

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/243

29th December, 2018

VACANCIES ANNOUNCEMENT

On behalf of Vocational Education and Training Authority (VETA), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **169 vacant posts as mentioned below;**

1.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2006. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have "Tanzania with sufficient and competent artisans".

The mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

1.1 VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 11 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing

intended knowledge skill and attitude in order to produce trainees with the required competencies;

- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.1.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Mechanical Engineering with at least 2 years relevant work experience.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.2 VOCATIONAL TEACHER - AUTO BODY REPAIR - 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;

- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre.
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.2.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Mechanical Engineering with at least 2 years relevant work experience.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.3 VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY - 9 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives.
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status.
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.3.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Textile and Fashion Design with at least 2 years relevant work experience.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.4 VOCATIONAL TEACHER - PLANT OPERATOR – 3 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.4.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Automotive Engineering with at least 2 years relevant work experience.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.5 VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.5.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Civil Engineering with at least 2 years relevant work experience.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.6 VOCATIONAL TEACHER - CARPENTRY AND JOINERY – 5 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive

and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.6.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Civil Engineering with at least 2 years relevant work experience.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.7 VOCATIONAL TEACHER - MASONRY AND BRICKLAYING – 14 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;

- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.7.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Civil Engineering with at least 2 years relevant work experience.

1.7.3 REMUNERATION

1.7.4 Attractive remuneration package in accordance with Institution's Salary Scale.

1.8 VOCATIONAL TEACHER - SECRETARIAL STUDIES – 8 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the

- economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status.
 - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
 - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
 - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.8.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Secretarial Studies with at least 2 years relevant work experience.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.9 VOCATIONAL TEACHER - WELDING AND FABRICATION - 6 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.9.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Mechanical engineering with at least 2 years relevant work experience.

1.9.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.10 VOCATIONAL TEACHER - FITTER MECHANICS – 5 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;

- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.10.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Mechanical Engineering with at least 2 years relevant work experience.

1.10.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.11 VOCATIONAL TEACHER - AGRO MECHANICS – 6 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;

- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.11.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) either in Automotive or Agro Mechanization Engineering with at least 2 years relevant work experience.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.12 VOCATIONAL TEACHER - PAINTING AND SIGN WRITING – 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre.
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.12.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Civil Engineering with at least 2 years relevant work experience.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.13 VOCATIONAL TEACHER - HANDLOOM AND WEAVING – 1 POST

1.13.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.13.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Textile and Fashion Design with at least 2 years relevant work experience.

1.13.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.14 VOCATIONAL TEACHER - TEXTILE AND FASHION DESIGN – 1 POST

1.14.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.14.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Textile and Fashion Design with at least 2 years relevant work experience.

1.14.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.15 VOCATIONAL TEACHER - TOOL AND DIE MAKING – 2 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;

- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.15.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Mechanical Engineering with at least 2 years relevant work experience.

1.15.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.16 VOCATIONAL TEACHER - ELECTRICAL INSTALLATION – 8 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of

- training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
 - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
 - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
 - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.16.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Electrical Engineering with at least 2 years relevant work experience.

1.16.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.17 VOCATIONAL TEACHER – ELECTRONICS – 1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.17.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Electronics with at least 2 years relevant work experience.

1.17.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.18 ACCOUNTANT - 1 POST

1.18.1 DUTIES AND RESPONSIBILITIES

- i. Prepare annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior;
- ii. To prepare and coordinate the preparation of the Centre budget by monitoring the process with a view to conform to the ceiling provided by the Head Office;
- iii. To accurately undertake accounting operations through monitoring the operation of the centres' financial performance with a view to effectively control utilization of financial resources within the centre;

