

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/15

28th December, 2025

VACANCY ANNOUNCEMENT

On behalf of Institute of Accountancy Arusha (IAA), Tanzania Airport Authority (TAA), Tanzania Commission for Science and Technology (COSTECH), National Examination Council of Tanzania (NECTA), Tanzania Institute of Education (TIE), Tanzania Library Service Board (TLSB) and The National Council for Technical and Vocational Education and Training (NACTVET), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one hundred and thirty-six (136) vacant posts mentioned below;

INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

1.0 ASSISTANT LECTURER – (LEADERSHIP AND GOVERNANCE) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and

vii. To perform any other related duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Strategic and Security Studies, International Relation and Diplomacy, Strategic Governance, Political Science and Public Administration, Peace and Security, Leadership and Governance from recognized institutions.

1.3 SALARY SCALE

PHTS 2

2.0 ASSISTANT LECTURER – (TOURISM AND HOSPITALITY STUDIES) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research; vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Tourism and Hospitality Management, Tourism and Hospitality Studies field from recognized institutions.

2.3 SALARY SCALE

PHTS 2

3.0 ASSISTANT LECTURER – (CHINESE LANGUAGE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Chinese Language from recognized institutions.

3.3 SALARY SCALE

PHTS 2

4.0 ASSISTANT LECTURER – (FRENCH LANGUAGE) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and

vii. To perform any other related duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in French Language and has been registered as a Technical Teacher or its equivalent qualification from recognized institutions.

4.3 SALARY SCALE

PHTS 2

5.0 ASSISTANT LECTURER – (RECORDS AND INFORMATION MANAGEMENT) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Records and Information Management, Records and Archive Management, Information's Science from recognized institutions.

5.3 SALARY SCALE

PHTS 2

6.0 ASSISTANT LECTURER – (PROGRAMMING) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Computer Science, Information Security, Information System from recognized institutions.

6.3 SALARY SCALE

PHTS 2

7.0 ASSISTANT LECTURER – (CYBER SECURITY) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and

vii. To perform any other related duties as assigned by supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security from recognized institutions.

7.3 SALARY SCALE

PHTS 2

8.0 ASSISTANT LECTURER – (HUMAN RESOURCE MANAGEMENT) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Human Resource Management, Public Administration, Human Resource Planning from recognized institutions.

8.3 SALARY SCALE

PHTS 2

9.0 ASSISTANT LECTURER – (PROCUREMENT AND LOGISTIC MANAGEMENT) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Procurement and Logistics Management or Procurement and Supply Chain Management from recognized institutions.

9.3 SALARY SCALE

PHTS 2

10.0 ASSISTANT LECTURER – (ACCOUNTING AND FINANCE) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;

- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Accounting and Finance, Business Administration majoring in Accounting and Finance from recognized institutions.

10.3 SALARY SCALE

PHTS 2

11.0 ASSISTANT LECTURER – (INSURANCE AND SOCIAL PROTECTION) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Insurance and Risk Management, Insurance and Social Protection, Insurance and Actuarial Science, Risk Management from recognized institutions.

11.3 SALARY SCALE

PHTS 2

12.0 ASSISTANT LECTURER – (WILDLIFE MANAGEMENT) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (GPA 3.5) and Master Degree (GPA 3.8) in Wildlife Management, Natural Resources Management, Wildlife Conservation from recognized institutions.

12.3 SALARY SCALE

PHTS 2

13.0 DRIVER II - 5 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations
- ii. Undertaking minor mechanical repairs
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent
- iv. To Maintain motor vehicle log books

- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects
- vi. To ensure safety and cleanliness of the vehicle at all times

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

13.3 SALARY SCALE

PGSS 3.1

14.0 TUTORIAL ASSISTANT- INSURANCE - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 for (Ordinary Diploma)
- ii. To assist in conducting tutorial and practical exercises for students under close supervision
- iii. To prepare learning resources for Tutorial exercises
- iv. To assist in conducting research under close supervision and
- v. To carry out consultancy and community service under close supervision.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Insurance with GPA 3.5 from a recognized institution.

