

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/173

13th March, 2020

VACANCIES ANNOUNCEMENT

On behalf of Kilimanjaro Airports Development Company Limited (**KADCO**), and Marine Services Company Limited (**MSCL**), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **119** vacant posts.

1.0 KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

Kilimanjaro Airports Development Company Limited (KADCO) is a company owned by the Government of United Republic of Tanzania charged to manage and develop Kilimanjaro International Airport and its estate.

1.1 ASSISTANT AIRCRAFT MARSHALLERS– 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide technical information concerning aircrafts parking to airline operators and Air Traffic Controllers;
- ii. To direct Pilots where to park aircraft on the apron;
- iii. To assist in inspection and ensuring cleanliness of the apron area;
- iv. To assist in enforcement of safety and security procedures on the aprons; and
- v. To make sure VIP aircrafts are parked in the required manner.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI Certificates with passes in any three subjects including English plus Certificate in Apron Management. Knowledge in any other foreign language will be an added advantage.

1.2 ASSISTANT FIRE OFFICERS – 8 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in provision of emergency response services during an aircraft accident or incident which may exist at the time of landing, taking off, taxing, parked;
- ii. To assist in carrying out inspection of the Rescue and Fire Fighting facilities; and
- iii. To participate in fire drill exercises.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Form IV with passes in four science subjects i.e. Chemistry, Physics, Biology and Mathematics plus certificate of Basic Fireman ship or Fire Fighting.

1.3 ASSISTANT FIRE OFFICER–DRIVER -7 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in provision of emergency response services during an aircraft accident or incident which may exist at the time of landing, taking off, taxing, parked etc;
- ii. To assist in carrying out inspection of the Rescue and Fire Fighting Facilities;
- iii. To drive fire trucks; and
- iv. To participate in fire drill exercises.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Form IV with passes in four science subjects i.e. Chemistry, Physics, Biology and Mathematics plus certificate of Basic Fireman ship or Fire Fighting. Applicant must have Driving Licence class E.

1.4 OFFICE ATTENDANTS-4 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To perform cleanliness of office premises and environment;
- ii. To move files between offices;

- iii. To carry out messengerial duties e.g. photocopying, handling postage, collection of mail from post office;
- iv. To load and unload of office equipment from place to place;
- v. To ensure that offices are opened and closed on time; and
- vi. To prepare venues for the meetings.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Form IV with passes in English and Swahili subjects plus two years relevant working experience and knowledge of operating faxes, photocopy machines etc.

1.5 COMPLIANCE OFFICER-2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out ad hoc and monthly safety aerodrome inspections;
- ii. To compile safety general reports quarterly;
- iii. To prepare monthly safety inspection reports and submit on time;
- iv. To monitor, observe and survey every aspect of airport operations and functions on day to day basis;
- v. To assess the levels of compliance with the safety and security management principles and procedures;
- vi. To collect hazard data and keep proper records;
- vii. To conduct investigation of the accidents and incidents;
- viii. To participate in the assessment of the safety levels in compliance with the standards; and
- ix. To monitor the obstacle limitation surfaces.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or its equivalent either in Law, Business Administration, or Public Administration from any recognized Institution. Applicant must have Certificate in Airport Operations or Safety Management System with three (3) years relevant working experience.

1.6 BUSINESS DEVELOPMENT OFFICER-1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To maintain and update contract register;

- ii. To compile aviation statistics from airports and other sources;
- iii. To implement customer visit plan in order to develop good business relations;
- iv. To collect and process aviation and other operational data from Aircraft Operators, Ground Handlers and other sources;
- v. To receive and assist clients by providing them with the necessary information relating to charges and availability of space for lease, advertisement, concessionaire and taxi services;
- vi. To prepare airport traffic data monthly;
- vii. To design questionnaire for various aviation statistics surveys;
- viii. To keep aviation data in the data bank;
- ix. To assist in processing and analysing airports data; and
- x. To collect Market intelligence data and information so as to identify threats and opportunities for management information and decision making

1.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Commerce, Business Administration specialized in Marketing or its equivalent from a recognized institution plus three years relevant working experience.

