue operations under supervision;
ii. To carry out fire-prevention activities and participate in firefighting as instructed;
iii. To keep records of such fire and accident incidents;
iv. To Attending to all special calls and salvage work and undertake routine inspections of premises;
v. To receive and communicate fire and accident and related incidents that occur and render first aid to causalities;
vi. To maintain all emergency equipment in a state of readiness, including cleanliness, repairing and testing as required to approved standards and procedures to undertake checks on emergency resources provided for fire service use; and
vii. To perform any other related duties as may be assigned time to time by Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate of Basic Firefighting Course or equivalent qualifications from a recognized Institution.

1.1.3 SALARY SCALE: TPASS 1

1.2 SCANNER OPERATOR II – 5 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

i. To receive the truck and ensure the truck and container are in the required good conditions
ii. To check if the truck driver is carrying the correct documents related to the consignment carried in the truck.
iii. To direct the truck to enter the scanning zone and ensure it moves properly to ensure safety of the scanner;
iv. To initialize scanning process and ensure the radioscopic images is captured correctly and the container number recorded matches the physical container number
v. To ensure the Scanner and scanning zone are safe and secure during scanning and stop scanning process on occurrence of any emergency

vi. To inform the truck driver to proceed or double back for re-scanning depending on the quality of the image

vii. To process customs information in the system to be presented for radioscopic image analysis

viii. To keep records and provide report to supervisor of the documents received, consignments scanned and those not scanned within the set timeframe and the reason thereof.

ix. To promote safety and accident prevention in the work place; and

x. To perform any other related duties as may be assigned time to time by Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in one of the following; ICT, Medical, Accountancy, Tax Management, Laboratory sciences or equivalent qualification from recognized institutions.

1.2.3 SALARY SCALE: TPASS 3

1.3 TUG MASTER II – 12 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

i. To assist in commanding the tug during berthing/un-berthing ship operations both inside and outside the ports;

ii. To assist in inspection of all safety gears, deck machinery and firefighting equipment for their functioning condition;

iii. To participate in appraising staff and identifies development and training needs;

iv. To train in preparation of weekly, monthly, quarterly and yearly reports; and

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

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg. II/1). Bachelor Degree in Marine

Transportation, Maritime Transport and Nautical Science will be an added advantage or equivalent qualification from recognized institutions.

1.3.3 SALARY SCALE: TPASS 4

1.4 PILOT II – 3 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

i. To train in piloting Ships and other Vessels;
ii. To train in safe berthing and un-berthing within the Ports;
iii. To train in Tugs maneuvering within and beyond harbour boundaries.
iv. To train in operating the Floating Crane and dry docking; and
v. To perform any other related duties as assigned from time to time by the Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg.II/1).Must have at least four (4) years of working experience as OINW on ships of 500 GRT or more. Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be an added advantage or equivalent qualification from recognized institutions.

1.4.3 SALARY SCALE: TPASS 4

1.5 TUG MATE II – 10 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

i. To assist in maintaining tug logbook showing time and movements made and controls the movement of tug.
ii. To assist in supervising cleanliness and tidiness of the craft.
iii. To assist in supervising splicing of ropes and winch operations.
iv. To assist in supervising paint work, chipping, and cleaning of the tug.
v. To assist the Tug Master by showing signs and to works hand in hand with him during operations; and

vi. To perform any other related duties as may be assigned time to time by Supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) of Vessels less than 500 GRT (Reg. II/3). Diploma in Maritime Transportation or Maritime Transport and Nautical Science will be an added advantage or equivalent from a recognised institution.

1.5.3 SALARY SCALE: TPASS 2

1.6 SAILOR II – 20 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

i. To perform cleaning of Wheelhouse, accommodation, chipping and painting on main deck
ii. To assist in maintaining rescue boats;
iii. To stand as lookout watch;
iv. To assist in changing bouys mooring chains of buoys;
v. To assist manual work during hydrographic surveys;
vi. To direct loading and unloading cargo;
vii. To assist to perform lashing and rope works;
viii. To assist in assembling new buoys and towers;
ix. To perform any other related duties as may be assigned time to time by Supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Valid Basic Safety Mandatory Certificates from recognized Authority.

1.6.3 SALARY SCALE: TPASS 1

1.7 MOORING HAND II – 20 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

i. To perform mooring of the vessels during berthing and Unberthing;
ii. To maintaining cleanliness of Mooring boats;
iii. To stand as lookout watch on Mooring boat;
iv. To assist in changing of mooring chains of buoys;
v. To assist manual work during hydrographic surveys; and
vi. To perform any other related duties as may be assigned time to time by Supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Valid Basic Safety Mandatory Certificates from recognized Authority.

