

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/210

9th November, 2018

VACANCIES ANNOUNCEMENT

On behalf of Local Government Training Institute (LGTI), National Examinations Council of Tanzania (NECTA), Kilimanjaro Airports Development Company Limited (KADCO), Tanzania Institute of Accountancy (TIA), Arusha Technical College (ATC), Institute of Rural Development Planning (IRDP) ,Tanzania Public Service College (TPSC), Mwalimu nyerere memorial academy (MNMA) and Taasisi ya Sanaa na Utamaduni Bagamoyo (TASUBa), Public Service Recruitment Secretariat invites dynamic, suitably qualified and Tanzanians to fill **40 vacant** posts mentioned below;

1.0 TAASISI YA SANAA NA UTAMADUNI BAGAMOYO (TaSUBa)

Taasisi ya Sanaa na Utamaduni Bagamoyo (TASUBa) was established under the Executive Agencies Act No. 30 of 1997. The Institute is under the Ministry of Information, Culture, Arts and Sports. The Institute is registered by National Council for Technical Education (NACTE) and recognised as a centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by recruiting competent and well motivated staff who will facilitate effective transformation of students opting for a career in Arts and Culture.

1.1 INSTRUCTOR II – MEDIA DESIGN (1 POST)

1.1.1 DUTIES AND RESPOSIBILITIES.

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;

- ii. To engage learners into competency practice;
- iii. To assist in conducting practical exercise to students under close supervision;
- iv. To prepare learning resources;
- v. To conduct examinations up to NTA level 6;
- vi. To supervise field training;
- vii. To conduct and support research and consultancy work
- viii. To mentor and assist junior instructors;
- ix. To perform any other related duties as may be assigned by his/her supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree of Arts in Theatre and Film, Fine and Performing Arts **(specialised in film production) or any other relevant field.**

1.2 ASSISTANT INSTRUCTOR II – FINE ART (1 post)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 4 and many assist teaching in higher NTA levels;
- ii. Prepares learning resources for practical exercise;
- iii. Assists in carrying our consultancy and community services;
- iv. Assists in conducting practical exercises for students in the department under close supervision up to level 5;
- v. Carries consultancy and service job assignments under close supervision;
- vi. To perform any other related duties as may be assigned by his/her supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6 or equivalent) in **Performing and Visual Arts or any other related field**

2.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning institution under the Prime Minister’s Office, Regional Administration and Local Government (PMORALG). The Institute was established by Act of Parliament No 26 of 1994, as a body corporate, to

provide training, research, advisory and consultancy 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 said subject sector includes Accountancy, Financial Management, Materials Management, Human Resource Management Law, and other related subjects.

2.1 TECHNICIAN II (PLUMBER) – (RE-ADVERTISED)-1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Participate in activities connected to problem identification in a relevant technical area;
- ii. Helps in identifying suitable spare parts, tools and equipment needed to accomplish given tasks;
- iii. Assists in repair and maintenance of the items of the given technical area;
- iv. Assist senior staffs in the relevant fields of operation;
- v. To provide technical support to end user within the Institute;
- vi. To identify and trouble shoot technical problems;
- vii. To assist in rectifying technical faults identified and report accordingly;
- viii. To assist in identifying materials and parts needed for maintenance of equipments, tools and infrastructure;
- ix. Properly maintains working environment and tools used in the maintenance works; and
- x. Perform other duties assigned by his/her supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of full Technician (FTC), or three years diploma in Plumbing or equivalent from recognized institution.

