

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/11

14th March, 2019

VACANCY ANNOUNCEMENT

On behalf of the Cereals and other Producing Board (**CPB**), Kibaha Education Centre (**KEC**), National Institute of Transport (**NIT**), College of Business Education (**CBE**), Tanzania Forest Service (**TFS**), Tanzania Railway Cooperation (**TRC**), Ministry of Health, Community Development, Gender and Children, Vocational, Education and Training Authority (**VETA**), Tanzania Institute of Accountancy (**TIA**), Kilimanjaro Airports Development Company Limited (**KADCO**), National Construction Council (**NCC**) and Benjamini Mkapa Hospital President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated to fill 81 vacant posts mentioned below;

1.0 CEREALS AND OTHER PRODUCING BOARD (CPB)

The Cereals and Other Produce Board of Tanzania (CPB) is a Government institution established through the Cereals and Other Produce Act No. 19 of 2009 to provide for promotion and development of cereals and other agricultural produce and to provide for other related matter. According to the act, the main function of the Board is to carry out commercial activities and such other activities as are necessary, advantageous or proper for the development of the cereals and other produce industry.

The Headquarters is responsible for providing Branch Offices with technical and professional support, establishing standards, systems and procedures for resources management, utilization, capacity building, coordinating the Board's technical services,

monitoring and evaluating the performance of field operations. All operational matters of the CPB are handled at the Branches, and that the Headquarters deals with strategic management issues.

1.1 BRANCH MANAGERS - 2 POSTS (RE- ADVERTISE)

1.1.1 EMPLOYMENT TYPE: PERMANENT

1.1.2 DUTIES AND RESPONSIBILITIES:

- (i) Develop and appraise basic procurement, storage and marketing objectives for the Branch;
- (ii) Responsible for Procurement, Storage and Marketing of cereals and other produce for the Branch;
- (iii) Liaise with cereals and other produce stakeholders in the zone for the procurement, storage and marketing of cereals and other produce;
- (iv) Initiate and/or administer specific programmes and procedures aiming at ensuring the realization of procurement, storage and marketing objectives and execution of policies;
- (v) Setting or defining the Branch's annual procurement, storage and marketing goals or targets;
- (vi) Monitor the implementation of procurement, storage and marketing action plans/work programmes by officers in the Branch;
- (vii) Implement cereals and other produce marketing and pricing policies;
- (viii) Monitor implementation of the cereals and other produce procurement, storage and marketing programmes and making regular plan reviews and report program thereof;
- (ix) Assist in soliciting for strategic investors and co-ordination of investors for investment in procurement, storage and marketing of cereals and other produce;
- (x) Prepare quarterly and annual reports on procurement, storage and marketing of cereals and other produce for the Branch;
- (xi) Provide overall leadership/guidance to the Branch staff; and
- (xii) Undertake any other duties, as may be directed by the Director General.

1.1.3 QUALIFICATION AND EXPERIENCE

Master's Degree either in Commerce, Economics, Agriculture Economics, Business Administration from a recognized institution or its equivalent qualifications from recognized University or Institution. Demonstrated knowledge of both local and global cereals and other produce industries is required. Proven track record of at least eight (8) years in a senior management position, three (3) years of which in the cereals and other produce industry or related industry performing Procurement, Storage and Marketing activities.

2.0 KIBAHA EDUCATION CENTRE (KEC)

2.1 ASSISTANT DENTAL OFFICER II - 1 POST – RE- ADVERTISED

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Dental work except crown and bridge, orthodontist and maxillofacial density;
- (ii) Primary health care;
- (iii) Outreach Programmes;
- (iv) Teach in the health institutions;
- (v) Removal of teeth;
- (vi) Dental checks and measurements;
- (vii) Procurements and care of Dental working tools and Dental workshop;
- (viii) Dental prosthesis, partial dentures;
- (ix) Performing any other duties related to his/her work as assigned by his/her Supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

National Form IV examination certificate who has attended and passed a 3 years Diploma course in a Government recognized Institution.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.2 ASSISTANT MEDICAL OFFICER II - 1 POST (RE- ADVERTISED)

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) Treat common diseases and pediatrics;
- (ii) Deal with obstetrics and gynecology problems;
- (iii) Attend in and out patients;

- (iv) Attend emergency medical duties;
- (v) Carry out investigations of admitted patients; and
- (vi) Perform any other duties related to his/her work as assigned by his/her Supervisors.

