

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/58

12th September, 2026

VACANCY ANNOUNCEMENT

On behalf of Open University of Tanzania (OUT), Tanzania Insurance Regulatory Authority (TIRA), National Sugar Institute (NSI) and College of African Wildlife Management (CAWM), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill thirty-two (32) vacant posts mentioned below;

OPEN UNIVERSITY OF TANZANIA (OUT)

1.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II – (WEBSITE DESIGN) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To plan, code and test program,
- ii. To debug program,
- iii. To incorporate security setting into program,
- iv. To corporate with other software developers,
- v. To advise on the technical and design aspects of programs development,
- vi. To write Programs architecture, applications models and user interface specification, and

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

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Software Engineering, Telecommunication Engineering, ICT with mediated content development, ICT with multimedia technology and animation or equivalent computer qualifications from a recognized institution

1.3 SALARY SCALE

PGSS 7.1

TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

1.0 ICT OFFICER II - SYSTEM ANALYSIS - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To define system and software application requirements; ii.
- ii. To identify system platform, components and dependencies;
- iii. To examine software to ensure quality, reliability, and system security;
- iv. To identify and design solution to meet user requirements;
- v. To assist in conducting user acceptance test;
- vi. To establish detailed program specification through discussion with system end users;
- vii. To perform systems testing (Software validation & verification) and document test results;
- viii. To participate in design review and provide input for user documentation;
- ix. To assist in capturing user requirements (Customer Requirement Specifications);
- x. To support staff in training and supporting end users;
- xi. To coordinate systems users and system developers; and
- xii. To perform any other duty as may be assigned by immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree/Advanced Diploma in Computer Science or Information Technology or Computer Engineering from recognized Institution.

1.3 SALARY SCALE

TIRAS 5

2.0 ICT OFFICER II - APPLICATION DEVELOPMENT - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To design interactive applications based on deployment platform (e.g. web, mobile etc.);
- ii. To prepare functional and non-functional technical specifications;
- iii. To break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- iv. To undertake coding, testing, debugging and installation of application programmes;
- v. To configure appropriate application servers based on installed application program;
- vi. To prepare program documentation;
- vii. To develop installation and upgrade guidelines as well as computer systems configurations;
- viii. To provide support to system users for effective utilization of deployed systems;
- ix. To assist in Troubleshooting and resolving routine software applications problems; and
- x. To perform any other duty as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree/Advanced Diploma in Computer Science or Information Technology or Computer Engineering from recognized Institution.

2.3 SALARY SCALE

TIRAS 5

3.0 RECEPTIONIST II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To receive and manage the front desk visitors;
- ii. To keep visitors, register book;
- iii. To receive and channel incoming telephone calls and internal telephone requests;
- iv. To operate and maintain Switchboard;
- v. To direct office visitors to the officers in question;
- vi. To Keep telephone call register;
- vii. To maintain internal and external Telephone Directory;
- viii. To ensure that the visitors have appointment and get go ahead from the respective officer/staff; and
- ix. To carry out other duties as assigned by immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate with passes in English and Kiswahili and who passed Certificate in Telephone Operation or Reception or Front Office Management or any other equivalent qualification from a recognized Institution.

3.3 SALARY SCALE

TIRAS 2.

4.0 INSURANCE OFFICER II (GENERAL INSURANCE) - 4 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To analyse applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements;
- iv. To study and analyze new insurance products to be offered in the market;
- v. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;

- vi. To participate in regular inspections; and
- vii. To perform any other duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree/Advanced Diploma in Insurance, Risk Management Insurance and Risk Management, from a recognized Institution.

4.3 SALARY SCALE

TIRAS 4

5.0 ACTUARIAL OFFICER II - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To design and maintain a suitable industry-wide database on various actuarial parameters;
- ii. To carry out actuarial data-mining;
- iii. To collect and analyse actuarial data;
- iv. To carry out actuarial investigations on insurers; and
- v. To perform any other related duties as may be assigned by the Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Degree in Actuarial Science from a recognized institution.

5.3 SALARY SCALE

TSS 5

NATIONAL SUGAR INSTITUTE (NSI)

1.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II – SECURITY - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. Monitoring data collection, processing and storage in accordance with laid down

policies and procedures of information technology;

- ii. Keeping safely all ICT equipment, software and other related materials;
- iii. Providing IT education to users; ensure proper use of computer laboratories;
- iv. Managing of internet, website and local network facilities
- v. Performing maintenance of ICT equipment;
- vi. Tracking payments of bills/invoices of service providers;
- vii. Designing proper safe system of procurement of ICT equipment;
- viii. Making labs available in time to users and keeping them dissent and clean;
- ix. Monitoring adequate power supply for ICT equipments and related functions;
- x. Participating in teaching ICT related subjects wherever required by the academic department;
- xi. Performing any other duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology from recognized institutions.

1.3 SALARY SCALE

PGSS 7

2.0 OFFICE ASSISTANT - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Conducting general cleanliness of offices and surroundings;
- ii. Circulating files and other correspondences to appropriate Officers/office;
- iii. Preparing and offering tea and soft drinks services;
- iv. Opening and closing office windows and doors before and after official working

hours respectively;

- v. Preparing place for meetings and provide the required services;
- vi. Distributing reports/files and other relevant documents to Officers before meetings;
- vii. Photocopying documents as required;
- viii. Collecting and posting office letters and other documents; and
- ix. Performing any other official duties as may be assigned by higher authorities.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary School Education Certificate with passes in English and Kiswahili.

