

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/255

27th February, 2019

VACANCIES ANNOUNCEMENT

1. On behalf of the National Prosecutions Service and Medical Stores Department (MSD) President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **17 vacant posts** mentioned below;

2. NATIONAL PROSECUTIONS SERVICE

National Prosecutions 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. The functions of National Prosecutions Services are as stipulated under Article 59 B of the Constitution and the National Prosecution Services Act, 2008.

1. State Attorney II (14 Posts)

1.1 Reports to: Regional Prosecutions Officer.

1.2 Duty Station: Head Office in Dodoma and at its Regional Offices across the country. Those with specific reasons for them to be posted to stations of their preference or convenience other than where they may be posted should not apply. Application for the change of duty station after recruitment process will not be tolerated.

1.3 Duties and Responsibilities:

- i. To prepare charge sheets relating to criminal offences and advice the supervisor accordingly;
- ii. To prepare legal documents relating to criminal cases;
- iii. To collate and analyse data relating to prosecutions and prepare periodic returns and reports arising there from;
- iv. To handle complaints in relation to prosecutions and provide remedies as dictated by the nature of complaints;

- v. To participate and assist research on criminal case ;
- vi. To prepare response to issues arising out of the request either from the requested countries or other agencies and advice the supervisor accordingly;
- vii. To prepare the necessary documentation for request and forward to the supervisor to file them in court;
- viii. To prepare documents for inquest, extradition, mutual assistance or proceeds of crime cases;
- ix. To create and maintain an inventory of public prosecutors in the Region/District;
- x. To address matters relating to witnesses, summons, exhibits, bail and advice accordingly;
- xi. To provide legal opinions in ordinary criminal cases files;
- xii. To draft legal instruments in relation to criminal cases; and
- xiii. To perform any other official duties as may be assigned by Regional Prosecutions Officer.

1.4 Qualification and Experience:

Bachelor of Law (LLB) degree from recognized Institutions. Must have completed and passed the Internship or externship programme supervised by the Attorney General's Chambers or Legal Practical training conducted by the Law School of Tanzania. Fluency in English & Swahili Languages.

1.5 Remuneration: According to Government Salary Scale - AGCS 3

2.0 MEDICAL STORES DEPARTMENT (MSD)

The Department is a semiautonomous Department under the Ministry of Health, Community Development, Gender, Elderly and Children, established by Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost effective system of procurement, storage and distribution of health commodities required for use by the public and accredited faith based health facilities.

It has a zonal network all over the country directly serving 7000 health facilities through an Integrated Logistical System.

2.1 SECURITY OFFICER (2 POST) - MSD HEAD OFFICE

2.2 REPORTS TO: ADMINISTRATIVE MANAGER

2.3 JOB PURPOSE: Planning and developing strategies for guarding the company premises.

2.4 DUTIES AND RESPONSIBILITIES:

- i. Planning and developing appropriate strategies for guarding the company premises
- ii. Provide leadership direction and advise specific strategies and actions to effectively prevent all kinds of planned theft, vandalism or sabotages of company properties and assets
- iii. Receive and make follow up of information received through informers or other sources and ensure that the sources are highly protected
- iv. Liaise with and work in collaborations with all authorities to establish and maintain harmonious working environment with a view to identify wrong doers
- v. Maintain a clear and concise records of case file and exhibits for easy reference including attending all criminal cases at court/police
- vi. Provide security & safety feedback/reports on weekly, monthly & quarterly basis
- vii. Patrolling and supervising all posts manned by the contracted security firm
- viii. Setting security standard basing on MSD SOP's & government security guidelines
- ix. Perform all preventive and investigative duties including security for emergence procedures have been conducted to all employees
- x. Ensure training for emergence procedures have been conducted to all employees.
- xi. Ensure testing of equipment's ensuring regulatory guidelines are met and employee have been trained of the safe method to operate any piece of equipment
- xii. Collect and analyses potentially hazardous materials, and ensures employees get trained in handling hazardous materials
- xiii. Ensure safety gears are available to all employees and they wear them on job
- xiv. Investigate accidents and complete reports, as needed
- xv. Monitor the work environment for unsafe acts or unsafe conditions as well as overseeing work place safety as well as the health, safety and security of all employees employed by the department
- xvi. Oversee that all the rules and regulations that apply to the health and safety in the work place are met and adhere to by all working or entering with the workplace environment
- xvii. Monitoring & assessing hazardous and unsafe working environment and developing to ensure all solid liquid waste are timely collected and disposed from premises

- xviii. Ensure first Aid room is well equipped with necessary kits and operational all times
- xix. Performs any other official duties as may be assigned by Supervisors from time to time

2.5 QUALIFICATIONS AND EXPERIENCE:

- i. Holders of Bachelor Degree in any of the following field; Environmental Disaster Management, Risk Management, Public Administration or equivalent qualification from any recognized institution.
- ii. Specialized security trainings.
- iii. Two (2) years of relevant work experience

2.6 COMPETENCIES

- i. Written & oral communication skills.
- ii. Customers services (internal customers) satisfaction oriented
- iii. Problem solving
- iv. Professional integrity
- v. Collaboration

2.7 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale MSDS 4

3.0 RECORDS MANAGEMENT ASSISTANT (1 POST)- MSD HEAD OFFICE

3.1 REPORTS TO: ADMINISTRATIVE OFFICER

3.2 JOB PURPOSE: To ensures that files and document registers are secure and maintained.

3.3 DUTIES AND RESPONSIBILITIES:

- i. Opening new and or temporary file(s)
- ii. Closing of files and keeping them in such a way it is easy to find when required
- iii. Binding of office documents such as office reports, books, documents
- iv. Receiving and sorting of in-coming and outgoing mails for filing purposes and record them in relevant register for circulation and dispatch to MSD officers and outside MSD

- v. Prepare file register and perform daily follow up on file movement with respective officers
- vi. Arranges files and records in racks and cabinets in the registry or archives as well as performing classification of records and documents and box them accordingly.
- vii. Deals with requests for documents and records from other organizations.
- viii. Conducts daily file census and circulates flimsy file to authorized officers.
- ix. Distributing subject mails and invoices to the respective officer in their respective files
- x. Perform storage of all consumables as well as manage and attend to all material issue requests
- xi. Distributes all outgoing correspondence
- xii. Perform any other duties as assigned by the supervisor

3.4 QUALIFICATIONS AND EXPERIENCE:

- i. Holders of Diploma in Records Management, Information Science or its equivalent from a recognized institution,
- ii. On-the-job-training
- iii. Computer packages for database creation and management .

3.5 COMPETENCIES.

- i. Data and document management skills
- ii. Record keeping skills
- iii. Report writing skills
- iv. Attention to detail
- v. Knowledge of company policies on document management
- vi. Strong communication and interpersonal skills
- vii. Honesty and integrity
- viii. Team working skills
- ix. Computer literate

3.6 REMUNERATION:

- iv. Attractive remuneration package in accordance with Institute's salary scale MSDS 2

3.7 TERMS AND CONDITIONS:

The position attracts permanent and pensionable contract.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable

- contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
 - iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
 - 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 **13th 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**