

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/45

24th July, 2026

VACANCY ANNOUNCEMENT

On behalf of Geological Survey & Mineral Research Institute of Tanzania (GST) and Vocational Education and Training Authority(VETA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill four hundred and ninety-four (494) vacant posts mentioned below;

GEOLOGICAL SURVEY & MINERAL RESEARCH INSTITUTE OF TANZANIA (GST)

1.0 ARTISAN II (MINERAL LABORATORY) - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the preparation of reagents and apparatus for analytical works.
- ii. To assist in the reception of samples from geology department (Internal samples), small scale miners, mining and exploration companies and from other stakeholders.
- iii. To assist in conducting fire assay, base metals, major and trace elements analysis and water analysis.
- iv. To assist in preparing samples for chemical analysis.
- v. To assist in preparing samples for petrography, mineral processing and mineralogical studies.

- vi. To assist in the preparation of samples for gemological investigations.
- vii. To assist in preparing petrography and mineralogical laboratory reagents.
- viii. To assist in preparing sample for petrography, geotechnical and mineralogical studies.
- ix. Performing any other official duties assigned by his immediate Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of form IV/VI certificate with Trade Test Grade II or Level II in one of the following fields; Geoinformatics, Mineral Processing, Geology, or mining from VETA, MUST, MRI, DIT or any other recognized institution by the government.

1.3 SALARY SCALE

GSTS 2

VOCATIONAL EDUCATION AND TRAINING AUTHORITY(VETA)

1.0 LIBRARY ASSISTANT II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To supervise reading room, reference collection and journals;
- ii. To receives and process library membership applications;
- iii. To maintain students and staff catalogues;
- iv. To ensures proper shelving of books and periodicals;
- v. To handle inter –library loans and material exchanges;
- vi. To assist in cataloguing and classification of books & journals;
- vii. To assist users in searching for/selecting reference/reading materials;
- viii. To prepare accession lists for all acquired library materials;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Library and Information Studies, Library

Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications or any related field from a recognized institution.

1.3 SALARY SCALE

Attractive remuneration package in

2.0 VOCATIONAL TUTOR II (ROOM DIVISION) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of Diploma/level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- xi. To perform any other related duties as may be assigned by immediate supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Hospitality Management, Tourism and Hospitality Management or equivalent qualifications from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.3 SALARY SCALE

Attractive remuneration package in

3.0 VOCATIONAL TUTOR II (TOUR GUIDE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of Diploma/level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training

Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- xi. To perform any other related duties as may be assigned by immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Tour Guide or Tourism Management from a recognized Institution.

3.3 SALARY SCALE

Attractive remuneration package in

4.0 VOCATIONAL TUTOR II (COMMUNICATION SKILLS – FRENCH LANGUAGE) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market

through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Education majoring French Language from a recognized Institution.

4.3 SALARY SCALE

Attractive remuneration package in

5.0 VOCATIONAL TUTOR II (COMPUTER SCIENCE) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;

- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Computer Science from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.3 SALARY SCALE

Attractive remuneration package in

6.0 VOCATIONAL TUTOR II - BUSINESS STUDIES - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of

training/teaching through tests and examinations with the aim of measuring their understanding;

- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Business Studies with Education or Business Administration from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

6.3 SALARY SCALE

Attractive remuneration package in

7.0 VOCATIONAL TUTOR II - CIVIL ENGINEERING - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching

practice through physical visits in order to measure their performance and suggest improvements (if needed);

- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in Civil Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

7.3 SALARY SCALE

Attractive remuneration package in

8.0 VOCATIONAL TUTOR II - FOOD AND BEVERAGE SALES AND SERVICES - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;

- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Hospitality Management or Tourism and Hospitality Management from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

8.3 SALARY SCALE

Attractive remuneration package in

9.0 VOCATIONAL TEACHER II – ELECTRICAL INSTALLATION - 10 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or

demonstrations;

- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Electrical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

9.3 SALARY SCALE

Attractive remuneration package in

10.0 VOCATIONAL TEACHER II – PLUMBING AND PIPE FITTING - 43 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Diploma in Water Supply and Sanitation Engineering or Plumbing and Pipe Fitting

. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

10.3 SALARY SCALE

Attractive remuneration package in

11.0 VOCATIONAL TEACHER II – INSTRUMENTATION AND AUTOMATION - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating

- progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Automation, Mechatronic, Instrumentation from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

11.3 SALARY SCALE

Attractive remuneration package in

12.0 VOCATIONAL TEACHER II – FITTING AND MACHINING - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Mechanical Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

12.3 SALARY SCALE

Attractive remuneration package in

13.0 VOCATIONAL TEACHER II – PLATER WELDING - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Mechanical Engineering from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

13.3 SALARY SCALE

Attractive remuneration package in

14.0 VOCATIONAL TEACHER II – BOILER MECHANICS AND PIPE FITTING - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Mechanical Engineering from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

14.3 SALARY SCALE

Attractive remuneration package in

15.0 VOCATIONAL TEACHER II – CIVIL DRAUGHTING - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Civil engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

15.3 SALARY SCALE

Attractive remuneration package in

16.0 VOCATIONAL TEACHER II – OFFICE MACHINE MAINTAINANCE - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Computer Engineering or Electronics Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

16.3 SALARY SCALE

Attractive remuneration package in

17.0 VOCATIONAL TEACHER II – SECRETARIAL STUDIES - 23 Posts

17.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

17.3 SALARY SCALE

Attractive remuneration package in

18.0 VOCATIONAL TEACHER II (FRONT OFFICE) - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;

- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Room Division or Front Office Operation. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

18.3 SALARY SCALE

Attractive remuneration package in

19.0 VOCATIONAL TEACHER II – TOUR GUIDE - 6 Posts

19.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Tourism Management or Tour Guiding. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

19.3 SALARY SCALE

Attractive remuneration package in

20.0 VOCATIONAL TEACHER II – WELDING AND METAL FABRICATION - 10 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Mechanical Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

20.3 SALARY SCALE

Attractive remuneration package in

21.0 VOCATIONAL TEACHER II - MOTOR VEHICLE MECHANICS - 21 Posts

21.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Automotive Engineering ,Automobile Engineering or Truck Mechanics from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

21.3 SALARY SCALE

Attractive remuneration package in

22.0 VOCATIONAL TEACHER II - MASONRY AND BRICKLAYING - 15 Posts

22.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Civil Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

22.3 SALARY SCALE

Attractive remuneration package in

23.0 VOCATIONAL TEACHER II – AUTO ELECTRICAL - 6 Posts

23.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Auto Electrical Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

23.3 SALARY SCALE

Attractive remuneration package in

24.0 VOCATIONAL TEACHER II – INFORMATION AND COMMUNICATION TECHNOLOGY - 21 Posts

24.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Computer Science, Computer Engineering, Computing and Information Technology, Information & Communication Technology (ICT), Information Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

24.3 SALARY SCALE

Attractive remuneration package in

25.0 VOCATIONAL TEACHER II – (BUSINESS OPERATION) - 3 Posts

25.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and

progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

25.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Business Administration. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

25.3 SALARY SCALE

Attractive remuneration package in

26.0 VOCATIONAL TEACHER II – LABORATORY TECHNOLOGY - 4 Posts

26.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log

books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

26.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Laboratory Science, Laboratory Technology and Laboratory science and Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

26.3 SALARY SCALE

Attractive remuneration package in

27.0 VOCATIONAL TEACHER II - FOOD AND BEVARAGE SALES AND SERVICES - 2 Posts

27.1 DUTIES AND RESPONSIBILITIES

To prepare instructional plans and schemes of training;

To prepare appropriate tools and equipment required for presentations or demonstrations;

To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

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

27.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in either Food Beverage Sales and Services (FBSS) or Culinary Art or Tourism majoring in Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

27.3 SALARY SCALE

VETAS 3/1

28.0 VOCATIONAL TEACHER II – PAINTING AND SIGN WRITING - 3 Posts

28.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

28.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Painting and Sign Writing,

