

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/55

3rd September, 2026

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Information, Culture, Arts and Sports, Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one (1) vacant post of Principal/ Chief Executive Officer of Bagamoyo Arts and Cultural Institute (TaSUBa).

2.0 THE BAGAMOYO ARTS AND CULTURAL INSTITUTE (TaSUBa)

The Bagamoyo Arts and Cultural Institute (TaSUBa) was established under the Executive Agencies Act No. 30 of 1997 and Government Notice No. 220 of November, 2007. The Institute replaced the former Bagamoyo College of Arts, established in 1981, in order to better correspond to the changing role of performing arts of Tanzania. Its aims and mission are to encourage the development of Tanzanian arts and culture, to promote their uses as a record of contemporary life and manners, to promote education about film, television and the moving image generally, and their impact on society. The institute offers both Certificate and Diploma courses in various specializations.

The Institute is under the Ministry of Information, Culture, Arts and Sports and registered by National Council for Technical Education (NACTE) and recognized as Centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by

transformation of students opting for a career in Arts and Culture.

POST	PRINCIPAL/CHIEF EXECUTIVE OFFICER
EMPLOYER	THE BAGAMOYO ARTS AND CULTURAL INSTITUTE (TaSUBa)
APPOINTED BY	THE MINISTER RESPONSIBLE FOR INFORMATION, CULTURE, ARTS AND SPORTS
REPORTS TO	THE ADVISORY BOARD
SUPERVISES	DEPUTY PRINCIPALS AND HEADS OF UNITS
KEY COMPTENCES/ ATRIBUTES	i. A person possessing ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students; ii. High level of confidence; iii. High level of integrity and honesty; iv. Excellent analytical skills, v. Fluent in English and Kiswahili, vi. Ability to work within a team, independently and to interact with superiors, peers and subordinates; and vii. Good understanding of Public Service Code of Conduct and Ethics.
JOB SUMMARY/ JOB PURPOSE	The Chief Executive Officer will be the Accounting Officer and Spokesperson of the Institute responsible for managing and overseeing all academic and administrative matters of the Agency and Secretary to the Governing Board of an Institution.
DUTIES AND RESPONSIBILITIES	i. Preparation, and implementation of Strategic and Business plans and associated budgets; ii. Ensuring delivery of Agency services to customers and to the expected standard; iii. Organizing and managing all Agency resources allocated to it efficiently, economically and in accordance with the principles of fairness and equality as outlined in Government policies and

	Financial Regulations; iv. Setting user fees for services for the recovery of operational costs plus a reasonable development margin; v. Preparation of Annual Report and Audited Financial Statements in accordance with Public Finance Act and regulations for submission to the parent ministry; vi. Ensuring that all aspects of the management and organization are kept under review and that they best suit training needs; vii. Mobilizing and negotiating for resources required; viii. Ensuring that the Agency is managed efficiently taking into consideration National Policies and Legal requirement; ix. Facilitate learning (by teaching) of academic programmes in the institution; x. Responsible to the Governing Board for the implementation of the decision of the respective Governing Board; xi. To administer the enforcement of by Laws and Regulations made by the Governing Board; xii. To promote good relations with the Government and other organizations; xiii. Working closely with other key players in the Education Sector to ensure successful running of the Agency and better delivery of services; and xiv. Shall have such other powers as are conferred upon him or her under the Act and other relevant written law.
QUALIFICATIONS	Shall have academic standing with credentials of the rank of at least Senior Lecturer or eligible for re- categorization as Senior Lecturer for Higher Learning Technical and Vocational Institutions or Principal Tutor/ Principal Instructor or above.
EXPERIENCE	He/she must have outstanding academic and administrative experience with capability in the area of technical and vocational education and training preferably in the field related to the institution.

	Proven ability to develop and coordinate the implementation of an academic vision for a technical and vocational institution.
AGE LIMIT	45 Years except for those who are in Public Service.
TERMS OF EMPLOYMENT	The successful candidate will be offered a five –year contract subject to good performance.
REMUNERATION	According to the approved TaSUBa scale.
APPLICATION TIME LINE	Fourteen days (14) days from the date of the advertisement.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service;
- ii. **Applicants with disabilities are 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 employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant 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).
- xii. 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);
- 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, Mahakama Street Tambukareli –Dodoma.**
- xiv.** Deadline for application is **16th September, 2026;**
- 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**