

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/36

07<sup>th</sup>September, 2021

### VACANCY ANNOUNCEMENT

On behalf of Institute of Social Work (ISW) and The College of African Wildlife Management (CAWM), Public Service Recruitment Secretariat invites qualified Tanzanians to fill three **(2)** vacant posts mentioned below;-

#### **1.0 THE INSTITUTE OF SOCIAL WORK (ISW)**

The Institute of Social Work (ISW) is a Public Higher Learning Institution accredited by National Council for Technical Education (NACTE) and established by the National Social Welfare Training Institute Act. No. 26 of 1973 (as amended by the Miscellaneous Act. No. 3 of 2002). It offers training in the fields of Social Work (NTA level 4 -9), Human Resource Management (NTA Level 4 – 8 and Postgraduate), Business administration (NTA level 4 – 8), Industrial Relations and Public Management (NTA levels 4 to 8 and Postgraduate) and Community Work with Children & Youth (NTA level 4).

#### **1.0.1 ASSISTANT LECTURER (1 POST)**

#### **1.0.2 DUTY POST-KISANGARA CAMPUS– (KILIMANJARO)**

#### **1.0.3 DUTIES AND RESPONSIBILITIES**

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

- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by immediate Supervisor.

#### **1.0.4 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Social Work or Education Psychology (Majoring in Early Childhood Development with a GPA 3.8+), Bachelor Degree either in Social Work or Education Psychology (Majoring in Early Childhood Development, with a GPA 3.5+). Experience in teaching, research and consultancy will be an added advantage.

#### **1.0.5 SALARY SCALE:**

Attractive remuneration package in accordance with the Institute's Scheme of Service will be provided

### **2.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (CAWM)**

The College of African Wildlife Management (CAWM), Mweka is the leading institution in professional and technical training in Wildlife and Tourism Management. It was established by the Tanzania Act of Parliament Number 8 of 1964. The College is registered and recognized as a Centre of Excellence by the East African Community (EAC) and Southern African Development Community (SADC).

#### **3.0.1 LIBRARY ASSISTANT-1 POST**

#### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. To perform library clerical duties;
- ii. To issue and receive Books from readers;
- iii. To handle registration of readers;
- iv. To process acquired information resources; and
- v. To perform any other duties as assigned by supervisor.

#### **3.0.3 QUALIFICATION AND EXPERIENCE**

Form Four or Form Six with National Library Assistant Certificate (NLAC) from any recognized institution.

#### **3.0.4 SALARY SCALE: PGSS 2.1**

## GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania of an age not above 45 years except those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. 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, Utumishi Building at University of Dodoma & Asha Rose Migiro Buildings - Dodoma.*
- xiii. Deadline for application is **20<sup>th</sup> September, 2021**
- xiv. Only shortlisted candidates will be informed on a date for interview; and
- xv. Presentation of forged certificates and other information will necessitate to legal action.

**NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by;

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**