

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/K/321

26th November, 2020

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Commission for Science and Technology (COSTECH) and The Small Industries Development Organization (SIDO), Kilimanjaro Christian Medical Centre (KCMC) and National College of Tourism (NCT), Public Service Recruitment Secretariat invites qualified Tanzanians to fill (14) vacant posts mentioned below;-

1.0 TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY (COSTECH).

COSTECH began operations in 1986 and since then, it has been the principal advisory organ of the government on all matters relating to science, technology and innovation (STI). It is entrusted with the advisory role of formulating policy on science and technology and its implementation; it monitors and coordinates scientific research, technology development and transfer; acquires, stores and disseminates scientific and technological information and fosters regional and international cooperation. The commission is implementing the rolling strategic plan of 2016/2017 – 2020/2021, also is undergoing remarkable modernization including structural changes and implementation of new and more attractive scheme of service and competitive salary structure.

1.0.1 DIRECTOR OF KNOWLEDGE MANAGEMENT – 1 POST

1.0.2 REPORTS TO:- THE DIRECTOR GENERAL

1.0.3 DUTIES AND RESPONSIBILITIES:

- i. To promote knowledge sharing through the organization's and strengthen links between sharing and information system;

- ii. To monitor and evaluate the knowledge sharing program, including internal benchmarking and programs;
- iii. To manage systems and knowledge and play key role in transforming the organization into learning organization;
- iv. To lead in the development of institution culture, processes, infrastructure and information resources to facilitate the creation and utilization of knowledge institution;
- v. Improve knowledge sharing within COSTECH and with stakeholders in order to create new knowledge that will enable learning and innovate as knowledge institution;
- vi. To conduct annual knowledge audits for systematic identification and analysis of knowledge needs, products and services, flows, users, and gaps from perspective of learning lessons;
- vii. To promote knowledge creation during internal and external events, through support to the design and facilitation of events/key meetings, in order to promote, document and create new knowledge and learning through informal and semi-formal exchange;
- viii. To develop short and long term programmes of collecting, processing and dissemination of information on scientific and technological development;
- ix. To advise on matters pertaining to the development of documentation and information at all levels;
- x. To cooperate with national and international research and development institutions and data centers for the purpose of collecting and exchanging science, technology information;
- xi. To keep the scientific community and the general public informed about the developments in science and technology through various means of communication;
- xii. To spearhead the establishment of the innovative network of academic and research institutions that will enable them to work together in a highly-connected environment where they can engage themselves in scientific endeavors from discovery to science diplomacy;
- xiii. To continuously monitor and provide technical guidance for the review of existing laws and advice on appropriate laws and regulations necessary to be promulgated to improve upon the ICT environment that will attract direct foreign investment.
- xiv. To develop resource mobilization strategy that will include sale of information and information services;

- xv. To advise on formulating related standards, regulation and guidance including system security and risk management;
- xvi. To provide support and advice to the Director General on strategy and detailed work programming with regards to the last miles connections to the national fiber optic backbone network;
- xvii. To conceptualize, establish and maintain active and relevant information systems of benefit to the Commission and to the entire scientific community, nationally, regionally and internationally;
- xviii. To plan, organize and call for meetings of the R&D Advisory Committee on ICT on quarterly basis; and
- xix. To harmonize the work of ICT R&D committee in line with other R&D Advisory Committees.

1.0.4 QUALIFICATION AND EXPERIENCE:

Master Degree in Information and Communication Technology (ICT), or equivalent qualifications from recognized institutions, with at least ten (10) years working experience in the field of Science and Technology, two (2) years of which should be at managerial level. A holder of PhD in Information and Communication Technology (ICT) or equivalent qualifications will have an added advantage.

1.0.4 SALARY SCALE: COSS 14

2.0 THE SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)

The Small Industries Development Organization (SIDO) was established in 1973 by an Act of Parliament No. 28 its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas. Some of the best-known activities are the Industrial Estates, Technology Development Centres, Training cum Production Centres, hire purchase schemes for equipment, technology development, technology transfer through twinning arrangements and exchanges with industries in Europe and Asia, and direct marketing.