1.7.3 SALARY SCALE: TPASS 1

1.8 VTS OPERATOR II – 7 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

i. To assist in operating radar and other equipment of the electronic navigation system (ENS);
ii. To assist in maintaining a proper look out by radar/ system monitor vessel traffic;
iii. To assist to interpret pictures and plot position, directions and other relevant information;
iv. To communicate appropriate information at the right time to the right Vessel regarding traffic status such as position, speed direction and environmental factors;
v. To assist in co-ordinating traffic information to facilitate safe sailing and anchorage or berthing;
vi. To assist in operating the GMDSS in proper way;
vii. To assist in coordinating Maritime communication to facilitate search and rescue operations as and when required within the Port limit; and
viii. To perform any other related official duties as may be assigned from time to time

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg. II/1). Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science, with training on VTS will be an added advantage or equivalent qualification from recognized institutions

1.8.3 SALARY SCALE: TPASS 4

1.9 ICT OFFICER II (SECURITY) – 3 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

i. To plan and Execute Security Systems Software Installation and Upgrades;
ii. To plan and Execute CCTV Footage Backups and Archives;
iii. To troubleshoot CCTV Software's problems;
iv. To register Staff Identity Cards for Access Controls;
v. To plan and Advice accordingly on Authority Access Control practice and strategy;
vi. To research on new Software technologies;
vii. To plan, Install and Maintain Hardware equipment's;
viii. To plan, Install and Maintain the Security System Network Infrastructure;
ix. To troubleshoot Network Problems;
x. Design Surveillance Cameras placements to uphold security;
xi. To plan, Install and Maintain Security Fencing & PIDS;
xii. To plan, Install and Maintain Radio infrastructure;
xiii. Ensure High Availability of the Network Infrastructure and minimize surveillance Camera's outage;
xiv. To plan and maintain public address and General alarm system;
xv. To plan and Execute CCTV Footage Investigation Strategy;
xvi. To review on daily basis and on demand the CCTV Footage for Crime Identification and Evidence; and
xvii. To perform any other duties as may be assigned by the immediate supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following, Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution. Possession of a relevant recognized ICT professional certification will be an added advantage.

1.9.3 SALARY SCALE: TPASS 4

1.10 ICT OFFICER II (SCANNER) – 3 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES.

i. To receive the radioscopic images on the Review Workstation (RIW) and confirm that the container number matches the scanned physical container;
ii. To check if all required declaration/Manifest information (TANSAD, Bill of Lading, Invoice, Packing List) are attached;
iii. Use the appropriate tools on the RIW to compare the contents of the container on the image with the declaration and decide whether it conforms or not;
iv. To issue a verdict and comment where necessary whether the goods conform or suspect;
v. To prepare and report on the container/goods scanned and analysed as required; and
vi. To perform any other duties as may be assigned from time to time.

1.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following, Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution. Possession of a relevant recognized ICT professional certification will be an added advantage.

1.10.3 SALARY SCALE: TPASS 4

1.11 RECEPTIONIST II – 5 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

i. To receive and direct visitors to appropriate offices;

ii. To issue visitors' passes;
iii. To keep records of all visitors entering and leaving; and
iv. To perform any other duties related duty as may be assigned from time to time by Supervisor.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate (NTA 5) in one of the following fields; Front Office, Front Desk Management, Receptionist, Telephone Operator or equivalent qualifications from recognized Institution.

1.11.3 SALARY SCALE: TPASS 2

1.12 OFFICE ASSISTANT II – 16 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

i. To clean tea accessories, prepares and serves tea/coffee;
ii. To clean offices, equipment and compound and gardening;
iii. To open doors and windows in the morning, check and switch off electrical equipment, close windows and lock office doors at end of office hours;
iv. To take files, documents, parcels to relevant offices and/or collect them as instructed;
v. To coordinate collection and distribution of mails to and from the Post Office; and
vi. To perform any other related duties as may be assigned time to time by Supervisor.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili.

1.12.3 SALARY SCALE: TPASS 1

1.13 SECURITY GUARD II – 50 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

i. To conduct physical security and surveillance (security gates, General cargo, Motor vehicle, container etc;
ii. To check and ensure proper cargo delivery through cargo system;
iii. To operate Integrated Security Systems for security surveillance and monitoring;
iv. To operate Integrated Security Systems for security surveillance and monitoring;
v. To secure premises by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
vi. To watch for irregular or unusual conditions that may create security concerns or safety hazards;
vii. To observe departing personnel to protect against theft of corporate property and ensures that authorized removal of property is conducted within appropriate procedures;
viii. To aid customers, employees and visitors in a courteous and professional manner; and
ix. To perform any other related duties as may be assigned time to time by Supervisor.

