

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/43

13th July, 2026

VACANCY ANNOUNCEMENT

On behalf of Fair Competition Commission (FCC) and National College of Tourism (NCT), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill twenty-two (22) vacant posts mentioned below;

FAIR COMPETITION COMMISSION (FCC)

1.0 COUNTERFEIT SURVEILLANCE OFFICER II (LAW ENFORCEMENT) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To trace counterfeits at entry points, Inland Container Depots (ICDs), shops, and godowns;
- ii. To collect, collate, and analyze data from the field and compile monthly, quarterly, and annual reports;
- iii. To liaise with the Anti-counterfeit Enforcement section on legal matters;
- iv. To conduct raids in godowns, retail shops, and private premises suspected to harbour counterfeits;
- v. To inspect premises or vehicles and any person suspected of harbouring or manufacturing counterfeits;
- vi. To carry out the survey of markets to identify counterfeit goods;
- vii. To seize, detain, and store any suspected counterfeit goods in a designated place;

- viii. To take samples for laboratory testing; and
- ix. To perform any other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Law Enforcement from recognized Institutions.

1.3 SALARY SCALE

FCC SS 4

2.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (COMPUTER SYSTEM SECURITY) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in analyzing the information needs at the FCC in relation to IT and the Library.
- ii. To conduct information systems reviews and recommending for improvement as appropriate;
- iii. To recommend appropriate library materials for acquisition;
- iv. To assist in the development and maintenance of the IT-based public register;
- v. To implement ICT policy and strategies;
- vi. To undertake maintenance of ICT systems and provide solutions in a timely;
- vii. To implement and maintain the Commission's IT security and disaster recovery plan;
- viii. To assist in preparing periodic reports on the status of information technology and systems management in the organization; and
- ix. To perform any other duty as may be assigned by his superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer System Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Software Engineer, Data Base Administration, Computer System Analysis, Computer System Security, Network Administration, Information and

Communication System Management or equivalent computer qualification from recognized institution

2.3 SALARY SCALE

FCC SS 4

NATIONAL COLLEGE OF TOURISM (NCT)

1.0 OFFICE MANAGEMENT SECRETARY GRADE II - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To type letters, reports, and documents;
- ii. To receive visitors, screen them, and direct them to the relevant officers;
- iii. To arrange meetings and ensure that all documents are well prepared and circulated to respective members and invitees;
- iv. To keep records and remind the respective officer of appointments, events, and other important matters;
- v. To maintain a register of incoming and outgoing files and documents;
- vi. To arrange and distribute papers for the Management Committee;
- vii. To file all copies of letters originating from respective Divisions/Units;
- viii. To type minutes of meetings organized by respective officers;
- ix. To respond to general correspondence;
- x. To photocopy required documents;
- xi. To attend telephone calls; and
- xii. To perform any other related official duties as may be assigned by higher authorities.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Secretarial studies from recognised

institution. Must have passed both shorthand English and Swahili at a speed of 100 words per minute with computer knowledge in programs of: - Ms Word, Ms Excel, Ms Publisher, Ms power point, Internet and E-mail.

1.3 SALARY SCALE

NCTSS 3.1

2.0 TUTOR GRADE II - ENGLISH LANGUAGE - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teaches up to NTA level 6 and may assist teaching in higher NTA levels
- ii. To administers examinations for NTA level 6 students
- iii. To conducts and supports research and consultancy works
- iv. To prepares learning resources
- v. To supervises field training
- vi. To supervises and assists junior staff and
- vii. To performs any other duties as assigned by supervisors

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Education with English and Literature, Bachelor's Degree in Language Studies with English Language as major teaching subjects with a minimum GPA of 3.0 out of 5;

2.3 SALARY SCALE

PTSS 3.1

3.0 TUTOR GRADE II - FRENCH - 1 Post

3.1 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 supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Education with French, Bachelor's Degree in Language Studies with French as a major teaching subject with a minimum GPA of 3.0 out of 5;

3.3 SALARY SCALE

PTSS 3.1

4.0 ACCOUNTS ASSISTANT GRADE II - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To file accounts documents;
- ii. To arrange accounts files in storage;
- iii. To dispatch cheques to payees;
- iv. To prepare payment vouchers;
- v. To serve as a cashier for both receiving and paying funds, issue receipts for funds received, and obtain acknowledgement for funds paid;
- vi. To maintain the fixed asset register and ensure it is up to date;
- vii. To maintain staff imprest records and retirements; and

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

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance from a recognized institution; or ATEC I offered by NBAA.