Painting & Decoration from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

28.3 SALARY SCALE

Attractive remuneration package in

29.0 VOCATIONAL TEACHER II - HOUSE KEEPING - 3 Posts

29.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. To prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. To prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. To effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. To perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. To participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To guide safe use of training tools and equipment by performing daily preventive

and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. To prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

29.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Room Division or Hospitality Management from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

29.3 SALARY SCALE

Attractive remuneration package in

30.0 VOCATIONAL TEACHER - AUTO BODY REPAIR - 1 Post

30.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. To prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. To prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- v. To Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. To participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. To prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

30.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechanical Engineering, Automotive Engineering or Automobile Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

30.3 SALARY SCALE

Attractive remuneration package in

31.0 VOCATIONAL TEACHER II – CARPENTRY AND JOINERY - 3 Posts

31.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

31.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Civil Engineering from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

31.3 SALARY SCALE

Attractive remuneration package in

32.0 VOCATIONAL TEACHER II – FOOD PRODUCTION - 13 Posts

32.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

32.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Food Production, Home Economics or Culinary Art from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

32.3 SALARY SCALE

Attractive remuneration package in

33.0 VOCATIONAL TEACHER II – MECHATRONICS - 1 Post

33.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

33.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechatronic Engineering from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

33.3 SALARY SCALE

Attractive remuneration package in

34.0 VOCATIONAL TEACHER II – PRINTING - 2 Posts

34.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

34.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Printing Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

34.3 SALARY SCALE

Attractive remuneration package in

35.0 VOCATIONAL TUTOR II – CYBER SECURITY - 1 Post

35.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

35.2 QUALIFICATIONS AND EXPERIENCE

Holder of Degree of Science in cyber security and digital forensic engineering or Bachelor in Cyber Security from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

35.3 SALARY SCALE

Attractive remuneration package in

36.0 VOCATIONAL TUTOR II – DATA SCIENCE - 2 Posts

36.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

36.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Science in Data Science, Computer Science, Information Technology or equivalent qualifications from recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

36.3 SALARY SCALE

Attractive remuneration package in

37.0 VOCATIONAL TEACHER II – SOFTWARE ENGINEERING - 2 Posts

37.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

37.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Computer Science/Engineering, Software Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

37.3 SALARY SCALE

Attractive remuneration package in

38.0 VOCATIONAL TEACHER II – SOLAR POWER INSTALLATION - 1 Post

38.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in

order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

38.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Renewable Energy Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

38.3 SALARY SCALE

Attractive remuneration package in

39.0 VOCATIONAL TEACHER II – TECHNICAL DRAWING - 15 Posts

39.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in

their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

39.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Civil Engineering from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

39.3 SALARY SCALE

Attractive remuneration package in

40.0 VOCATIONAL TEACHER II – COMMUNICATION SKILLS (ENGLISH LANGUAGE) - 22 Posts

40.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making

recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

40.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in the following field; Linguistics or Education in English Language from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

40.3 SALARY SCALE

Attractive remuneration package in

41.0 VOCATIONAL TEACHER II – ENGINEERING SCIENCE - 15 Posts

41.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level

three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

41.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Education majoring in physics from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

41.3 SALARY SCALE

VETAS 3/1

42.0 VOCATIONAL TEACHER II - MATHEMATICS - 11 Posts

42.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

42.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Education majoring Mathematics. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

42.3 SALARY SCALE

VETAS 3/1

43.0 VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITIONING - 3

Posts

43.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

43.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Refrigeration Engineering. The

applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

43.3 SALARY SCALE

Attractive remuneration package in

44.0 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY - 10 Posts

44.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in

order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

44.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Design Sewing & Clothing Technology (DSCT) or Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

44.3 SALARY SCALE

Attractive remuneration package in

45.0 VOCATIONAL TEACHER II (ELECTRONICS) - 1 Post

45.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training

Centre;

- ix. To perform any other related duties as may be assigned by the supervisor.

