



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/207

28th September, 2018

VACANCIES ANNOUNCEMENT

1.0 On behalf of the Tanzania Bureau of Standards (TBS), College of Business Education (CBE), Muhimbili Orthopaedic Institute (MOI), National College of Tourism (NCT), The Local Government Training Institute (LGTI), The Open University of Tanzania (OUT) Tengeru Institute of Community Development (TICD), The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), e-Government Agency (eGA), Ardhi University and The Mwalimu Nyerere Memorial Academy (MNMA) President's Office, Public Service Recruitment Secretariat invites dynamic, committed, suitably qualified, competent, dedicated and self-motivated Tanzanians to fill **76 vacant** posts mentioned below;

1.0 TANZANIA BUREAU OF STANDARDS (TBS)

Tanzania Bureau of Standards (TBS) is Tanzania sole Standards Body, formerly established by the Standards Act No. 3 of 1975, which was repealed and replaced by the Standards Act No. 2 of 2009. It is a Parastatal Organization under the Ministry of Industry, Trade and Investment. The core functions of TBS include the formulation of a wide range of national standards for products and services, and overseeing the implementation of these standards in industry and trade through the already well-established certification schemes.

1.1 STANDARDS OFFICER II (Mechanical Engineering) -1 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study standardization systems;
- iii. Collect essential data for formulation of standards;
- iv. Draft standards;

- v. Proof reading of draft standards;
- vi. Organize technical committee meetings;
- vii. Secretary of technical committees;
- viii. May be appointed to conduct quality assurance inspections; and
- ix. Any other related duties as may be assigned by Head of Section.

1.1.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in; Mechanical Engineering from recognized institutions

1.2 STANDARDS OFFICER II (Textiles Design and Technology) -1 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study standardization systems;
- iii. Collect essential data for formulation of standards;
- iv. Draft standards;
- v. Proof reading of draft standards;
- vi. Organize technical committee meetings;
- vii. Secretary of technical committees;
- viii. May be appointed to conduct quality assurance inspections; and
- ix. Any other related duties as may be assigned by Head of Section.

1.2.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Textiles Design and Technology from recognized institutions.

1.3 INSPECTOR II (Electrical Engineering)- 3 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Assist in conducting quality assurance inspections;
- iv. Assist industries in all matters related to quality assurance;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Seize and destroy/re-export substandard products;

- vii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- viii. Assist in maintaining inspection records/data;
- ix. Participate in preparation, implementation, maintenance and review of quality system;
- x. Assist in the preparation, publication and dissemination of information; and
- xi. Any other related duties as may be assigned by Head of Section.

1.3.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Electrical Engineering from a recognized institution.

1.4 INSPECTOR II (Food Science and Technology) - 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Assist in conducting quality assurance inspections;
- iv. Assist industries in all matters related to quality assurance;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Seize and destroy/re-export substandard products;
- vii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- viii. Assist in maintaining inspection records/data;
- ix. Participate in preparation, implementation, maintenance and review of quality system;
- x. Assist in the preparation, publication and dissemination of information; and
- xi. Any other related duties as may be assigned by Head of Section.

1.4.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Food Science and Technology from a recognized institution.

1.5 INSPECTOR II (Petroleum and Gas Engineering) - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;

- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Assist in conducting quality assurance inspections;
- iv. Assist industries in all matters related to quality assurance;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Seize and destroy/re-export substandard products;
- vii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- viii. Assist in maintaining inspection records/data;
- ix. Participate in preparation, implementation, maintenance and review of quality system;
- x. Assist in the preparation, publication and dissemination of information; and
- xi. Any other related duties as may be assigned by Head of Section.

1.5.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Petroleum and Gas Engineering from a recognized institution.

1.6 INSPECTOR II (Civil Engineering) - 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Assist in conducting quality assurance inspections;
- iv. Assist industries in all matters related to quality assurance;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Seize and destroy/re-export substandard products;
- vii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- viii. Assist in maintaining inspection records/data;
- ix. Participate in preparation, implementation, maintenance and review of quality system;
- x. Assist in the preparation, publication and dissemination of information; and
- xi. Any other related duties as may be assigned by Head of Section.

1.6.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Civil Engineering from a recognized institution.

1.7 INSPECTOR II (Electronics and Communication Engineering) – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Assist in conducting quality assurance inspections;
- iv. Assist industries in all matters related to quality assurance;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Seize and destroy/re-export substandard products;
- vii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- viii. Assist in maintaining inspection records/data;
- ix. Participate in preparation, implementation, maintenance and review of quality system;
- x. Assist in the preparation, publication and dissemination of information; and
- xi. Any other related duties as may be assigned by Head of Section.

1.7.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Electronics and Communication Engineering from a recognized institution.

1.8 QUALITY ASSURANCE OFFICER II (Petroleum Chemistry) -1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Study and implement the laboratory safety procedures and regulations
- iv. Carry out analysis of samples as may be assigned by supervisor/trainer;
- v. May be appointed to conduct quality assurance inspections;
- vi. Assist industries in all matters related to quality assurance;
- vii. Participate in preparation, implementation, maintenance and review of quality system;
- viii. Carry out verification of supplies and services;
- ix. Carry out corrective and preventive actions;

- x. Assist in safety and serviceability of equipment and apparatus;
- xi. Assist in the preparation, publication and dissemination of information; and
- xii. Any other related duties as may be assigned by Head of Section.

1.8.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Petroleum Chemistry from a recognized institution.

1.8.3 QUALITY ASSURANCE OFFICER II (Molecular Biology and Biotechnology) - 1 POST

1.8.4 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Study and implement the laboratory safety procedures and regulations
- iv. Carry out analysis of samples as may be assigned by supervisor/trainer;
- v. May be appointed to conduct quality assurance inspections;
- vi. Assist industries in all matters related to quality assurance;
- vii. Participate in preparation, implementation, maintenance and review of quality system;
- viii. Carry out verification of supplies and services;
- ix. Carry out corrective and preventive actions;
- x. Assist in safety and serviceability of equipment and apparatus;
- xi. Assist in the preparation, publication and dissemination of information; and
- xii. Any other related duties as may be assigned by Head of Section.

1.8.5 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Molecular Biology and Biotechnology from a recognized institution.