14.3 SALARY SCALE

Offered according to IAA scheme of

15.0 RECEPTIONIST II - 2 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. To receive all visitors and directs them to the appropriate officials as may be

necessary

- ii. To attend all incoming telephone calls and directs them to the right officials
- iii. To receive all incoming mail and submits them to secretaries or respective officials
- iv. To maintain register of various activities and
- v. To perform any other duties and responsibilities as may be assigned by supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI certificate with credit passes in English, Swahili and who has attended training plus Certificate in Front Office, Reception, Customer Care or equivalent qualifications from a recognized Institution.

15.3 SALARY SCALE

PGSS 2.1

16.0 DRIVER II - 5 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations
- ii. Undertaking minor mechanical repairs
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent
- iv. To Maintain motor vehicle log books
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects
- vi. To ensure safety and cleanliness of the vehicle at all times

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

16.3 SALARY SCALE

PGSS 3.1

TANZANIA AIRPORT AUTHORITY (TAA)

1.0 AIRCRAFT MARSHALLER II - 23 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To marshal the aircraft and ensure that engine start up signals is signaled to the cockpit when ready for startup and the danger areas around the engines are clear of FOD, personnel and equipment,
- ii. To arrange and ensure proper allocation of aircraft parking bays based on their type and size and make proper parking arrangement for VIP flights,
- iii. To take charge of apron operations including overseeing, controlling and directing the towing/push back operations and ensure visual contact with the tug operator, cockpit and wing/tail walkers,
- iv. To direct wing walkers to remove chocks when the cockpit has confirmed the aircraft brakes are set,
- v. To ensure safe operations of equipment around the aircraft comply with all ICAO, IATA and TCAA Standard Operating Procedures,
- vi. To receive flight information from air traffic controllers and disseminate the same to airport users for announcements and development of daily may fly,
- vii. To effectively disseminate technical information concerning aircraft parking to airline, ground handler, and controllers,
- viii. To monitor apron safety rules (such as wearing reflectors, safety boots, ear guards, and proper parking of equipment's) to ensure compliance with apron safety operating procedures,
- ix. To report accident/incidents on air side and apron on relevant forms immediately after reported by assistant marshaller,

- x. To inspect AVOP licenses to all drivers operating on the air side all the time,
- xi. To track flights movements in the system all the time, record and maintain all aircraft and passenger movement data in the log book,
- xii. To prepare and submit daily working reports before handing over the shift.
- xiii. To perform other duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Public Administration, Human Resources, Statistics, Business Administration/Commerce majoring in Finance or Accounting, Banking or equivalent qualification from a recognized Institution and should have computer knowledge. The Authority will provide Apron Management Course to candidate who successfully pass the interview.

1.3 SALARY SCALE

TAAS 3.1

TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY (COSTECH)

1.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEMS DEVELOPER) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To analyze, design, code, test, implement computer programs providing user support and maintaining support systems and training of users
- ii. To assist the installation, programming, testing, monitoring and maintenance of software packages and applications systems;
- iii. To repair and maintain Information Communication Technology equipment and associated peripherals;
- iv. To configure new Information Communication Technology equipment;
- v. To assist the development, maintenance and support of computer networks and personal computing infrastructure; and
- vi. To ensure that computing systems is operated and supported in an efficient and

effective manner.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of following field; Computer Science, Computer Engineering Information Technology or equivalent qualifications from a recognized institution. Must be specialized in ICT Systems development

1.3 SALARY SCALE

COSS 4.

2.0 DRIVER II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To drive COSTECH vehicles diligently and safely;
- ii. To maintain and keep up-to-date log-books;
- iii. To adhere to Maintenance Schedules;
- iv. To keep motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- v. To ensure that valid documents are obtained prior to commencing any journey;
- vi. To ensure safety and cleanliness of the vehicle at all times; and
- vii. To perform any other duties as assigned by superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

2.3 SALARY SCALE

COSS 2.

