

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/171

02nd August, 2018

VACANCIES ANNOUNCEMENT

On behalf of the University of Dar es Salaam (UDSM), Dar es Salaam Institute of Technology (DIT), College of Business Education (CBE), Government Chemist Laboratory Authority (GCLA), Sokoine University of Agriculture (SUA), Tanzania Meat Board (TMB) Institute of Social Work (ISW) and Muhimbili National Hospital (MNH) Tanzania President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **121** vacant posts mentioned below;

1.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public university in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate college of the University of London. The university became an affiliate of the University of East Africa in 1963, shortly after Tanzania gained its independence from the United Kingdom. In 1970, UEA split into three independent universities: Makerere University in Uganda, the University of Nairobi in Kenya, and the University of Dar es Salaam.

1.1 SECRETARY III - 18 POSTS

1.1.1 DUTY STATION:

- (i) ZANZIBAR (INSTITUTE OF MARINE SCIENCES) - 2 POSTS
- (ii) DAR ES SALAAM (MWALIMU J. K. NYERERE MLIMANI CAMPUS) - 16 POSTS

1.1.2 DUTIES AND RESPONSIBILITIES

- (i) Types all general correspondences and non-confidential matters;
- (ii) Types letters, minutes, notices, bulletins and circulars;
- (iii) Prints reports, letters, etc;
- (iv) Takes proper care of all machines under his/her charge and makes sure they are used for official work only;
- (v) Files copies of typed letters in relevant files;
- (vi) Receives and directs visitors;
- (vii) Attends telephone calls and takes messages;
- (viii) Makes sure there are all necessary facilities for proper job performance; and

- (ix) Performs any other duties assigned by one's reporting officer.

1.1.3 QUALIFICATION AND EXPERIENCE

Form IV certificate with credit passes in Kiswahili and English, or Form VI with principal passes in English and Kiswahili plus 100/120 w.p.m. shorthand in English or Kiswahili and 50 w.p.m. typing, tabulation and manuscript stage III, secretarial duties and office procedure stage II. Possession of Diploma in Secretarial Studies (NTA Level 6) is an added advantage.

1.1.4 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.2 WARDEN IV - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- (i) Assists the Dean of Students in students' counseling and guidance in one's respective Hall of Residence;
- (ii) Co-ordinates academic advice for students in his/her respective Hall of Residence in collaboration with academic advisors;
- (iii) Co-ordinates students' cultural, recreational and sports activities in his/her Hall of Residence;
- (iv) Serves as an advisor to students' government at the Hall of Residence level and attends meetings of the Health Committee and the Hall Assembly;
- (v) Ensures proper allocation of students in hostels and availability of necessary amenities and security of students;
- (vi) Issues permits to students who may experience emergencies that need absences from the Campus for some days;
- (vii) Takes care of students' welfare and ensures that the sick are urgently treated and taken care of satisfactorily; and
- (viii) Performs any other duties as may be assigned by one's reporting officer.

1.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education with a bias in Educational Psychology or a degree in Social Welfare or Community Development.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.3 CLERICAL OFFICER IV - 4 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- (i) Maintains file movement record cards;
- (ii) Looks for files and collects them whenever required;
- (iii) Returns files to the cabinets and arranges them in proper order;
- (iv) Keeps ready files marked B.U. for the Supervisor;
- (v) Weeds out inactive files, i.e. old closed volumes, files for people who have passed away, resigned, retired and those who have been dismissed or terminated;
- (vi) Checks files in the cabinets periodically and ensures order and neatness; and
- (vii) Performs any other duties as may be assigned by one's reporting officer.

1.3.2 QUALIFICATION AND EXPERIENCE

Form IV or Form VI plus Certificate or NTA Level 5 in Records Management. Possession of Diploma in Records Management (NTA Level 6) is an added advantage.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.4 LIBRARY ASSISTANT IV - 3 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- (i) Handling of simple enquiries from readers,
- (ii) Bibliographical searching,
- (iii) Collection of Library statistics etc. as determined by one's reporting officer; and
- (iv) Performs any other duties as may be assigned from time to time by his/her senior.

1.4.2 QUALIFICATION AND EXPERIENCE

Form VI certificate with two Principal Passes or Form IV certificate plus a Certificate in Library studies or successful completion of the Government Lower Standard Library examination. Possession of Diploma in Library and Information Studies is an added advantage.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.5 LIBRARY ASSISTANT III - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- (i) Handling of simple enquiries from readers;
- (ii) Bibliographical searching;
- (iii) Collection of Library statistics etc. as determined by one's reporting officer; and
- (iv) Performs any other duties as may be assigned from time to time by his/her senior.

1.5.2 QUALIFICATION AND EXPERIENCE

Form VI certificate with two Principal Passes or Form IV certificate plus a Certificate in Library studies or successful completion of the Government Lower Standard Library examination. Possession of Diploma in Library and Information Studies is an added advantage. In addition applicants should have at least four (4) years relevant work experience.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.6 ADMINISTRATIVE OFFICER III - 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- (i) Interprets and implements schemes of service;
- (ii) Assists in making Training Needs Assessment;
- (iii) Prepares periodic performance reports;
- (iv) Collects, analyses and plans proper statistics records for human resources plans;
- (v) Assists in the provision of administrative services;
- (vi) Prepares and handles seniority list;
- (vii) Assists in preparation of various meetings and periodic performance reports;
- (viii) Assists in conducting Staff Performance Appraisal;
- (ix) Assists in dealing with general disciplinary matters; and
- (x) Performs any other duties and responsibilities as may be assigned by immediate supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

University degree either in Public Administration, Management, Human Resource Management, Sociology, Law or any other relevant field.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.7 ARTISAN IV (LABORATORY) – FABRICATION AND WELDING - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified laboratory/workshop jobs under close supervision;
- (ii) Performs general cleaning of laboratory/workshop glassware;
- (iii) Takes care of instruments and equipment in the laboratory/workshop; and
- (iv) Performs any other Duties and responsibilities as may be assigned by Supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II (in Fabrication and Welding) from VETA or other Institutions recognized by VETA

1.7.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.8 ARTISAN IV (LABORATORY) – CARPENTRY - 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified laboratory/workshop jobs under close supervision;
- (ii) Performs general cleaning of laboratory/workshop glassware;
- (iii) Takes care of instruments and equipment in the laboratory/workshop; and
- (iv) Performs any other Duties and responsibilities as may be assigned by Supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II (in Carpentry) from VETA or other Institutions recognized by VETA

1.8.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.9 ARTISAN IV (MECHANICAL) - 2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified craft jobs under close supervision;
- (ii) Performs (technical) cleaning of the work environment;
- (iii) Takes care of tools and equipment;
- (iv) Assists in operational repairs of machinery and buildings;
- (v) Assists in fitting and turning; and
- (vi) Performs any other duties as assigned by one's reporting officer.

1.9.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in respective field (Mechanics) from VETA or other Institutions recognized by VETA.

1.9.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.10 ARTISAN IV (ROAD MAINTENANCE) - 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified craft jobs under close supervision;
- (ii) Performs (technical) cleaning of the work environment;
- (iii) Takes care of tools and equipment;
- (iv) Assists in operational repairs of machinery and buildings;
- (v) Assists in fitting and turning; and
- (vi) Performs any other duties as assigned by one's reporting officer.

1.10.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in respective field (road maintenance) from VETA or other Institutions recognized by VETA.

1.10.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.11 ARTISAN IV (CARPENTRY) - 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified craft jobs under close supervision;
- (ii) Performs (technical) cleaning of the work environment;
- (iii) Takes care of tools and equipment;
- (iv) Assists in operational repairs of machinery and buildings;
- (v) Assists in fitting and turning; and
- (vi) Performs any other duties as assigned by one's reporting officer.

1.11.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in respective field (carpentry) from VETA or other Institutions recognized by VETA.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.12 ARTISAN IV (ELECTRICAL) - 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- (i) Performs specified craft jobs under close supervision;
- (ii) Performs (technical) cleaning of the work environment;
- (iii) Takes care of tools and equipment;
- (iv) Assists in operational repairs of machinery and buildings;
- (v) Assists in fitting and turning; and
- (vi) Performs any other duties as assigned by one's reporting officer.

1.12.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in respective field (electrical) from VETA or other Institutions recognized by VETA.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.13 COMPUTER OPERATOR IV - 1 POST

1.13.1 DUTIES AND RESPONSIBILITIES

- (i) Assists programmers in testing new or revised application programs;
- (ii) Assists in software maintenance;
- (iii) Assists in running small scale customer jobs; and
- (iv) Performs any other duties as may be assigned by one's reporting officer.

1.13.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus possession of a certificate of a computer course (with bias in computer operations) from a recognised institution. Possession of a Diploma in Computer related fields is an added advantage.