- iv. To approve petty cash payments through examining/checking petty cash vouchers against the requirements in order to replenish cash float as per financial regulations for day to day centre activities;
- v. To prepare monthly, quarterly and annual income and expenditure reports/statements by reconciling the Cash and Bank accounts in order to analyse the overall performance of the centre;
- vi. To timely and accurately prepare monthly, quarterly and annual Cash Flow Statement by recording the cash inflows and outflows with a view to monitor and control cash movement within the Centre;
- vii. Prepare, update and coordinate the Centre's fixed assets register by recording the assets in the appropriate ledgers to determine status for revaluation, depreciation and disposal in order to maintain proper fixed assets record in conformity with laws, regulations and procedures;
- viii. To undertake Centre's stock taking exercise through physical checking, counting and evaluating the assets in order to provide necessary schedules for cost and depreciation;
- ix. To timely pay salaries through checking monthly payrolls and make necessary deductions or adjustments with a view to comply with VETA directives and regulation;
- x. Timely prepare and coordinate the preparation of the Centre Master Budget by monitoring the process and consolidating sectional budgets with a view to conform with ceilings provided by head office for onward submission to superior and
- xi. Prepare monthly, quarterly/annual financial progress report by reviewing and consolidating progress reports from his section for onward submission to the superior.

1.18.2 QUALIFICATION AND EXPERIENCE

Holder of B.Com in Accountancy and must possess CPA or ACCA from a recognised Institution; Registered as an approved Accountant with at least 5 (five) years work experience in the same field.

1.19 MOTOR VEHICLE DRIVER – 8 POSTS

1.19.1 DUTIES AND RESPONSIBILITIES

- i. Checks status of the vehicle to be used by carrying inspection on fuel, brakes, tires and other necessary components with a view of ascertaining suitable working condition of the vehicle and initiate/remedy problem solving where necessary;
- ii. Obtains requisite authority on daily performance in relation to persons and/or materials to be conveyed and delivered by having the right documents and instructions in order to keep truck for internal and external agent's use;
- iii. Timely counter checks loading and off-loading of materials, embarking and disembarking of persons by physical checks and counts where necessary in order to ensure that right embarking and disembarking and/or loading and deliveries is achieved;
- iv. Skillfully and safely drives the vehicle in order to safe guard the safety of the vehicle, people and material;
- v. Prepares reports using simple format for record and further use;
- vi. Maintains log book showing the details of the movement of the vehicle in order to monitor the efficient and effective utilization of the vehicle;
- vii. Initiates carrying out routine service of the vehicle by alerting the concerned in order to keep the vehicle in long life service and
- viii. Carries out any other instruction related to his job as may be assigned from time to time aimed at improving the overall performance of the section.

1.19.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate plus Class "C" driving licence, Certificate in Motor driver's Training from a recognized Institution, with at least three (3) years work experience in the same field.

1.19.3 REMUNERATION

1.19.4 Attractive remuneration package in accordance with Institution's Salary Scale.

1.20 CASHIER/ACCOUNTS ASSISTANT – 1 POST

1.20.1 DUTIES AND RESPONSIBILITIES

- i. Participates in the Preparation of annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior;
- ii. Recording all transaction through prime books of accounts for easy tracing of the

- events taking place in the Authority;
- iii. Preparing bank reconciliation by comparing balances in books of the authority and those in bank statement to trace any possible loss;
 - iv. Reconciling input data with output data by comparing what original had entered processed and gave the result (output data) for accuracy controlling purpose;
 - v. Effectively and efficiently participating in updating Fixed Asset Register through revaluation depreciation and Disposal using Financial Accounting Standards in order to arrive at correct asset value under/over statement of assets;
 - vi. Participate in preparation of monthly, quarterly and annual income and expenditure report/statement by reconciling the cash and bank accounts in order to analyse the overall performance of the centre;
 - vii. Participate in preparation of fixed Assets registrar by recording the assets in proper ledgers for easy retrievals and updating;
 - viii. Participate in preparation of monthly, quarterly and annual cash flow statements by recording the cash inflow and outflow with a view to control movement within the centre;
 - ix. Participate in center's/zonal stock taking exercise through physical check of assets by counting and evaluating with a view of providing necessary schedule for cost and depreciation and
 - x. Participates in the Preparation of monthly, quarterly/annual progress report by consolidating progress records of his section for onward submission to the superior.

1.20.2 QUALIFICATION AND EXPERIENCE

Diploma in Accountancy from a recognized Institution, with at least three (3) years of work experience in the same field.