1.9 QUALITY ASSURANCE OFFICER II (Textiles Design and Technology) -2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Study all aspects pertaining to inspection, quality management and certification;
- iii. Study and implement the laboratory safety procedures and regulations
- iv. Carry out analysis of samples as may be assigned by supervisor/trainer;
- v. May be appointed to conduct quality assurance inspections;

- vi. Assist industries in all matters related to quality assurance;
- vii. Participate in preparation, implementation, maintenance and review of quality system;
- viii. Carry out verification of supplies and services;
- ix. Carry out corrective and preventive actions;
- x. Assist in safety and serviceability of equipment and apparatus;
- xi. Assist in the preparation, publication and dissemination of information; and
- xii. Any other related duties as may be assigned by Head of Section.

1.9.2 QUALIFICATION AND EXPERIENCE

Holders of BSc. Degree in Textiles Design and Technology from a recognized institution.

1.10 INSPECTION TECHNICIAN II (Civil Engineering) - 2 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Conduct quality inspections of goods;
- iii. Enforce approved standards;
- iv. Draw and submit samples for laboratory analysis;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Advise importers/clients on TBS Certification schemes regulations;
- vii. Seize and destroy/re-export substandard products;
- viii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- ix. Maintain inspection records/data; and
- x. Any other related duties as may be assigned by Head of Section.

1.10.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma in Civil Engineering from recognized Institution.

1.11 INSPECTION TECHNICIAN II (Mechanical Engineering) – 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Conduct quality inspections of goods;
- iii. Enforce approved standards;
- iv. Draw and submit samples for laboratory analysis;

- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Advise importers/clients on TBS Certification schemes regulations;
- vii. Seize and destroy/re-export substandard products;
- viii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- ix. Maintain inspection records/data; and
- x. Any other related duties as may be assigned by Head of Section.

1.11.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma in Mechanical Engineering from recognized Institution.

1.12 INSPECTION TECHNICIAN II (Computer Engineering) – 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Conduct quality inspections of goods;
- iii. Enforce approved standards;
- iv. Draw and submit samples for laboratory analysis;
- v. Receive, interpret and forward laboratory reports to importers/clients;
- vi. Advise importers/clients on TBS Certification schemes regulations;
- vii. Seize and destroy/re-export substandard products;
- viii. Authorize release of goods meeting the requirements of the relevant Tanzania approved standards;
- ix. Maintain inspection records/data; and
- x. Any other related duties as may be assigned by Head of Section.

1.12.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma in Computer Engineering from recognized Institution.

1.13 DRIVER II - 3 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Administration Section;
- ii. Drive Bureau's vehicles;
- iii. Maintain log books;
- iv. Carry out simple service;
- v. Maintain their assigned vehicles as per maintenance schedules;

- vi. Detect and maintain minor mechanical faults; and
- vii. Any other duties as may be assigned by the Head of Administration Section.

1.13.2 QUALIFICATION AND EXPERIENCE

- i. Possession of Certificate of Secondary Education (CSE) with a valid driving license in category C1 and E,
- ii. Holder of Trade Test III in auto mechanics who has attended the Advanced Driving Course and obtained the Driver Certificate Grade II at the National Institute of Transport,
- iii. Must have three (3) years working experience.

1.14 SYSTEMS ADMINISTRATOR II - 2 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- i. Report to the Head of Section;
- ii. Performing system performance tuning;
- iii. Keeping the network up and running;
- iv. Performing database and website administration;
- v. Conducting application analysis;
- vi. Conducting routine audits of system and software;
- vii. Assisting in overseeing systems security;
- viii. Documenting systems configuration;
- ix. Adding and configuring new workstations;
- x. Setting up user accounts;
- xi. Installing system-wide software;
- xii. Allocating mass storage space;
- xiii. Designing computer systems charts and providing the necessary systems documentation;
- xiv. Assisting users in systems analysis and design;
- xv. Executing and documenting test plans according to quality management standards and methods;
- xvi. Preparing systems flow charts of information movements;
- xvii. Undertaking low level routine maintenance of ICT equipment; and
- xviii. Any other related duties as may be assigned by Head of Section.

1.14.2 QUALIFICATION AND EXPERIENCE

Holders of BSc/Advanced Diploma in Computer Science, Computer Engineering or Information and Communication Technology from a recognized institution.

1.15 LABORATORY ASSISTANT II - 2 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- i. Preparation of simple reagents;
- ii. Cleaning of laboratory apparatus;
- iii. General cleanliness of the floors, windows, tables, sinks, coats;
- iv. Dusting of bookshelves, cleaning simple apparatus, equipment and machinery;
- v. Make requests for cleaning materials;
- vi. May be instructed to prepare samples for testing;
- vii. Implement routine safety measures in the laboratory; and
- viii. Any other duties as may be assigned by the Supervisor.

1.15.2 QUALIFICATION AND EXPERIENCE

Possession of Certificate of Secondary Education (CSE) with Trade Test III in Laboratory Assistants course from VETA or any recognized institute.

1.16 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education (**CBE**) was established by Act of Parliament, 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.

1.17 TUTORIAL ASSISTANT (LEGAL AND INDUSTRIAL METROLOGY) – 1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carriers out consultancy and community services under close supervision; and
- vi. Performs any other duties as assigned by supervisor.

1.17.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree in Legal and Industrial Metrology, Standardization, Production Engineering, Industrial Engineering, Electrical Engineering and Mechanical Engineering with a minimum GPA of 3.8.

1.18 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLIES MANAGEMENT) – 1 POST

1.18.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision; and Performs any other duties as assigned by supervisor

1.18.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree in Procurement and Supplies Management with a minimum GPA of 3.8.

1.19 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous institute established through an act of Parliament No.7 of 1996 with main objective of providing primary, secondary and tertiary Care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in human resources development for the nation and also carries out research in these fields with the view of developing cheaper ways of treatment for patients and reducing invalidity to members of the community.

1.19.1 SPECIALIST II -1 POST

1.19.2 DUTIES AND RESPONSIBILITIES

- i. Attending emergency medical duties.
- ii. Carrying out ward rounds
- iii. Performing surgical duties.
- iv. Performing clinical duties in both private and public outpatient clinics.

- v. Carrying out researches in their respective medical fields.
- vi. Participating fully in morning clinical sessions, patients' presentation and journal clubs.
- vii. Teaching and supervising medical doctors and students in clinical works and surgical procedures.
- viii. Participating in Medical Board.
- ix. Participating in outreach programs.
- x. Participating in preparation of budget of Medical Directorate.
- xi. Initiating, Creating and planning strategies to improve his/her professional services.
- xii. Preparing Continuing Education Programs for Medical Personnel.
- xiii. Providing Medical legal advice.
- xiv. Carrying out administrative duties in his respective working area.