1.13.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.14 DRIVER III - 2 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- (i) Drives institutional vehicles;
- (ii) Maintains logbooks;
- (iii) Responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- (iv) Maintains disciplined behaviour and proper conduct in rendering services to his/her assignees;
- (v) Maintains cleanliness of the vehicle and tools;

- (vi) Keeps motor vehicle in good running conditions and immediately reports faults and defects to Transport officer;
- (vii) Perform messengerial duties such as dispatching documents/letters, collecting mail, photocopying of documents and any other duties as may be assigned by one's reporting officer; and
- (viii) Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

1.14.2 QUALIFICATION AND EXPERIENCE

Form IV Secondary Certificate with passes in Kiswahili and English. He/ She must have a valid Class C Driving License with possession of Trade Test Grade I/Drivers Grade I certificate from NIT or VETA plus four years relevant working experience in a similar position.

1.14.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.15 NURSING ASSISTANT III - 1 POST

1.15.1 DUTIES AND RESPONSIBILITIES

- (i) Maintains cleanliness of the infrastructure including floors, walls, windows lockers, toilets bathrooms and surroundings, as well as making beds and tidying rooms and wards;
- (ii) Ferries and distributes food to patients;
- (iii) Assists nurses in administering drugs, dressing wounds and administration of intramuscular injections only;
- (iv) Monitors and records temperature, blood pressure and pulse;
- (v) Takes specimen;
- (vi) Performs any other duties that may be assigned to her/him from time to time.

1.15.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate who has completed a one year pre-nursing course from a recognised Nursing Training Centre.

1.15.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.16 ASSISTANT NURSING OFFICER II - 1 POST

1.16.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in solving problems of patients in line with nursing ethics and general nursing services;
- (ii) Assists in supervising Nursing Attendants and Trained Nurses/Midwives;
- (iii) Performs any other duties and responsibilities as may be assigned by one's reporting officer.

1.16.2 QUALIFICATION AND EXPERIENCE

Form IV/VI certificate of Secondary Education plus a Diploma in Nursing from a recognized and reputable institution. Candidates must also be registered with valid Nursing license.

1.16.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.17 SUPPLIES ASSISTANT II - 2 POSTS

1.17.1 DUTIES AND RESPONSIBILITIES

- (i) Checks transactions in stores accounting documents and registers;
- (ii) Receives and issues vouchers, delivery notes and invoices;
- (iii) Prepares purchase requisitions/orders upon approval by his/her supervisor; and
- (iv) Performs any other duties as may be assigned by his/her senior officer.

1.17.2 QUALIFICATION AND EXPERIENCE

Form IV/VI Certificate of Secondary Education plus Technician Certificate in Procurement and Supply, Basic Store Keeping Certificate or equivalent qualification and must be registered with PSPTB.

1.17.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.18 SENIOR ASSISTANT SUPPLIES OFFICER II - 1 POST

1.18.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in receiving and issuing goods to users;
- (ii) Takes charge of School/Institute/Directorate stores and becomes responsible for safety and accounting of all stock under one's care and supervision;
- (iii) Assists in the preparation of the Goods Received Notes (GRN);
- (iv) Assists in maintaining stock controls and accounts;
- (v) Receives, inspects and reports deficiencies, damages and quality of goods received;
- (vi) Arranges stock and inventories in a store;
- (vii) Guides junior staff on matters relating to storekeeping;
- (viii) Assists in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- (ix) Takes responsibility for the purchasing processes and supply control of given lines of stocks; and
- (x) Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

1.18.2 QUALIFICATION AND EXPERIENCE

Bachelor degree either in Materials Management, Procurement and Logistics, Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy.

Must have been registered as a Graduate Supplies Officer/Stock Verifier with PSPTB.

1.18.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.19 PLANNING OFFICER II - 2 POSTS

1.19.1 DUTIES AND RESPONSIBILITIES

- (i) Develops methodologies for data collection on various aspects of University operational programmes;
- (ii) Designs and reviews data collection instruments;
- (iii) Analyses and evaluates information gathered;
- (iv) Assesses the systems clientele needs;
- (v) Analyses programme loads and implementation techniques;
- (vi) Finds out operational efficiency of the programme using costs and other indicators; and
- (vii) Performs any other duties as assigned by one's reporting officer.

1.19.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Economics, Statistics or any other relevant field with relevant working experience in a similar position of not less than four years.

1.19.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.20 LABORATORY ASSISTANT IV - 1 POST

1.20.1 WORKSTATION: MBEYA COLLEGE OF HEALTH AND ALLIED SCIENCES (MCHAS)

1.20.2 DUTIES AND RESPONSIBILITIES

- (i) Performs specified laboratory jobs under close supervision;
- (ii) Performs general cleaning of laboratory glassware;
- (iii) Takes care of instruments and equipment in the laboratory; and
- (iv) Performs any other Duties and responsibilities as may be assigned by one's reporting officer.