3.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education ,Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility

of examinations administration and certification as provided for in the Act. The National Examinations Council of Tanzania (NECTA) invites applications from Tanzanians who are suitably qualified to fill the following vacancies:

3.1 EXAMINATIONS OFFICER II (1 Post – Fine Art) -(RE-ADVERTISED)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Supervises setting and moderate of items for the respective subject.
- ii. Supervise marking of examination.
- iii. Typesetting of examinations paper and marking schemes for respective subject.
- iv. Review examination formats.
- v. Writes various reports related to examinations.
- vi. Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.
- vii. Responsible for maximum confidentiality and security of examinations.
- viii. Performs any other duties as assigned by his/her supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education or equivalent qualifications from a recognized Institution, **majoring in Fine Art** with good writing and analytical skills; must be computer literate.

3.2 EXAMINATIONS OFFICER II (1 Post – Islamic Knowledge) -(RE-ADVERTISED)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. Supervises setting and moderate of items for the respective subject.
- ii. Supervise marking of examination.
- iii. Typesetting of examinations paper and marking schemes for respective subject.
- iv. Review examination formats.
- v. Writes various reports related to examinations.

- vi. Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.
- viii. Responsible for maximum confidentiality and security of examinations.
- viii. Performs any other duties as assigned by his/her supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education or equivalent qualifications from a recognized Institution, **majoring in Islamic** Knowledge with good writing and analytical skills; must be computer literate.

3.3 EXAMINATIONS OFFICER II (1 Post – Arabic Language)-(RE-ADVERTISED)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. Supervises setting and moderate of items for the respective subject.
- ii. Supervise marking of examination.
- iii. Typesetting of examinations paper and marking schemes for respective subject.
- iv. Review examination formats.
- v. Writes various reports related to examinations.
- vi. Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.
- vii. Responsible for maximum confidentiality and security of examinations. Performs any other duties as assigned by his/her supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education, Linguistic or equivalent qualifications from a recognized Institution, **majoring in Arabic** Language with good writing and analytical skills; must be computer literate.

4.0 KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

Kilimanjaro Airports Development Company Limited (KADCO) is a company owned by the government of United Republic of Tanzania charged to manage and develop Kilimanjaro International Airport and its estate.

4.1 ASSISTANT AIRCRAFT MARSHALLERS (6 POSTS)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide technical information concerning aircrafts parking to airline operators and Air Traffic Controllers.
- ii. Directing Pilots where to park aircraft on the apron,
- iii. Assist in inspection and ensuring cleanliness of the apron area;
- iv. Assist in enforcement of safety and security procedures on the aprons
- v. Make sure VIP aircrafts are parked in the required manner.

4.1.2 QUALIFICATION AND EXPERIENCE

Form Four or Form six certificates with passes in English and any other two subjects, **and Certificate in Apron Management** . Knowledge in any other foreign language will be an added advantage.

4.1.3 REMUNERATION

The successful candidate may expect attractive and competitive remuneration and benefits packages consistent with KADCO Scheme of Service.

5.0 TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The **Tanzania Institute of Accountancy (TIA)** is an Executive Agency under the Ministry of Finance and Planning which was established on 1st July, 2002 by the Government Notice No. 489 of 1st November, 2001 and officially launched on 24th January, 2002 as per Act No. 30 of 1997.

As an **Executive Agency**, **TIA** is operating 'semi' **autonomously** and **commercially** in providing quality education in the field of **Accountancy, Procurement & Supplies** and other **Business related disciplines** so as to become a self sustainable Institute. TIA is **accredited by NACTE** as an Institute of Higher Learning, mandated by **NBAA** and **NBMM** to offer training or conduct Programmes in the fields of Accountancy and Procurement and Supplies.

5.1 ASSISTANT LECTURER: Accountancy (1 POST)-(RE-ADVERTISED)

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To Conduct lectures, research, tutorial seminars;
- ii. Prepares case studies;
- iii. Works in cooperation with senior members of specific projects such as research and consultancy;
- iv. Supervises student's projects

5.1.2 QUALIFICATION AND EXPERIENCE:

Master's Degree in Accounting or Finance from recognized higher learning Institution with a minimum GPA of 4.0 points. The applicant should also hold an Undergraduate Degree in Accounting or Finance from recognized Higher Learning Institution with a GPA of at least 3.8 points.