2.2.2 QUALIFICATION AND EXPERIENCE

Advanced Diploma in Assistant Clinical Medicine.

2.2.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

2.3 MEDICAL RECORDS TECHNICIAN II (1 POST) RE- ADVERTISED

2.3.1 DUTIES AND RESPONSIBILITIES

- (i) Collect, tabulate, analyze and interpret disease and patient statistics and circulating them to relevant end users of the Institute;
- (ii) Receive and register patients and direct them on where to go for attention.
- (iii) Give appointments to patients;
- (iv) Issue files and identification cards to patients;
- (v) Receive files for patients and collect files from the ward;
- (vi) Update information on admissions, discharges and deaths;
- (vii) Create and maintain index in alphabetical order and trace missing files;
- (viii) Facilitate availability of records and statistical data for carrying out research;
- (ix) Assist in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents;
- (x) Assist in periodic squeezing of files into shelves;
- (xi) Collect and prepare daily and monthly statistical returns;
- (xii) Maintain procedures for tracing misfiled and lost case-notes and other Documents; and
- (xiii) Perform any other duties related to his/her work as assigned by his/her Supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

Ordinary Secondary School Certificate and Diploma in Medical Records or its equivalent from a recognized institution. Must have computer skills.

2.3.3 REMUNERATION

Attractive remuneration package in accordance with Government Salary Scale.

3.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with the Certificate of Registration number REG/EOS/009 of 2002.

3.1 ASSISTANT LECTURER (Procurement and Logistics Management)- 1 POST (RE-ADVERTISED)

3.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- (ii) To prepare learning resources for tutorial exercises;
- (iii) To conduct research, seminars and case studies;
- (iv) To carry out consultancy and community services under supervision;
- (v) To supervise students' projects;
- (vi) To prepare teaching manual; and
- (vii) To perform any other duties assigned by Supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Master's degree in Procurement and Logistics Management/Procurement and Supply Chain Management of GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

3.1.3 REMUNERATION

Salary Scale: **PHTS 2.1**

3.2 TUTORIAL ASSISTANT (Logistics and Transport Management) - 3 POSTS (RE-ADVERTISED)

3.2.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma);
- (ii) To assist in conducting tutorial and practical exercises under close supervision;

- (iii) To prepare learning resources for tutorial and practical exercises;
- (iv) To assist in conducting research under close supervision;
- (v) To conduct assessments for students up to NTA level 6;
- (vi) To carry out consultancy and community services under close supervision;
and
- (vii) To perform any other duties assigned by Supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Logistics and Transport Management Preferably in Railway, Maritime, Air with Upper Second of GPA not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized Institution.

3.2.3 REMUNERATION

Salary scale: **PHTS 1.1**

3.3 TUTOR/ INSTRUCTOR II (Logistics and Transport Management) – 1POST (RE-ADVERTISE)

3.3.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- (ii) To conduct and support Research and consultancy and works;
- (iii) To assist in administering examinations for NTA level 6 Students;
- (iv) To prepare learning resources;
- (v) To assist in Supervising field training;
- (vi) To supervise and assist Junior Staff; and
- (vii) To perform any other duties as assigned by Supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA 8) in Logistics and Transport Management - Preferably in Railway , Maritime, Air with GPA of not less than 3.2; and overall average of not less than B grade or above in the relevant field of study from a recognized Institution.

3.3.3 REMUNERATION

Salary Scale: **PTSS 10-11**

3.4 TUTOR/ INSTRUCTOR II (Aeronautical Engineering) – 1 POST (RE-ADVERTISED)

3.4.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- (ii) To conduct and Support Research and consultancy and works;
- (iii) To assist in administering examinations for NTA level 6 Students;
- (iv) To prepare learning resources;
- (v) To assist in Supervising field training;
- (vi) To supervise and assist Junior Staff; and
- (vii) To perform any other duties as assigned by Supervisor.

3.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree (NTA 8) in Aeronautical Engineering with GPA of not less than 3.2; and overall average of not less than B grade or above in the relevant field of study from a recognized Institution.

