THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/63 **10th November, 2026**

VACANCY ANNOUNCEMENT

On behalf of Tanzania Library Service Board (TLSB), INSTITUTE OF ADULT EDUCATION (IAE), Tanzania Atomic Energy Commission (TAEC), National Institute of Transport (NIT). and Tanzania Meteorological Authority (TMA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill eighteen (18) vacant posts mentioned below;

TANZANIA LIBRARY SERVICE BOARD (TLSB)

1.0 TUTOR II - INFORMATION COMMUNICATION TECHNOLOGY - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

i. To deliver lectures, tutorials, and practical sessions on ICT-related topics.

ii. To Prepare and update lesson plans, course materials, and resources.

iii. To conduct assessments, grade assignments, and provide constructive feedback

to students.

iv. To Design and update course content to align with current industry trends, standards, and educational requirements.

v. To integrate emerging ICT technologies and tools into the curriculum to

enhance learning outcomes.

vi. To Guide and mentor students in their academic and career development.

vii. To assist students with ICT projects, research, and practical tasks.

viii. Conduct research in ICT to remain updated with advancements in the field.

ix. To encourage students to participate in innovative projects, competitions, or industry-based research.

x. To Participate in departmental meetings and contribute to the institution's ICT program goals.

xi. To collaborate with colleagues to develop interdisciplinary projects or programs.

xii. To maintain records of student progress, attendance, and academic performance.

xiii. To perform any other assigned duties and responsibilities.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Information and Communication Technology, Computer Science, Information system, Software Engineering or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution

1.3 SALARY SCALE

PTSS 3.1

2.0 TUTOR II - RECORDS AND ARCHIVES MANAGEMENT - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To deliver lectures, tutorials, and hands-on sessions on Records and Archives management topics,

ii. To prepare lesson plans, teaching materials, and assignments aligned with the curriculum.

iii. To Design and administer tests, quizzes, assignments, and projects to evaluate

student learning.

iv. To Grade and provide constructive feedback to help students improve their understanding and skills.

v. To Offer academic support, mentoring, and career guidance to students.

vi. To conduct research to stay updated on emerging trends in Records and Archives Management systems and integrate them into the curriculum.

vii. To Develop and update course content to reflect industry advancements and academic standards.

viii. To Participate in departmental meetings, curriculum reviews, and other administrative duties.

ix. To Support accreditation, quality assurance, and compliance with institutional policies.

x. To manage resources, such as Registry or simulation environments, to enhance practical learning experiences.

xi. To perform any other assigned duties and responsibilities.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Records Management and Archives Administration or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

2.3 SALARY SCALE

PTSS 3.1

INSTITUTE OF ADULT EDUCATION (IAE)

1.0 ASSISTANT LECTURER (ENTREPRENEURSHIP) - 1 Post

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 organize and coordinate adult education activities;
vi. To write course materials for adult and non-formal teaching;
vii. To prepare teaching manuals and case studies to distant students;
viii. To write and edit literacy and post literacy material;
ix. To supervise students' projects;
x. To prepare teaching manuals; and
xi. To perform any other related duties as assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields; Entrepreneurship or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Undergraduate Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

1.3 SALARY SCALE

PHTS 2.

2.0 ASSISTANT LECTURER (ADULT EDUCATION) - 1 Post

2.1 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 organize and coordinate adult and non-formal education activities;
vi. To write course materials for adult and non-formal teaching;
vii. To prepare teaching manuals and case studies to distant students;
viii. To write and edit literacy and post literacy materials;
ix. To supervise students' projects;
x. To prepare teaching manuals; and
xi. To perform any other related duties as may be assigned by the Supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in one of the following fields; Adult and Continuing Education, Adult Education and Community Development, or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Bachelor Degree Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree level. Master Degree must relate with Bachelor Degree.

2.3 SALARY SCALE

PHTS 2

TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

1.0 RADIATION SAFETY INSPECTOR II – (RADIOLOGICAL TECHNOLOGY) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

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

1.2 QUALIFICATIONS AND EXPERIENCE

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

1.3 SALARY SCALE

PGSS 7

NATIONAL INSTITUTE OF TRANSPORT (NIT).

1.0 TUTOR II - ELECTRICAL ENGINEERING - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

i. Teach up to NTA level 6 (Ordinary Diploma)
ii. Prepare learning resources for tutorial and practical exercises
iii. Assist in conducting research under close supervision
iv. Conduct assessments for students up to NTA level 6
v. Assist in conducting tutorial for Bachelor Degree students under close supervision
vi. Carry out consultancy and community services under close supervision
vii. Perform any other duties assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Electrical Engineering with G.P.A of not less than 3.0 from any recognized institution

1.3 SALARY SCALE

PTSS 3.1

2.0 TUTORIAL ASSISTANT - MECHANICAL ENGINEERING - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA Level 6 (Ordinary Diploma)

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

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Mechanical Engineering with G.P.A of not less than 3.5 from any recognized institution

2.3 SALARY SCALE

PHTS 1.1

TANZANIA METEOROLOGICAL AUTHORITY (TMA)

1.0 ASSISTANT METEOROLOGICAL OFFICER II - 10 Posts

1.1 DUTIES AND RESPONSIBILITIES

i. To assist in the supervision of data collection for analyzing meteorological
ii. data and charts
iii. To Code, decode and transmits meteorological and weather messages
iv. To provide plots observations on charts
v. To perform upper air (i.e Operates Radiosondes and Pilot ballon ascent)
vi. To process autographic data and Computes simple statistics
vii. To receive, edits and transmits meteorological messages, data and products
viii. To assist in the supervision of data collection for analyzing meteorological data and chat
ix. To check the accuracy of gathered data for provision of meteorological services in the various fields such as Agrometeorology, Hydrometeorology, Marine, Environment, Seismology etc
x. To collect data for meteorological flight plan and material documentation for

aviation

xi. To communicate and transmit weather information to different users

xii. To receive and transmit aeronautical information from/to aircraft and ground stations

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

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Meteorology from recognized institution.

1.3 SALARY SCALE

AS PER TMA SALARY SCALE

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
    - Applicants for non-degree posts must not exceed 25 years of age.
    - Applicants for degree posts must not exceed 30 years of age.

2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
   Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
   Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
   Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
   Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
   Form IV and Form VI results slips;
   Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they

should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.

7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

    Secretary,
    Presidents Office, Public Service Recruitment Secretariat,
    P.O. Box 2320,
    Mahakama Street, Tambukareli,
    Dodoma.

11. Deadline for application is **23rd November, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address:*https://portal.ajira.go.tz*. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT