

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE,

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/226

7th DECEMBER, 2018

VACANCIES ANNOUNCEMENT

On behalf of The State Mining Corporation (STAMICO), Tanzania Pyrethrum Board (TPB), Dar es salaam Maritime Institute (DMI), Mwalimu Nyerere Memorial Academy (MNMA), Mkwawa University College of Education (MUCE), Tengeru Institute of Community Development (TICD) and Tanzania Coffee Board (TCB); President's Office, Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **13 vacant** posts.

1. THE STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a state-owned enterprise established in 1972 under the Public Corporation Act, 1969 with a mandate of developing mining industry on behalf of Government of Tanzania.

STAMICO was revived in 2014 to oversee Government interests in large scale mines, invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, consultancy support to small scale mining and other related business.

1.1 GEOLOGIST II - 1 POST

1.1.1 DUTIES AND REASONSIBILITIES

- i. Participates in feasibility studies of new mines;
- ii. Identifies and recommends suitable mining method and mining equipment and machinery;
- iii. Prepares detailed mining engineering drawings;
- iv. Prepares detailed mechanical engineering plans for the mines;
- v. Ensures mechanical works complies with specifications and safety standards;
- vi. Prepares detailed electrical engineering plans for the mines;

- vii. Ensures electrical works complies with specification and safety standards;
- viii. Prepares detailed civil engineering plans for the mines;
- ix. Ensures civil works complies with specification and safety standards;
- x. Develops individual objectives/targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- xi. Performs any other duties as may be assigned by immediate supervisor

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Mining Engineering or equivalent obtained from a recognized Institution. Knowledge of Mining Software Packages will be an added advantage

1.1.3 REMUNERATION

Salary Scale: **SMC. 5**

1.2 MINING ENGINEER II - 1 POST

1.2.1 DUTIES AND REASONSIBILITIES

- i. Participates in feasibility studies of new mines;
- ii. Identifies and recommends suitable mining method and mining equipment and machinery;
- iii. Prepares detailed mining engineering drawings;
- iv. Prepares detailed mechanical engineering plans for the mines;
- v. Ensures mechanical works complies with specifications and safety standards;
- vi. Prepares detailed electrical engineering plans for the mines;
- vii. Ensures electrical works complies with specification and safety standards;
- viii. Prepares detailed civil engineering plans for the mines;
- ix. Ensures civil works complies with specification and safety standards;
- x. Develops individual objectives/targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- xi. Performs any other duties as may be assigned by immediate supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Mining Engineering or equivalent obtained from a recognized Institution. Knowledge of Mining Software Packages will be an added advantage.

1.2.3 REMUNERATION

Salary Scale: **SMC. 5**

1.3 DRILLING TECHNICIAN II -1 POST

1.3.1 DUTIES AND REASONSIBILITIES

- i. Ensures that the drilling rigs are in safe working condition;
- ii. Ensures that all needed appropriate drilling consumables are available;
- iii. Ensures that drilling safety procedures are adhered to;

- iv. Performs drilling operations;
- v. Follows drilling safety and procedures;
- vi. Reports any mechanical problem to the mechanical engineer;
- vii. Conducts routine and periodical maintenance for drilling and geological equipment;
- viii. Repairs drilling and geological equipment;
- ix. Assists in preparing field budget;
- x. Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- xi. Performs any other duties as may be assigned by the immediate supervisor

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Diploma or Full Technician Certificate (FTC) either in Hydrogeology and Water Well Drilling, Mechanical engineering, or Geology. Knowledge in Diamond Drilling, or Rab Air core (RC) Drilling will be added advantage.

1.3.3 REMUNERATION

Salary Scale: **SMC. 3**

2. TANZANIA PYRETHRUM BOARD (TPB)

2.1 CROP INSPECTOR II – 1 POST

2.1.1 DUTIES AND REASONSIBILITIES

- i. Supervises the arrangement and timetable for purchasing pyrethrum in areas under his/her jurisdiction. (Wards/Division or district);
- ii. Monitors pyrethrum cultivation activities in specified area;
- iii. Monitors and evaluating the quality of pyrethrum at farm and buying centres;
- iv. Prepares monthly, quarterly reports relevant to production and purchases of pyrethrum and report Crop Senior II;
- v. Monitors of Pyrethrum activities and ensuring that pyrethrum rules and regulations are adhered to;
- vi. Undertake other duties as may be directed by Senior Controller II; and
- vii. Participates in the promotion of good pyrethrum farming drying and storage methods in order to increase the quality and productivity.

2.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Form IV Certificate with Certificate in Agriculture/Crop Production from a recognized institution.

2.1.3 REMUNERATION

Salary Scale: **TPSS 3**

3. DAR ES SALAAM MARITIME INSTITUTE (DMI)

Dar es Salaam Maritime Institute (DMI) was established by Act of Parliament No. 22 of 1991 to cater for greater needs of Shipping Industry in the region. The Institute (DMI) originated from what was known as Dar es Salaam Maritime Training Unit (DMTU) which was established on the 3rd July 1978 as a training wing of Tanzania Coastal Shipping Line (TACOSHILI) to fulfill the need of well-trained seafarers.