1.19.3 QUALIFICATION AND EXPERIENCE

Holder of a Master of Medicine (M.Med/PhD) in the field of Orthopaedic/Traumatology, or Neurosurgery or any related field.

Must be full registered by the Medical Council of Tanganyika.

1.19.4 REMUNERATION.

Attractive remuneration package with the Institute salary scale – PMGSS 11

1.20 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

1.21 TUTOR GRADE II (PASTRY AND BAKERY) – 1 POST

1.21.1 REPORTS TO: Head of Department

1.21.2 DUTY STATION: Bustani Campus, Dar es Salaam

1.21.3 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;

- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.21.4 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Hotel Management with specialization in Pastry and Bakery Services or equivalent qualifications from a reputable institution. Diploma in Education and three years working experience in teaching will be an added advantage.

1.22 TUTOR GRADE II (FOOD PRODUCTION) – 1 POST

1.22.1 REPORTS TO: Head of Department

1.22.2 DUTY STATION: Bustani Campus, Dar es Salaam

1.22.3 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

1.22.4 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Hotel Management with specialization in Food Production or equivalent qualifications from a reputable institution. Diploma in Education and three years working experience in teaching will be an added advantage.

1.23 TUTOR GRADE II (HOUSEKEEPING AND LAUNDRY) – 1 POST

1.23.1 REPORTS TO: Head of Department

1.23.2 DUTY STATION: Bustani Campus, Dar es Salaam

1.23.3 DUTIES & RESPONSIBILITIES FOR TUTOR

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and

- vii. Performs any other duties as assigned by supervisor.

1.23.4 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Hotel Management with specialization in Housekeeping and Laundry or equivalent qualifications from a reputable institution. Diploma in Education and three years working experience in teaching will be an added advantage

1.24 ASSISTANT TUTOR II (HOUSE KEEPING AND LAUNDRY) – 1 POST

1.24.1 REPORTS TO: Head of Department

1.24.2 DUTY STATION: Arusha Campus

1.24.3 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 4
- ii. Prepares learning resources for practical exercises;
- iii. Assists in carrying out consultancy and community services;
- iv. Performs any other duties assigned to him by his seniors;
- v. Assists in conducting practical exercises for students in the department under close supervision up to level 5;
- vi. Prepares material for practical exercises;
- vii. Carries consultancy and service job assignments under close supervision;
- viii. Performs any other duties assigned by supervisor.

1.24.4 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Hotel Management with specialization in Housekeeping and Laundry or related qualifications from a reputable institution. Working experience in teaching will be an added advantage.

1.25 ASSISTANT TUTOR II (FOOD AND BEVERAGE SERVICES) – 1 POST

1.25.1 REPORTS TO: Head of Department

1.25.2 DUTY STATION: Arusha Campus

1.25.3 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 4
- ii. Prepares learning resources for practical exercises;
- iii. Assists in carrying out consultancy and community services;
- iv. Performs any other duties assigned to him by his seniors;
- v. Assists in conducting practical exercises for students in the department under close supervision up to level 5;

- vi. Prepares material for practical exercises;
- vii. Carries consultancy and service job assignments under close supervision;
- viii. Performs any other duties assigned by supervisor.

1.25.4 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Hotel Management with specialization in food and beverage services or related qualifications from a reputable institution. Working experience in teaching will be an added advantage.

1.26 INSTRUCTOR GRADE II (FOOD PRODUCTION) – 2 POSTS

1.26.1 REPORTS TO: Head of Department

1.26.2 DUTY STATION: Bustani Campus, Dar es Salaam

1.26.3 DUTIES AND RESPONSIBILITIES

- i. Assists in conducting tutorial and practical exercises for students under close supervision;
- ii. Prepares learning resources for tutorial exercises;
- iii. Assists in conducting research under close supervision;
- iv. Performs any other duties as assigned by supervisor.

1.26.4 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Hotel Management with specialization in Food Production or related qualifications from a reputable institution. Working experience in relevant field will be an added advantage.

1.27 INSTRUCTOR GRADE II (PASTRY AND BAKERY) – 1 POST

1.27.1 REPORTS TO: Head of Department

1.27.2 DUTY STATION: Bustani Campus, Dar es Salaam

1.27.3 DUTIES AND RESPONSIBILITIES

- i. Assists in conducting tutorial and practical exercises for students under close supervision;
- ii. Prepares learning resources for tutorial exercises;
- iii. Assists in conducting research under close supervision;
- iv. Performs any other duties as assigned by supervisor.

1.27.4 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Hotel Management with specialization in Pastry and Bakery or equivalent qualifications from a reputable institution. Working experience in relevant field will be an added advantage.

1.28 DRIVER II -2 POSTS

1.28.1 REPORTS TO: Head of Human Resources and Administration

1.28.2 DUTY STATION: Bustani and Arusha Campuses

1.28.3 DUTIES AND RESPONSIBILITIES

- i. To drive motor vehicles in accordance to road traffic rules and regulations;
- ii. To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii. To ensure that a motor vehicle and its equipment's (jack, spanner, space tyre etc) are available and are in good condition;
- iv. To carry out minor/routine maintenances of vehicles;
- v. To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- vi. To ensure cleanness of motor at all time;
- vii. To record and maintain records pertaining to any journey in the log book;
- viii. To assist in collecting and dispatching mails;
- ix. To report any accident immediately to Supervisor or Traffic Police
- x. To perform any other related duties as may be assigned by supervisor.

1.28.4 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing an accident.

1.29 THE LOCAL GOVERNMENT TRAINING INSTITUTE

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, advisory, consultancy community outreach services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law and other related subjects.

1.30 LECTURER (LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT)-1POST

1.30.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 for masters 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. Develops and reviews existing curricula;
- vi. Undertakes individual research and participates in scientific/academic congregations;
- vii. Prepares teaching manuals, simulations and case studies for training;
- viii. Designs and conducts short course programs
- ix. Prepares exams and invigilates and marks examination papers.
- x. Coaches junior teaching staff; and
- xi. Performs any other duties as assigned by his/her supervisors.