3.4.3 REMUNERATION

Salary Scale: **PTSS 10-11**

4.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education (CBE) was established by Act of Parliament, No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

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

4.1.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- (ii) To guide and supervise students in building up their practical and research projects;
- (iii) To prepare learning resources and design training exercises for students;
- (iv) To conduct consultancy and community services;

- (v) To develop and review existing curriculum;
- (vi) To undertake individual research and participates in scientific/academic congregations;
- (vii) To prepare teaching manuals, simulations and case studies for training;
- (viii) To coach junior teaching staff; and
- (ix) To perform any other relevant duties as assigned by supervisors

4.1.2 QUALIFICATIONS AND EXPERIENCE

- (i) Applicant must be holder of a PhD from recognized and accredited Higher Learning Institution with at least three (3) years relevant teaching experience in an accredited Institution of Higher Learning in any of the following: Mathematics and Statistics with ICT or Computer science/ Computer engineering/ Informatics.
- (ii) Applicants must demonstrate skills in programming.

4.1.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

4.2 ASSISTANT LECTURERS (Computer science/Computer engineering/Informatics or Information Technology)–2 Posts (RE-ADVERTISED)

4.2.1 DUTIES AND RESPONSIBILITIES

- (i) To teach up to NTA level 8 (Bachelor's Degree);
- (ii) To prepare teaching/learning material;
- (iii) To conduct research, seminars and case studies;
- (iv) To carry out consultancy and community services under supervision; and
- (v) To perform any other relevant duties as assigned by supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE:

Master's Degree with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level in the field of Computer science/Computer engineering/Informatics or Information Technology

4.2.3 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

5.0 TANZANIA FOREST SERVICE (TFS)

Tanzania Forest Services (TFS) Agency as a semi-autonomous Government Agency was established through Government Notice No. 269 of 30th July, 2010. TFS establishment is supported by the Executive Agency Act (Cap. 245) as amended in 2009, the National Forest and Beekeeping Policies adopted in March 1998 and administered through the Forest Act Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources.

5.1 DRIVER II - 1 POST (RE-ADVERTISED)

5.1.1 Duty Station: TFS Zones/Plantations

5.1.2 Reporting to: Zonal/Plantation Manager

5.1.3 DUTIES AND RESPONSIBILITIES

- (i) To drive the Agency's vehicles;
- (ii) To maintain vehicle logbook and movement records;
- (iii) To maintain smooth running of vehicles;
- (iv) To make simple repair of the vehicles;
- (v) To maintain vehicle cleanliness and service schedule.

5.1.4 QUALIFICATIONS AND EXPERIENCE

Holder of Form four with passes in three subjects including English. Candidate should have Class C and E driving license and Trade Test Grade II or I certificate in Mechanics from a recognized Institution. Must have a three years clean driving record.

6.0 TANZANIA RAILWAY COOPERATION (TRC)

Prior to May-2017, Tanzania owned a Railway network built more than 115 years ago by Germany and later British, along central corridor having Meter Gauge standards. The Government of Tanzania through TRC is has lunched development of SGR network whereby as of to date, Feasibility Studies are completed to cover more than 4,880 route-km of SGR network in the Country, distributed in three corridors namely Central corridor which runs from Dar Port via Dodoma and Tabora to North and West parts of Tanzania reaches borders with land locked Countries of Uganda, Rwanda, Burundi, DRC and Zambia; Southern Corridor of Mtwara to Amelia Bay, within Mbamba Bay areas, with spurs to Mchuchuma and Liganga in Njombe and Songea Regions and the North

Tanzania corridor starts at Port in Tanga town, traversing via Moshi and Arusha to Musoma port linking Central corridor at Shinyanga town.

Implementation of SGR project has started with Phase-1 of Dar-Mwanza having 1,219 route-km along the central corridor, which is organized in 5 Lots. Construction of SGR in Tanzania commenced in May-2017 using Design & Build Contracts. Currently Construction is ongoing for the first 2-lots of Dar to Morogoro (205 route-km) and Morogoro to Makutupora –Singida (336 route-km).

The SGR system under construction includes Civil Engineering structures, Signaling & Telecommunication facilities, Electrification Systems, Electro-Mechanical engineering Equipment and Machineries. The Operations & Maintenance of these infrastructure, equipment and system will need latest equipment and processes that will be mainly utilizing ICT to minimize manual working and enhance e-working. The will lay down a very good employment environment for young qualified Tanzanian candidates to start participating from this very initial stages of the program implementation which is valued at more than USD 3.35 billion, which at current exchange rate (Nov-2018) is equivalent to TZS 7.01 trillion for only the 542 route-km. Which implies that as Government progress with execution of other phases/Lots to finish the entire SGR network of 4,880 route-km, employments to these candidates will obviously be guaranteed as construction, will take years to come.