1.20.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.21 COOK – 15 POSTS

1.21.1 DUTIES AND RESPONSIBILITIES

- i. Initiates carrying out of routine cleaning of the kitchen, equipment and utensils by alerting the kitchen attendants in a view to keep hygienic environment;
- ii. Checks the quality and quantity of the food staff availed to him/her by carrying out

inspection on its status against menu and number of students in order to safeguard the safety and health of the students;

- iii. Prepares food stuff in a hygienic way before cooking by washing the raw stuff where necessary in order to ensure safety and health precautions;
- iv. Prepares food for students by cooking as per menu, and timetable and distribute to students leaders for consumption and
- v. Carries out any other instruction related to his/her job as may be assigned to him by the Kitchen supervisor from time to time aimed at improving the overall performance of the section.

1.21.2 QUALIFICATION AND EXPERIENCE

Form Four (“O” level) Certificate plus Certificate either in Catering or Food Production from a recognized Institution with at least 1 (one) year of work experience in Catering field.

1.21.3 REMUNERATION

Attractive remuneration package in accordance with Institution’s Salary Scale.

1.22 PERSONAL SECRETARY – 5 POSTS

1.22.1 DUTIES AND RESPONSIBILITIES

- i. Accurately and timely word processing documents in the Section by using personal computer in order to meet set targets;
- ii. Maintain records of incoming and outgoing correspondences and files while maintaining confidentiality using registers of direct communications with the concerned to facilitate Sectional activities and keeping track of file movements;
- iii. Attend sectional visitors by welcoming, entertaining and providing them with relevant information and guidance in a view to meet their need and maintain good image of VETA;
- iv. Arrange and maintain record of events including appointments meetings visiting schedules by keeping an updated diary of events to facilitate working schedule of the Section;
- v. Participates in the preparation of budgets by providing inputs of requirement in order to facilitate preparation of Sectional budgets;
- vi. Timely raise order of office requirements by using requisition form to ensure adequate office supplies to the section and

- vii. Carry out any other responsibility as may be assigned by the head of Section.

1.22.2 QUALIFICATION AND EXPERIENCE

Holder of “O” level Education Certificate, Technician Certificate in Secretarial Studies from a recognised Institution with at least 3 (three) years work experience in the field.

1.22.3 REMUNERATION

Attractive remuneration package in accordance with Institution’s Salary Scale.

1.23 LIBRARIAN - 2 POSTS

1.23.1 DUTIES AND RESPONSIBILITIES

- i. To prepare budget and process acquisition of books, newspapers, periodicals and other reading materials as indicated in the centre’s Action Plan with a view to equip the Library with relevant books and other learning materials;
- ii. Provide daily Library services to through coding system Vocational Trainees, Instructors and other stakeholders by attending them during lending and returning through carding system of books in order to maintain Vocational Training progress;
- iii. Process accessioning and cataloguing by classifying and indexing books for easy sharing and identification for retrieval;
- iv. To maintain proper, custody of books, using the approved system; and regulations and keeping them in shelves and catalogue cabinet for safe record keeping and easy access;
- v. Conduct orientation to Library users by providing training on the use of Library smooth operations;
- vi. Maintaining library user statistics by recording number of users all along provision of service for record purposes;
- vii. To maintain routine library cleanliness by facilitating cleaners in a view to keep the library in order.
- viii. To prepare monthly, quarterly and annual reports by compiling continuous records highlighting areas of concern and submit to the superior;
- ix. Provide information on the latest literature in development of VET through surfing in internet and collecting information from other VET book sources in order to keep the library up to date and
- x. Monitor and evaluate works of Assistant Librarian by checking his/her daily performances and reports in order to maintain accuracy of Library services.

1.23.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Librarianship from a recognised Institution with at least 3 (three) years work experience in same field.

1.23.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.24 RECEPTIONIST /TELEPHONE OPERATOR – 3 POSTS

1.24.1 DUTIES AND RESPONSIBILITIES

- i. Consciously receive, answer and direct calls by connecting calls to the respective contact persons in order to facilitate smooth communication;
- ii. Receive record and deliver messages using register and/or diary for onward contact to the relevant officer with a view to attend messages promptly;
- iii. Make authorized phone calls as per laid down rules, guidelines and procedures to ensure effective utilization of telephone;
- iv. Maintain the switch board in a proper manner by reporting immediately any malfunctions for necessary repairs;
- v. Receive and attend visitors by directing them to the relevant offices and officers aimed at making the visitors get the proper courtesy and attention;
- vi. Promote the organizational image by maintaining frontline disposition and appearance in order to promote the corporate image of the authority and
- vii. Provide secretarial support as may be assigned by office supervisor with a view to improve the performance of the section.