2.0.1 BUSINESS DEVELOPMENT OFFICER GRADE II -2 POSTS

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To Assist in Identification of business opportunities and assessment of market potential;
- ii. To Assist in Identification and selection of participants for SME training programmes;
- iii. To participate in identifying potential clients, review applications for training in accordance with the Regional Office's procedures and propose applicants for selection to the Regional Manager;
- iv. To assist trainees in developing viable business plans, both during and after the training programmes;
- v. To provide micro, small and medium entrepreneurs with advice and information on marketing, the availability of raw materials, business management issues, and national and regional regulations on registration, licensing and taxation;
- vi. To support marketing of MSME products locally and internationally through organizing/participating in trade fairs/exhibition, subcontracting and tendering programmes;
- vii. To contribute to the maintenance of a client database, and the management information system, with regard to the services he/she provides; he/she will report on his/her activities as required by the Regional Manager;
- viii. To participate in Regional Office's management and planning meetings, as well as relevant external meetings, as required by the Regional Manager;
- ix. To assist the Regional Manager in developing and maintaining relationships with the local business community, including, but not limited to actual and potential clients, and with institutions which provide similar training and advisory services;
- x. To contribute in identifying the need for new Programme elements or Programme improvements, contribute to the development of training programme, training materials and advisory services for micro, small and medium enterprise development; and
- xi. To perform any other related duties as may be assigned by his/her Supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Human Resources Management, Public Administration, Commerce or Business Administration majoring in Human Resources Management from a recognized Institution.

2.0.4 SALARY SCALE: PGSS 6

2.0.5 LEGAL OFFICER GRADE II-1 POST

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To draft legal memoranda and documents;
- ii. To initiate legal action against transgressors and assists in organizing defense in any legal action initiated against the Organization;
- iii. To participate in or conduct litigation: Correctly interprets and translates legal documents;
- iv. To advice on legal aspects regarding contract obligations, taxation, patents and acquisition, protection and disposal of property;
- v. To advice on legal aspects on investments or loan proposals and agreements with suppliers and other contractors;
- vi. To participate in negotiations with lenders, borrowers and contractors;
- vii. To inform of the changes in law or new legislation affecting the organization;
- viii. To prepare and reviews proposed contracts, leases, loan agreements and other legal instruments in order to safeguard the Organization's interest; and
- ix. To perform any other related duties as may be assigned by Supervisor.

2.0.7 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Law or equivalent qualification from a recognized Institution and who has successfully completed legal practical training at the Law School of Tanzania.

2.0.8 SALARY SCALE: PGSS 7

2.0.9 TRAINING ASSISTANT II (BAMBOO PRODUCTS)-1 POST

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To conduct on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects;
- ii. To observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement;
- iii. To prepare outline of instructional program and training schedule and establishes course goals;
- iv. To administer oral, written, or performance tests to measure progress and to evaluate effectiveness of training; and
- v. To perform any other duty as may be assigned by the Supervisor.

2.0.11 QUALIFICATION AND EXPERIENCE

Holder of Form IV /VI certificate with Vocational Certificate (NVA Level 3) in Bamboo Products, or equivalent qualification from recognized institution.

2.0.12 SALARY SCALE : POSS 2

3.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre is located in the foothills of the snowcapped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it. KCMC is a referral hospital for over 15 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1000 staff are employed at the Centre. As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

3.0.1 MEDICAL SPECIALIST II – (1 POST) – RE - ADVERTIZED

3.0.2: QUALIFICATION AND EXPERIENCE

A holder of Doctor of Medicine and Master's Degree (M. Med) or its equivalent from any recognized University in either of the following specialty Psychiatry, Pathology, Radiology,

Anaesthesia, ENT, Paediatrics, Internal Medicine or any other specialty. Must be registered with the Tanganyika Medical Council.