1.13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus either Militia Training, National Service, and Basic Police Training or Basic Prisons Training course from recognised Institutions.

1.13.3 SALARY SCALE: TPASS 1

1.14 SECURITY OFFICER II - 5 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

i. To prepare roster and allocates duties to Port Security Guards;
ii. To supervise daily punctual attendance of the subordinates;
iii. To prevent and protect cargo from malicious damage, theft and pilferage;
iv. To maintain discipline at workplace and ensures staff does not leave their points of duties without being released/permission;
v. To supervise security guards and ensures they provide efficient service;

vi. To prepare requisitions for different types of materials required by the respective unit;

vii. To assist in conducting security inspections at regular intervals to ensure that proper security measures are taken;

viii. To assist in interpretation and implementation of policies, Standard, norms and procedures;

ix. To assist in preparing daily crime and incidences reports;

x. To assist maintenance of registry of security records in the required degree of secrecy; and

xi. To perform any other related duties as may be assigned from time to time by Supervisor.

1.14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Bachelor of arts in law Enforcement, Bachelor of Science in Security and Strategic Studies, Bachelor of Arts in Criminology and Criminal Justice, Bachelor of Arts in Political Science and Public Administration, Bachelor of Laws (LL.B), Bachelor of Science in forensic Science, Bachelor of Arts in Intelligence and Security Studies and Bachelor of Public Relations from a recognized institution plus Basic Training in one of the following fields: Police Studies, National Service, Military training or Prison. Possession of experience in Maritime Security, Identification or Surveillance, Investigation or CCTV expertise will be added advantage.

1.14.3 SALARY SCALE: TPASS 4

1.15 PLANNING OFFICER II – 3 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

i. To prepare sound programmes in accordance with the Master Plan;

ii. To monitor implementation of the Master plan and related programmes;

iii. To ensure availability of relevant information for preparation of TPA Corporate Strategic Plan;

iv. To carry out preparation of Annual Plans and Budgets to ensure uniform plans and harmonized targets;
v. To ensure timely availability of information for compilation of corporate key target reports;
vi. To perform any other related official duties as may be assigned by the supervisor from time to time.

1.15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Planning, Project Planning and Management, Policy Planning, Development Finance and Investment Planning, Development Finance and Investment Planning, Economic Planning, Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, or equivalent qualifications from recognized Institutions.

1.15.3 SALARY SCALE: TPASS 4

1.16 HYDROGRAPHER II– 3 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

i. To assist in maintenance of hydrographic survey systems (survey equipment and software);
ii. To assist in installation and calibration of hydrographic survey systems (survey equipment and software);
iii. To assist in establishment of geodetic controls for hydrographic survey works;
iv. To assist in controlling and monitoring data quality during hydrographic surveys;
v. To assist in conducting hydrographic surveys (bathymetric data acquisition and processing);
vi. To assist in conducting oceanographic measurements (currents, waves, tides) for different uses;
vii. To assist in conduction calibrations and maintenance of tide gauges;
viii. To assist in positioning and maintaining Aids to Navigation positions;
ix. To perform any other related duties as may be assigned by the supervisor.

1.16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Hydrography, Oceanography, Nautical Cartography, Geomatics, Land Survey, Geographic Information Systems plus Category “B” Level of Competence Recognized by (IHO/FIG/ICA) or equivalent qualification from a recognized institution.

1.16.3 SALARY SCALE: TPASS 4

1.17 DIVER II– 5 POSTS

1.17.1 DUTIES AND RESPONSIBILITIES

i. To assist in implementing rescue plans as required;
ii. To observe safety measures and environmental management Standard;
iii. To rig and rescue underwater items;
iv. To appraise management on the safety conditions at the quay and other shallow waters;
v. To participate in Liaisons with other units during the rescue and underwater maintenance programme; and
vi. To perform any other related duties as may be assigned time to time by Supervisor.

1.17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Open Water Diving Certificate by Professional Association of Diving Instructors (PADI) or Institutions recognized by PADI.

