

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/254

20th February, 2019

VACANCIES ANNOUNCEMENT

On behalf of Tea Research Institute of Tanzania (TRIT), Geological Survey of Tanzania (GST), Dar es Salaam Institute of Technology (DIT), National Prosecutions Services and Tanzania Food and Nutrition Centre (TFNC) the President's Office, Public Service Recruitment Secretariat invites qualified, dynamic, intelligent and result-oriented Tanzanians with high integrity to fill 13 vacant posts mentioned below;

1.0 INTRODUCTION

THE TEA RESEARCH INSTITUTE OF TANZANIA (TRIT)

The Tea Research Institute of Tanzania (TRIT) is an autonomous organization representing the Government of Tanzania and the tea industry. Its duty is to support the continued development of the tea industry, both large and small-scale producers, with appropriate high quality, cost effective research and technology transfer. It is funded by both public and private sector and by grant aid from willing donors.

1.0.1 Chief Accountant

1.0.1.1 Duty Station

TRIT operates at two locations: Ngwazi Tea Research Station, located in Mufindi District, Iringa Region and Marikitanda Tea Research Station located in Amani Muheza District, Tanga Region.

1.0.1.2 Duties and Responsibilities

- i. Head and overall in-charge of Finance Department;
- ii. Determining capital requirement of the Institute;

- iii. Planning, managing and controlling investment;
- iv. Custodian of the Institute Assets;
- v. Liaison with Banks and other sources of Capital monies in matters relating to provision of funds required by the Institute;
- vi. Liaison with the Institute Development Planning Technology Service and Marketing on matters related to the Institute Revenue and Expenditure;
- vii. Timely Prepare annual accounts ready for audit;
- viii. Liaison with the external auditors on matters related to annual audit and statutory issues; and
- ix. Answerable and Responsible to the Executive Director.
- x.

1.0.1.3 Qualification and Experience

Holder of B.Com (Finance) CPA (T), ACA, ACCA or equivalent Accountancy professional qualifications and should be registered with NBAA in the category of Authorized Accountant. Candidate should have not less than eight (8) years of experience of which four (4) must be in a Senior Managerial position.

1.0.1.4 Personal Emoluments

The successful candidate will be entitled to an attractive package commensurate with job requirements. A basic Salary Scale: TRITS.10 will be paid.

1.0.1.5 DURATION

This is a permanent and pensionable position.

2.0 GEOLOGICAL SURVEY OF TANZANIA (GST) RE-ADVERTISED

The Geological Survey of Tanzania (GST) is the government agency responsible for the acquisition and storage of geoscientific data and information used in the mineral resources sector and other sectors of the economy. GST is active in promoting mineral exploration and mining in Tanzania. GST core activities range from geological mapping, mineral exploration, evaluation, and processing, and research work on geological processes and mineral systems and geohazards. GST'S vision is to evolve as a centre of excellence providing national geoscientific data and

information for use in the evaluation and sustainable utilization of natural resources. GST maintains a balance of resources between its primary responsibilities of conducting geological mapping, geodata management, technological and conceptual research and development, and providing services to both public and private sector.

2.0.2.1 Technician II (Mineral Laboratory) 2 Posts

2.0.2.2 Duties and Responsibilities

- i. Supervising Assistant Technicians (Mineral Laboratory);
- ii. Preparing reagents and apparatus for analytical, petrography and mineral processing works;
- iii. Receiving samples from clients;
- iv. Conducting micrometric and gravimetric analysis; and
- v. Keeping in a good custody the laboratory equipment.

2.0.2.3 Qualification and Experience

Form IV/VI certificate with either full Technicians certificate (FTC), Ordinary Diploma in Laboratory Science and Technology, Geology and Mineral Exploration and Mineral Processing or equivalent in the relevant field from recognized institution.

2.0.2.3 Salary: GST 3

2.0.3 Driver– 1 POST

2.0.3.1 Duties and Responsibilities

- i. Making pre- vehicle inspection to the assigned vehicle prior to travelling;
- ii. Driving Agency vehicles as assigned by the Transport Officer and complying with traffic laws;
- iii. Reporting vehicle mechanical defects discovered to the Transport Officer;
- iv. Keeping record of vehicle movement, distance covered in log book;
- v. Performing routine services to assigned vehicle;
- vi. Checking to ensure that the vehicle has a valid insurance cover; and
- vii. Performing any other duties as may be assigned by the immediate supervisor.

