

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/154

11th February, 2020

VACANCIES ANNOUNCEMENT

On behalf of The Open University of Tanzania (OUT), The Eastern Africa Statistical Training Centre (EASTC) and The Office of the Solicitor General; Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **4** vacant posts.

1.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is to continuously provide open and distance education, research, and public services for sustainable and equitable socio-economic development of Tanzania in particular, and the rest of Africa. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 28 regional centres in each region of Tanzania Mainland and two coordination centres in Zanzibar and Pemba Islands.

1.1. MARKETING OFFICER II - 1 POST

1.2.1 WORK STATION-OUT LINDI REGION

1.2.2 DUTIES AND RESPONSIBILITIES

- i. Assists in the routine public relations activities such as the writing features for the University Newsletter, carrying out of photographic assignments, handling of advertisements and media relations;
- ii. Keeps and maintains photographic records of various events and activities;
- iii. Collects newspaper articles and magazine articles for records;
- iv. Assists in production of Radio and TV programme;
- v. Assists in maintaining photographic records of major events;
- vi. Assists in manning exhibition stands e.g. Trade Fairs, TCU Exhibitions;
- vii. Open Day exhibition, etc;
- viii. Assists in facilitation of conferences, seminars, ceremonies; and
- ix. Performs any other duties as may be assigned by his/her supervisor.

1.2.3 QUALIFICATIONS AND EXPERIENCE

First Degree or Advanced Diploma either in Journalism, Public Relations, Marketing, Mass Communication or equivalent qualification with a major in Communication or Marketing. Must be computer literate

1.2.4 REMUNERATION-PGSS 6.1

1.2. DRIVER II (1 POST)

1.2.1 WORK STATION-OUT HEAD QUARTERS

1.2.2 DUTIES AND RESPONSIBILITIES

- i. Drives Institutional vehicles;
- ii. Maintains vehicle log books;
- iii. Responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- iv. Maintains cleanliness of the vehicle and tools;
- v. Check validity of insurance and report the same to the Transport Officer for necessary action;
- vi. Diagnoses minor problems requiring immediate repair; and
- vii. Performs any other related duties as may be assigned by his/her supervisor.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Form IV/VI certificate with passes in Kiswahili and English, a valid class "C1" or class "E" Driving License and possession of Advanced Drivers Grade II certificate from a recognized institution with a minimum of one year working experience.

1.2.4 REMUNERATION- (POSS 2.1)

2.0 EAST AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre (EASTC) is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no. 28 of 1994 enacted by the Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user Member States to produce the statistical data necessary for the assessment, planning and development of the people and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandatory as given by Act no, 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions.

2.1 ACCOUNTANT II – (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. To authorize payments within the delegated powers;
- ii. To prepare regular reports on revenue, expenditure and tax returns;
- iii. To supervise assistant accountant;
- iv. To prepare audit payment vouchers and;
- v. To prepare invoice and bill; and
- vi. Perform any other related duties assigned by supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE:

Possession of either Intermediate certificate issued by NBAA, Bachelor of Commerce majoring in Accountancy, Bachelor of Arts majoring in Accountancy, Advanced Diploma in Accountancy or Advanced Diploma in Government Accounting from recognized higher learning institutions. Must be Computer literate.

2.1.3 REMUNERATION

Remuneration package in accordance with the Center's salary scale PHTS 10-11

3.0 THE OFFICE OF THE SOLICITOR GENERAL

The Government has decided to enhance and strengthen the role mandate and capacity of institutions charged with representing the Central Government, Independent Departments, Executive Agencies and Local Government Authorities in Courts of Law Arbitral Tribunal in any suit or case of ordinary civil, human rights or constitutional nature to which the Central Government, Independent Department, Agency or a Local Government Authorities is a party or has interest. It is from these premises. The Government via Office of the Solicitor-General (Establishment) Order, 2018 (Government Notice No. 50 of 2018) re-reestablished the office of the Solicitor General with the objectives to;-

- i. Enhance and strengthen the Government ability to litigate civil cases including human rights and constitutional matters in Courts of Law and undertake arbitral proceedings in tribunals;
- ii. Enhance effective supervision of civil cases in Courts of Law including human rights constitutional matters; and
- iii. Carry out the general coordination of the conduct of civil litigation and arbitral proceedings on behalf of the Central Government Authorities.

1.1 STATE ATTORNEY GRADE II (1 POST)

1.1.1 DUTIES & RESPONSIBILITIES

- i. Representing Government ,Public institutions and agencies in courts, Tribunals and Arbitral Tribunals in any suit or matter to which the government is party or has interest;
- ii. Drafting pleadings and various legal instruments;
- iii. Conducting legal research and interpretation of various laws;
- iv. Providing legal opinion on any matter of civil nature, Employment, Arbitration, Constitution and Human Rights;
- v. Attending complaints of civil employment disputes and Arbitration nature addressed to Office of the Solicitor General;

- vi. To maintain adequate case files and related records in order to ensure effective completion of cases assigned;
- vii. To prepare daily/weekly reports for all assigned duties; and
- viii. To liaises with the Government Ministries, Departments, Agencies, State Corporations, Local Government Authorities, Parliament and Judiciary on all matters relating to Civil Litigations, Arbitration, Constitution and Human Rights.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Law (LLB) from recognized higher learning institution. The Candidate must have successfully completed Post Graduate Diploma in Legal Practice (PDLP) of Law School of Tanzania. Also, must be computer literate and having good English language command both written and spoken. General experience in Civil Litigation, Arbitration, Employment, Constitution and Human Rights matters will be an added advantage.

1.1.3 REMUNERATION

Remuneration package in accordance with the Office's **OSG** salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45 years** 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;**
 - 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 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 employers;**
- 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, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 24th February, 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**')**

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**