1.30.2 QUALIFICATION AND EXPERIENCE

Holders of Doctorate (PhD) Degree in relevant field who is eligible for registration as a technical teacher **OR** Registered technical teacher, holder of Masters Degree with three (3) teaching experience and obtain at least Upper Second Class ,Bachelor Degree with G.P.A of 3.5 in relevant field also PhD in relevant field who is working in similar position in related or allied institution.

1.30.3 REMUNERATION

Salary Scale PHTS 3.1 will be offered

1.31 ASSISTANT LECTURERS (MARKETING AND ENTREPRENEURSHIP)-1POST

1.31.1 DUTIES AND RESPONSIBILITIES

- i. Teaches 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. Supervise students projects;
- vi. Prepares teaching manual; and

- vii. Performs any other duties as assigned by Supervisor.

1.31.2 QUALIFICATION AND EXPERIENCE

Master's Degree in relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.31.3 REMUNERATION

Salary Scale PHTS 2.1 will be offered

1.32 ASSISTANT LECTURERS (PROJECT PLANNING)-1 POST

1.32.1 DUTIES AND RESPONSIBILITIES

- i. Teaches 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. Supervise students projects;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by Supervisor.

1.32.2 QUALIFICATION AND EXPERIENCE

Master's Degree in relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.33 ASSISTANT LECTURERS (INFORMATION AND TECHNOLOGY)-1 POST

1.33.1 DUTIES AND RESPONSIBILITIES

- i. Teaches 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. Supervise students projects;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by Supervisor.

1.33.2 QUALIFICATION AND EXPERIENCE

Master's Degree in relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.34 TUTORIAL ASSISTANTS (PROCUREMENT AND SUPPLY) -1 POST

1.34.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Takes part in preparation of learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Conducts short courses under the guidance of senior fellows
- vi. Carries out consultancy and community services under close supervision; and
- vii. Performs any other duties as assigned by supervisor.

1.34.2 QUALIFICATION AND EXPERIENCE

Holders of a Bachelor Degree (NTA Level 8) or its equivalent qualification in a relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.35 TUTORIAL ASSISTANTS (RECORDS, ARCHIVES AND INFORMATION MANAGEMENT) -1 POST

1.35.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Takes part in preparation of learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Conducts short courses under the guidance of senior fellows
- vi. Carries out consultancy and community services under close supervision; and
- vii. Performs any other duties as assigned by supervisor.

1.35.2 QUALIFICATION AND EXPERIENCE

Holders of a Bachelor Degree (NTA Level 8) or its equivalent qualification in a relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.36 TUTORIAL ASSISTANTS (LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT) -1 POST

1.36.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Takes part in preparation of learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Conducts short courses under the guidance of senior fellows
- vi. Carries out consultancy and community services under close supervision;
and
- vii. Performs any other duties as assigned by supervisor.

1.36.2 QUALIFICATION AND EXPERIENCE

Holders of a Bachelor Degree (NTA Level 8) or its equivalent qualification in a relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.37 TUTORIAL ASSISTANTS (MATHEMATICS) -1 POST

1.37.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Takes part in preparation of learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Conducts short courses under the guidance of senior fellows
- vi. Carries out consultancy and community services under close supervision;
and
- vii. Performs any other duties as assigned by supervisor.

1.37.2 QUALIFICATION AND EXPERIENCE

Holders of a Bachelor Degree (NTA Level 8) or its equivalent qualification in a relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

1.38 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

1.38.1 COMPUTER PROGRAMMER II -7 POSTS

1.38.2 DUTIES AND RESPONSIBILITIES

- i. Installs standard softwares
- ii. Trouble shoots hardware software problems
- iii. Solves simple hardware software problems
- iv. Assists in designing and coding small system jobs for users
- v. Assists students in debugging programmes and programming systems
- vi. Assists in the development of online instructional strategies, course materials, and assessments at the open University of Tanzania
- vii. Design and develop e-learning instructional material for OUT students and Academic staff including all creative assets (Design documentation, content outlines, motion graphics
- viii. Assist both instructors and students on issues related to online content
- ix. Create supporting material/media (audio, video, simulations, role plays, games) that will enhance online learning

1.38.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Computer Science, Information Systems, Information Technology or any other related field. Professional certifications in related field or specialization will be an added advantage.

1.39 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

Tengeru Institute of Community Development (TICD) formally known as Community Development Training Institute (CDTI Tengeru), is an autonomous public Institution established as a body corporate by the TICD (Establishment) Order 2013. The Establishment Order was operationalized by Parliamentary Resolution No. 1 of 2014. The Institute serves as a practical-oriented professional center for demand-driven training, research, and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

Applications are invited from suitable qualified and experienced Tanzanians to fill the following vacant positions at the Tengeru Institute of Community Development. (TICD).

1.39.1 LECTURER – DEVELOPMENT STUDIES (1 POST)

1.39.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research
- iii. projects;
- iv. To prepare learning resources and design training exercises for students;
- v. To conduct consultancy and community services;
- vi. To develop and review existing curriculum;
- vii. To undertake individual research and participate in scientific/academic
- viii. congregations;
- ix. To prepare teaching manuals, simulations and case studies for training;
- x. To coach junior teaching staff.
- xi. To perform any other official duties assigned by relevant authorities.

1.39.3 QUALIFICATION AND EXPERIENCE

PhD Degree in Development Studies who is eligible for registration as a technical teacher. The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service. A GPA of at least 3.8 out of 5 in Master's Degree and a minimum GPA of 3.5 out of 5 in Bachelor Degree or its equivalent

1.39.4 REMUNERATION

An attractive remuneration package will be offered to successful candidates PHTS 3/1.

1.40 ASSISTANT LECTURER – GENDER STUDIES (1 POST)

1.40.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under close supervision;
- v. Supervise students' seminars, research and field projects;
- vi. Prepare and manage students' seminar tasks;
- vii. Prepare training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by supervisor.

1.40.2 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in Gender Studies or Gender and Development from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.40.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PHTS 2.1

1.41 ASSISTANT LECTURER – PROJECT PLANNING AND MANAGEMENT (1 POST)

1.41.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under close supervision;
- v. Supervise students' seminars, research and field projects;
- vi. Prepare and manage students' seminar tasks;
- vii. Prepare training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by the supervisor.

1.41.2 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in Project Planning and Management from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.41.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PHTS 2.1

1.42 TUTORIAL ASSISTANT - ACCOUNTANCY (1 POST)

1.42.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.42.2 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor of Degree majoring in Accountancy from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree.