1.20.3 QUALIFICATION AND EXPERIENCE

Certificate of Secondary Education Examination plus Trade Test Grade I or Certificate of Competence Level III in Parasitology and Entomology from a recognized institution.

1.20.4 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.21 TRAINED NURSE/MIDWIFE II - 1 POST

1.21.1 DUTIES AND RESPONSIBILITIES

- (i) Undertakes all medical duties pertaining to internal medicine, surgery; obstetrics and gynecology, pediatric diseases and preventive medicine;
- (ii) Attends general outpatient clinics; and
- (iii) Performs any other duties as may be assigned from time to time by his/her senior.

1.21.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus a Nurse/Midwife certificate or Public Health Nurse Certificate with a minimum of four years relevant working experience.

1.21.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.22 ACCOUNTS ASSISTANT - 3 POSTS

1.22.1 DUTIES AND RESPONSIBILITIES

- (i) Prepares journal voucher/batches;
- (ii) Prepares various payment schedules;
- (iii) Receives and paying out cash and cheques;
- (iv) Maintain accountable documents (Register); and
- (v) Performs any other duties assigned to him/her by superiors.

1.22.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate of Secondary Education with Ordinary Diploma in Accountancy or ATEC II/NABOCE with at least four years relevant experience.

1.22.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

1.23 TEACHER II - 1 POST

1.23.1 DUTIES AND RESPONSIBILITIES

- (i) Gives instruction in one's specialized content subjects
- (ii) Prepares plan of work, course preparation, teaching aids pupil exercise, tests and examination.
- (iii) Marks pupils' progress.
- (iv) Provides progress reports to the school management.
- (v) Prepares and keeps progress reports of each pupil.
- (vi) Participates in the school's duty roster.
- (vii) Takes care of the pupils' welfare in and outside the classroom.
- (viii) Performs any other duties as may be assigned by his/her superior.

1.23.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate plus Grade IIIA Teacher's Certificate. Possession of Diploma in Education or childcare/early childhood education will be an added advantage. At least four (4) years relevant working experience.

1.23.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

2.0 DAR-ES-SALAAM INSTITUTE OF TECHNOLOGY (DIT)

The Dar es Salaam Institute of Technology is one of the high learning institutions in Tanzania. Originally established in 1957, it is fully accredited by the National Council for Technical Education to offer technician and engineering programmes leading to the

awards of Ordinary Diploma (OD), Bachelor of Engineering respectively and Master of Engineering (MEng).

2.1 ASSISTANT LECTURE (ELECTRICAL ENGINEERING DEPARTMENT)- 3 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Possession of either Master of Science, Master of Engineering in Electrical Engineering with Bachelor or Advanced Diploma either in Science, Engineering or with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.2 ASSISTANT LECTURER (COMPUTER STUDIES) – 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Possession of Master either in Science, Engineering in Computer or Information Technology with Bachelor or Advanced Diploma either in Science, Engineering with GPA 3.5 and above specialized in PHP, MSQl/Maria DB, JavaScript and HTML5 from any recognized academic Institution by TCU or NACTE.

2.2.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.3 ASSISTANT LECTURER MECHANICAL ENGINEERING DEPARTMENT – 2 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;

- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Master of Science either in Engineering or Mechanical Engineering with Bachelor/Advanced Diploma of Science in Engineering with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE.

2.3.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.4 ASSISTANT LECTURER SCIENCE AND LABORATORY TECHNOLOGY DEPARTMENT – 1 POST

2.4.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

Master of Science in Education (Majoring in Physics and Chemistry or Physics and Mathematics) with Bachelor of Science in Education majoring in Physics or any other branch of Physical Science with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE.

2.4.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.5 ASSISTANT LECTURER CIVIL ENGINEERING DEPARTMENT – 2 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE

Master of Science in Architectural Studies or related field with Bachelor of Science in Architectural studies/Advanced Diploma in Architectural studies with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE. **OR** Master in Petroleum Engineering specialized in drilling Technology or related specialization with

Bachelor in Mining Engineering/Petroleum Engineering/Chemical processing Engineering or related Engineering field with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE.

2.5.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.6 ASSISTANT LECTURER – 2 POSTS

2.6.1 DUTY STATION: MWANZA CAMPUS

2.6.2 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

2.6.3 QUALIFICATIONS AND EXPERIENCE

Master of Science in Education (Majoring in Biology and Chemistry or Physics and Mathematics) with Bachelor of Science in Education majoring in Physics/Biology/Chemistry or any other branch of Physical Science with GPA 3.5 and above from any recognized academic Institution by TCU or NACTE.