2.0.3.2 Qualification and Experience

Ordinary secondary school certificate, clean class “C” driving license plus Trade Test Grade II from recognized institution with an experience of at least three years.

2.0.3.3 Salary: GST 2

3.0 DAR-ES-SALAAM INSTITUTE OF TECHNOLOGY (DIT) RE-ADVERTISED

The Dar es Salaam Institute of Technology is one of the higher learning institutions in Tanzania. Originally established in 1957, it is fully accredited by the National Council for Technical Education to offer technician and engineering programs leading to the awards of Ordinary Diploma (OD), Bachelor of Engineering respectively and Master of Engineering (MEng).

3.0.1 ASSISTANT LECTURER (ELECTRICAL ENGINEERING) – 3 POSTS

3.0.1.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Preparing learning resources for tutorial exercises;
- (iii) Conducting research, seminars and case studies;
- (iv) Carrying out Consultancy and community services under supervision;
- (v) Supervising student’s project;
- (vi) Preparing teaching manuals; and
- (vii) Performing any other duties as assigned by supervisor.

3.0.1.2 QUALIFICATION AND EXPERIENCE

Possession of either Master of Science, Master of Engineering in Electrical Engineering with Bachelor/Advanced Diploma either in Science or Engineering with GPA 3.8 and above from any recognized academic Institution.

3.0.1.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale

3.0.1.4 ASSISTANT LECTURER (MECHANICAL ENGINEERING) – 2 POSTS

3.0.1.5 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Preparing learning resources for tutorial exercises;

- (iii) Conducting research, seminars and case studies;
- (iv) Carrying out Consultancy and community services under supervision;
- (v) Supervising student's project;
- (vi) Preparing teaching manual; and
- (vii) Performing any other duties as assigned by supervisor.

3.0.1.5 QUALIFICATIONS AND EXPERIENCE

Master of Science either in Engineering or Mechanical Engineering with Bachelor/ Advanced Diploma of Science in Engineering with GPA 3.8 and above from any recognized academic Institution by TCU or NACTE.

3.0.1.6 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

3.0.1.7 ASSISTANT LECTURER (SCIENCE AND LABORATORY TECHNOLOGY) – 1 POST

3.0.1.8 DUTIES AND RESPONSIBILITIES

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

3.0.1.9 QUALIFICATION AND EXPERIENCE

Master of Science in Education (Majoring in Physics and Chemistry or Physics and Mathematics) with Bachelor of Science in Education majoring in Physics or any other branch of Physical Science with GPA 3.8 and above from any recognized academic Institution by TCU or NACTE.

3.0.1.10 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

4.0 NATIONAL PROSECUTIONS SERVICES

National Persecutions Services is an Independent and Autonomous Body established by the National Prosecutions Services (Establishment) Order, 2018 made pursuant to Article 36 (1) of the Constitution of the United Republic of Tanzania of 1977, Cap 2. The functions of National Persecutions Services are as stipulated under Article 59 B of the Constitution and the National Prosecution Services Act, 2008.

4.0.1 Assistant Law Secretary (1 Posts):

4.0.1.1 Reports to: Head of Legal Registry Unit

4.0.1.2 Duties and Responsibilities:

- i. Receiving and distributing, letters, files and serve summons, applications and other related legal documents to respective offices and persons;
- ii. Updating cause list and reminding respective attorneys for actions;
- iii. Receiving cause list, collecting respective files and submitting to the in charge for assignment;
- iv. Advising on register criminal cases and applications and channel to respective authority; and
- v. Performing any other official duty as may be assigned by his/her Supervisor.

4.0.1.3 Qualification and Experience:

Secondary Education Certificate (Form VI), plus Certificate in Law from a recognized Institution.

4.0.1.4 Remuneration: According to Government Salary Scale - AGCS 1

5.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health, Community Development, Gender, Elderly and Children. The Centre is responsible for spearheading nutrition activities in the country with the objective of promoting good nutrition.