1.7 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (SYSTEM DEVELOPER) -1POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To develop software on given requirements;
- ii. To design algorithms and flowcharts of various applications;
- iii. To produce clean, efficient code based on specifications;
- iv. To integrate software components and third party programs;
- v. To verify and deploy programs and systems;
- vi. To troubleshoot, debug and upgrade existing software as necessary;
- vii. To gather and evaluate user feedback;
- viii. To recommend and execute improvements;
- ix. To create technical documentations for reference and reporting;
- x. To test and maintain software products to ensure strong functionality and optimization;
- xi. To design, develop and deploy websites;

- xii. To update and manage website;
- xiii. To configure and manage website and application servers;
- xiv. To publish information to the website as per website policy;
- xv. To implement security policy for website and unified communication;
- xvi. To facilitate the website content authors accessibility and contents standards;
- xvii. To perform day to day backups and restorations of websites systems and contents;
- xviii. To develop Website architecture, application models and user interface specifications;
- xix. To prepare functional, content, testing and technical specifications; and
- xx. To prepare websites statistics reports for management;

1.7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Computer Science, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution and three (3) years working experience in System Development.

1.8 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (ELECTRONICS& TELECOMMUNICATIONS) -1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To design and maintain maintenance schedules for security systems i. e x-ray machines, Handheld and walk through metal detectors, CCTV system and all security equipment;
- ii. To design and maintenance of communication infrastructure i.e. LAN, Telephone Network, TV network & public addressing systems;
- iii. To inspect electronic and telecommunication engineering infrastructures to ensure they are in good condition and provide preventive maintenance services as per maintenance plans;
- iv. To prepare operational reports, for annual assessment;
- v. To implement and coordinate the maintenance and safety procedures, service schedules, and supply of materials required to maintain machines and equipment in the prescribed condition;
- vi. To organize, monitor, control, test, and commission plant or hand over projects in accordance to engineering principles and guidelines; and

- vii. To advise on maintenance/repair alternatives and methods including necessary drawings, technical specifications, bills of quantities (BOQ) and cost estimates;

1.8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Computer Engineering, Electronics and Telecommunications Engineering or equivalent qualifications from a recognized Institution and three (3) years working experience in Electronics and or Telecommunication field.

1.9 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (SYSTEM ADMINISTRATOR) -1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in installing, configuration and supporting new hardware and application software for client / server;
- ii. To cooperate with network administrator to establish dependencies;
- iii. To perform maintenance activities, data and system backups and restoration;
- iv. To create and maintain user accounts;
- v. To propose hardware and software requirements;
- vi. To prepare systems and technical documentations;
- vii. To administer Data base and network;
- viii. To document present procedures and operating methods;
- ix. To design systems flow charts of information movements and computer oriented control;
- x. To design inputs and outputs files and report format;
- xi. To make backup copies of all databases and transaction logs regularly;
- xii. To make adjustments to system parameters when necessary to improve performance; and
- xiii. To perform quality assurance metrics.

1.9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution and three (3) years working experience in System Administration.

1.10 ACCOUNTANT (TAXATION)-1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To ensure full tax compliance with all applicable law and regulation including filling of return and timely tax payments;
- ii. To manage relations with all relevant authorities in respect of tax matters;
- iii. To manage and coordinate tax audit and handle tax queries and disputes;
- iv. To mitigate tax related risks facing the Company;
- v. To advice on management best tax planning and practices;
- vi. To assist other tax staff in accounting, estimating tax provision for accounting purpose and manage tax related account codes; and
- vii. To keep up with changes in tax law and regulations and timely update management on their implication in the Company.

1.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Accounting, Taxation or its equivalent from a recognized institution with at least three (3) years working experience in taxation field. Applicant must be a Certified Tax Consultant recognized by Tanzania Revenue Authority. Certified Public Accountant CPA (T) will be added advantage.

1.10.3 OTHER COMPETENCIES

Ability to use automated accounting systems and packages and excellent oral and written communication skills.

1.11 VIP ATTENDANT -2 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To enhance guest relations, VIP handling and facilitation;
- ii. To serve refreshments to VIP users and ensuring cleanliness of the VIP Lounge;
- iii. To monitor and maintain records of dishware and refreshment stock;
- iv. To ensure travel of VIP's is taken care in most efficient manner in consideration of the sensitivity of the situation without compromising safety and security;

- v. To conduct daily inspection of all electronic devices within the lounge such as telephone, Wi-Fi routers, air conditions and television to ensure they are in good order and work properly;
- vi. To assist checking in the VIP's and handling their luggage; and
- vii. To pick up the VIP luggage at the conveyer belt area when they arrive.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Form IV plus Certificate either in Hospitality, Hotel Management or Front Office Operations from a recognized Institution.

1.11.3 OTHER COMPETENCIES

Fluent in both written and spoken English and Swahili languages, Height 5 feet. 2 inch and above and acceptable level of Body Mass index, Outgoing personality, Team player, good Interpersonal Skills and disciplined.

1.11.4 AGE LIMIT

Not above 30 years.