2.6.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale **PHTS 2/1**.

3.0 COLLEGE OF BUSINESS EDUCATION (CBE).

College of Business Education was established by Act of Parliament, Act No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

3.1 ASSISTANT LECTURERS (Computer science/Computer engineering/Informatics or Information Technology) – **5 Posts**

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Computer science/Computer engineering/Informatics or Information Technology

3.1.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.2 ASSISTANT LECTURERS - Marketing – 2 Posts

3.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field Marketing

3.2.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.3 ASSISTANT LECTURERS - Accounting and Finance – 2 Posts

3.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Accounting and Finance.

3.3.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.4 ASSISTANT LECTURERS - Development Studies – 1 Post

3.4.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.4.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Development Studies.

3.4.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.5 ASSISTANT LECTURERS - Economics – 2 Post

3.5.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.5.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Economics.

3.5.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.6 ASSISTANT LECTURERS - Mathematics/ Statistics – 1 Post

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;

- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.5.3 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Mathematics/ Statistics.

3.1.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

ASSISTANT LECTURERS - Education – 3 Posts

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Performs any other relevant duties as assigned by supervisor.

3.5.4 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Education. **Applicants must have postgraduate training in curriculum or educational management.**

3.4.5 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.6 LECTURER –1 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guides and supervises students in building up their practical and research projects;
- iii. Prepares learning resources and design training exercises for students;
- iv. Conducts consultancy and community services;
- v. Develop and review existing curriculum;
- vi. Undertakes individual research and participates in scientific/academic congregations;

- vii. Prepares teaching manuals, simulations and case studies for training;
- viii. Coaches junior teaching staff; and
- ix. Performs any other relevant duties as assigned by supervisors.

3.5.2 QUALIFICATIONS AND EXPERIENCE

Applicant must be holder of a PhD from recognized and accredited Higher Learning Institution with at least three (3) years relevant teaching experience in an accredited Institution of Higher Learning in any of the following: Mathematics and Statistics with ICT or Computer science/ Computer engineering/ Informatics. Applicants must demonstrate skills in programming.

3.5.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

3.6 LIBRARIAN GRADE II – 2 Posts

3.6.1 DUTIES AND RESPONSIBILITIES

- i. Researches on information needs of users.
- ii. Participates in developing library systems and procedures.
- iii. Identifies of library materials to be ordered.
- iv. Performs any other relevant duties assigned by Supervisor.
- v. Performs any other relevant duties as may be assigned by his Supervisor

3.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Degree or Advanced Diploma in Library Studies.

3.6.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 6 of 2015

3.7 LIBRARIAN ASSISTANT GRADE II – 1 Post

3.7.1 DUTIES AND RESPONSIBILITIES

- i. Performs library clerical duties.
- ii. Issues and receives Books from readers.
- iii. Handles registration of readers.
- iv. Performs any other relevant duties as may be assigned by Supervisor.

3.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary School Certificate plus a Certificate in Library Studies

3.7.3 REMUNERATION

3.8 PERSONAL SECRETARY II - (1 POST)

3.8.1 DUTIES AND RESPONSIBILITIES

- i. Receives and attends visitors.
- ii. Types both open and confidential documents and takes minutes.
- iii. Takes shorthand.
- iv. Attends telephone calls and takes messages.
- v. Ensures availability of all necessary working facilities for proper job performance.
- vi. Takes proper care of all machines under his/her charge and ensures that they are used for official work.
- vii. Types Circulars, Certificates, Transcripts and Statements of Results.
- viii. Prints reports, letters etc.
- ix. Performs any other relevant duties assigned by supervisor.

3.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Certificate with a Secretarial Certificate from a recognized Secretarial College plus 100/120 w.p.m. Shorthand in English or Kiswahili and 50 w.p.m. typing, tabulation and Manuscript Stage III, Secretarial duties and Office Procedure Stage II.

3.8.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 6 of 2015

3.9 DRIVER GRADE II – 2 POSTS

3.9.1 DUTIES AND RESPONSIBILITIES

- i. Drives College vehicles.
- ii. Maintains logbooks.
- iii. Responsible for safe-keeping of the vehicle and tools entrusted to him/her.
- iv. Maintains discipline and proper conduct in rendering services to his/her assignees.
- v. Maintains cleanliness of the vehicle and tools
- vi. Reports promptly any defects or problems detected in the vehicle.
- vii. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of documents and any other duties as may be assigned by Supervisor.