DMI is the Centre of Excellence in Maritime Education and Training in the East African region. The Centre has qualified personnel and provides quality education which suits market needs in the aspect of being employed and self-employment in maritime industry. DMI offers programmes accredited by NACTE (NTA Level 4-8), SUMATRA (Certificate of Competency-CoC), CILT (Logistics & Transport) and ABMA (Shipping and Logistics).

3.1 TUTORIAL ASSISTANT - MARITIME TRANSPORT (3 POSTS) – RE- ADVERTISED

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6;
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercise;
- iv. Assists in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision; and
- vi. Performs any other duties that may be assigned by the head of the relevant department.

3.1.2 QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor Degree with first or upper second class in Maritime Transport. Certificate of Competency as Officer in charge of Navigational or Engineering Watch and Information Technology knowledge will be added Advantage

3.1.3 RENUMERATION:

Salary Scale: PHTS 1

3.2 TUTORIAL ASSISTANT - MARINE ENGINEERING – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i) Teaches up to NTA level 6;
- ii) Assists in conducting tutorial and practical exercises for students under close supervision;
- iii) Prepares learning resources for tutorial exercise;

- iv) Assists in conducting research under close supervision;
- v) Carry out consultancy and community services under close supervision; and
- vi) Performs any other duties that may be assigned by the head of the relevant department.

3.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree with first or upper second class in Marine Engineering Technology; Certificate of Competency as officer in charge of Navigational or Engineering Watch and Information Technology knowledge will be added Advantage

3.2.3 RENUMERATION:

Salary Scale: PHTS 1

4. 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).

4.1 LECTURER – HUMAN RESOURCES MANAGEMENT (2 POSTS) – RE- ADVERTISED

4.1.1 DUTY STATION: KIVUKONI DAR ES SALAAM

4.1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 9;
- 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. Participates in developing and reviewing curriculum;
- vi. Undertakes individual research and participates in scientific/academic congregations;
- vii. Prepares teaching manuals, simulations and case studies for training;
- viii. Coaches junior teaching staff; and
- ix. Performs any other assigned duties.

4.1.3 QUALIFICATION AND EXPERIENCE

- PhD degree, Bachelor and Master's Degree either in Human Resource Management, 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.

4.1.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

5. MKWAWA UNIVERSITY COLLEGE OF EDUCATION (MUCE)

Mkwawa University College of Education (MUCE) is located at the Southern Highlands of Tanzania in Iringa Municipality about 3 Kilometres from the Municipal centre. MUCE was established as a Constituent College of the University of Dar es Salaam (UDSM) on the 1st of September 2005 by upgrading the former Mkwawa High School, in response to the growing demand of secondary school teachers.

5.1 ARTISAN III (1 POST) – RE - ADVERTISED

5.1.1 DUTIES AND RESPONSIBILITIES

- i. Performs specified craft jobs under close supervision;
- ii. Performs (technical) cleaning of the work environment;
- iii. Takes care of tools and equipment;
- iv. Performs any other duties as assigned by supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

- **Form IV/VI certificate** plus **Trade Test Grade I** in Carpentry and joinery plus relevant working **experience of at least three years** in a similar position.

5.1.3 REMUNERATION

An attractive remuneration package will be offered to successful candidates: **PGSS 2.1**

6. TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

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.

6.1 ASSISTANT LECTURER – GENDER STUDIES (1 POST) – RE - ADVERTISED

6.1.1 DUTIES AND RESPONSIBILITIES

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

- iv. Carries out consultancy and community services under close supervision;
- v. Supervises students' seminars, research and field projects;
- vi. Prepares and manages students' seminar tasks;
- vii. Prepares training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by supervisor.

6.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree and Master's Degree either 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.

6.1.3 REMUNERATION:

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

7. TANZANIA COFFEE BOARD (TCB)

Tanzania Coffee Board is a government organ established by the Tanzania Coffee Industry Act No. 23 of 2001. Its main function is to regulate the coffee industry in Tanzania and advise the Government of the United Republic of Tanzania on all matters related to the growing, processing and marketing of coffee within and outside the country

7.1 COFFEE AUCTION OFFICER GRADE II – 1 POST

7.1.1 DUTIES AND RESPONSIBILITIES

- i. Assists in preparation of catalogues for coffee auction;
- ii. Assists in conducting physical coffee auction;
- iii. Assists in account sales and invoices for dispatching to the Finance Department;
- iv. Participates in seeking for advertising revenue;
- v. Assists in providing marketing information for Coffee Board services; and
- vi. Performs any other duties as will be assigned by Supervisor

7.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Commerce, Business Administration, Marketing or its equivalent from a recognized institution.

7.1.3 REMUNERATION:

Salary Scale: CBGS 3

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with not more than 45 years of age;
- 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies;**
 - 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. Overqualified candidates are not expected to apply;
- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants should indicate three reputable referees with their reliable contacts;
- xi. 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);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 21st December, 2018** and;
- xvi. Only short listed candidates will be informed on a date for interview;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**