5.0.1 Driver II – 1 Post

5.0.1.1 Duties and Responsibilities

- i. Driving all types of Centre vehicles;
- ii. Maintaining all vehicles and accessories in good condition;
- iii. Undertaking minor repairs of Centre vehicles;
- iv. Following up regular services of Centre vehicles and routine check-up of vehicles;
- v. Maintaining log sheets for all journey;
- vi. Making sure that vehicle being driven out of the Centre has a valid written permit;
- vii. Dispatching , Collecting and distributing various documents including mail; and
- viii. Performing any other duties assigned.

5.0.1.2 Qualification and Experience

Form IV Certificate, Valid Driving License class “C” and must have a clean record in driving with at least four (4) years of working experience.

5.0.1.3 Salary scale: POSS 5

5.0.2 Assistant Communication Officer II- 1 Post

5.0.2.1 Duties and Responsibilities

- i. To assist in disseminating food and nutrition information;
- ii. Assist in manning exhibitions stands (eg. Trade Fairs. Open day exhibitions);
- iii. Assist in facilitating conferences, seminars, ceremonies production of Radio and TV Programmes etc
- iv. Maintains Photographic records of major events;
- v. To participate in writing, editing and proof- reading nutrition education and promotion messages and publications;
- vi. To assist in designing development of education;
- vii. To assist in designing and preparing art work for the centers publication; and
- viii. To perform any other duties assigned.

5.0.2.3 Qualification and Experience

Holder of Diploma either in Journalism or Mass Communication with six (6) years' experience in related field.

5.0.2.2 Salary scale: PGSS 3

6.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (**MUHAS**) started as the Dar es Salaam Medical School in 1963. The school then transformed into the Faculty of Medicine of the University of Dar es salaam that in 1991 was upgraded and became a college—the Muhimbili University College of Health Sciences (**MUCHS**). In 1996, the Faculty of Medicine that was upgraded to a constituent College of the University of Dar es Salaam, with the aim of nurturing it to a full-fledged university later on was merged with the Muhimbili hospital to create the Muhimbili Medical Centre (MMC).

Over the years MUCHS made significant achievements in terms of increased student enrollment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the universities Act No. 7 of 2005. Subsequently, in 2007 Article 1 of the Charter of Incorporation established MUHAS in line with the Universities Act No 7 of 2005. The objectives of the University are the advancement of knowledge, diffusion and extension of technology and learning, the provision of higher education and research and, so far as is consistent with those objectives, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University. MUHAS has two campuses; Muhimbili Campus and Mloganzila Campus.

6.0.1 SECRETARY TO THE COUNCIL - 1 POST –RE ADVERTISED

6.0.1.1 Duties and Responsibilities

- i. Provide statutory service to the University Council in accordance with MUHAS Charter and Rules, University Regulations and other legal requirements;
- ii. Ensures compliance of the provisions of University Charter and Rules or any other Rules, Regulations and bye-laws made there-under by University Council;

- iii. Ensures that business of the University is conducted in accordance with its objects as contained in the University Charter and Rules or and any other related law;
- iv. Ensure that affairs of the University are managed in accordance with its objects contained in the University Charter and Rules or and any other related law;
- v. Prepares the agenda and other documents for all Council Meetings in consultation with the Vice Chancellor;
- vi. Attends Council meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary;
- vii. Take Proceeding and Records of all issues discussed during the Council Meetings and prepares Minutes of All Council Meetings appropriately;
- viii. Prepare annual budgets for the Council;
- ix. Responsible for attending all cases pending in Court; and
- x. Perform any other duties as may be assigned by a competent officer of the University.

6.0.1.2 Qualification and Experience

Bachelor of Law and Master Degree preferably in Law or Management and Administration with extensive administrative experience of not less than five (5) years in working experience in similar position, (3) three of which have been spent in managerial position in reputable institution.

6.0.1.3 REMUNIRATION

Salary Scale **PGSS 13.1**

5.0.2.3 Salary scale: PGSS 3

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service and where specified otherwise.
- 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 certificates as required for each post to include;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - And Birth certificate
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education **should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);**
- x. **Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);**
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to;

Secretary, Presidents Office,
Public Service Recruitment Secretariat,
8 Kivukoni Road,
P.O. Box 63100,
11404 Dar es Salaam.
- xiii. Deadline for application is 7th March, 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**