3.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (NETWORK

ADMINISTRATOR) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To install, configure, monitor, and maintain servers, network devices, and system infrastructure to ensure optimal performance and security;
- ii. To manage user accounts, access controls, and system permissions across networked environments;
- iii. To troubleshoot and resolve hardware, software, and network issues, ensuring minimal downtime and efficient incident response;
- iv. To implement and maintain data backup, disaster recovery, and business continuity plans;
- v. To oversee the deployment and updates of operating systems, antivirus software, and security patches;
- vi. To support the development and maintenance of LAN/WAN networks, firewalls, VPNs, and other connectivity solutions;
- vii. To document system configurations, procedures, and network diagrams for operational transparency and future reference;
- viii. To provide technical support and training to users on system usage, security best practices, and troubleshooting procedures.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, or equivalent qualifications from a recognized institution with hands-on experience in managing enterprise networks and server environments

3.3 SALARY SCALE

COSS 4.

NATIONAL EXAMINATION COUNCIL OF TANZANIA (NECTA)

1.0 PRINTING ASSISTANT II - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines; ii. To operate paper cutting machines;

- ii. To operate machines (e.g., SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing); and
- iii. To operate hydraulic power for lifting reams, etc.;
- iv. To hand Binds; vi. To collate, cut and trim;
- v. To assemble all printed material into finished printed products; and
- vi. To perform any other related duties as may be assigned by Supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate (NTA 5)/ Trade Test II/Level II in one of the following fields: Graphic Art and Printing, Printing Technology or equivalent qualification from a recognized Institution.

1.3 SALARY SCALE

NECTASS.2

2.0 EXAMINATIONS OFFICER II (TOURISM AND HOSPITALITY SUBJECT) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations; iii. To supervise setting of test items and marking scheme;
- iii. To supervise moderators of test items and marking scheme; v. Typesetting and proofread of examinations papers and marking scheme;
- iv. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- v. To perform any other related duties as may be assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Tourism and Hospitality. Or Bachelor Degree in Tourism and Hospitality plus Postgraduate Diploma in Education (PGDE).

2.3 SALARY SCALE

NECTASS 5

3.0 EXAMINATIONS OFFICER II (MUSIC PERFORMANCE SUBJECT) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Music Performance. Or Bachelor Degree in Music Performance plus Postgraduate Diploma in Education (PGDE).

3.3 SALARY SCALE

NECTASS 5

4.0 EXAMINATIONS OFFICER II (Fine Art) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To supervise settings and moderation of items for the respective subject;
- ii. To supervise marking of examination;
- iii. To typeset examinations paper and marking schemes for respective subject;
- iv. To review examination formats;
- v. To write various reports related to examinations;
- vi. To conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education or equivalent qualifications from a recognized Institution, majoring in Fine Art with good writing and analytical skills; must be computer literate.

4.3 SALARY SCALE

NECTASS 6

5.0 EXAMINATIONS OFFICER II (PERFORMING ARTS SUBJECT) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution majoring in Performing Arts. Or Bachelor Degree in Performing Arts plus Postgraduate Diploma in Education (PGDE).

5.3 SALARY SCALE

NECTASS 5

6.0 EXAMINATIONS OFFICER II (PHYSICAL EDUCATION AND SPORTS SUBJECT) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;

- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Physical Education and Sports. Or Bachelor Degree in Physical Education and Sports plus Postgraduate Diploma in Education (PGDE).

6.3 SALARY SCALE

NECTASS 5

7.0 EXAMINATIONS OFFICER II (HOME ECONOMICS SUBJECT) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Home Economics. Or

Bachelor Degree in Home Economics plus Postgraduate Diploma in Education (PGDE).

7.3 SALARY SCALE

NECTASS 5

8.0 EXAMINATIONS OFFICER II (AGRICULTURE SCIENCE SUBJECT) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Agriculture. Or Bachelor Degree in Agriculture plus Postgraduate Diploma in Education (PGDE).

8.3 SALARY SCALE

NECTASS 5

9.0 EXAMINATIONS OFFICER II (COMPUTER SCIENCE SUBJECT) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

To supervise marking of candidate's examination scripts;

To compile lists of examiners for various examinations; iii. To supervise setting of test items and marking scheme;

To supervise moderators of test items and marking scheme;

Typesetting and proofread of examinations papers and marking scheme;

To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and

To perform any other related duties as may be assigned by Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Computer Science. Or Bachelor Degree in Computer Science plus Postgraduate Diploma in Education (PGDE).