5.2 ASSISTANT LECTURER: Human Resource Management (3 POSTS –Stationed at Singida and Kigoma CAMPUS) - (RE-ADVERTISED)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. The Assistant Lecturer is charged with the following duties and responsibilities:
- ii. To Conduct lectures, research, tutorial seminars;
- iii. Prepares case studies;
- iv. Works in cooperation with senior members of specific projects such as research and consultancy;
- v. Supervises student's projects

5.2.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Human Resource Management or Public Administration or General Management from recognized higher learning Institution with a minimum GPA of 4.0 points. The applicant should also be holder of Bachelor Degree either in Human Resource Management or Public Administration or Management from recognized Higher Learning Institution with a GPA of at least 3.8 points.

5.3 ASSISTANT LECTURER: Marketing (1 POST–Stationed at Singida CAMPUS) - (RE-ADVERTISED)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To Conduct lectures, research, tutorial seminars;
- ii. Prepares case studies;
- iii. Works in cooperation with senior members of specific projects such as research and consultancy;
- iv. Supervises student's projects

5.3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Marketing or Business Administration, from recognized higher learning Institution with a minimum GPA of 4.0 points. The applicant should also be holder of Bachelor Degree in Marketing, or Business Administration majoring in Marketing from recognized Higher Learning Institution with a GPA of at least 3.8 points.

6.0 THE ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is an autonomous institution established by the Government Notice No. 78 of 30th March, 2007 that replaced by then Technical College Arusha that existed since 1978. The vision of ATC is to be a premier provider of demand-driven Training, Research and Consultancy through Science, Technology and Innovation (STI) for sustainable development.

6.1 LECTURER - ICT (1 POST) – (RE – ADVERTISED)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects; and

vii. To perform any other duties assigned by relevant authorities.

6.1.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Computer Science or Information Technology and its equivalent from recognized institutions.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.2 LECTURER – ELECTRICAL (1 POST) – (RE- ADVERTISED)

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects; and
- vii. To perform any other duties assigned by relevant authorities.

6.2.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Electrical Engineering or Biomedical Engineering or Electrical and Automation Engineering or Electronics and its equivalent from recognized institutions.
- Certificate in teaching or teaching experience or Biomedical Experience would be an added advantage.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

7.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institution with mandates for providing Training, Research and Consultancy Services in the fields of Rural Development Planning.

7.1 LECTURER - PROJECT PLANNING AND MANAGEMENT - (1 POST) –(RE-ADVERTISED)

7.1.1 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 projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other official duties assigned by relevant authorities.

7.1.2 QUALIFICATION AND EXPERIENCE

- PhD Degree in Project Planning and Management 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.
- In addition, candidate should have obtained a GPA of 3.5 and above in the undergraduate studies.

7.1.3 REMUNERATION:

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

7.2 LECTURER - COMMUNITY DEVELOPMENT (1 POST) – (RE – ADVERTISED)

7.2.1 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 projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other official duties assigned by relevant authorities.

7.2.2 QUALIFICATION AND EXPERIENCE

- PhD Degree in Community Development 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.
- Candidate should have obtained a GPA of 3.5 and above in the undergraduate studies.

7.2.3 REMUNERATION:

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

8.0 THE TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

The Tanzania Public Service College (TPSC) is a Government Executive Agency established in 2000 as a direct response to fill a void for a sustainable public service training institution. TPSC offers programmes that are directly linked to Government

business agenda and demand driven. As the demands for the public service to offer quality services at affordable costs increase, it is imperative that the service should be staffed with competent personnel. Hence, TPSC's core business is to develop the appropriate public service competences, which will transform the service into effective and efficient machinery that will strive to meet citizen's needs in terms of services. TPSC's Mission is to improve the quality, efficiency and effectiveness of the public service of Tanzania by providing comprehensive training, consultancy and applied research interventions.