1.12 LEGAL OFFICER-1 POST

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To draft legal advice and opinion;
- ii. To prepare Court briefs before Courts of law;
- iii. To conduct litigation for the Company;
- iv. To draft and review legal documents such as leases, contracts, rules, convections, orders, awards, treaties and declarations;
- v. To scrutinize leases and transfers of properties and affect registration of leases and transfer of properties in liaison with Business Development Department and Estate and Environment Department; and
- vi. To participate in negotiations for general contracts concerning the Company

1.12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Laws (LLB) from a recognized Institution and must be registered as Advocate of the High Court plus three (3) years of relevant working experience in the Public Sector.

1.12.3 OTHER COMPETENCIES

Must have good communication and interpersonal skills and the working knowledge of ICT Applications.

1.13 ASSISTANT SECURITY OFFICER - 40 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To provide screening services to departing passengers, baggage, mail and cargo;
- ii. To prevent and spotting any suspicions of theft and burglary at the airport;
- iii. To monitor CCTV and doing general surveillance;
- iv. To ensure security of passengers, cabin crews, aircrafts and visitors at the airport;
and
- v. To collect any threat information in respect of insecurity of civil aviation, bomb threats, hijacking and report to the concerned authorities.

1.13.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Social Sciences from any recognized Institution. Knowledge of Aviation Security and any foreign language will be added advantage.

1.13.3 OTHER COMPETENCIES

Applicant must not inclined to drug and alcohol abuse. He/She shall be of good mental, physical and health state to the extent necessary to perform the security duties to and adequate standard. Having clean background check and should declare that, he/she has no criminal convictions.

1.14 LABORATORY TECHNICIAN – 2 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare reagents for routine examination of patients;
- ii. To carry out diagnostic procedures as prescribed by clinician/Medical Doctor;
- iii. To prepare required chemicals and reagents for various tests;
- iv. To ensure that all laboratory equipment are in working order and report any malfunction to the concerned authorities;
- v. To ensure that the laboratory is kept clean and the glassware is available and clean;

- vi. To ensure that all samples for investigations are kept in safe custody;
- vii. To maintain a record of the findings of all investigations carried out;
- viii. To maintain all laboratory safety procedures and adherence to safety policy;
- ix. To Initiate purchase of laboratory equipment; and
- x. To ensure the laboratory is well stocked and resourced,

1.14.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Medical Laboratory from any recognized Institution. Applicant should be registered by the Health Laboratory Practitioners Council, must be a computer literate and have three (3) years of relevant working experience.

1.15 PUBLIC RELATIONS OFFICER -1 POST

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To design public information campaigns to increase awareness about KADCO;
- ii. To participate in the development of KADCO business strategies;
- iii. To coordinate community events to foster KADCO goodwill;
- iv. To prepare production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs;
- v. To maintain and update information on the organization's website;
- vi. To assist with preparing organizational documents such as annual reports, Company profiles and submissions;
- vii. To monitor public opinion regarding KADCO issues;
- viii. To prepare advertising programs for attracting and satisfying customers;
- ix. To prepare leaflets of developments with regards to transport services; and
- x. To handle customer queries and complaints

1.15.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Mass Communications, Journalism, Public Relations or equivalent qualification from any recognized institution. He/she must be computer literate and have three (3) years relevant working experience.

1.16 REMUNERATION

The successful candidate in all cadres may expect attractive and competitive remuneration and benefits packages consistent with KADCO Scheme of Service.

2.0 MARINE SERVICES COMPANY LIMITED (MSCL)

Marine Services Company Limited (MSCL) was incorporated under the Companies Ordinance (Cap 212) on 08th December, 1997. The main function of the Company is to transport people and cargo along the shore of Lake Victoria, Lake Tanganyika and Lake Nyasa. Company's vision statement is "To be the most competitive, reliable, safe and customer oriented Maritime Transport Company Worldwide."

2.1 DECK OFFICER I (CAPTAIN AND OFFICER IN CHARGE OF NAVIGATION WATCH) -7 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist on matters pertaining to the safe operation of the vessel;
- ii. To monitor bridge operations;
- iii. To assist in preparing watch assignments;
- iv. To participate in fire and boat drills;
- v. To participate in any emergency scene;
- vi. To carry on navigational passage planning of the vessel; and
- vii. To perform any other related duties as may be assigned by the superior.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI plus Class 3 Certificate Of Competence (COC) with working experience of five (5) years of Sea service. Possession of Bachelor Degree, Advanced Diploma or Diploma in Maritime Transportation, and Nautical Science will be an added advantage. Applicant must be a computer literate

2.1.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.1.4 REMUNERATION

Salary Scale will be **MSCS 6.1** with fringe benefits as approved by Permanent Secretary, President's Office Public Service and Good Governance.

