

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/K/219**

**18<sup>th</sup> June, 2020**

**VACANCIES ANNOUNCEMENT**

On behalf of College of Business Education (CBE) President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **01** vacant posts as stated below:

**1.0 COLLEGE OF BUSINESS EDUCATION (CBE)**

College of Business Education (CBE) was established by Act of Parliament, Act No. 31 of 1965. CBE is a training Government Institution which provide, Training, Research and Consultancy in the fields of Accountancy fields of, Procurement & Supplies Management and other business-related disciplines.

**1.1 ASSISTANT LECTURER- LAW- 1 POST (RE-ADVERTISED)**

**1.1.1 DUTIES AND RESPONSIBILITY**

- i. To teach up to NTA level 8 (Bachelor's 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 prepare teaching manual; and
- vi. To perform any other relevant duties as assigned by supervisor.

**1.1.2 QUALIFICATIONS AND EXPERIENCE**

Master's of Law with a GPA of 4.0 or average of B+ and Bachelor of Law (LLB) with a minimum GPA of 3.8.

### 1.1.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 6 of 2015

### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- 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 should not apply;
- vii. An applicant 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).
- 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. 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, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar EsSalaam;*
- xv. **Deadline for application is 1<sup>st</sup> July, 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**