1.24.2 QUALIFICATION AND EXPERIENCE

Form Four (O" level) Education Certificate, plus either Telephone Operators Certificate or Secretarial Certificate from a recognised Institution, with at least three (3) years' work experience in the field.

1.24.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.25 RECORD ASSISTANT- 1 POST

1.25.1 DUTIES AND RESPONSIBILITIES

- i. Receive all incoming mails by stepping with a view of submitting to the Office Supervisor for sorting and recording;
- ii. To distribute the previewed mails by proper filling in view to submit to the responsible officers;
- iii. Make follow-up on movements of files by physically moving files from one office to another to enable concerned officers to act on promptly;
- iv. Effectively and efficiently maintain proper custody of files using approved filing system for quick and easy retrieval;
- v. To initiate the preparation of sectional report by submitting mails records to the superior in enable sectional report consolidation and
- vi. To carry out any other instructions related to his/her work aimed at improving the overall performance of the authority.

1.25.2 QUALIFICATION AND EXPERIENCE

Holder of form four certificate plus Certificate in Records Management from recognised Institution with at least three (3) years work experience in the same field.

1.25.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.26 VOCATIONAL TEACHER - FOOD PRODUCTION – 2 POSTS

1.26.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;

- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.26.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma either in Culinary Art or Food Production with at least 2 years relevant work experience.

1.26.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.27 VOCATIONAL TEACHER - AUTO ELECTRICAL – 6 POSTS

1.27.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing

intended knowledge skill and attitude in order to produce trainees with the required competencies;

- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.27.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Automotive Engineering with at least 2 years relevant work experience.

1.27.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.28 VOCATIONAL TEACHER - HOUSE KEEPING – 2 POSTS

1.28.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration

by identifying them as mentioned in a range statement in order to enable conducive training process;

- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.28.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Hotel Management with at least 2 years relevant work experience.

1.28.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.29 VOCATIONAL TEACHER - HEAVY DUTY EQUIPMENT MECHANICS – 2 POSTS

1.29.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from

- his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
 - iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
 - iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
 - v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
 - vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
 - vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
 - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
 - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
 - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.29.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Automotive Engineering with at least 2 years relevant work experience.

1.29.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.30 VOCATIONAL TEACHER - ENGLISH AND COMMUNICATION SKILLS– 3 POSTS

1.30.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.30.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Education (with option in English as a Teaching Subject) with at least 2 years relevant work experience.

1.30.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.31 VOCATIONAL TEACHER - PRINTING – 1 POST

1.31.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.31.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Printing with at least 2 years relevant work experience.

1.31.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.32 VOCATIONAL TEACHER - HOSPITALITY – 1 POST

1.32.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;

- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.32.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in the relevant field (Hospitality/Hotel Management) with at least 2 years relevant work experience.

1.32.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.33 VOCATIONAL TEACHER - ENGINEERING SCIENCE – 1 POST

1.33.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;

- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.33.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma either in Civil or Mechanical Engineering with at least 2 years relevant work experience.

1.33.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.34 VOCATIONAL TEACHER - LIFE SKILLS – 1 POST

1.34.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing

- intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
 - vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
 - vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
 - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
 - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
 - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.34.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, Diploma in Social Studies with at least 2 years relevant work experience.

1.34.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.35 VOCATIONAL TEACHER - TECHNICAL DRAWING – 3 POSTS

1.35.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration

by identifying them as mentioned in a range statement in order to enable conducive training process;

- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status.
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.35.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma either in Civil or Mechanical Engineering with at least 2 years relevant work experience.

1.35.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.36 VOCATIONAL TEACHER - REFRIGERATION AND AIR CONDITIONING – 2 POSTS

1.36.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.36.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma or Full Technical Certificate (FTC) in Mechanical Engineering with at least 2 years relevant work experience.

1.36.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.37 VOCATIONAL TEACHER - GEMSTONE CUTTING – 2 POSTS

1.37.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.37.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma in Mining Engineering with at least 2 years relevant work experience.