2.2 SENIOR MARINE ENGINEER (MARINE ENGINEER WITH CHIEF ENDORSEMENT) - 2 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To monitor running, operation and maintenance of propulsion and electrical systems aboard the vessels;
- ii. To inspect and maintain all equipment and reports malfunctions and make adjustments or repairs;
- iii. To recommend necessary repairs and adjustments;
- iv. To monitor fuel and lubricants consumption;
- v. To advise on applicable marine engineering rules and regulations;
- vi. To monitor log book entries; and
- vii. To perform any other related duties as may be assigned by the superior.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI with possession of Class 3 Certificate of Competence (COC) with Chief Endorsement plus working experience of Eight (8) years. Bachelor Degree, Advanced Diploma and Diploma either in Marine Engineering, Mechanical Engineering, Electronic/Electrical Engineering or any other related field is an added advantage.

2.2.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.2.4 REMUNERATION

Salary Scale will be **MSCS 7.1** with fringe benefits as approved.

2.3 PRINCIPAL MARINE ENGINEER II (MARINE ENGINEER WITH CHIEF ENDORSEMENT) - 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To co-ordinate all the activities of planning and controlling of marine engineering activities;
- ii. To co-ordinate planning of maintenance schedules of marine crafts including dry docking outside the country;
- iii. To coordinate the activities of all engine room employees;
- iv. To coordinate inspections of mechanical and electrical systems;
- v. To manage power, fuelling and distribution systems;

- vi. To monitor, record and supervise fuel consumption;
- vii. To evaluate performance of engine room personnel on watch;
- viii. To inspect Marine Vessels for corrective Maintenances;
- ix. To conduct maintenance, service and repairs of marine vessels;
- x. To manage the operation of propulsion plant machinery;
- xi. To plan and schedule ferry operations;
- xii. To detect and identify the cause of machinery malfunctions and correct faults;
- xiii. To maintain safety and security of marine vessels, crew and passengers and the operational condition of life-saving, fire-fighting and other safety system;
- xiv. To ensure that the engine and the engine components are in good condition and ready to run; and
- xv. To perform any other related duties as may be assigned by Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI with possession of Class 2 Certificate of Competence (COC) plus working experience of Eleven (11) years. Bachelor Degree, Advanced Diploma and Diploma either in Marine Engineering, Mechanical Engineering, Electronic/Electrical Engineering or any other related field will be added advantage. Applicant must be a computer literate.

2.3.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.3.4 REMUNERATION

Salary Scale will be **MSCS 8.1** with fringe benefits as approved.

2.4 MARINE ENGINEER I (OFFICER IN CHARGE OF ENGINEERING WATCH)- 5 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To participate and advice in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To inspect and maintain all equipment and reports malfunctions and make adjustments or repairs;

- iii. To record and report on fuel consumption and lubricants;
- iv. To advise on applicable marine engineering rules and regulations during watch keeping;
- v. To maintain log book;
- vi. To participate and report on any emergency scene; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI with possession of Class 3 Certificate of Competence (CoC) plus working experience of five (5) years. Bachelor Degree, Advanced Diploma, and Diploma either in Marine Engineering, Mechanical Engineering, Electronic/Electrical Engineering or any other related field will be an added advantage. Applicant must be a computer literate.

2.4.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.4.4 REMUNERATION

Salary Scale will be **MSCS 6.1** with fringe benefits as approved.

2.5 ORDINARY SAILOR II (BOATSWAIN AND SAILORS) -17 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To perform general cleanness of vessel;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. To maintain rescue boats;
- iv. To stand lookout watch;
- v. To perform painting works of the vessel;
- vi. To direct loading and offloading of cargo;
- vii. To perform lashing and rope works;
- viii. To perform laundry duties;
- ix. To maintain gangway watch to prevent unauthorized person from boarding ship;
- x. To respond as emergency team member during vessel emergencies;
- xi. To resolve or refer passenger problems to the mate; and
- xii. To perform any other related duties as may be assigned by the superior.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI with Basic Mandatory Certificates as per STCW95 and Rating Forming Part of Navigation Watch (RFPNW) and Sea Service of not less than one (1) year.

2.5.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.5.4 REMUNERATION

Salary Scale will be **MSCS 2.1** with fringe benefits as approve.