In these regards engagement of qualified workforce is needed to take part first at “Testing & Commissioning” and second at later stage of “Operations & Maintenance” of SGR systems.

6.1 SENIOR ELECTRICAL ENGINEER II-5 POSTS (RE-ADVERTISED)

6.1.1 TERMS OF ENGAGEMENT: THREE YEARS CONTRACT

6.1.2 DUTIES AND RESPONSIBILITIES

- (i) Maintains records of maintenance of all electrical plants and quarries;
- (ii) Arranges for technical specifications in procurement of electrical components and tools for quarries and other machineries;
- (iii) Supervise development of safety rules in quarries and ensure practice of artificial respiration in case of fatal accidents/shock;
- (iv) Supervise maintenance of crushing plants and electrical machineries at the quarries;

- (v) Inspecting all electrical machineries at the quarries and insulation level of conductors in rolling stock, machinery and buildings;
- (vi) Administer preventive maintenance schedules for all electrical plants.
- (vii) Preparation and submission for periodical technical reports; and
- (viii) Performs any other related duties as assigned by supervisor.

6.1.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Electrical Engineering or equivalent from recognized University or Institution and registration by Engineers Registration Board as Professional Engineer with working experience of at least three (3) years in related field. Knowledge or exposure to railway operation would be an added advantage. An applicant should possess strong analytical skills and computer literacy.

6.2 SENIOR TRAIN CONTROLLERS II - 3 POSTS (RE-ADVERTISED)

6.2.1 TERMS OF ENGAGEMENT: THREE YEARS CONTRACT

6.2.2 DUTIES AND RESPONSIBILITIES:

- (i) Supervise in ensuring expeditious movement of trains and traffic freight;
- (ii) Coordinates activities with those of other operations and maintenance staff to minimize service interruptions; provides other District departments and divisions with technical information relating to the train control operations;
- (iii) Evaluates passenger service to ensure that existing systems are functioning properly and that District policies, procedures, rules, and regulations are being followed;
- (iv) Participates in the implementation of emergency action plans; assists in coordinating emergency operations with field personnel, and other departments and outside agencies;
- (v) Coordinates work with that of other departments to provides technical support to other; and
- (vi) Carry out any other duties as assigned by supervisor.

6.2.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Bachelor Degree in Computer Engineering, Electronics Engineering, Signal and Telecommunications Engineering or equivalent from TCU accredited University/Institution and has been registered by Engineers Registration Board (ERB);
- ii. Minimum of three (3) years relevant working experience in Civil Engineering projects or in reputable designing office;
- iii. Knowledge or exposure to railway operations would be an added advantage;
- iv. Strong analytical skills; and
- v. Computer literacy.

7.0 MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER AND CHILDREN

7.1 ICT OFFICERS (Software Developer)- 3 posts (RE-ADVERTISED)

7.1.1 DUTIES AND RESPONSIBILITIES

- (i) To develop Software on given requirements;
- (ii) To design algorithms and flowcharts of various applications;
- (iii) To produce clean, efficient code based on specifications;
- (iv) To integrate software components and third-party programs;
- (v) To verify and deploy programs and systems;
- (vi) To troubleshoot, debug and upgrade existing software as necessary;
- (vii) To gather and evaluate user feedback;
- (viii) To recommend and execute improvements;
- (ix) To create technical documentation for reference and reporting;
- (x) To test and maintain software products to ensure strong functionality and optimization;

7.1.2 QUALIFICATIONS AND EXPERIENCE

- (i) BSc in Computer Science, Information Technology, Computer Engineering or a related field;
- (ii) 3+ years' proven experience as a Software Developer, Software Engineer or similar role;
- (iii) Familiarity with Agile development methodologies;
- (iv) Experience with software design and development in a test-driven environment;

- (v) Demonstrated knowledge of web technologies and Knowledge of programming languages (Java, JavaScript, HTML, CSS, JQuery, Python, Perl and API's) and frameworks/systems (e.g. AngularJS, Git);
- (vi) Experience with databases (ie. PostgreSQL, mango, maria db, oracle) and Object-Relational Mapping (ORM) frameworks (e.g. Hibernate);
- (vii) Demonstrated knowledge of mobile application development;
- (viii) Ability to learn new languages and technologies;
- (ix) Development of offline application functionalities;
- (x) Excellent communication skills;
- (xi) Resourcefulness and troubleshooting aptitude;
- (xii) Attention to detail;
- (xiii) Ability to work independently and multi-task effectively;
- (xiv) Demonstrated understanding of projects from the perspective of both client and business;
- (xv) Flexible and willing to accept a change in priorities as necessary;
- (xvi) Knowledge of various open sources.