Currently, TPSC has campuses at **Dar-es-Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya**. The demand for TPSC's products has increased over the years and there is need to staff these campuses with the right candidates, who have the knowledge, skills, Attitudes and behaviors (competences) commensurate with a Government owned training institution. Strong belief in public service values and ethos is a paramount requisite for the right candidates. If you have the required competences for the vacancies below, you are strongly recommended to apply. It has been TPSC's mantle to be an employer of choice. Selection process will be rigorous based on the required set of competences. We have **18 open slots** in the post of Tutorial Assistant in Records Management and Archives as well as Secretarial Studies at our campuses of **Dar- es- salaam, Tabora, Singida, Mtwara, Tanga and Mbeya**

8.1 TUTORIAL ASSISTANTS- RECORDS MANAGEMENT AND ARCHIVES-(13 POSTS)

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6
- ii. To assist conducting tutorial and practical exercise for students under close supervision
- iii. To prepare learning resources for tutorial exercise
- iv. Conduct short and long term courses
- v. To participate in developing and review curriculum
- vi. Conducts research, seminars and case studies
- vii. Carries out under supervision consultancy and community services
- viii. Supervises students project

- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor

8.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Records and Archives Management; the candidate should be eligible for registration as technical teacher with a minimum of **3.5 GPA** in their Bachelor's Degree
- Computer knowledge will be an added advantage
- Applicants should not exceed 44 years old

8.1.3 RENUMERATION

This post carries a salary scale of **PHTS 1**

8.2 TUTORIAL ASSISTANTS- SECRETARIAL STUDIES - (5 POSTS)

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6
- ii. To assist conducting tutorial and practical exercise for students under close supervision
- iii. To prepare learning resources for tutorial exercise
- iv. Conduct short and long term courses
- v. To participate in developing and review curriculum
- vi. Conducts research, seminars and case studies
- vii. Carries out under supervision consultancy and community services
- viii. Supervises students project
- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor

8.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in the field of Secretarial Studies and Office Management / Secretarial Studies; the candidate should be eligible for

registration as technical teacher with a minimum of **3.5 GPA** in their Bachelor's Degree

- Computer knowledge will be an added advantage
 - Applicants should not exceed 44 years old

8.2.3 RENUMERATION

This post carries a salary scale of **PHTS 1**

9.0 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).

9.1 LECTURER - (2 POSTS) (RE – ADVERTISED)

9.1.1 DUTY STATION: KIVUKONI DAR ES SALAAM

9.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9;
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;

- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties.

9.1.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of a PhD degree, Bachelor and Master's Degree in Human Resource Management or Public Administration or Education Management Planning and Administration 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.

9.1.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

9.2 ASSISTANT LIBRARIAN - (1 POST) – (RE – ADVERTISED)

9.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach students up to NTA level 8 (Bachelor Degree)
- ii. To ensure proper shelving of books and periodicals
- iii. To assist in ordering books and periodicals
- iv. To prepare and keep record of books and periodicals
- v. To ensure proper use of the Library collections
- vi. To assist Librarians in cataloguing, books, periodicals and information Materials
- vii. To perform any other duties as may be assigned.

9.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Library, Archives and Information Studies or any other related field 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.

9.2.3 REMUNERATION

Offered according to the Scheme of Service of MNMA.

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

Attaching copies of the following certificates is strictly not accepted

- Form IV and form VI results slips;
 - Testimonials and all partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
 - vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
 - vii. Applicants should indicate three reputable referees with their reliable contacts;
 - viii. 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);
 - ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - x. Applicants with special needs/case (disability) are supposed/advised to indicate;
 - xi. A signed application letters should be written either in Swahili or English and 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.**

- xii. Deadline for application is 23 November, 2018 and;
- xiii. Only short listed candidates will be informed on a date for interview;
- xiv. 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 SECRETARIET**