3.0.3 DUTIES AND RESPONSIBILITIES:

- i. To attend in and out-patients;
- ii. To assist in teaching and supervising medical students, interns and junior staff;
- iii. To attend emergency medical duties;
- iv. To carry out medical care to in and out-patients;
- v. To ensure that prescribed instructions are carried out;
- vi. To conduct specialized procedure and surgeries as relevant to speciality;
- vii. To carry out and leading ward rounds;
- viii. To participate fully in clinical sessions, presentations journal clubs and clinical Conferences;
- ix. To participate in research activities; and
- x. To perform any other related duties as may be assigned by his/her Superior;

3.0.4 REMUNERATION:

Attractive remuneration package in accordance with the Government salary scale **TGHS G**

4.0 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No.30 of 1997.NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

4.0.1 TUTOR II (FRONT OFFICE OPERATIONS) -01 POST

4.0.2 REPORTS TO: HEAD OF DEPARTMENT

4.0.3 DUTY STATION: ARUSHA CAMPUS

4.0.4 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and assist teaching in higher NTA levels;

- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepares learning resources;
- v. To supervises field training;
- vi. To supervises and assists junior staff; and
- vii. To perform any other related duties as may be assigned by his/her supervisor.

4.0.5 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Hotel management with specialization in Front Office Operations or equivalent qualifications from reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience will be an added advantage.

4.0.6 REMUNERATION: Salary Scale: PTSS 10.1

4.0.7 TUTOR II (FOOD AND BEVERAGE SERVICES) - 01 POST

4.0.8 REPORTS TO: HEAD OF DEPARTMENT

4.0.9 DUTY STATION: ARUSHA CAMPUS

4.0.10 DUTIES AND RESPONSIBILITIES

- i. To organize practical's for undergraduate students;
 - ii. To assists in all technical duties requiring a higher degree of planning and design competence in the areas of student's practical/projects;
 - iii. To assists academic staff in research and development and consultancy activities;
 - iv. To plan and supervise maintenance of laboratory facilities;
 - v. To provide guidance to technicians and Laboratory Assistants in their daily activities; and
- To perform any other related duties as may be assigned by the supervisor.

4.0.11 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Hotel Management with specialization in **Food and Beverage Services** or equivalent qualifications from reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience will be an added advantage.

4.0.12 REMUNERATION: Salary Scale: PTSS 10.1

4.0.13 TUTOR II (TOUR GUIDING OPERATION) (02 POSTS)

4.0.14 REPORTS TO: HEAD OF TOURISM DEPARTMENT

4.0.15 DUTY STATION: TEMEKE CAMPUS

4.0.16 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical's/projects;
- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in maintenance of facilities; and
- v. To perform any other related duties as may be assigned by the supervisor.

4.0.17 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Wild life Management, Wild life Tourism, Wild life Ecology, Wild life science and Conservation or Bachelor Degree in Tourism Management with Ordinary Diploma in Wild life management or Wild life Conservation with a minimum GPA of 3.5 out of 5.

4.0.18 REMUNERATION: Salary Scale: PTSS 10.1

4.0.19 TUTOR II (EVENT MANAGEMENT) - (02 POSTS)

4.0.19 REPORTS TO: HEAD OF EVENT MANAGEMENT

4.0.20 DUTY STATION: DAR –ES-SALAAM (BUSTANI CAMPUS)

4.0.21 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs; and
- iv. To perform any other related duties as may be assigned by the supervisor.

4.0.22 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Event Management, Project Management in event, Event

Logistics, Event Information System, Event Safety and Security, Venue Management, Event Production, Wedding Plan and Décor, Event Marketing or Event Design and event Administration with a minimum GPA of 3.5 out of 5 from a reputable institution. Working experience in teaching will be an added advantage.

4.0.23 REMUNERATION: Salary Scale: PTSS 10.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. 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);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed

to Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road,
P.O. Box 63100, 11102 Dar es Salaam.

- xiii. Deadline for application is **9th December, 2020**
- xiv. Only short listed candidates will be informed on a date for interview; and
- xv. 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**

