

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/K/176

24<sup>th</sup> March, 2020

**VACANCIES ANNOUNCEMENT**

On behalf of Tanzania Civil Aviation Authority (TCAA), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **60** vacant cum training posts.

**1.0 TANZANIA CIVIL AVIATION AUTHORITY, (TCAA)**

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania.

To meet the objective/function of providing air navigation services in Tanzania, the Authority will offer **Air Traffic Control** and **Aeronautical Information Management courses** and successful candidates will be employed as **Air Traffic Management Officers II** and **Aeronautical Information Officers II**.

### **1.0.1 AIR TRAFFIC MANAGEMENT OFFICERS II (30 TRAINEES)**

#### **DUTIES AND RESPONSIBILITIES**

- i. To plan, execute and monitor the control of aircraft movement for the purpose of preventing collision through use of air traffic control clearances and instructions to arriving and departing aircraft within aerodrome traffic zone.
- ii. To provide information for safe, orderly, and economic conduct of flights outside controlled airspace.
- iii. To alert emergency services, assist aircraft under emergency and determine course of action regarding the aircraft in emergency situations.
- iv. To notify military or state organs in respect to aircraft being subjected to unlawful interference, bomb scares, or any possibility of civil aircraft interception.
- v. To coordinate and communicate effectively with other air traffic control units within the flight information region and with adjacent flight information regions where necessary.
- vi. To transmit metrological conditions to pilots and other agencies.
- vii. To record information regarding a condition or incident that warrants a written record.
- viii. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree with GPA of 3.0 and above either in Air Traffic Management, Physics, Mathematics, Geography, Geographical Information System, Geomatics or Statistics from an accredited Institution. Candidate should have Passes in English and Geography subjects at Grade C or above in Certificate of Secondary Education (CSEE).

#### **1.0.3 OTHER COMPETENCIES**

Candidate must have a good command of written and spoken English and computer literate.

### **2.0 AERONAUTICAL INFORMATION OFFICERS II (30 TRAINEES)**

#### **DUTIES AND RESPONSIBILITIES**

- i. To assist in accepting, processing and disseminating Flight Plans to all Air Traffic Management units designated Authorities, Search and Rescue units, including those along aircraft flight routes to destination, and alternate aerodromes according to ICAO Flight plan format.

- ii. To assist in providing face to face briefing and/or facilitate self-briefing to the Aircrew on all information from aerodrome of departure to destination and alternate
- iii. To assist in transmitting over the AFTN/AMHS all accepted flight plans to relevant controlling units /organizations along aircraft flight routes to destination and alternate
- iv. To assist in coordinating with Air Traffic Management units for notification on operationally significant information that requires immediate attention by airline operators or airborne traffic.
- v. To assist in preparing Pre-flight Information Bulletins (PIB) for scheduled and non-scheduled flights.
- vi. To perform any other related duties as may be assigned by immediate supervisor.

### **2.0.1 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree with GPA of 3.0 and above either in Information Technology, Geoinformatics, Geographical Information System or Geomatics from an accredited Institution. Candidate should have Passes in English and Geography subjects at Grade C or above in Certificate of Secondary Education (CSEE).

### **2.0.2 OTHER COMPETENCIES**

Candidate must have a good command of written and spoken English and computer literate.

### **3.0 COURSE DETAILS**

- i. The course fees will be fully covered by TCAA;
- ii. The course will be conducted at the Civil Aviation Training Centre (CATC) in Dar es Salaam;
- iii. The Authority will pay a token amount of daily stipend to cover for accommodation, meals and transport expenses. However, parents/guardians can top up on their own arrangements with candidates;
- iv. The duration of the course is about one year, staggered in appropriate phases and trainees will be required to pass regular tests and examinations at the end of each phase in order to continue with the next phase;
- v. All candidates must undertake English Proficiency tests (For Air Traffic Controllers) and Medical Examination as per Aviation Medical requirements; and

- vi. At the end of the training, the Tanzania Civil Aviation Authority will employ only successful candidates.

#### **4.0 LEGAL REQUIREMENT**

All Selected candidates will be required to sign a bond to serve the Authority for a minimum period of three (3) years on successful completion of the training.

#### **5.0 NOTE**

Female candidates and candidates from Zanzibar are highly encouraged to apply;

#### **6.0 GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **25 years**;
- 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 not apply**;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants 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, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 6<sup>th</sup> April, 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;

**RELEASED BY;**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**