

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/325

28<sup>th</sup> June, 2023

### VACANCY ANNOUNCEMENT

On behalf of Institute of Social Work (ISW), Public Service Recruitment Secretariat invites qualified Tanzanians to fill one (1) vacant post as mentioned below.

#### **1.0 THE INSTITUTE OF SOCIAL WORK (ISW)**

The Institute of Social Work (ISW) is a Public Higher Learning Institution accredited by the National Council for Technical Education and Vocational Education (NACTVET) and established by the National Social Welfare Training Institute Act. No. 26 of 1973 (as amended by the Miscellaneous Act. no. 3 of 2002). It offers academic programmes in the fields of Social Work (NTA Level 4 -9), Human Resource Management (NTA Level 4 – 8 and Postgraduate), Business Administration (NTA Level 4 – 8), Industrial Relations and Public Management (NTA levels 4 to 8 and Postgraduate) and Community Work with Children and Youth (NTA level 4).

#### **1.0.1 TUTORIAL ASSISTANT (PSYCHOLOGY) - 1 POST**

#### **1.0.2 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.3 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;

- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.4 QUALIFICATIONS AND EXPERIENCE**

- Applicants for this position should possess one of the following academic qualifications: Bachelor of Education (BEd. Psychology), Bachelor of Psychology, Bachelor of Arts in Psychology, Bachelor of Psychology and Counseling, or Bachelor of Guidance and Counselling or Bachelor of Counseling Psychology from recognized institutions with a GPA of 3.5 or above.
- Experience in teaching, research, and consultancy will be an added advantage

#### **1.0.5 SALARY SCALE: PHTS 1**

##### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years except those who are in public service;
- ii. **People with disabilities are highly encouraged to apply and should indicate in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;

vi. **Attaching copies of the following certificates is strictly not accepted: -**

□ **Form IV and form VI results slips;**

□ **Testimonials and all Partial transcripts;**

vii. An applicant must upload recent passport size photo in the Recruitment Portal;

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 and

Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,  
P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings -  
Dodoma.

xiii. Deadline for application is **4<sup>th</sup> July, 2023;**

xiv. Only shortlisted candidates will be informed on a date for interview and;

xv. Presentation of forged certificates and other information will necessitate 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 SECRETARY**