9.3 SALARY SCALE

NECTASS 5

10.0 EXAMINATIONS OFFICER II (FOOD AND BEVERAGE SERVICES AND SALES SUBJECT) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme; iv. To supervise moderators of test items and marking scheme;
- iv. Typesetting and proofread of examinations papers and marking scheme;
- v. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vi. To perform any other related duties as may be assigned by Supervisor

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Food and Beverage

Services and Sales. Or Bachelor Degree in Food and Beverage Services and Sales plus Postgraduate Diploma in Education (PGDE).

10.3 SALARY SCALE

NECTA SS 5

TANZANIA INSTITUTE OF EDUCATION (TIE)

1.0 ASSISTANT PRINTER II (MECHANICAL ENGINEERING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines;
- ii. To operate paper cutting machines;
- iii. To operate machines (eg SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing);
- iv. To operate hydraulic power for lifting reams etc;
- v. To hand Binds; vi. To collate, cut and trim; and
- vi. To assemble all printed material into finished printed products.
- vii. To take care cleanliness of prepress equipment's;
- viii. To prepare the artworks submitted by client for printing;
- ix. To assist in process files through true flow/prinegy or rampage workflow;
- x. To print jobs with less quantity in RISO photo printer
- xi. To perform any other related duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Diploma (NTA 6) in Mechanical Engineering or equivalent qualification from recognized Institution.

1.3 SALARY SCALE

PGSS 4.1

2.0 ASSISTANT PRINTER II (ELECTRICAL ENGINEERING) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines;
- ii. To operate paper cutting machines;
- iii. To operate machines (eg SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing);
- iv. To operate hydraulic power for lifting reams etc;
- v. To hand Binds;
- vi. To collate, cut and trim; and
- vii. To assemble all printed material into finished printed products.
- viii. To take care cleanliness of prepress equipment's;
- ix. To prepare the artworks submitted by client for printing;
- x. To assist in process files through true flow/prinegy or rampage workflow;
- xi. To print jobs with less quantity in RISO photo printer
- xii. To perform any other related duties as may be assigned by supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Diploma (NTA 6) in one of the following fields: Electronics Engineering, Electrical Engineering or equivalent qualification from recognized Institution.

2.3 SALARY SCALE

PGSS 4.1

3.0 ASSISTANT PRINTER II (GRAPHIC ART AND PRINTING TECHNOLOGY) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines;
- ii. To operate paper cutting machines;
- iii. To operate machines (eg SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing);
- iv. To operate hydraulic power for lifting reams etc;
- v. To hand Binds;

- vi. To collate, cut and trim; and
- vii. To assemble all printed material into finished printed products.
- viii. To take care cleanliness of prepress equipment's;
- ix. To prepare the artworks submitted by client for printing;
- x. To assist in process files through true flow/prinegy or rampage workflow;
- xi. To print jobs with less quantity in RISO photo printer
- xii. To perform any other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate or Diploma (NTA 6) in Graphic Art and Printing Technology or equivalent qualification from recognized Institution.

3.3 SALARY SCALE

PGSS 4.1

TANZANIA LIBRARY SERVICE BOARD (TLSB)

1.0 LIBRARIAN II - 13 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Cataloguing and classifying books;
- ii. To assist users in literature searching and reference services;
- iii. To assist the process of Book selection and ordering;
- iv. To compile library statistics and reports; and
- v. To shelve, file and issue books;
- vi. To prepare report regarding cataloguing and classification of books;
- vii. To perform any other assigned duties and responsibilities.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Librarianship and Information Sciences or equivalent qualifications from recognized Higher Learning Institutions.

1.3 SALARY SCALE

PGSS 6

2.0 LIBRARY ASSISTANT II - 7 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To display new books and other reading materials;
- ii. To shelve file and issue books;
- iii. To register readers;
- iv. To upkeep backsets of newspapers and journals;
- v. To repair library publications;
- vi. To assist library users in locating reading materials and retrieving information;
- vii. To prepare cuttings from newspapers of relevance to the Board;
- viii. To handle simple enquiries from readers; and
- ix. To undertake bibliographical searching.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate (NTA-Level 5) in Library Services from recognized Institutions.