45.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Electronics Engineering or Electronics and Electrical Engineering from Recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

45.3 SALARY SCALE

Attractive remuneration package in

46.0 VOCATIONAL TEACHER II – ANIMAL HEALTH AND PRODUCTION - 14 Posts

46.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily

preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

46.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Animal Health or Animal Health and production from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

46.3 SALARY SCALE

Attractive remuneration package in

47.0 VOCATIONAL TEACHER II – CROP PRODUCTION - 8 Posts

47.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

47.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Crop Production, Agriculture General, Agro Post harvest Technology or Food Processing Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

47.3 SALARY SCALE

Attractive remuneration package in

48.0 VOCATIONAL TEACHER II – FOOD PROCESSING AND VALUE ADDITION - 4 Posts

48.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce

trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

48.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Food Science and Technology, Bio Processing and post-harvest Engineering, Food production and Nutrition, Crop Production, Crop production and Management from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

48.3 SALARY SCALE

Attractive remuneration package in

49.0 VOCATIONAL TEACHER II – FOOD SCIENCE - 15 Posts

49.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

49.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Food Science or Food Processing Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA

immediately after employment.

49.3 SALARY SCALE

Attractive remuneration package in

50.0 VOCATIONAL TEACHER II – HOLT CULTURE - 5 Posts

50.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

- xi. To perform any other duties as may be assigned by immediate supervisor.

50.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Horticulture, Agriculture general, Crop Production, Crop production and Management from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

50.3 SALARY SCALE

Attractive remuneration package in

51.0 VOCATIONAL TEACHER II – AQUACULTURE AND FISHING TECHNOLOGY - 7 Posts

51.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

51.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Aquaculture or Fisheries Management & Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

51.3 SALARY SCALE

Attractive remuneration package in

52.0 VOCATIONAL TEACHER II – GEMSTONE CUTTING, POLISHING & CARVINGS - 4 Posts

52.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. To prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. To prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. To deliver effectively and efficiently instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. To perform formative and summative assessment to preparing and using

assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;

- vi. To participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. To prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

52.2 QUALIFICATIONS AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Mining Engineering .The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

52.3 SALARY SCALE

Attractive remuneration package in

53.0 VOCATIONAL TEACHER II – FOREST - 1 Post

53.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or

demonstrations;

- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

53.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Forestry from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

53.3 SALARY SCALE

Attractive remuneration package in

54.0 VOCATIONAL TEACHER II – BEEKEEPING - 2 Posts

54.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

54.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Beekeeping from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or

should be ready to pursue it within VETA immediately after employment.

54.3 SALARY SCALE

Attractive remuneration package in

55.0 VOCATIONAL TEACHER II – FINE ART AND DESIGN - 1 Post

55.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

- xi. To perform any other duties as may be assigned by immediate supervisor.

55.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Art and design, Fine Art or Hand Craft from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

55.3 SALARY SCALE

Attractive remuneration package in

56.0 VOCATIONAL TEACHER II – TRANSPORTATION AND LOGISTIC - 1 Post

56.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily

preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

56.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Transportation and Logistic from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

56.3 SALARY SCALE

Attractive remuneration package in

57.0 ASSISTANT VOCATIONAL TEACHER II - DESIGN SEWING AND CLOTH TECHNOLOGY - 38 Posts

57.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to

- provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

57.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Tailoring/ Design, Sewing, Clothing and Technology/ Tailoring or Cloth and Textile Technology from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

57.3 SALARY SCALE

Attractive remuneration package in

58.0 ASSISTANT VOCATIONAL TEACHER II – FITTER MECHANICS - 2 Posts

58.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;

- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

58.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Fitter Mechanics from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

58.3 SALARY SCALE

Attractive remuneration package in

59.0 ASSISTANT VOCATIONAL TEACHER - HANDLOOM WEAVING - 1 Post

59.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in

their joining instruction in order to maintain peace and order at the Training Centre;

- ix. To perform any other related duties as may be assigned by the supervisor.

59.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Hand Room weaving from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

59.3 SALARY SCALE

Attractive remuneration package in

60.0 ASSISTANT VOCATIONAL TEACHER II – HEAVY DUTY EQUIPMENT MECHANICS - 1 Post

60.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training

Centre;

- ix. To perform any other related duties as may be assigned by the supervisor.