3.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Certificate with Class "C" Driving Licence and Trade Test Grade II Certificate in Motor Vehicle Mechanics from VETA or NIT with at least three years of working experience after obtaining class "C" Driving Licence.

3.9.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 6 of 2015

3.10 TELEPHONE OPERATOR GRADE II – 1 Post

3.10.1 DUTIES AND RESPONSIBILITIES

- i. Answers calling signals.
- ii. (ii) Connects calls within the exchange area.
- iii. (iii) Makes Booking calls and searches them as appropriate.
- iv. (iv) Performs any other relevant duties as may be assigned by Supervisor

3.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Education Certificate and who has attended Telephone Operation Course

3.10.2 REMUNERATION

As per Treasury Registrar's salaries Circular No 6 of 2015

4.0 THE GOVERNMENT CHEMIST LABORATORY AUTHORITY (GCLA)

The Government Chemist Laboratory Authority is an Executive Authority under the Ministry of Health, Community Development, Gender, Elders and Children. The Laboratory is Mandated in carrying out laboratory testing of Industrial and natural products samples; forensic and toxicological samples; Regulates and controls Human DNA. The Authority is expected to better meet the requirements of its customers and public in general.

4.1 CHEMIST II – 10 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. Conduct sampling for laboratory analysis;
- ii. Prepare and standardize reagents;
- iii. Assist laboratory analysis of samples: environmental and occupational samples, industrial products and raw materials;
- iv. Prepare draft reports including those for laboratory analysis, inspection and registration;
- v. Assist in maintaining Quality Management Systems and Accreditation;
- vi. Assist in preparation, implementation and review of Laboratory Quality Documents and standard operation procedures (SOPs);
- vii. Conduct inspection and registration activities related to GCLA legal mandates;¹⁹

- viii. Responsible for ensuring safe use of laboratory chemicals and apparatus;
- ix. Responsible for Health and safety for Laboratory and other staff;
- x. Participate in disposal of obsolete chemicals and analyzed samples
- xi. Maintain confidential information to the Government and community in all matters concerning GCLA activities; and;
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science either in Chemistry, Chemical and Process Engineering, Food and Biochemical Engineering, Environmental Engineering, Food Science and Technology, Environmental Science, Forensic Science, Microbiology, Toxicology, Biochemistry, Molecular Biology or equivalent qualifications with proven specialization from recognized higher learning institutions. He/She Should possess basic computer knowledge

4.1.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

4.2 LABORATORY TECHNOLOGIST II – (8 POSTS)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. Prepare chemicals and reagents;
- ii. Prepare sampling tools and analytical facilities;
- iii. Collect, prepare samples and assist in laboratory analysis;
- iv. Maintain records of samples, chemicals, reagents and equipments;
- v. Keep in safe custody samples, chemicals, reagents and equipments;
- vi. Conduct inspection and registration activities related to GCLA legal mandates;
- vii. Assist data entry of laboratory and chemical management records;
- viii. Maintain confidential information to the Government and community in all matters concerning GCLA activities; and
- ix. any other official duties as may be assigned by the immediate Supervisor.

4.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or equivalent qualifications in Laboratory Technology from recognized learning institutions. Should possess basic computer knowledge

4.2.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

4.3 DRIVER II – 1 POST

4.3.1 DUTIES AND RESPONSIBILITIES

- i. Drive all Agencies' cars;
- ii. Carry out minor repairs of vehicles;
- iii. Inspect the vehicle before and after journey;
- iv. Checks to ensures that the vehicle has a valid insurance cover;
- v. Transport documents, samples and other materials from one place to another;
- vi. Provide transport services to respective bosses within and outside;
- vii. Reports vehicle mechanical defects discovered to the officer responsible for transport;
- viii. Records vehicle movement and distance covered within its logbook;
- ix. Performs routine service to the vehicle under his control;
- x. Services the vehicle assigned to him/her regularly and keeps it clean;
- xi. Checks to ensures that the vehicle has a valid insurance cover; and
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Secondary Education Certificate with good passes in English and Kiswahili, Holder of a class "C" driving license with driving certificate from a recognized driving institute with an experience of three (3) years.