2.3 SALARY SCALE

PGSS 3

3.0 TUTOR II - RECORDS AND ARCHIVES MANAGEMENT - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures, tutorials, and hands-on sessions on Records and Archives management topics,
- ii. To prepare lesson plans, teaching materials, and assignments aligned with the curriculum.
- iii. To Design and administer tests, quizzes, assignments, and projects to evaluate student learning.
- iv. To Grade and provide constructive feedback to help students improve their understanding and skills.

- v. To Offer academic support, mentoring, and career guidance to students.
- vi. To conduct research to stay updated on emerging trends in Records and Archives Management systems and integrate them into the curriculum.
- vii. To Develop and update course content to reflect industry advancements and academic standards.
- viii. To Participate in departmental meetings, curriculum reviews, and other administrative duties.
- ix. To Support accreditation, quality assurance, and compliance with institutional policies.
- x. To manage resources, such as Registry or simulation environments, to enhance practical learning experiences.
- xi. To perform any other assigned duties and responsibilities.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Records Management and Archives Administration or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

3.3 SALARY SCALE

PTSS 3.1

4.0 TUTOR II (LIBRARY AND INFORMATION MANAGEMENT) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in design course programs within one's competence and present them to the school governing council for approval;
- ii. To assist in scanning the content and references of each course that one teaches;
- iii. To assist reviewing periodically lecture/Instruction notes and other illustration materials;
- iv. To provide tutorials/seminars so a means of filling in information gaps arising from lecturing;
- v. To avail times for consultation and provide appropriate guidance to all students requiring individualized assistance;

- vi. To give assignments to students and ensure prompt marking and feedback for each assignment;
- vii. To set examination;
- viii. To write technical papers for presentation in various scholarly for a student's seminar both locally and abroad;
- ix. To write and publish teaching manuals, teaching notes and books within one's area of specialization; and
- x. To perform any other assigned duties and responsibilities.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Library and Information Science, Library and Information Management, Library and Information Studies with a minimum GPA of 3.5 out of 5.0 or equivalent qualification from an accredited higher learning institution

4.3 SALARY SCALE

PTSS 3.1

THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTVET)

1.0 ADMISSION OFFICER II (CIVIL ENGINEERING) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To compile admissions guidebooks information;
- ii. To update admissions requirements;
- iii. To supervise maintenance of students' admission statistics;
- iv. To prepare logistics for Joint Admission Meetings;
- v. To prepare logistics for Meetings with Admissions Officers of technical and vocational training institutions and centers;
- vi. To attend admissions clients; and To update programs in the admissions system

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Civil Engineering from a recognized institution.

1.3 SALARY SCALE

NACTVET 4

2.0 ADMISSION OFFICER II (COMPUTER SCIENCE) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To compile admissions guidebooks information;
- ii. To update admissions requirements;
- iii. To supervise maintenance of students' admission statistics;
- iv. To prepare logistics for Joint Admission Meetings;
- v. To prepare logistics for Meetings with Admissions Officers of technical and vocational training institutions and centers;
- vi. To attend admissions clients; and
- vii. To update programs in the admissions systems

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science from a recognized institution.

2.3 SALARY SCALE

NACTVET 4

3.0 ADMISSION OFFICER II (STATISTICS) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To compile admissions guidebooks information;
- ii. . To update admissions requirements;
- iii. To supervise maintenance of students' admission statistics
- iv. To prepare logistics for Joint Admission Meetings;
- v. To prepare logistics for Meetings with Admissions Officers of technical and vocational training institutions and centers;
- vi. To attend admissions clients; and
- vii. To update programs in the admissions system

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Statistics from a recognized institution.

3.3 SALARY SCALE

NACTVET 4

4.0 EXAMINATION OFFICER II (COMPUTER SCIENCE) - 3 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To receive and verify hardcopies of examinations results submitted by technical institutions;
- ii. To verify the examinations results uploaded in the examination database by technical institutions;
- iii. To process examination results for the purpose of assigning GPAs;
- iv. To attend clients' examinations concerns;
- v. To arrange for setting, moderation, marking and grading of NTA examinations;
- vi. To receive and verify examination results;
- vii. .To maintain database of verified examination results;
- viii. To issue awards evaluation forms;
- ix. To maintain database for issued certificates and transcripts; and
- x. To attend issues raised on awards, certificates and transcripts.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Communication and Technology, from recognized institutions.