4.3 SALARY SCALE

NCTSS 2.1

5.0 ASSISTANT TUTOR – HOSPITALITY OPERATIONS - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 5 and may assist in teaching at 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 under close supervision;
- v. To prepare materials for practical exercises;
- vi. To carry out consultancy and service jobs as assigned under close supervision; and
- vii. To perform any other duties as assigned by supervisors.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma in Hotel Management or Hospitality Management with a minimum GPA of 3.0 out of 5;

5.3 SALARY SCALE

PTSS 1.1

6.0 ASSISTANT TUTOR II - TRAVEL AND TOURISM MANAGEMENT - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 5 and may assist in teaching at 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 under close supervision;
- v. To prepare materials for practical exercises;
- vi. To carry out consultancy and service jobs as assigned under close supervision; and
- vii. To perform any other duties as assigned by supervisors.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary Diploma in Travel and Tourism, Tourism and Hospitality Management Tourism Management with a minimum GPA of 3.0 out of 5;

6.3 SALARY SCALE

PTSS 1.1

7.0 ASSISTANT TUTOR – HOUSEKEEPING AND LAUNDRY - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 5 and may assist in teaching at 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 under close supervision;
- v. To prepare materials for practical exercises;
- vi. To carry out consultancy and service jobs as assigned under close supervision; and

vii. To perform any other duties as assigned by supervisors.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma (NTA Level 6) in Hotel Management, Rooms Division, specializing in Housekeeping and Laundry or Hospitality Management with a minimum GPA of 3.0 out of 5;

7.3 SALARY SCALE

PTSS 1.1

8.0 ASSISTANT TUTOR – FOOD PRODUCTION - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 5 and may assist in teaching at 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 under close supervision;
- v. To prepare materials for practical exercises;
- vi. To carry out consultancy and service jobs as assigned under close supervision; and
- vii. To perform any other duties as assigned by supervisors.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary Diploma (NTA Level 6) in Hotel Management, Hospitality Management majoring in Culinary Arts, Pastry and Bakery, or Food Production with a minimum GPA of 3.0 out of 5;

8.3 SALARY SCALE

PTSS 1.1

9.0 TUTOR GRADE II – FOOD PRODUCTION/CULINARY ARTS - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

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

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Hotel Management, Hospitality Management majoring in Culinary Arts, Pastry and Bakery, or Food Production with a minimum GPA of 3.0 out of 5;

9.3 SALARY SCALE

PTSS 3.1

10.0 TUTOR GRADE II – WILDLIFE MANAGEMENT - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

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

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

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Wildlife Management, Wildlife Tourism or Wildlife Ecology with a minimum GPA of 3.0 out of 5.

10.3 SALARY SCALE

PTSS 3.1

11.0 RECEPTIONIST GRADE II - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To answer all incoming calls and handle callers' inquiries wherever possible;
- ii. To redirect calls as appropriate and take adequate messages when required;
- iii. To assist and direct customers/visitors to the appropriate staff member;
- iv. To receive, direct, and relay telephone messages and fax messages;
- v. To ensure the maintenance and repair of the telephone system;
- vi. To keep and maintain a visitors' record book;
- vii. To maintain the switchboard; viii. To maintain the register of incoming calls; and
- ix. To perform any other duties as may be assigned by the supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV or Form VI Certificate with a Certificate in one of the following fields: Telephone Operations, Front Office, Customer Care, from a recognized institution.

11.3 SALARY SCALE

NCTSS 2.1

12.0 TUTOR GRADE II - HOUSE KEEPING AND LAUNDRY - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

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

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Hotel Management or Hospitality Management with a minimum GPA of 3.0 out of 5.

12.3 SALARY SCALE

NCTSS 3.1

13.0 TUTOR GRADE II – TOUR GUIDING OPERATIONS - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

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

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Wildlife Management, Wildlife Tourism, Tourism Management, Wildlife Ecology, or Wildlife Science and Conservation with a minimum GPA of 3.0 out of 5.

13.3 SALARY SCALE

PTSS 3.1

14.0 TUTOR GRADE II – TRAVEL AND TOURISM MANAGEMENT - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

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

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Tourism Management or Tourism and Hospitality with a minimum GPA of 3.0 out of 5;

14.3 SALARY SCALE

PTSS 3.1

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 slip;
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 **26th July, 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**