4.2.4 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

4.4 LABORATORY ATTENDANT II – 1 POST

4.4.1 DUTIES AND RESPONSIBILITIES

- i. Clean laboratory glassware apparatus, working benches and floor;
- ii. Dispatch laboratory reports;
- iii. Keep working tools and utilities in respective custody;
- iv. Distribute samples and/or exhibits to respective laboratories;
- v. Follow up laboratory supplies from store;
- vi. Maintain confidential information to the Government and community in all matters concerning GCLA activities; and
- vii. Performs any other official duties as may be assigned by the immediate Supervisor

4.4.3 QUALIFICATION AND EXPERIENCE

Holder of a Secondary Education Certificate who has attained a one year Laboratory training course from recognized Institutions. Should possess basic computer knowledge

4.2.5 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

5.0 SOKOINE UNIVERSITY OF AGRICULTURE (SUA)

Sokoine University of Agriculture was established on 1st July 1984 by Parliamentary Act No. 6 of the same year. It is 3.0 km from the centre of Morogoro Municipality, which is about 200 km west of Dar es Salaam. The university is made up of four campuses and one constituent college. The campuses are Main and Solomon Mahlangu campuses in Morogoro, Olmotonyi Campus in Arusha and Mazumbai Campus in Lushoto.

5.1 LIBRARY ASSISTANT III (1 POST)

5.1.3 WORKING STATION

Sokoine University of Agriculture (SUA), Morogoro – Tanzania

5.1.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in the handling of sample enquiries from the Library Users;
- ii. Assisting in Bibliographical searching;
- iii. Assisting in collecting the Library Statistics;
- iv. Assisting in maintaining public and staff catalogues, shelves and shelf reading;
- v. Assisting in supervising routine uses of the Library collections; and
- vi. Performing other related duties as may be assigned by the Section In – Charge.

5.1.2 QUALIFICATION AND EXPERIENCE

Possession of a Secondary School Education Certificate (Form IV), with a two years Certificate either in Library, Records Management, Archives and Documentation Management or related qualifications; or Advanced Secondary Education Certificate (Form VI) plus a one year training in the stated or related Fields. The applicant must have a minimum of three years working experience.

5.1.4 TERMS OF SERVICE

Permanent and Pensionable

5.1.5 REMUNERATION

As per SUA's Schemes of Service for Administrative Staff and Treasury Registrar's Circular No. 6 of 2015

6.0 TANZANIA MEAT BOARD

The Tanzania Meat Board (TMB) is an institution under the Ministry of Livestock and Fisheries Development, established under section 9 of the Meat Industry Act No. 10 of 2006. The Tanzania Meat Board is a promotional and regulatory Body which is mandated to reorganize, regulate and coordinate meat industry stakeholders and their activities for the production of high quality meat and meat products. The Tanzania Meat Board is currently strengthening its secretariat which is responsible for Board's day to day activities.

6.1 DRIVER II-1POST

6.1.1 DUTIES AND RESPONSIBILITIES

- i. Driving duties, care of vehicles as will be assigned by the Transport Officer or other designated Officers;
- ii. To ensure that the vehicle and all accessory equipment are in good condition(order) at all times before and after use;
- iii. Carries out minor Mechanical repairs;
- iv. To diagnosis the vehicle when possible, report on the technical irregularities so that they can be rectified; and
- v. To maintain a proper log-sheet for the vehicle

6.1.2 QUALIFICATIONS AND EXPERIENCIES

Form Form IV certificate and Class C valid driving licence. Trade test III OR A dvanced drivers certificate grade III from recognized institution VETA/NIT.

4.2.6 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

7.0 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).

7.1 LECTURER (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct teaching up to NTA level 9;
- ii. To guide and supervises students in building up their research projects;
- iii. To prepare learning resources and design training material for students;
- iv. To carry out research and consultancy services;
- v. To participate in the development and review of curricula;
- vi. To participate in scientific/academic congregations;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisors.

7.1.2 QUALIFICATION AND EXPERIENCE

PhD Degree either in Social Work, Human Resources Management or any other related field with five years working experience in teaching, research and consultancy.

Or

Masters Degree (GPA 3.5) and Bachelor Degree (GPA 3.8), registered technical teacher with experience preferably in teaching, research and consultancies of at least ten years and have published at least five journal articles and consultancies/research reports in the relevant field.

7.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.2 POSITION: ASSISTANT LECTURER (Social Work)- 1POST

7.2.1 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 duties as assigned by supervisor.

7.2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (GPA 3.5 or above) and Bachelor Degree (GPA of 3.8 or above) in Social Work field. Teaching experience will be an added advantage.

7.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.3 ASSISTANT LECTURER (Human Resources Management)-1POST

7.3.1 DUTIES AND RESPONSIBILITIES

- viii. To lecture up to NTA level 8 (Bachelor degree);
- ix. To prepare learning resources for tutorial exercises;

- x. To conduct research, seminars and case studies;
- xi. To carry out consultancy and community services under close supervision;
- xii. To supervise students project and research,;
- xiii. To prepare teaching manual; and
- xiv. To perform any other duties as assigned by supervisor.