1.43 LIBRARIAN GRADE II -(1 POST)

1.43.1 DUTIES AND RESPONSIBILITIES

- i. Assigning Duties to junior library staff and supervising the execution of their Duties;
- ii. Ensuring that the library is clean all the time;
- iii. Carrying out routine professional Duties;
- iv. Handling matters pertaining to lending out and receipt of books, cataloguing, indexing, acquisition of books and periodicals;
- v. Documentation processing;
- vi. Updating amended laws;
- vii. Drafting original cataloguing development and correspondence;
- viii. Performing other duties as assigned by relevant Senior Staff

1.43.2 QUALIFICATION AND EXPERIENCES

Holder of a degree in librarianship or equivalent academic qualifications from a recognized institution

1.43.3 REMUNERATION

An attractive remuneration package will be offered to successful candidates PGSS 6.1

1.44 EXAMINATION OFFICER II (1 POST)

1.44.1 DUTIES AND RESPONSIBILITIES

- i. Assists in keeping proper records of all examinations results, minutes and regulations.
- ii. Assists in arranging the preparation and moderation of examination papers in accordance with the Institute regulations.
- iii. Ensures examinations papers and materials are handled with utmost security.
- iv. Assist to plan for and prepare examinations timetable for all the production of all approved examinations.
- v. Assists in preparing and disseminations examinations rules and regulations to students before sitting for examinations.
- vi. Issuance of academic transcripts and academic certificates to graduates.
- vii. Assists in verification of academic transcripts and academic certificates.
- viii. Assists in handling students complains concerning examinations and examinations timetables.
- ix. Assists in coordination of production of examinations.
- x. Performs any other duties assigned by superior.

1.44.2 QUALIFICATION AND EXPERIENCE:

Bachelor in Social Sciences or Advanced Diploma in Social Sciences from recognized Institution.

1.44.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PGSS 6.1

1.45 LIBRARY ASSISTANT II- (1 POST)

1.45.1 DUTIES AND RESPONSIBILITIES

- i. Supervise routine use of the library collections;
- ii. Supervise junior library Assistants;
- iii. Ensure proper shelving of books and periodicals;
- iv. Handle inter Library loans, gifts and exchanges;
- v. Assist in computer and CD-ROM searching;
- vi. Assist in ordering books and periodicals.
- vii. To perform any other official duties assigned by relevant authorities.

1.45.2 QUALIFICATION AND EXPERIENCE

Form IV/VI Examination Certificate with Diploma in Library Studies from any college recognized by the government of Tanzania.

1.45.3 REMUNERATION

An attractive remuneration package will be offered to successful candidates PGSS 4.1

1.46 THE CENTRE FOR AGRICULTURAL MECHANIZATION AND RURAL TECHNOLOGY (CAMARTEC)

The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC) is a Parastatal organization under the Ministry of Industry and Trade. The Centre was established by Parliament Act No.19 of 1981 to promote agricultural mechanization and rural technology in Tanzania through applied research and development, promotion, adaptation, and dissemination of appropriate technologies all aimed at improving the standard of living of the rural communities. Centre is seeking to recruit experienced Tanzania professionals to fill the following vacant positions:

1.46.1 TECHNICIANS GRADE II (AUTOMOBILE)

1.46.2 DUTIES AND RESPONSIBILITIES

- i. To ensure proper arrangements, cleanness and maintenance of machinery, equipment and tools.
- ii. To assist in training of Artisans.
- iii. Assist in preparation of work procedures and reports.
- iv. Ensure timely availability of required materials.
- v. Do any other duties as may be assigned by supervisor.

1.46.3 QUALIFICATION AND EXPERIENCE

Holder of an Ordinary Diploma or FTC in automobile or equivalent qualification from accredited institutions

1.47 ARDHI UNIVERSITY (ARU)

Ardhi University has vacant position in the Administrative and Technical cadre.

The University subscribes to the policy of an equal opportunity employer and therefore invites applications from candidates who are interested to work in a thriving University environment and have the requisite skills, Qualifications and experience for the position indicated below;

1.47.1 SURVEYOR II (I POST).

1.47.2 DUTIES AND RESPONSIBILITIES

- i. Assists students in field work, projects and practicals.
- ii. Assists in planning and designing field work practicals for students.
- iii. Performs any other related duties as may be assigned by one's reporting Officer

1.47.3 QUALIFICATION AND EXPERIENCE

Holder of First Degree/Advanced Diploma in Land Surveying/Geomatics from a recognized institution with working experience of at least three years in a similar position plus ICT skills

1.47.4 REMUNERATION

According to Salary scale of ARU

1.47.5 e-GOVERNMENT AGENCY (eGA)

e-Government Agency (eGA) is a semi-autonomous institution established under the Executive Agencies Act, No.30 Cap. 245 of 1997, with the mandate of coordination, oversight and promotion of e-Government initiatives. The Agency was established in implementation of a Cabinet decision made in 2004 and by Tanzania Presidential Instrument Government Notice No. 51 of 17/12/2010 that mandated President's Office, Public Service Management (PO-PSM) to establish the focal point to coordinate the existing fragmented and isolated e-Government initiatives in Tanzania. The Agency became operational effective in April 2012 and officially inaugurated in July 2012.

1.47.6 ICT OFFICER II (APPLICATION PROGRAMMER) - 1 POST

1.47.7 DUTIES AND RESPONSIBILITIES

- i. Designing, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.
- ii. Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment,

- iii. Installation and configuration of appropriate application servers based on the application programs to be supported;
- iv. Support, maintain, and preparation of technical and user documentations for various software functionalities;
- v. Training and support of software users for effective utilization of deployed systems;
- vi. Assist in troubleshooting and resolving routine software application problems;
- vii. Software modelling and simulation;
- viii. Front end graphical user interface design/programming;
- ix. Software testing and quality assurance;
- x. Performance tuning, improvement, balancing, usability, automation;
- xi. Integrate software with existing systems;
- xii. Evaluate and identify new technologies for implementation;
- xiii. Maintain standards compliance;
- xiv. Working closely with analysts, designers and staff;
- xv. Producing detailed technical specifications and writing the programming codes;
- xvi. Production Support system maintenance;
- xvii. Independent handling of work products and managing his/her deliverables;
and
- xviii. Perform any other official duties as may be assigned by immediate supervisor.