2.6 MOTORMAN II - 5 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in maintenance and repair duties throughout the vessel;
- ii. To conduct regular check of all parameter readings;
- iii. To inspect drive motors and generators;
- iv. To watch fuel and lubrication oil purifiers;
- v. To check steering machineries and safety barricades and report for needed adjustments;
- vi. To participate in boat and fire drills and in any emergence scene;
- vii. To participate in cleaning and painting of machineries; and
- viii. To perform any other related duties as may be assigned by the superior.

2.6.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Basic Mandatory Certificates as per STCW95 with Sea Service of not less than one (1) year plus Basic Mandatory Certificates as per STCW95 with Rating Forming Part of Engineering Watch (RFPEW) and Sea Service of not less than one (1) year.

2.6.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.6.4 REMUNERATION

Salary Scale will be **MSCS 2.1** with fringe benefits as approved.

2.7 ONBOARD ATTENDANT II (BED ATTENDANT AND LAUNDRIES) - 4 POSTS

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To perform cleanliness and tidiness of bed sheet and other clothes which are used during marine voyage;
- ii. To keep Laundry equipment in good manner and report any damage to seniors;
- iii. To enter and prepare the room for cleaning;
- iv. To dust the room and furniture;
- v. To check and secures the rooms;
- vi. To ensure security of Passengers rooms and privacy of Passengers;
- vii. To resolve Passenger complains and ensuring Passenger satisfaction;
- viii. To empty trash containers and ashtrays;
- ix. To prepare Beds before a passenger occupies the Cabin;
- x. To collect used Bed sheets, pillow covers and Curtains when the vessel comes to her destination and ensure that same are taken to the Laundry for washing and drying;
- xi. To collect Bed sheets, pillow covers and Curtains from Laundry which are to be used for the next voyage(s);
- xii. To clean Cabins when the ship arrives to her Destination and make sure that rooms are made ready for the next voyage;
- xiii. Readily available when Passengers are embarking or disembarking before starting the voyage or after completion of the voyage respectively; and
- xiv. To perform any other related duties as assigned by the Superior.

2.7.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Basic Mandatory Certificates as per STCW95 and Certificate either in Laundry Service, Home Economic or any other related field from recognized Institution.

2.7.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.7.4 fREMUNERATION

Salary Scale will be **MSCS 2.1** with fringe benefits as approved.

2.8 WELDER II -1 POST

2.8.1 DUTIES AND RESPONSIBILITIES

- i. To perform Technical in Welding;
- ii. To take care of tools and equipment;
- iii. To keep the work place tidy;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff;
- vi. To assist in fitting and turning; and
- vii. To perform any other related duties as may be assigned by the supervisor

2.8.2 QUALIFICATIONS AND EXPERIENCE

Form IV with NVTA Trade Test Grade III or equivalent from a recognized Institution.

2.8.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.8.4 REMUNERATION

Salary Scale will be **MSCS 1.1** with fringe benefits as approved.

2.9 ELECTRICIAN II – 1POST

2.9.1 DUTIES AND RESPONSIBILITIES

- i. To perform Technical in Electrical & Electronics;
- ii. To take care of tools and equipment;
- iii. To keep the work place tidy;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff;
- vi. To assist in fitting and turning; and
- vii. To perform any other related duties as may be assigned by the supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCE

Form IV with NVTA Trade Test Grade III or equivalent from a recognized Institution.

2.9.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.9.4 REMUNERATION

Salary Scale will be **MSCS 1.1** with fringe benefits as approved.

2.10 ASSISTANT OPERATION OFFICER -1 POST

2.10.1 DUTIES AND RESPONSIBILITIES

- i. To participate in commercial and operations activities;
- ii. To assist in compliance and operations of commercial activities;
- iii. To ensure freight rates and passenger fares (Tariff) are adhered accordingly;
- iv. To ensure station returns are prepared and submitted in time;
- v. To assist in commercial investigations and respond to customer complaints and recommend suitable actions; and
- vi. To perform any other related duties as may be assigned from time to time by the Supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCE

Diploma either in Transport and Logistics Management, Business Administration, Marketing or its equivalent qualification from any institutions recognized by the Government.

2.10.3 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.10.4 REMUNERATION

Salary Scale will be **MSCS 3.1** with fringe benefits as approved.

GENERAL CONDITIONS;-

- i. All applicants must be Citizens of Tanzania generally with an age not above **the limit indicated in specific posts.**
- 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 (where applicable).

- 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 employer;**
- 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**) 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, Utumishi House, 8 Kivukoni Road, 11102 Dar EsSalaam.*
- xv. **Deadline for application is 26th March, 2020.**
- 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')*

Released by

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**