

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.Na.JA.9/16/01/51

18th August, 2026

VACANCY ANNOUNCEMENT

On behalf of Open University of Tanzania (OUT) and Mzumbe University (MU), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill six (6) vacant posts mentioned below;

OPEN UNIVERSITY OF TANZANIA (OUT)

1.0 INSTRUCTOR II (SPECIAL EDUCATION) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties requiring a higher degree of planning and designing competence in the areas of students practical and projects.
- ii. To assist in research and development activities.
- iii. To assist in maintenance of special needs ICT facilities.
- iv. To assist in organizing student practical.
- v. To perform any other related duties as may be assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Special Education in Sign Language or equivalent from a

recognized institution. Must be computer literate.

1.3 SALARY SCALE

PUSS 4.1

2.0 TECHNICIAN II (AIRCONDITIONING AND REFREGIRATION) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To inspect cooling system components,
- ii. To inspect installations and recommend repair of electrical works,,
- iii. To flush out old contaminated coolant and replace with new one,
- iv. To assist in the repair and maintenance of electrical system for laboratory or workshop facilities.
- v. To assist senior staff in relevant fields of operation, and
- vi. To perform any other related duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate(FTC) in Marine and Refrigeration Engineering or equivalent qualifications from a recognized University.

2.3 SALARY SCALE

PGSS 5.1

MZUMBE UNIVERSITY (MU)

1.0 ICT OFFICER II (AUDIO VISUAL) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in keeping proper records of all examinations results, minutes, rules and regulations;
- ii. To assist in taking care of the TV room;
- iii. To maintain records of AV equipments that are required
- iv. To assist in carrying out repairs of AV equipment and TV centre;
- v. To assist in Shooting Video Camera according to occasions;
- vi. To assist in setting up and adjusting audio-visual equipment; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Multimedia Technology and Animation, Multimedia Content Development, Instructional Design, Instructional Design and Information Technology or equivalent qualification from recognised institution.

1.3 SALARY SCALE

PGSS 7.1

2.0 LAUNDERER II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To collect soiled hospital bed sheets and nets from the ward;
- ii. To maintain laundry equipment in clean and safe working order;
- iii. To maintain the laundry area in safe condition;
- iv. To provide clean bed sheet and bed nets to all department;
- v. To launder and iron hospital clothing items;
- vi. To report on worn out or damaged laundry items, bed sheets and nets; and

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

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Form IV Certificate of Secondary Education who has certificate in hospitality management or equivalent field from a recognized institution.

2.3 SALARY SCALE

PMOSS 1.1

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.

8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

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

11. Deadline for application is **31st 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**