



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
WEIGHTS AND MEASURES AGENCY (WMA)



Date: 6th June, 2026

VOLUNTEERING OPPORTUNITIES

The Weights and Measures Agency (WMA) is an Executive Agency under the Ministry of Industry and Trade, established in 2002 under the Executive Agencies Act, Cap. 245. Its establishment was part of the Public Service Reform Programme (PSRP II), aimed at improving the efficiency and effectiveness of public service delivery. The Agency executes its mandates pursuant to the Weights and Measures Act, Cap. 340.

As part of its commitment to supporting professional development and equipping young graduates with practical workplace experience, WMA invites qualified, competent, motivated, and dynamic Tanzanian graduates to apply for thirty two (32) volunteering opportunities for **a period of twelve (12) months** in various cadres as indicated below:-

1.0 ASSISTANT WEIGHTS AND MEASURES OFFICER – 18 POSTS

1.1. DUTIES AND RESPONSIBILITIES

- i. To adjust measuring instruments;
- ii. To care for working standards;
- iii. To mobilize working tools and equipment before and after field work;
- iv. To performs daily systems initialization and backups to computer systems; and
- v. To perform any other related duties as may be assigned by superiors.

1.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Legal and Industrial Metrology from a recognized institution.

2.0 WEIGHTS AND MEASURES OFFICER II – 8 POSTS

2.1 DUTIES AND RESPONSIBILITIES

- i. To inspect, verify and adjust measuring instruments;
- ii. To keep and maintain working standards;
- iii. To advise on the verification and use of measuring instruments;
- iv. To investigate non-compliance with statutory requirements; and
- v. To perform any other duties as may be assigned by superiors

2.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Legal and Industrial Metrology from a recognized institution.

3.0 RECORDS MANAGEMENT ASSISTANT II – 1 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. To search and locate records, documents and files for office use;
- ii. To control and register incoming and outgoing mails;
- iii. To analyze, list and arrange records/documents according to subject classification and boxing;
- iv. To keep letters and documents in respective files and racks;
- v. To deal with applications for records/documents from Government institutions;
- vi. To distribute files to respective officers;
- vii. To handle dispatch books; and
- viii. To perform any other duties as may be assigned by superiors.

3.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Records Management, Records and Archives Management, Corporate Information Management or equivalent qualifications from a recognized institution.

4.0 LEGAL OFFICER II – 1 POST

4.1 DUTIES AND RESPONSIBILITIES:

- i. To administer the Legal Registry;
- ii. To receive and prepare records of recovery and repayment cases for the Court of Law;
- iii. To prepare monthly reports on legal matters attended;
- iv. To receive, register and maintain law periodicals, Government Gazettes, Government Notices, Bills, Acts of Parliament, law books and journals;
- v. To receive, register and file police case files, letters and other corresponding documents submitted to the Ministerial Advisory Board for legal advice;
- vi. To assist in legal and policy research on matters related to the Agency; and
- vii. To perform any other duties as may be assigned by superiors.

4.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Law (LL.B) from a recognized institution and must have attended and passed Internship or Law School of Tanzania.

5.0 PUBLIC RELATIONS OFFICER II – 2 POSTS

5.1 DUTIES AND RESPONSIBILITIES

- i. To liaise with communication and advertising agencies;
- ii. To participate in the implementation of marketing plans;
- iii. To receive and document suggestions raised by stakeholders;
- iv. To collect and process information from various sources;
- v. To collect data on market studies and e-service needs;
- vi. To implement awareness and sensitization campaigns for the Agency;
- vii. To segment customers in order to launch targeted campaigns;
- viii. To prepare journals, bulletins, fliers and posters;
- ix. To capture, process and store still and video images; and

- x. To perform any other duties as may be assigned by superiors

5.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Mass Communication, Journalism, Public Relations, Business Communication or any other related qualifications from recognized institutions.

6.0 ICT OFFICER II – 1 POST

6.1 DUTIES AND RESPONSIBILITIES

- i. To design, implement and test databases;
- ii. To implement security and access controls in databases;
- iii. To participate in designing various databases, including server configuration, security, disaster recovery and backups, database structures, logical data models, scripts and stored procedures;
- iv. To participate in creating, overseeing and assisting in the maintenance of database reference materials libraries;
- v. To assist in testing application updates, enhancements and changes; and
- vi. To troubleshoot and solve problems related to database development;
- vii. To perform any other duties as may be assigned by superiors

6.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Software Engineering, Telecommunication Engineering, Electronic Engineering, Network Engineering, Information Systems, Cyber Security, Information Technology, Computer Engineering or any related discipline from a recognized institution.

7.0 ECONOMIST II – 1 POST.

7.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the collection of various data;
- ii. To collect information and statistics for priority setting;
- iii. To prepare and distribute statistical and economic information;

- iv. To participate in drafting project requirements in collaboration with various stakeholders;
- v. To participate in the mobilization of resources;
- vi. To participate in various research teams and prepare research reports;
- vii. To collect inputs for the review of the strategic plan;
- viii. To follow up on the release of funds from different stakeholders; and
- ix. To perform any other duties as may be assigned by superiors

7.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Economics, Statistics, Agricultural Economics, Planning and Investment, Economic Planning, Project Planning and Management or equivalent qualifications from a recognized institution

GENERAL CONDITIONS

- a. Applicants must be Tanzanian citizens aged between 18 and 35 years;
- b. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts, including postal address, email address, and telephone numbers;
- c. Applicants must attach certified copies of academic and professional certificates, academic transcripts, and birth certificates;
- d. Applicants must have two guarantors who are Public Servants;
- e. Applicants must attach an introduction letter from the Village/Street Executive Officer or relevant Local Government Authority;
- f. Applicants must be willing to volunteer in the respective assigned area;
- g. Applicants must attach a copy of the National Identification Card (NIDA)
- h. Applicants must not have been convicted by any Court of Law for criminal or disciplinary offences and must possess good conduct and acceptable moral character within the community;
- i. Applicants must not have been employed by any Public Institution since graduation;
- j. Testimonials, Provisional Results, Statements of Results, and Form IV and Form VI Results Slips shall not be accepted;

- k. All foreign academic certificates must be recognised by the relevant authorities, namely TCU, NECTA, or NACTVET. Applicants applying for positions requiring a specific GPA must attach a GPA Calculation Certificate issued by TCU;
- l. The volunteering programme is strictly intended for skills development and acquisition of work experience and shall not be construed as a basis for automatic employment in the Public Service;
- m. A signed application letter, written in either Swahili or English, should be addressed to:
Chief Executive Officer,
Weights and Measures Agency (WMA),
P.O. Box 2014,
Vipimo House,
Dodoma;
- n. Only shortlisted candidates will be contacted; and
- o. Applications should reach the undersigned within fourteen (14) days from the date of this advertisement.