1.47.8 QUALIFICATIONS AND EXPERIENCE

- BSc/BEng in IT/IS/Computer Science/Computer Engineering
- Strong understanding of the Software Development Life Cycle (SDLC)
- Technical knowledge in determining end to end software requirements specification and design.
- Working knowledge of various software languages [Java (mandatory), C/C++, .NET, Python] will be added advantage.
- Practical skills on Object Oriented Design and Analysis (OOA and OOD)
- Hands-on experience with development in Java/JEE environments
- Knowledge in containerization and micro services application development approaches
- Experience in SOAP/REST /Web Services, Application Servers (Tomcat/WebLogic etc.)

- Experience in Spring Framework (Spring MVC) and other similar application development frameworks.
- Hands-on experience with Jenkins, Git, Junit, etc.
- Experience/knowledge on JSON, XML, and other similar data exchange protocols.
- Experience/knowledge on AngularJS and other front-end development languages and tools.
- Strong knowledge on MySQL and PostgreSQL Database Management Systems. Knowledge on MS SQL Server, Oracle and other DBMS will be added advantage.
- Familiarity with CI/CD methodology and tools.
- Possession of relevant recognized ICT professional certification will be an added advantage.

1.47.9 ICT OFFICER II (SYSTEMS ADMINISTRATOR) - 2 POSTS

1.47.10 DUTIES AND RESPONSIBILITIES

- i. Install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure on MS Windows, Linux and Unix Server platforms; remote administration, train and support end users;
- ii. Perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data;
- iii. Administrate servers, security systems, databases, business applications, tools, and manage user accounts;
- iv. Prepare technical and user documentations;
- v. Troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- vi. Provide appropriate infrastructure technology solution to support eGA operations;
- vii. Prepare systematic documentation for monitoring eGA data centre infrastructure;
- viii. Responsible for administration of server virtualization and infrastructure;
- ix. Manage security access to assigned systems, related records, documents, and data;
- x. Perform backups and disaster recovery operations related to Data Centre;

- xi. Maintains the strict confidentiality of all records, documents, and data stored in the assigned systems and infrastructure;
- xii. Confers with employees and the project team to provide technical advice, support, and to resolve problems;
- xiii. Prepare reports for system users and management;
- xiv. Create and update procedural and training documents for the assigned systems;
- xv. Manage data center assets and ensure that the data center inventory, systems diagrams and related documentation, and system component maintenance contracts are properly maintained;
- xvi. Management of hardware devices, licensing and all programs on the Data Centre;
- xvii. Implement disaster recovery in accordance with the ICT Business Continuity Plan;
- xviii. Ensure high-availability of data centre products and services; and
- xix. Perform any other official duties as may be assigned by immediate supervisor.

1.47.11 QUALIFICATIONS AND EXPERIENCE

- i. BSc/BEng in IT/IS/Computer Science/Computer Engineering
- ii. Extensive knowledge on Linux and Unix Operating Systems
- iii. Extensive knowledge on Open Source Mailing Systems and Directory Services
- iv. Extensive knowledge on different virtualization technologies both proprietary and open source
- v. Knowledge in Containers Hosting Infrastructure
- vi. Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration , Replication and Mirroring- Virtual Private Networks, Network Security;
- vii. Knowledge in analyzing requirements to plan systems that provides capabilities required for projected workloads, planned layout and installation of new systems
- viii. Planning servers resource optimization and usage based on best practices
- ix. Extensive experience in operating on a large servers infrastructure
- x. Maintaining standards of service levels at all times, ensure response with timeframe and manage all available services.

- xi. Knowledge on different server hardware and storage technologies (HP, Sun, Oracle, Dell, IBM etc.)
- xii. Knowledge in managing physical and logical storage;
- xiii. Knowledge in Security Fundamentals (in multiple vendor/open source environments), Linux and MS Windows Security Administration , Replication and Mirroring- Virtual Private Networks, Network Security;
- xiv. Knowledge in designing a Windows Active Directory , Creating Users, Groups and Shared Folders, Managing Active Directory, maintenance, troubleshooting, and disaster recovery;
- xv. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over; and Demonstrate ability to learn new technologies and effectively apply knowledge
- xvi. Ability to work independently as well as part of the team
- xvii. Possession of recognized ICT professional certification such as CISA, RHCSE, CISM, CISSP, CEH, and CCNA will be an added advantage.

1.47.12 ICT OFFICER II (APPLICATION PROGRAMMER – MOBILE APPLICATIONS) - 2 POSTS

1.47.13 DUTIES AND RESPONSIBILITIES

- i. Design Mobile Application systems based on various Mobile Platforms (USSD, Android, iOS);
- ii. Provide Administration, Operation and Maintenance support of Government Mobile Platform
- iii. Assistance and participation in the analysis of requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment,
- iv. Configures appropriate application servers based on installed application program;
- v. Production of technical documentation and user documentation
- vi. Support system users for effective utilization of deployed systems;
- vii. Assist in Troubleshooting and resolving routine software applications problems;
- viii. Perform any other official duties as may be assigned by immediate supervisor

1.47.14 QUALIFICATIONS AND EXPERIENCE

- i. BSc/BEng in IT/IS/Computer Science/Computer Engineering
- ii. Strong understanding of the Software Development Life Cycle (SDLC)
- iii. Experienced in design and development of iOS Apps using Swift or Objective-C
- iv. Experience in design and development of Android Apps using Kotlin, Java or Android Studio
- v. Experience in design and development of SMS/ USSD based Applications
- vi. Hands-on experience with Jenkins, Git, Junit
- vii. Knowledge on PostgreSQL/MySQL Database Management Systems
- viii. Knowledge on Linux/Unix Operating Systems
- ix. Strong understanding on SMPP protocol and knowledge of using SMPP Gateways such as Kannel.
- x. Knowledge on Queue Applications by using RabbitMq, OpenMq etc.

1.47.15 ICT OFFICER GRADE II (BUSINESS ANALYST) - 1 POST

1.47.16 DUTIES AND RESPONSIBILITIES

- i. Analyze the Institutional business models as well as their association with technology solutions
- ii. Act as a bridge between business group with need or problem and the Technology teams offering a solution to a problem or need;
- iii. Drives and participates in design, development and implementation of enterprise wide applications;
- iv. Work closely with developers and testers to ensure business requirements are translated accurately into working technical designs;
- v. Involve in development of new systems, business processes improvement, strategy planning or potentially organizational change;
- vi. Provide support in the implementation of e-Government initiatives throughout project life cycle.
- vii. Involve in solution testing and evaluation as providing quality assurance and control and communicating the deliverables state to the users.
- viii. Assist in the collection and consolidation projects required information and data;
- ix. Adhere to ICT project management standards defined by e-Government standard and Guidelines
- x. Perform any other official duties as may be assigned by immediate supervisor.