60.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Heavy Duty Equipment Mechanics from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

60.3 SALARY SCALE

Attractive remuneration package in

61.0 ASSISTANT VOCATIONAL TEACHER II – MASONRY AND BRICKLAYING - 9 Posts

61.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- ix. To perform any other related duties as may be assigned by the supervisor.

61.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Masonry and Bricklaying from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

61.3 SALARY SCALE

Attractive remuneration package in

62.0 ASSISTANT VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS - 31 Posts

62.1 DUTIES AND RESPONSIBILITIES

-) To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- i) To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- ii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- v) To perform any other duties as may be assigned by her/his supervisor.

62.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

62.3 SALARY SCALE

Attractive remuneration package in

63.0 ASSISTANT VOCATIONAL TEACHER II – PAINTING AND SIGN WRITING - 1 Post

63.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

63.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Painting and Sign writing from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

63.3 SALARY SCALE

Attractive remuneration package in

64.0 ASSISTANT VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITION - 2 Posts

64.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

64.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Refrigeration and Air Condition from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

64.3 SALARY SCALE

Attractive remuneration package in

65.0 ASSISTANT VOCATIONAL TEACHER II (WELDING AND METAL FABRICATION) - 6 Posts

65.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

65.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I /Certificate in Welding and Metal Fabrication. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

65.3 SALARY SCALE

Attractive remuneration package in

66.0 ASSISTANT VOCATIONAL TEACHER – (HOUSE KEEPING) - 1 Post

66.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to

- level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

66.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in House Keeping from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

66.3 SALARY SCALE

Attractive remuneration package in

67.0 ASSISTANT VOCATIONAL TEACHER II (ELECTRICAL INSTALLATION) - 1 Post

67.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in

order to give direction and guidance to the better life of trainees.

- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trend in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

67.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Electrical Installation. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

67.3 SALARY SCALE

Attractive remuneration package in

68.0 ASSISTANT VOCATIONAL TEACHER – AUTO BODY REPAIR - 2 Posts

68.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault

checking and do minor repairing to maintain their life span.

- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

68.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level II or Trade Test Grade I Certificate in Auto – Body Repair from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

68.3 SALARY SCALE

Attractive remuneration package in

69.0 ASSISTANT VOCATIONAL TEACHER II – AUTO ELECTRICAL - 2 Posts

69.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing

daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.

- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

69.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Auto Electrical from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

69.3 SALARY SCALE

Attractive remuneration package in

70.0 ASSISTANT VOCATIONAL TEACHER II – CARPENTRY AND JOINERY - 4 Posts

70.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.

- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

70.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I Certificate in Carpentry and Joinery from a recognized Institution. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

70.3 SALARY SCALE

Attractive remuneration package in

71.0 OFFICE MANAGEMENT SECRETARY II - 5 Posts

71.1 DUTIES AND RESPONSIBILITIES

- i. To type letters and other documents;
- ii. To receive visitors, ascertain the nature of their business and relay information to the executive concerned;
- iii. To take dictations and transcribe accordingly;
- iv. To receive telephone calls and book outgoing telephone calls as required;
- v. To attend routine hotel and travel arrangements of the executives;
- vi. To keep files, sensitive documents and other material in secured or confidential places;
- vii. To perform any other related duties as may be assigned by immediate Supervisor.

71.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form VI or Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Diploma in Office Management/Secretarial Studies (NTA 6) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II plus knowledge in computer from a recognized Institution.

71.3 SALARY SCALE

Attractive remuneration package in

72.0 DRIVER GRADE II - 2 Posts

72.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake 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;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the relevant authority; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

72.2 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. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

72.3 SALARY SCALE

Attractive remuneration package in

73.0 ASSISTANT VOCATIONAL TEACHER II (PLUMBING AND PIPE FITTING) - 31

Posts

73.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

73.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Vocational Award Level III or Trade Test Grade I in Plumbing and Pipe Fitting. Should be a computer literate. The applicant should possess a Vocational

Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

73.3 SALARY SCALE

Attractive remuneration package in

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 **06th August, 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**