

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/61

27th October, 2026

#### VACANCY ANNOUNCEMENT

On behalf of Tanzania Forestry Services Agency (TFS), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill ninety (90) vacant posts mentioned below;

#### 1.0 CONSERVATION RANGER III – BOAT OPERATOR - 3 Posts

##### 1.1 DUTIES AND RESPONSIBILITIES

- i. To operate the boat from one point to another in accordance with applicable rules, regulation and acceptable general practices;
- ii. To conduct established schedules for patrol and surveillance;
- iii. To report any deficiencies or irregularities to the Boat in charge.
- iv. To inspect the boat before and after any route/journey in order to identify required maintenances or rehabilitation;
- v. To ensure that a boat and its equipment are available and are in good condition;
- vi. To carry out minor/routine maintenances of the boat;
- vii. To ensure that life jacket and other rescue equipment are available in the boat;
- viii. To record and maintain records pertaining to any journey in the Logbook;
- ix. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate plus Certificate in one of the following fields: Maritime Transport, Marine Engineering, Shipping and Logistics Management or equivalent qualifications from recognized Institution. The candidate must possess a Mandatory Certificate of navigating ferries approved by Dar es Salaam Maritime Institute or recognized Institution recognized by Government/IMO, Rating forming part of Navigation Watch issued by TASAC or other Institution recognized by Government/IMO and attended at least six (6) months sea time course in Marine/Navigation services. The candidate shall be required to attend and pass Paramilitary recruit course.

## **1.3 SALARY SCALE**

TFSS 2.1

## **2.0 CONSERVATION RANGER III – HEALTH ASSISTANT - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist carrying out general cleanliness of working environment;
- ii. To assist patients;
- iii. To assist in taking samples for laboratory test;
- iv. To make follow up of medicines;
- v. To perform any other duty assigned by supervisor

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV/VI Certificate plus one-year Certificate in Health from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

### **2.3 SALARY SCALE**

TFSS 2.1

## **3.0 CONSERVATION RANGER III – ICT OFFICER (INFORMATION SYSTEM SECURITY) - 3 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

To assist in monitoring and analyzing security events and incidents to identify potential threats to our information systems;

To support the implementation of security policies, standards, and procedures to mitigate risks;

To participate in vulnerability assessments and security audits to ensure compliance with regulatory requirements;

To collaborate with cross-functional teams to educate staff on security best practices and protocol;

To help maintain documentation of security incidents, investigations, and responses;

To stay updated on the latest security trends and technologies to enhance our security posture;

To perform other duties as may be assigned by supervisor from time to time.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Software Development from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

### **3.3 SALARY SCALE**

TFSS 4.1

## **4.0 CONSERVATION RANGER III – ICT OFFICER (SYSTEM DEVELOPER) - 2 Posts**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To discuss business requirements with clients;
- ii. To assist in building clean and efficient code based on user needs;
- iii. To test software and debug for any issues;
- iv. To collaborate with other developers and designers in building software;

- v. To assist in identifying and deploying software tools, systems, and components;
- vi. To assist in monitoring and upgrading existing systems;
- vii. To assist in implementing quality assurance standards
- viii. To assist in writing and updating technical documentation;
- ix. To provide advice on identifying areas for operational improvements and implement necessary modifications;
- x. To perform other duties as may be assigned by supervisor from time to time.

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Software Development from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

## **4.3 SALARY SCALE**

TFSS 4.1

## **5.0 CONSERVATION RANGER III - DRIVER - 13 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To drive the Agency's vehicles;
- ii. To maintain vehicle logbook and movement records;
- iii. To maintain smooth running of vehicles;
- iv. To assist in making simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI Certificate and Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks, candidate must have driven experience of at least one year without causing any accident. The candidate shall be required to attend and pass military recruit course

### **5.3 SALARY SCALE**

TFSS 2.1

## **6.0 CONSERVATION RANGER III – PLANT OPERATOR - 3 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To drive heavy duty machinery (wheel loader, folk lift and caterpillars)
- ii. To assist in maintaining smooth running of heavy-duty machines
- iii. To maintain logbook and movement records
- iv. To maintain machinery cleanliness and service schedule
- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

### **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form four or six certificates with trade test grade III/NVA level I in Motor Vehicle Mechanics from recognized institutions. Candidate should have Class F driving license. The candidate shall be required to attend and pass military recruit course.

### **6.3 SALARY SCALE**

TFSS 2.1

## **7.0 CONSERVATION RANGER III – MARINE ENGINEER - 1 Post**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To assist in recording fuel consumption and lubricants;
- iii. To assist in enforcing applicable marine engineering rules and regulations during watch keeping;
- iv. To assist maintaining the log book;
- v. To assist in emergency scene;
- vi. To perform any other duties as may be assigned by the superior.

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree /Advanced Diploma in Marine Engineering. with basic mandatory Certificate as per STCW95 and Rating Forming Part of Engineering Watch (RFPEW) with Class 4 Certificate of Competence (COC). Must be registered by ERB as a Graduate or Professional Engineer. The candidate shall be required to attend and pass military recruit course.