1.47.17 QUALIFICATIONS AND EXPERIENCE

- i. Minimum of Bachelor degree either in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution.
- ii. Technical knowledge in determining end to end design requirements for projects involving line of business, software/hardware developers and vendors;
- iii. Strong skills in project planning, controlling and delivery management;
- iv. Capable of performing reviews and edits requirements, specifications, business processes, feasibility studies, business cases and recommendations related to proposed solution for Government ICT projects/requests;
- v. Knowledgeable in Quality Assurance for developed ICT products/services;
- vi. Understanding of Software engineering concepts & modelling techniques and methods; and
- vii. Possession of an ICT related certifications (CISA/PMP/PRINCE2) is desirable

1.47.18 ICT OFFICER GRADE II - (ICT SECURITY & STANDARDS) – 1 POST

1.47.19 DUTIES AND RESPONSIBILITIES

- i. Develop and implement/enforce security policies, standards and related e-Government controls and assess their compliance;
- ii. Conduct internal and external security assessments (Vulnerability analysis and penetration testing) and Information systems audits;
- iii. Develop and implement security awareness and trainings;
- iv. Develop, implement and upgrade measurable security control and monitoring measures for the Government;
- v. Analyse, assess and advice on security risks in e-Government;
- vi. Coordinate security efforts with other Government Institutions;
- vii. Analyse and respond to security incidents related to the government;
- viii. Recommend and install appropriate security tools and countermeasures;
- ix. Analyse and manage information from systems/application logs and network intrusion detection and prevention systems;
- x. Operate and manage security systems and tools;
- xi. Assist the Manager in protection of Government digital files and information systems against unauthorized access, modification or destruction; and

xii. Perform any other official duties as may be assigned by immediate supervisor.

1.47.20 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor Degree in Computer Security, Cyber security, Computer Science, Computer Engineering, IT or equivalent.
- ii. Sound knowledge Tanzania cyber legal and regulatory framework, industry standards and regulations in relation to information and communication technology security and compliance.
- iii. Knowledge of TCP/IP networks and security requirements
- iv. Proven ability to perform vulnerability analysis and penetration testing.
- v. Proven ability to operate and manage Windows/UNIX/Linux systems
- vi. Proven ability to write and use scripts in bash, Perl and python scripting languages.
- vii. Knowledge of Security Standards such as BS7799, ISO 27001/2 and e-Government standards and guidelines.
- viii. Certification in ICT security field such as CEH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP is desirable
- ix. At least two (2) years of practical working experience in public or any private reputable organization.

1.47.21 ICT OFFICER GRADE II (HELPDESK OFFICER) - 1 POST

1.47.22 DUTIES AND RESPONSIBILITIES

- i. Develop and implement the robust Helpdesk processes that ensures a high quality service is provided to both internal external customers;
- ii. Implement proper methodologies to improve first call resolution and technical assistance/support for incoming queries from the Public Institutions;
- iii. Design, develop and manage an enhanced reporting structure which ensures the early identification of reported service faults/breakdown/problem and ensures minimum risk to the business;
- iv. Log, maintain and take ownership of issues reported by the Public Institutions and provide the appropriate reporting information;
- v. Conduct analysis of helpdesk activities and make recommendation for increased organizational efficiency and effectiveness;

- vi. Provide first level ICT Technical Support and ensure fast resolution of queries from Public Institutions;
- vii. Adhere to the established e-Government Helpdesk and ICT Support Processes and Procedures that shows the workflows on how to handle the requests from the Public Institutions and make improvements required from time to time;
- viii. Review any service requests from the clients to ensure that they are not falling outside the Client Service Charter;
- ix. Perform any other official duties as may be assigned by immediate supervisor.

1.47.23 QUALIFICATIONS AND EXPERIENCE

- i. The ICT Officer at this level must be a holder of Bachelor Degree in Computer Science/ Information Technology/Computer Engineering or related discipline from a recognized institution.
- ii. At least two (2) years of working experience in Public or any Private organization preferably Internet Service Provider.
- iii. Possession of recognized ICT Professional certifications related to IT Service Management Best Practices i.e. ITIL, ISO/IEC 20000, SDI Service Desk etc. is desirable

1.47.24 ICT RESEARCH OFFICER GRADE II - 1 POST

1.47.25 DUTIES AND RESPONSIBILITIES

- i. Assist in coordination and management of research and innovation activities;
- ii. Explore new technological development tools to be used by other ICT officers and researchers in performing their day to day activities;
- iii. Establish real life ICT related industrial problems and develop appropriate solutions;
- iv. Develop innovative solutions that address specific e-Government needs;
- v. Research on new innovation technologies to foster e-Government implementations;
- vi. Design and develop product based on technological advancements;
- vii. Assist in the development and implementation of e-Government research projects;

- viii. To work with higher learning and research institution to translate their research related to e-Government into practical use.
- ix. Assist in formulation of research instruments, field work/data collection and data analysis;
- x. Implement corrective actions for performance improvements of programs.
- xi. Verify and updates the procedures contained in documentation and manual libraries and technical reference materials
- xii. Develop and perform usability and testing integration and document test results
- xiii. Assist in preparations of all training programs for dissemination of research outputs; and
- xiv. Perform any other official duties as may be assigned by immediate supervisor.

1.47.26 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor Degree either in Computer Science, Information Technology or Computer Engineering from recognized institution.
- ii. At least 3 years of experience in software design, modelling and simulation, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis and software reliability analysis
- iii. Practical skills in writing technical research proposals;
- iv. Variety of participation experience in research, data handling, monitoring, analysis (Monitoring and evaluation) and presentation of research results;
- v. Strong skills in managing translation of research results from research institutions into practical use to resolve public problems;
- vi. Possession of an ICT related certification and working experience with research related institution will be an added advantage.

1.47.27 ICT OFFICER GRADE II – (SYSTEMS AUDIT) - 1 POST

1.47.28 DUTIES AND RESPONSIBILITIES

- i. Reviews ICT, operational and business risks, functions and activities, and evaluate and recommend nature, scope, direction and thrust of proposed audits.