1.17.3 SALARY SCALE: TPASS 2

1.18 ENGINE ROOM ASSISTANT II– 10 POSTS

1.18.1 DUTIES AND RESPONSIBILITIES

i. To work within the daily work schedule;
ii. To maintain tug log book showing Main engines and Auxiliaries running service hours and movements made by the tug;

iii. To ensure routine maintenance of Machineries are carried as per planned schedule
iv. To perform any other related duties as may be assigned from time to time by Supervisor.

1.18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Competence for Officer in Charge of an Engineering Watch (OIEW) of Vessels less than 750 kW issued under Tanzania Merchant Shipping Act 2003. Diploma in Marine Engineering will be an added advantage or equivalent from a recognised institution.

1.18.3 SALARY SCALE: TPASS 2

2.0 EASTERN AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre is a Higher Learning Institution (HLI) that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act No.28 of 1994 enacted by Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to promote the production and use of high-quality statistics through training, research and consultancy in statistics for evidence-based decision making in user countries. Without prejudice of its mandatory as given by Act no. 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of Planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions.

2.1 ASSISTANT LECTURER – 2 POST (ACTURIAL STATISTCS)- EASTC DAR ES SALAAM

2.1.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 8 (Bachelor Degree);
ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
iii. To prepare learning resources for tutorial exercises;

iv. To conduct research, seminars and case studies;
v. To carry out consultancy and community services under supervision;
vi. To supervise student's project;
vii. To assist in preparing teaching manual and compendium;
viii. To work in corporation with seniors in specific project;
ix. To attend workshop, conference and symposium; and,
x. To perform any other official duties as may be assigned by supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Actuarial Statistics/Science, Master Degree in Actuarial Statistics/Science/Financial Mathematics/Insurance and Actuarial Science with a minimum of a GPA of 3.8 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate.

2.1.3 SALARY SCALE

This position holds salary scale of PHTS 2

2.2 ASSISTANT LECTURER – 3 POST (DATA SCIENCE) - EASTC DAR ES SALAAM)

2.2.1 DUTIES AND RESPONSIBILITIES

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

2.2.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in Data Science, Master Data Science with a minimum of a GPA of 3.8 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate.

2.2.3 SALARY SCALE : This position holds salary scale of PHTS 2.

2.3 TUTORIAL ASSISTANT - 1 POST (ACTURIAL STATISTICS) - EASTC DAR ES SALAAM

2.3.1 DUTIES AND RESPONSIBILITIES

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

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Actuarial Statistics/Science, with a minimum of a GPA of 3.5 out of 5 from recognized institution.

2.3.3 SALARY SCALE: This position holds salary scale of PHTS 1.

2.4 TUTORIAL ASSISTANT - 1 POST (DATA SCIENCE) EASTC DAR ES SALAAM

2.4.1 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 participate in developing and review of curriculum

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

vii. To perform any other related duties as assigned by supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Data Science, with a minimum of a GPA of 3.5 out of 5 from recognized institution.

2.4.3 SALARY SCALE: This position holds salary scale of PHTS 1

2.5 TUTORIAL ASSISTANT - 1 POST (INFORMATION COMMUNICATION TECHNOLGY) EASTC DAR ES SALAAM

2.5.1 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 participate in developing and review of curriculum

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

vii. To perform any other related duties as assigned by supervisor

2.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer engineering, Information Technology, Informatics with a minimum of a GPA of 3.5 out of 5 from recognized institution

2.5.3 SALARY SCALE: This position holds salary scale of PHTS 1.

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania with an age not above 45 years.

ii. **Applicants with disabilities are highly encouraged to apply and are advised to clearly indicate their status in the recruitment portal for the attention of the Public Service Recruitment Secretariat."**

iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

iv. Applicants should apply on the strength of the information given in this advertisement;

v. Applicants must attach their certified copies of the following certificates: -

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
- Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
- Form IV and Form VI National Examination Certificates;
- **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
- Birth certificate;

vi. Attaching copies of the following certificates is strictly not accepted: -

- Form IV and form VI results slips;
- Testimonials and all Partial transcripts;

vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

viii. Applicants employed in the Public Service are strictly not allowed to apply, they should adhere to **Circular Na. CAC. 45/257/01/D/140 of 30th November, 2010.**

ix. An applicant who is retired from the Public Service for whatever reason should not apply;

x. An applicant should indicate three reputable referees with their reliable contacts;

xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

xiii. xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,

P.O. Box 2320, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.

xiv. **Deadline for application is 09th July, 2025;**

xv. Only shortlisted candidates will be informed on the date of interview and;

xvi. Presentation of forged certificates and other information will necessitate to legal action;

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

Released by:

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT