

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/38

10th September, 2021

On behalf of Tanzania Atomic Energy Commission (TAEC) and National Electoral Commission (NEC) Public Service Recruitment Secretariat invites qualified Tanzanians to fill three (3) vacant posts as mentioned below.

1.0 TANZANIA ATOMIC ENERGY COMMISSION (TAEC),

The Tanzania Atomic Energy Commission (TAEC) is Government Institution established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandated to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients, the public and the environment from harmful effects of both Ionizing and Non-Ionizing Radiation.

1.0.1 RESEARCH ASSISTANT – 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To assist in performing research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;
- iii. To assist in formulating and implementing programs for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;

- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology; and
- vi. To perform any other duty as may be assigned by supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree with a minimum of upper second class in one of the following fields: Food Science, Food Technology, Food Safety or any related food science discipline in food processing, preservation, packaging or storage from any recognized higher learning institutions which are justified by TAEC. Candidates with Food Irradiation Technology will be given higher priorities.

1.0.4 REMUNERATION - PRSS 1

2.0 THE NATIONAL ELECTORAL COMMISSION (NEC)

The National Electoral Commission (NEC) is an autonomous government institution. It was established in 1993 under Article 74(1) of the Constitution of the United Republic of Tanzania, 1977. The vision of the Commission is to be a credible Electoral Management Body in Africa and its Mission is to coordinate and supervise General and By-Elections through voters Registration, Constituencies demarcation and Voters Education in collaboration with key stakeholders to safeguard democracy.

2.0.1 INFORMATION OFFICER II -1 POST

2.0.2 REPORTS TO: Director Voter Education and Public Information Division.

2.0.3 DUTIES AND RESPONSIBILITIES

- i. To participate in preparation of the Commission election calendar of related events and election matters;
- ii. To develop and maintain good links with the media and public to promote the image and objectives of the Commission;
- iii. To coordinate meeting between Commission and stake holders;
- iv. To supervise production and dissemination of periodical prints such as annual calendars, election journals, newsletters, brochures and festival cards;
- v. To update website and communication materials;

- vi. To prepare daily media monitoring reports and advise the director of Election accordingly;
- vii. To prepare Commission papers and speeches;
- viii. To stock and supervise Commission's Library; and
- ix. To carry out any other duties as may be assigned by supervisor.

2.0.4 QUALIFICATION AND EXPERIENCE:

Bachelor Degree or Advance Diploma in Journalism or equivalent qualifications from recognized Institutions.

2.0.5 REMUNERATION: According to Tanzania Government General Scale -TGS D

2.0.6 COMPUTER OPERATOR II - 1 POST

2.0.7 REPORTS TO: Director National Voters Register and Information and Communication Technology Division.

2.0.8 DUTIES AND RESPONSIBILITIES

- i. To execute installation, repair and maintenance of electronics office equipment, telephone communication networks and computer software;
- ii. To prepare cost estimate for electronics projects and maintenance works;
- iii. To prepare reports for all electronics works;
- iv. To prepare cost estimates and bill of quantities pertaining to electronics works for electronics installation system;
- v. To conduct Site inspections and prepare site inspection reports;
- vi. To carry out regular inspection for preventive maintenance of electronics installations systems, electronic appliances and machinery; and
- vii. To carry out other duties assigned by immediate Supervisor.

2.0.9 QUALIFICATION AND EXPERIENCE

Diploma in Computer from recognized Institutions.

2.0.10 REMUNERATION: According to Tanzania Government General Scale -TGS C

IMPORTANT NOTE: All applicants to NEC must be ready to work in any posted duty station. Application for the change of duty station after recruitment process will not be accepted.

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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;

- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. 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 2320, University of Dodoma, Utumishi Buiding/Asha Rose Migiro, DODOMA;**
- xiv. Deadline for application is **24th September, 2021;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**