## **7.3 SALARY SCALE**

TFSS 4.1

## **8.0 CONSERVATION RANGER III - OFFICE MANAGEMENT SECRETARY - 6 Posts**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in handling and word process classified information;
- ii. To assist receiving letters and other forms of correspondence directed to his/her office;
- iii. To assist in receiving visitors and directs them to relevant scheduled officers;
- iv. To assist in keeping records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To assist in receiving calls, files and transmit messages to relevant recipients;
- vi. To assist in providing information to the relevant scheduled officers
- vii. To assist in manage/run the office of the Manager he/she is working under;
- viii. To assist acquiring office goods and supplies; To assist collecting/receive files and deliver to the addressed Manager;
- ix. To assist in preparing documents for departmental meetings;
- x. To assist in facilitating and service official meetings;
- xi. To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

### **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate with passes in English and Kiswahili with Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution. The candidate shall be required to attend and pass military recruit course

### **8.3 SALARY SCALE**

TFSS 3.1

## **9.0 CONSERVATION RANGER III – ASSISTANT FOREST OFFICER - 40 Posts**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To raise seedlings and maintain tree nurseries;
- ii. To assist carrying out menstruation in forest;
- iii. To maintain agency's tree seed source;
- iv. To assist in providing pre-treatment to tree seed;
- v. To undertake patrols within the forests;
- vi. To assist in collection of revenue;
- vii. Participate in preparation of station budget
- viii. To assist preparing periodic implementation reports;
- ix. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

### **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Forestry, Forest Management, Geoinformatics for Natural Resource Management (GIS), Urban Forestry and Landscaping, Geoinformatics for Natural Resource Management Nature Conservation, Forestry Industry Technology a from recognized Institutions. The candidate shall be required to attend and pass Paramilitary recruit course.

### **9.3 SALARY SCALE**

TFSS 3.1

## **10.0 CONSERVATION RANGER III- FOREST OFFICER - 11 Posts**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in supervising planting and management of natural forests and plantations;
- ii. To assist in conducting research related to forestry or environment;
- iii. To enforce forest policies and legislation;
- iv. To assist in building capacity of staff and stakeholders;
- v. To participate in conducting planning in forest and coordinate collection and analysis of forest products statistics.

### **10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Forestry, Agroforestry, Forest Ecology, Forest Biology, Forest Economics, Natural Resource Management, Forest Engineering, Geographical Information System (GIS), Forest Resources Assessment and Management from a recognized institution. The candidate shall be required to attend and pass military recruit course.

### **10.3 SALARY SCALE**

TFSS 4.1

## **11.0 CONSERVATION RANGER III – FOREST ASSISTANT - 2 Posts**

### **11.1 DUTIES AND RESPONSIBILITIES**

To tend tree seedlings and management of tree nurseries;

- i. To assist in managing trees and forests;
- ii. To assist in inspection and grade forest products;
- iii. To assist carrying out menstruation in forest;
- iv. To collect tree seed;
- v. To maintain tree seed collection tools and equipment;
- vi. To participate in raising seedlings and maintain tree nurseries;
- vii. To perform any other related duties as may be assigned time to time by immediate

Supervisor.

## **11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or Form VI Secondary School Certificate of Education plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, GIS, Forest Industries Technology from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

## **11.3 SALARY SCALE**

TFSS 2.1

## **12.0 CONSERVATION RANGER III-ACCOUNTS ASSISTANT - 2 Posts**

### **12.1 DUTIES AND RESPONSIBILITIES**

- i. To record and keep financial registry;
- ii. To assist keeping files with accounts records;
- iii. To assist recording and prepare payment vouchers and cheque and Post them in vote books;
- iv. To assist in sending accounts documents and letters to the bank;
- v. To assist preparing bank reconciliation statements;
- vi. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

## **12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Accountancy, Finance from recognized institution. The candidate shall be required to attend and pass military recruit course.

## **12.3 SALARY SCALE**

TFSS 3.1

## **13.0 CONSERVATION RANGER III – MECHANICAL ENGINEER - 1 Post**

### **13.1 DUTIES AND RESPONSIBILITIES**

- i. To oversee the maintenance of machines in the agency including motor vehicles, motor cycles and heavy plants like excavators and tractors.
- ii. To design mechanical systems, machines, and tools;
- iii. To analyse mechanical problems of the agency's machines and develop solutions;
- iv. To conduct thermal and mechanical testing of machines components of the agency;
- v. To provide advice on specifications of machines required by the agency;
- vi. To oversee installation, and maintenance of equipment;
- vii. To ensure compliance of the designs to safety and quality standards.

### **13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Mechanical Engineering from a recognized Institution. Must be registered by ERB as a Graduate or Professional Engineer. The candidate shall be required to attend and pass military recruit course

### **13.3 SALARY SCALE**

TFSS 4.1

## **14.0 CONSERVATION RANGER III- LEGAL OFFICER - 1 Post**

### **14.1 DUTIES AND RESPONSIBILITIES**

To safeguard the Agency's legal interest in all matters;

- i. To assist in preparing periodic legal reports and prosecuting cases in courts of Law
- ii. To assist in reviewing legal documents and draft replies for queries from stakeholders
- iii. To assist dealing with all legal routine correspondences addressed to the Agency.
- iv. To draft prescribed legal documents and forms.
- v. To assist in filing and appearing for criminal proceedings in courts, on behalf of the Agency.
- vi. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

## **14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Law (LLB) and holder of Post Graduate Diploma in Law from Law School of Tanzania. The candidate shall be required to attend and pass military recruit course.

## **14.3 SALARY SCALE**

TFSS 4.1

## **15.0 CONSERVATION RANGER III- ICT OFFICER (PROGRAMING) - 1 Post**

### **15.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out day-to-day installation, configuration, update and maintenance of ICT facilities and accessories;
- ii. To assist in providing technical support to staff and other users in the use of IT services and equipment;
- iii. To conduct simple repairs of IT hardware and software systems;
- iv. To assist in the backup of the Agency's data and systems;
- v. To support smooth running of ICT facilities;
- vi. To carry out any other duties as assigned from time to time by Supervisor.

## **15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration from a recognized institution. The candidate shall be required to attend and pass military recruit course.

## **15.3 SALARY SCALE**

TFSS 4.1

## 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 **09th 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: <http://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**