

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.Na.JA.9/16/01/53

27th August, 2026

VACANCY ANNOUNCEMENT

On behalf of and Mwalimu Nyerere Memorial Academy (MNMA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three (3) vacant posts mentioned below;

1.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Business Administration or International Business from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Bachelor degree must relate with Masters degree.

1.3 SALARY SCALE

PHTS 2.1

2.0 ASSISTANT LECTURER (TOURISM) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Tourism, Cultural and Heritage Management, Tourism and History, Tourism and Hospitality Management from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

2.3 SALARY SCALE

PHTS 2.1

3.0 ASSISTANT LECTURER (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To teach up to NTA level 8 (Bachelor's Degree);
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and related studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise students project;

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

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Public Administration, Political Science and Public Administration from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

3.3 SALARY SCALE

PHTS 2.1

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.

6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

**Secretary,
Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **09th September, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**