4.3 SALARY SCALE

NACTVET 4

5.0 DRIVER II - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To inspect vehicles every day to ensure it is fit to be driven;

- ii. To drive vehicles safely taking into accounts traffic laws, safety of passengers and other load users and value of the vehicle;
- iii. To clean vehicle regularly;
- iv. To report to Administration when the vehicle needs major repair and regular maintenance service when time is due;
- v. To keep log book database; and
- vi. To prepare requisition for fuel of the vehicle.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident

5.3 SALARY SCALE

NACTVET 2

6.0 EXAMINATION OFFICER II (ECONOMICS) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To receive and verify hardcopies of examinations results submitted by technical institutions;
- ii. To verify the examinations results uploaded in the examination database by technical institutions;
- iii. To process examination results for the purpose of assigning GPAs;
- iv. To attend clients' examinations concerns;
- v. To arrange for setting, moderation, marking and grading of NTA examinations;
- vi. To receive and verify examination results;
- vii. .To maintain database of verified examination results;
- viii. To issue awards evaluation forms;
- ix. To maintain database for issued certificates and transcripts; and
- x. To attend issues raised on awards, certificates and transcripts.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in economics from recognized institutions

6.3 SALARY SCALE

NACTVET 4

7.0 EXAMINATION OFFICER II (STATISTICS) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To receive and verify hardcopies of examinations results submitted by technical institutions;
- ii. To verify the examinations results uploaded in the examination database by technical institutions;
- iii. To process examination results for the purpose of assigning GPAs
- iv. To attend clients' examinations concerns;
- v. To arrange for setting, moderation, marking and grading of NTA examinations;
- vi. To receive and verify examination results;
- vii. To maintain database of verified examination results;
- viii. To issue awards evaluation forms;
- ix. To maintain database for issued certificates and transcripts; and
- x. To attend issues raised on awards, certificates and transcripts.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Statistics from recognized institutions.

7.3 SALARY SCALE

NACTVET 4

8.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (GRAPHIC DESIGN) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To guide systems users;

- ii. To install standard software and server operating systems;
- iii. To install standard computer hardware;
- iv. To perform trouble shooting of hardware and software problems; and
- v. To maintain and update existing systems

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Information and Communication Technology, Computer Engineering, Network and Systems Engineering, Graphic Design from recognized institutions.

8.3 SALARY SCALE

NACTVET 4

9.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (NETWORKING) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To guide systems users;
- ii. To install standard software and server operating systems;
- iii. To install standard computer hardware;
- iv. To perform trouble shooting of hardware and software problems; and
- v. To maintain and update existing systems.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Information and Communication Technology, Computer Engineering, Network and Systems Engineering, from recognized institutions.

9.3 SALARY SCALE

NACTVET 4

10.0 OFFICE MANAGEMENT SECRETARY II - 4 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To type all general correspondences and non-confidential matters;
- ii. To ensure Office orderliness and neatness;
- iii. To receive /Send Official email; To record incoming and outgoing files in the respective office;
- iv. To type letters, minutes, reports, papers, bulletins, circulars, charts;
- v. To ensure that stationeries are available; Ensures that the respective office is punctually opened;
- vi. To ensure that copies of letters are filed in proper files;
- vii. To attend telephone calls and taking messages for appropriate action; and To perform any other related duties as assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

10.3 SALARY SCALE

NACTVET 4

11.0 QUALITY ASSURANCE OFFICER II (INFORMATION COMMUNICATION AND TECHNOLOGY) - 5 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare logistics for monitoring and evaluation of technical and vocational institutions and centres;
- ii. To participate in the development of standard performance criteria for monitoring and evaluation of technical and vocational institutions and centres;
- iii. To prepare academic audit reports;
- iv. To conduct regular monitoring and evaluation to ensure compliance to NACTVET academic standards and performance audit of accredited technical and vocational

institutions and centres.

- v. To prepare logistics for compliance and enforcement activities;
- vi. To participate in the preparation of enforcement tools and procedures;
- vii. . To participate on follow up of orders on fees, penalties, notice of closure, stop order on various activities to technical and vocational institutions and centres issued by the Council;
- viii. To maintain records for deregistered and non-compliant technical and vocational institutions and centres; and ix. To make follow-up and identification unregistered institutions technical and vocational and centers offering training.
- ix. To evaluate application forms for registration of technical and vocational institutions and training centres;
- x. To evaluate application forms for accreditation of technical and vocational institutions and training centres;
- xi. To evaluate application forms for recognition of departments;
- xii. To evaluate application forms for registration of vocational and technical teachers;
- xiii. To compile and process application forms;
- xiv. To update the register of technical and vocational institutions and training centres offering NTA/NVA Awards; and
- xv. To maintain the list of registered technical and vocational teachers.
- xvi. To maintain records of curricula submitted for validation;
- xvii. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- xviii. . To provide feedback to technical and vocational institutions on submitted curriculum;
- xix. To prepare logistics for validation meetings; and xxi. To maintain a list of validation experts.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Communication and Technology, from recognized institutions.

11.3 SALARY SCALE

12.0 QUALITY ASSURANCE OFFICER II (ECONOMICS) - 4 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare logistics for monitoring and evaluation of technical and vocational institutions and centres;
- ii. To participate in the development of standard performance criteria for monitoring and evaluation of technical and vocational institutions and centres;
- iii. To prepare academic audit reports; and To conduct regular monitoring and evaluation to ensure compliance to NACTVET academic standards and performance audit of accredited technical and vocational institutions and centres.
- iv. To prepare logistics for compliance and enforcement activities;
- v. To participate in the preparation of enforcement tools and procedures;
- vi. To participate on follow up of orders on fees, penalties, notice of closure, stop order on various activities to technical and vocational institutions and centres issued by the Council;
- vii. To maintain records for deregistered and non-compliant technical and vocational institutions and centres;
- viii. To make follow-up and identification unregistered institutions technical and vocational and centers offering training.
- ix. To evaluate application forms for registration of technical and vocational institutions and training centres;
- x. To evaluate application forms for accreditation of technical and vocational institutions and training centres;
- xi. To evaluate application forms for recognition of departments;
- xii. To evaluate application forms for registration of vocational and technical teachers;
- xiii. To compile and process application forms;
- xiv. To update the register of technical and vocational institutions and training centres offering NTA/NVA Awards;
- xv. .To maintain the list of registered technical and vocational teachers.
- xvi. To maintain records of curricula submitted for validation;
- xvii. To assess curricula supporting documents including situational analysis and

- stakeholders' reports;
- xviii. To provide feedback to technical and vocational institutions on submitted curriculum;
- xix. To prepare logistics for validation meetings; and xxi. To maintain a list of validation experts.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Economics or Agricultural Economics from recognized institutions

12.3 SALARY SCALE

NACTVET 4

13.0 QUALITY ASSURANCE OFFICER II (STATISTICS) - 3 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To prepare logistics for monitoring and evaluation of technical and vocational institutions and centres;
- ii. To participate in the development of standard performance criteria for monitoring and evaluation of technical and vocational institutions and centres;
- iii. To prepare academic audit reports;
- iv. To conduct regular monitoring and evaluation to ensure compliance to NACTVET academic standards and performance audit of accredited technical and vocational institutions and centres.
- v. To prepare logistics for compliance and enforcement activities;
- vi. To participate in the preparation of enforcement tools and procedures;
- vii. To participate on follow up of orders on fees, penalties, notice of closure, stop order on various activities to technical and vocational institutions and centres issued by the Council; viii. To maintain records for deregistered and non-compliant technical and vocational institutions and centres; and
- viii. To make follow-up and identification unregistered institutions technical and vocational and centers offering training.