7.3.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (GPA 3.5 or above) and Bachelor Degree (GPA of 3.8 or above) in Human Resources Management field. Teaching experience will be an added advantage.

7.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.4 ASSISTANT LECTURER (Industrial Relations)-1POST

7.4.1 DUTIES AND RESPONSIBILITIES

- xv. To lecture up to NTA level 8 (Bachelor degree);
- xvi. To prepare learning resources for tutorial exercises;
- xvii. To conduct research, seminars and case studies;
- xviii. To carry out consultancy and community services under close supervision;
- xix. To supervise students project and research,;
- xx. To prepare teaching manual; and
- xxi. To perform any other duties as assigned by supervisor.

7.3.4 QUALIFICATIONS AND EXPERIENCE

Master Degree (GPA 3.5 or above) and Bachelor Degree (GPA of 3.8 or above) in Industrial Relations fields. Teaching experience will be an added advantage.

7.3.5 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.4 TUTORIAL ASSISTANT (1POST)

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for students;
- iii. To assist in conducting research under close supervision of senior staff;
- iv. To assist in carrying out consultancies and community services under close supervision of senior staff; and
- v. To perform any other duties as assigned by supervisors.

7.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Business Administration with GPA of 3.8 or above or equivalent qualification in a relevant field. Teaching experience will be an added advantage.

7.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.4 LIBRARIAN II (1 POST)

7.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist assistants librarians in the day to day activities of helping readers to find information in the library;
- ii. To assist readers at the readers' advisory desk;
- iii. To undertake tutorials when need arises;
- iv. To understudy senior members for the purpose of acquiring skills in the librarianship profession; and
- v. To perform any other duties as assigned by higher authority.

7.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Library Services, documentation or Information studies with first or upper second class division from recognized higher learning institution.

7.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.6. PROCUREMENT AND SUPPLIES OFFICER II (1 POST)

7.6.1 DUTIES AND RESPONSIBILITIES

- i. To analyze quotations, to provide overall management of procurement function;
- ii. To participate in the preparation of procurement plan;
- iii. To collect data in preparation for materials requirement budget;
- iv. To ensure adherence of procurement procedures;
- v. To advice on proper implementation of public procurement rules and regulation established;
- vi. To assist in collecting store contractors' records;
- vii. To assist in designing location index system;
- viii. To facilitate in supervision of perpetual stock checking;
- ix. To facilitate in preparation of periodic working schedule;
- x. To facilitate in preparation of the annual stock taking report; and
- xi. To perform any other duties as assigned by higher authority.

7.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Procurement Management.

7.6.1 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

7.7 PERSONAL SECRETARY II (1 POST)

7.7.1 DUTIES AND RESPONSIBILITIES

- i. To ensure proper administration of office including timely opening, closing, cleaning, and arrangements of all items required for work;
- ii. To receive, attend and direct visitors to respective offices based on their needs;
- iii. To assist in files movement and distribution to respective officers;
- iv. To type normal letters, reports, and other official documents;
- v. To attend to and report telephone calls and messages received;
- vi. To register incoming and outgoing mails;
- vii. To arrange transport for the executives, record keeping of several events, appointments, reservations, dates of meetings, working schedules of executives, keeping and checking diaries of executives
- viii. To perform any other duties as assigned by higher authority.

7.7.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate with at least one-year certificate in secretarial course from a recognized Institution. Must be computer literacy with typing speed of 50 wpm and short hand speed of 80 w.p.m and working experience of not less than four years.

7.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institute`s Scheme of Service.

8.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) was established in November, 2004 with mandate to provide effective, efficient and high quality tertiary specialist and super specialist medical services for referred patients for all areas of Tanzania, while providing conducive environment for training and research. The Hospital attends between 1200-1600 in patients and between 1200-1500 outpatients and it have a total of 1,503 beds.

8.1 SPEECH THERAPIST II- 1 POST

8.1.1 DUTIES AND RESPONSIBILITIES

- i. Manage patients under supervision
- ii. Execute quality assurance programmes
- iii. Keep and maintain patients records and statistics
- iv. Assist in planning and conducting research
- v. Assist in staff training
- vi. Participate in health education programmes
- vii. Carry out data processing
- viii. Proper handling and care of equipments, apparatus, and working tools
- ix. Engage in continuous professional development
- x. Perform any other duties as assigned

8.1.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Speech Therapy or its equivalent from a recognized institution

8.1.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 4**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for 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 letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **16th August, 2018** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- 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')

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**