2.3 SALARY SCALE

POSS 1

3.0 ASSISTANT TUTOR/INSTRUCTOR II – SUGAR PRODUCTION - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision;
- vii. To perform any other duties assigned to him by his supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Sugar Production Technology from any recognized Institution. With GPA not less than 3.5

3.3 SALARY SCALE

PTSS 10

4.0 TUTOR/INSTRUCTOR II - ELECTRICAL - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electrical Engineering, Engineering in Electrical or equivalent qualification from any recognized Institution. With GPA not less than 3.5

4.3 SALARY SCALE

PTSS 3

5.0 TUTOR/INSTRUCTOR II - MECHANICAL - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;

- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering or equivalent qualification from any recognized Institution. With GPA not less than 3.5

5.3 SALARY SCALE

PTSS 3

6.0 TUTOR/INSTRUCTOR II - AGRIBUSINESS - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources; v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agricultural Economics and Agribusiness or equivalent qualification from any recognized Institution. With GPA not less than 3.5

6.3 SALARY SCALE

PTSS 3

7.0 TUTOR/INSTRUCTOR II - ELECTRONICS - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electronic Science and Communication, Electronics Engineering or equivalent qualification from any recognized Institution. With GPA not less than 3.5

7.3 SALARY SCALE

PTSS 3

8.0 TUTOR/INSTRUCTOR II – AGRICULTURAL ENGINEER - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;

- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agricultural Engineer or equivalent qualification from any recognized Institution. With GPA not less than 3.5

8.3 SALARY SCALE

PTSS 3

9.0 TUTOR/INSTRUCTOR II – LABORATORY SCIENCE - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Biotechnology and Laboratory Science, Technology in Laboratory Science or equivalent qualification from any recognized Institution. With GPA not less than 3.5

9.3 SALARY SCALE

PTSS 3

10.0 TUTOR/INSTRUCTOR II – MECHATRONICS ENGINEERING - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Science in mechatronics engineering or equivalent qualification from any recognized Institution. With GPA not less than 3.5

10.3 SALARY SCALE

PTSS 3

11.0 TUTOR/INSTRUCTOR II – CHEMICAL PROCESSING ENGINEERING - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;

- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisors.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in chemical and processing engineering or equivalent qualification from any recognized Institution. With GPA not less than 3.5

11.3 SALARY SCALE

PTSS 3

COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (CAWM)

1.0 ASSISTANT LECTURER (WILDLIFE MANAGEMENT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To supervise student's projects;
- vi. To assist in preparing teaching manuals and compendia;
- vii. To work in cooperation with seniors in specific projects;
- viii. To carry out consultancy and community services under supervision;
- ix. To attend workshops, conferences and symposia;
- x. Performs any other duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in African Wildlife Ecology and Conservation with a minimum GPA of 3.8 and Bachelor Degree in Wildlife Management with a minimum GPA of 3.5

from a recognized Higher Learning Institution.

1.3 SALARY SCALE

PHTS 2

2.0 ASSISTANT LECTURER (TOURISM DESTINATION MANAGEMENT) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's projects;
- vii. To assist in preparing teaching manuals and compendium;
- viii. To work in cooperation with seniors in specific projects;
- ix. To attend workshops, conferences and symposia;
- x. To performs any other duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields; Conservation Biology or Wildlife Management with a minimum GPA of 3.8 and Bachelor Degree in one of the following fields; Wildlife Tourism or Tourism Management with a minimum GPA of 3.5 from a recognized Institution.

2.3 SALARY SCALE

PHTS 2

3.0 ASSISTANT LECTURER (CONSERVATION GEOINFORMATICS) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);

- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's projects;
- vii. To assist in preparing teaching manuals and compendium;
- viii. To work in cooperation with seniors in specific projects;
- ix. To attend workshops, conferences and symposia;
- x. To perform any other duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields; Remote Sensing, Geographical Information Science (GIS) or Remote Sensing and Geographical Information Science (GIS) from recognized Higher Learning Institution with a minimum GPA of 3.8 and Bachelor Degree in Wildlife Management with a minimum GPA of 3.5 from a recognized Institution.

3.3 SALARY SCALE

PHTS 2

4.0 ASSISTANT LECTURER (ENVIRONMENTAL AND WASTE MANAGEMENT) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's projects;

- vii. To assist in preparing teaching manuals and compendiaum;
- viii. To work in cooperation with seniors in specific projects;
- ix. To attend workshops, conferences and symposia; Performs any other duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in one of the following fields; Environmental Management, Waste Management or Environmental Sanitation from recognized Higher Learning Institution with a minimum GPA of 3.8 and Bachelor Degree or Advanced Diploma in one of the following fields; Wildlife Management, Environmental Sciences and Management, Environmental Sanitation or Environmental Engineering with a minimum GPA of 3.5 from a recognized Institution.

4.3 SALARY SCALE

PHTS 2

5.0 TUTORIAL ASSISTANT (ENVIRONMENTAL AND WASTE MANAGEMENT) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorials and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum;
- vii. Performs any other relevant duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Environmental Sciences & Management, Environment and Sanitation or Environmental Engineering with a minimum GPA of 3.5 from a recognized Higher Learning Institution.

5.3 SALARY SCALE

PHTS 1.1

6.0 TUTORIAL ASSISTANT (TOURISM MARKETING) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To teaching up to NTA level 6 (Ordinary Diploma)
- ii. To assists in conducting tutorials and practical exercises for students under close supervision
- iii. To prepares learning resources for tutorial exercises
- iv. To assists in conducting research under close supervision
- v. To carries out consultancy and community services under close supervision
- vi. To participate in developing and review of curriculum
- vii. To performs any other relevant duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Tourism and Marketing with a minimum GPA of 3.5 from a recognized Higher Learning Institution.

6.3 SALARY SCALE

PHTS 1.1

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 **25th September, 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