- ix. To evaluate application forms for registration of technical and vocational institutions and training centres;
- x. To evaluate application forms for accreditation of technical and vocational institutions and training centres;
- xi. To evaluate application forms for recognition of departments;
- xii. To evaluate application forms for registration of vocational and technical teachers;
- xiii. To compile and process application forms;
- xiv. . To update the register of technical and vocational institutions and training centres offering NTA/NVAA wards; and
- xv. To maintain the list of registered technical and vocational teachers.
- xvi. To maintain records of curricula submitted for validation;
- xvii. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- xviii. To provide feedback to technical and vocational institutions on submitted curriculum;
- xix. To prepare logistics for validation meetings; and xxi. To maintain a list of validation experts.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Statistics from recognized institutions

13.3 SALARY SCALE

NACTVET 4

14.0 QUALITY ASSURANCE OFFICER II (AGRICULTURE) - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare logistics for monitoring and evaluation of technical and vocational institutions and centres;
- ii. To participate in the development of standard performance criteria for monitoring and evaluation of technical and vocational institutions and centres;
- iii. To prepare academic audit reports;

- iv. To conduct regular monitoring and evaluation to ensure compliance to NACTVET academic standards and performance audit of accredited technical and vocational institutions and centres.
- v. To prepare logistics for compliance and enforcement activities; vi. To participate in the preparation of enforcement tools and procedures;
- vi. To participate on follow up of orders on fees, penalties, notice of closure, stop order on various activities to technical and vocational institutions and centres issued by the Council;
- vii. . To maintain records for deregistered and non-compliant technical and vocational institutions and centres;
- viii. To make follow-up and identification unregistered institutions technical and vocational and centers offering training.
- ix. To evaluate application forms for registration of technical and vocational institutions and training centres;
- x. To evaluate application forms for accreditation of technical and vocational institutions and training centres;
- xi. To evaluate application forms for recognition of departments;
- xii. To evaluate application forms for registration of vocational and technical teachers;
- xiii. To compile and process application forms;
- xiv. To update the register of technical and vocational institutions and training centres offering NTA/NVAAwards;
- xv. To maintain the list of registered technical and vocational teachers.
- xvi. To maintain records of curricula submitted for validation;
- xvii. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- xviii. To provide feedback to technical and vocational institutions on submitted curriculum;
- xix. To prepare logistics for validation meetings; and
- xx. To maintain a list of validation experts.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agriculture from recognized institutions

14.3 SALARY SCALE

NACTVET 4

15.0 QUALITY ASSURANCE OFFICER II (MATHEMATICS) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To evaluate application forms for registration of technical and vocational institutions and training centres;
- ii. To evaluate application forms for accreditation of technical and vocational institutions and training centres;
- iii. To evaluate application forms for recognition of departments;
- iv. To evaluate application forms for registration of vocational and technical teachers;
- v. To compile and process application forms;
- vi. To update the register of technical and vocational institutions and training centres offering NTA/NVA Awards; and
- vii. To maintain the list of registered technical and vocational teachers.
- viii. To maintain records of curricula submitted for validation;
- ix. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- x. To provide feedback to technical and vocational institutions on submitted curriculum;
- xi. To prepare logistics for validation meetings; and
- xii. To maintain a list of validation experts.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Mathematics from recognized institutions.

15.3 SALARY SCALE

NACTVET 4

16.0 RECEPTIONIST II - 2 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. To receive and interview visitors and direct to the appropriate officials as may be necessary;
- ii. To issue visitors passes; iii. To keep and send urgent messages;
- iii. To keep and maintain the reception office; v. To control usage of Switchboard;
- iv. To attend all incoming and outgoing telephone calls and direct them to the appropriate destinations
- v. To keep records of all incoming and outgoing telephone calls;
- vi. To supervise maintenance and cleanliness of Switchboards;
- vii. To receive all incoming mails and submit them to the office supervisor;
- viii. To maintain visitors Register Book; and
- ix. To supervise proper organization of the front office.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of form IV or VI certificate plus Certificate in Front Office, reception or Customer Care or equivalent qualifications from a recognized Institutions

16.3 SALARY SCALE

NACTVET 2

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Professional Registration and Training Certificates from respective Registration or

Regulatory Bodies (where applicable);
Birth certificate.

4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates **MUST** be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement **MUST** attach their GPA calculation certificate from TCU.
10. 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,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **11th January, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**