- ii. Designs audit procedures to execute the audit plan, assess controls to meet audit objectives.
- iii. Planning and execution of audit procedures and the creation of audit reports.
- iv. Assist in audit engagement planning, develop and implement complex audit test plans and reporting activities.
- v. Assist the Senior Auditor to determine audit scope and objective and accordingly prepare audit work plan.
- vi. Identify critical risks and recommend corrective steps to address the risks.
- vii. Working with the team to advise the Government on creating a solid information technology infrastructure and ensuring the Agency put in place policies and procedures.
- viii. Reviews internal controls by evaluating the adequacy of system controls and recommends improvements
- ix. Determine compliance with policies and procedures.
- x. Attending meetings with auditees to develop an understanding of business processes
- xi. Researching and assessing how well risk management processes are working and recording the results using software such as Microsoft Word and Excel
- xii. Performing risk assessments on key business activities and using this information to guide what to cover in audits;
- xiii. Anticipating emerging issues through research and interviews and deciding how best to deal with them;
- xiv. Agreeing recommendations with relevant members to make improvements to operations and helping to secure backing for them in meetings;
- xv. Assessing how well the ICT initiatives in the Public Institutions are complying to rules and regulations and informing management whether any issues need addressing;
- xvi. Perform any other official duties as may be assigned by immediate supervisor.

1.47.29 QUALIFICATIONS AND EXPERIENCE

- i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, ICT Assurance or equivalent degree from a recognized institution.
- ii. Possession of recognized auditing/information system certifications such as CISA, CISM, CISSP, CEH, and CCNA will be an added advantage.

- iii. Knowledge in Information Technology Risk Management/Governance
- iv. Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration , Replication and Mirroring- Virtual Private Networks, Network Security
- v. Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000 etc.
- vi. Understanding of multiple technology domains including software development, Windows, database management, networking, and UNIX (preferred).
- vii. Understanding of information security standards, best practices for securing computer systems, and applicable laws and regulations.
- viii. A working knowledge and experience with using Computer Assisted Audit Techniques (CAATs) technologies and analytics to evaluate controls by examining relevant data.
- ix. Knowledge of accounting and/or auditing is an added advantage

1.47.30 ICT OFFICER GRADE II – (MULTIMEDIA GRAPHICS DESIGNER) - 1 POST

1.47.31 DUTIES AND RESPONSIBILITIES

- i. Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs
- ii. Design complex graphics and animation, using independent judgment, creativity, exciting, engaging and interactive online experience
- iii. Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.
- iv. Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters.
- v. Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.
- vi. Develop artistic or design concepts for decoration, exhibition, or commercial purposes.

- vii. Develop digital briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, eGA e-Newsletter and slide shows.
- viii. Use models to simulate the behavior of animated objects in the finished sequence
- ix. Utilize Green screen footage
- x. Perform technical duties in the production of web-based video and audio projects, video streaming, and other multimedia productions.
- xi. Work collaboratively with communication, business analyst, the web content manager, web developers, programmers content writers, and other colleagues to develop creative multimedia materials for websites.
- xii. Maintain standards compliance
- xiii. Integrate audio, graphics, animation and video into presentation for DVDs, CDs, television programs and websites.
- xiv. Build a creative, dynamic, consistent, and interesting social media outreach campaign on e-government initiatives
- xv. Independent handling of work products and managing his/her deliverables
- xvi. Perform any other official duties as may be assigned by immediate supervisor.

1.47.32 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor's Degree in Multimedia Technology and Animation, Multimedia Graphics designing, Digital Arts/Graphics Design, Animation, Digital media Engineering, Multimedia systems, or equivalent degree from a recognized institution.
- ii. At least 3 years of experience in a graphic design role at a web design /marketing/advertising agency.
- iii. Proficient in Adobe Creative Suite (i.e. Photoshop, Fireworks, Illustrator and InDesign), Flash suite, Corel Draw and other graphics design.
- iv. Basic knowledge of programs like Microsoft suite, Internet, Java, CSS, Web Page Design
- v. Must know CSS, HTML, and have hands-on experience of content management systems
- vi. Working knowledge of Silver Pop or similar software for email automation management and template creation

- vii. Knowledge of Cinema 4D
- viii. Knowledge of creating motion graphics, design, and 2D/3D animation
- ix. Possession of a relevant recognized ICT professional certification will be an added advantage.
- x. Video and audio editing software including Final Cut Studio (Final Cut Pro, DVD Studio Pro, Motion, Compressor)
- xi. A portfolio showcasing digital works

1.47.33 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College in Oxford. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29th July, 1961 as a private company under Companies Ordinance (Cap 212).

1.47.34 ASSISTANT LECTURER – RECORDS AND ARCHIVES MANAGEMENT (1 POST)

1.47.35 DUTIES AND RESPONSIBILITY OF ASSISTANT LECTURERS:

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To undertake consultancy and community services
- vii. To perform any other duties as may be assigned.

1.47.36 QUALIFICATIONS

- Master's Degree in Records and Archives Management from a recognized Institution or equivalent qualifications. All Applicants must have a GPA of 3.5

or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.47.37 RENUMERATION

- Attractive salary for all posts will be offered according to the Scheme of Service of MNMA.

1.47.38 ASSISTANT LECTURER – LIBRARY AND INFORMATION MANAGEMENT (1 POST)

1.47.39 DUTIES AND RESPONSIBILITY OF ASSISTANT LECTURERS

- To teach up to NTA Level 8 (Bachelor's Degree)
- To conduct research, seminars and case studies
- To supervise students' projects
- To prepare teaching manuals
- To counsel and guide students in Academic Matters
- To undertake consultancy and community services
- To perform any other duties as may be assigned.

1.47.40 QUALIFICATIONS

- Master's Degree in Library and Information Management from a recognized Institution or equivalent qualifications. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.47.41 RENUMERATION

Attractive salary for all posts will be offered according to the Scheme of Service of MNMA.

GENERAL CONDITIONS

- All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;
- Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- Applicants should apply on the strength of the information given in this advertisement;
- 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;
- i. A signed application letters should be written in English and
 - ii. Deadline for application is **11th October, 2018** and;
- iii. Only short listed candidates will be informed on a date for interview;
- iv. Presentation of forged certificates and other information will necessitate to legal action;

Addressed to;

Secretary,

President's Office, Public Service Recruitment Secretariat,

27 Bibi Titi Mohammed Road,

P.O. Box 63100, Maktaba Complex,

11102 Dar Es Salaam.

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.