1.37.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.38 VOCATIONAL TEACHER - INFORMATION AND COMMUNICATION TECHNOLOGY – 5 POSTS

1.38.1 DUTIES AND RESPONSIBILITIES

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare scheme of training by interpreting the curriculum and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/ Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level three (3) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

1.38.2 QUALIFICATION AND EXPERIENCE

Form Four (IV) Certificate with at least 3 credits, plus Diploma either in Computer Science or Computer Engineering with at least 2 years relevant work experience.

1.38.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.39 TUTOR - FRONT OFFICE OPERATIONS - 1 POST

1.39.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructor trainee;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;
- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and

- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.39.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Hospitality Management or Front Office Operations from a recognised University with at least three (3) years work experience in the same field.

1.39.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.40 TUTOR - ELECTRICAL INSTALLATION - 1 POST

1.40.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for on ward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructors trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;
- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and

- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.40.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Electrical Engineering from a recognised University with at least three (3) years of relevant work experience.

1.40.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.41 TUTOR - ICT - 7 POSTS

1.41.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for on ward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructors trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;
- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and

- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.41.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Computer Science, Computer Engineering or any other related field from a recognised University with at least three (3) years of relevant work experience.

1.41.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.42 TUTOR - DESIGN, SEWING AND CLOTHING TECHNOLOGY - 1 POST

1.42.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for on ward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructors trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;

- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and
- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.42.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Science in a Textile Engineering from a recognised University with at least three (3) years of relevant work experience.

1.42.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.43 TUTOR - TEXTILE TECHNOLOGY - 3 POSTS

1.43.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructor trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;

- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and
- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.43.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Science in a Textile Engineering from a recognised University with at least three (3) years of relevant work experience

1.43.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.44 TUTOR - HOSPITALITY AND TOURISM - 1 POST

1.44.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructor trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;

- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and
- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.44.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Tourism and Hospitality Management from a recognised University with at least three (3) years of relevant work experience.

1.44.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.45 TUTOR - CIVIL ENGINEERING - 1 POST

1.45.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructor trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;

- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and
- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.45.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering from a recognised University with at least three (3) years of relevant work experience.

1.45.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.46 TUTOR - COMMERCIAL AND BUSINESS SUPPORT SERVICE - 1 POST

1.46.1 DUTIES AND RESPONSIBILITIES;

- i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal;
- ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives;
- iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding;
- iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructor trainees;
- v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed);
- vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding;
- vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement;
- viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees;

- ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training and
- x. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

1.46.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Business Administration from a recognised University with at least three (3) years of relevant work experience.

1.46.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.47 LEGAL OFFICER - 2 POSTS

1.47.1 DUTIES AND RESPONSIBILITIES

- i. Assist to prepare annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission;
- ii. Interpret Board policies and guidelines in legal and administrative terms during meetings, issuance of circulars with a view to presenting and defending VETA's interests and better management decisions;
- iii. Provide legal guidance and support to Human Resources aimed at appraising the Director General and the Board and Management on the rights and obligations they are to be complied with, in order to minimize legal liabilities and prosecute where necessary on behalf of VETA to recover loss;
- iv. Plan and organize Board of Directors meetings by providing effective and efficient company secretarial services such as proper recording of minutes and timely production and distribution of same that reflect true proceedings and records of VETA's performance;
- v. Prepare periodic reports that are aimed at reviewing unit's performance highlighting areas of improvement for overall positive contribution to VETA's performance;
- vi. To prosecute for and on behalf of VETA and defend VETA in the applicable courts/tribunals of Tanzania by attending in court proceedings in person or by using external advocate in order to safeguard VETA's Corporate interests;
- vii. Maintain records of pending and concluded cases using a Register/legal matters data bank for safe custody, easy retrieval and follow up and

- viii. Prepare monthly, quarterly/annual progress report by reviewing and consolidating progress reports from his section for onward submission.

1.47.2 QUALIFICATION AND EXPERIENCE

Bachelor of Laws (LLB) from a recognised University. Should be a registered Advocate with at least three (3) years work experience in the same field.

1.47.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age **except those who are in public service;**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);

- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. **A signed application letter** should be written either in Swahili or English and Addressed to;
Secretary,
President's Office,
Public Service Recruitment Secretariat,
8 Kivukoni Road, P.O. Box 63100,
11102 Dar Es Salaam.
- xiii. **Deadline for application is 11th January, 2019** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

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

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT