

*Public Service (Delegation of Functions and Powers of The Secretariat to  
Conduct Recruitment Process)*

---

GOVERNMENT NOTICE NO.922 published on 29/11/2019

PUBLIC SERVICE ACT,  
(CAP. 298)

NOTICE

*(Made under section 29A(1))*

PUBLIC SERVICE (DELEGATION OF FUNCTIONS AND POWERS OF THE  
SECRETARIAT TO CONDUCT RECRUITMENT PROCESS) NOTICE, 2019

Cap. 298 WHEREAS, the Public Service Recruitment Secretariat was established under section 29 of the Public Service Act;

AND WHEREAS, one of the functions and powers of the Secretariat is to facilitate recruitment of employees to the Service;

AND WHEREAS, section 29A of the Act bestows powers to the Secretary to delegate to any Chief Executive Officer or Council, the functions and powers of the Secretariat to conduct recruitment process in the Service.

Cap. 298 NOW THEREFORE, I, XAVIER MROPE DAUDI, the Secretary, in exercise of the powers conferred upon me by section 29A(1) of the Public Service Act hereby delegate such powers as follows:

Citation 1. This Notice may be cited as the Public Service (Delegation of Functions and Powers of the Secretariat to Conduct Recruitment Process) Notice, 2019.

Interpretation  
Cap. 298 2. In this Notice, unless the context requires otherwise-  
"Act" means the Public Service Act;  
"Academic Staff" means Professor or Research Professor;  
Associate Professor or Associate Research Professor;  
Senior Lecturer or Senior Research Fellow; Lecturer or

*Public Service (Delegation of Functions and Powers of The Secretariat to  
Conduct Recruitment Process)*

---

G.N No. 922 (contd.)

	Research Fellow; Assistant Lecturer or Assistant Research Fellow; Tutorial Assistant; Library Professor or Associate Library Professor; Senior Librarian; Librarian or Assistant Librarian;
	“Chief Executive Officer” means the appropriate category of a Chief Executive Officer as defined under section 29A of the Act;
Cap. 287 Cap. 288	“Council” has the meaning ascribed to it under the Local Government (District Authorities) Act or the Local Government (Urban Authorities) Act;
G.N No. 436 of 2019	“Rules” means the Rules of Operation of the Public Service recruitment Secretariat, 2019;
	“Secretary” means the Secretary of the Recruitment Secretariat appointed under the Act.
Delegation of Secretariat functions	3. The Secretary hereby delegates the functions and powers of the secretariat to conduct recruitment process: (a) for academic staff to the higher learning public institutions specified in Part A of the Schedule to this Notice; and (b) to the Council in respect of the posts under local government Authority specified in the Part B of the Schedule.
Recruitment procedure  G.N No. 436 of 2019	4.-(1) In conducting recruitment process for Academic Staff of the Higher Learning Public Institution under Part A and staff of the Council specified under Part B of the Schedule to this Notice, the Chief Executive Officer or the Council as the case may be, shall adhere <i>mutatis mutandis</i> to the Rules of Operation of the Public Service Recruitment Secretariat, 2019 in the following matters- (a) job advertisement; (b) inspection of certificates; (c) shortlisting of applicants; (d) call for interview; (e) number of members of the interview panel; (f) panel Guidelines for conducting the interview; (g) pass marks and other selection criteria; (h) keeping of a database of applicants who attained minimum pass mark; and (i) keeping and destruction of interview records. (2) A comprehensive list of shortlisted applicants by

*Public Service (Delegation of Functions and Powers of The Secretariat to  
Conduct Recruitment Process)*

---

*GN No. 922 (contd.)*

Council or Chief Executive Officer shall be submitted to the Secretary seven days before the date of the interview.

(3) The Council or the Higher Learning Public Institution shall, during the interview, ensure that employment Boards and interview panels involve a member from the profession or expert of which the interview is subject.

(4) For the Higher Learning Public Institution, at least two of the members forming the interview panel should be from different institutions other than the Higher Learning Public Institution conducting the interview.

Duties of  
representative  
from  
Secretariat

5. There shall be, in every interview conducted by the Council or the Higher Learning Public Institution, a representative from the Secretariat who shall have the following duties-

- (a) monitor the conduct of interview by ensuring that the Policy, laws, regulations and procedures are adhered to during the interview;
- (b) participate as a member of the interview panel; and
- (c) submit a report to the Secretary on overview of the recruitment process attended.

Record  
keeping

6. The Chief Executive Officer or Council shall, within thirty days from the date of interview, report the outcome of the recruitment process and serve a copy of a database mentioned in paragraph 4(1)(h) to the Secretary for the purpose of record keeping.

Revocation of  
G.N 70 of  
2014

7. The Public Service (Delegation of Functions and Powers of the Secretariat to Conduct Recruitment Process) Notice, 2014 is hereby revoked.

*Public Service (Delegation of Functions and Powers of The Secretariat to  
Conduct Recruitment Process)*

---

*GN No. 922 (contd.)*

---

**SCHEDULE**

---

*(Made under paragraph (3))*

---

**PART A**

The following are Higher Learning Public Institutions of which the Chief Executive Officer is delegated with the functions and powers of the Secretariat to conduct recruitment process for Academic Staff.

1. The University of Dar es Salaam.
2. Ardhi University.
3. Mzumbe University.
4. The Open University of Tanzania.
5. Muhimbili University of Health and Allied Sciences.
6. Mbeya University of Science and Technology.
7. The University of Dodoma.
8. Sokoine University of Agriculture.
9. Mkwawa University College of Education.
10. Dar es Salaam University College of Education.
11. Moshi University College of Cooperative and Business Studies.
12. The Nelson Mandela African Institute of Science and Technology.
13. The Mwalimu Julius Kambarage Nyerere University of Agriculture and Technology.
14. Mbeya University College of Health and Allied Sciences.
15. Any Other Public University which may be established under the University Act after the coming into force of this Notice.

**PART B**

The following are the posts under the Local Government Authority of which the recruitment process is delegated to the Council by the Secretariat.

1. Typist Grade II.

*Public Service (Delegation of Functions and Powers of The Secretariat to  
Conduct Recruitment Process)*

---

*GN No. 922 (contd.)*

2. Library Assistants Grade II.
3. Town Inspector.
4. Waiter Grade II.
5. Kitchen/ Mess Attendant Grade III.
6. Community Development Assistant Grade III.
7. Driver II.
8. Plant Operator Grade II.
9. Personal Secretary Grade III.
10. Records Management Assistant Grade II.
11. Receptionist.
12. Office Assistant.
13. Security Guard.
14. Artisan.
15. Village Executive Grade III.
16. Mtaa Executive Grade II.
17. Mtaa Executive Grade III.
18. Child Care Assistant.
19. Captain Grade II.
20. Auxiliary Police.
21. Boat Attendant Grade II.
22. Boat Technician Grade II.
23. Telephone Operator.

Dar es Salaam,  
....., 2019

XAVIER MROPE DAUDI  
*Secretary*