7.1.3 RENUMERATION

In accordance with the Government's Salary scale

8.0 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.

8.1 VOCATIONAL TEACHER–MOTOR VEHICLE MECHANICS – 10 POSTS (RE-ADVERTISED)

8.1.1 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.

8.1.2 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.

8.1.3 REMUNERATION

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

8.2 VOCATIONAL TEACHER - AUTO BODY REPAIR - 2 POSTS (RE-ADVERTISED)

8.2.1 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.

8.2.2 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.

8.2.3 REMUNERATION

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

8.3 VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY - 7 POSTS (RE-ADVERTISED)

8.3.1 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.

8.3.2 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.

8.3.3 REMUNERATION

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

8.4 VOCATIONAL TEACHER - CARPENTRY AND JOINERY – 5POSTS (RE-ADVERTISED)

8.4.1 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.

8.4.2 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.

8.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

8.5 VOCATIONAL TEACHER - FITTER MECHANICS – 3 POSTS

8.5.1 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.

8.5.2 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.

8.5.3 REMUNERATION

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

8.6 VOCATIONAL TEACHER - AGRO MECHANICS – 6 POSTS

8.6.1 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 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
- (v) 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;
- (vi) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (vii) 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;
- (viii) 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;
- (ix) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and

- (x) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

8.6.2 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.

8.6.3 REMUNERATION

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

8.7 COOK – 2 POSTS

8.7.1 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 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

8.7.2 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

8.7.3 REMUNERATION

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

8.8 PERSONAL SECRETARY – 3 POSTS –RE-ADVERTISED

8.8.1 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 25
- (vii) Carry out any other responsibility as may be assigned by the head of Section

8.8.2 QUALIFICATION AND EXPERIENCE

Holder of "O" level Education Certificate, Technician Certificate in Secretarial

Studies from a recognized Institution with at least 3 (three) years' work experience in the field.

8.8.3 REMUNERATION

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

8.9 VOCATIONAL TEACHER - AUTO ELECTRICAL – 1 POSTS

8.9.1 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 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 29 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.

8.9.2 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.

8.9.3 REMUNERATION

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

8.10 VOCATIONAL TEACHER - PRINTING – 1 POST

8.10.1 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
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior

8.10.2 QUALIFICATION AND EXPERIENCE

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

8.10.3 REMUNERATION

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

8.11 VOCATIONAL TEACHER - TECHNICAL DRAWING – 1 POSTS (RE-ADVERTISED)

8.11.1 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 38 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 Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

8.11.2 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.

8.11.3 REMUNERATION

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

8.12 VOCATIONAL TEACHER - REFRIGERATION AND AIR CONDITIONING – 2 POSTS (RE-ADVERTISED)

8.12.1 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.

8.12.2 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.

8.12.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

9.0 TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is an Executive Agency under the Ministry Of Finance and planning which was established on 1st July, 2002 by the Government Notice No. 489 of 1st November, 2001 and officially launched on 24th January, 2002 as per Act No. 30 of 1997. As an Executive Agency, TIA is operating 'semi' autonomously and commercially in providing quality education in the field of Accountancy, Procurement & Supplies and other Business related disciplines so as to become a self sustainable Institute. TIA is accredited by NACTE as an Institute of Higher Learning, mandated by NBAA and NBMM to offer training or conduct Programmes in the fields of Accountancy and Procurement and Supplies.

9.1 LECTURER: ACCOUNTANCY- 1 POST (RE - ADVERTISED) STATIONED AT SINGIDA CAMPUS

9.1.1 DUTIES AND RESPONSIBILITIES

- (i) Conducts teaching and seminars;

- (ii) Undertakes individual research and participates in bigger multidisciplinary research projects;
- (iii) Prepares manuals and case studies for training;
- (iv) Provides close supervision and guidance to students; Manages teaching programmes; and
- (v) Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

9.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree either in Accounting or Finance from recognized higher learning Institution or a serving lecturer promoted through publications with recognized Institute of higher learning. The applicant should also hold Master's degree either in Accountancy or Finance with a minimum GPA of 4.0 and Undergraduate Degree either in Accounting or Finance from recognized Higher Learning Institution with a GPA of at least 3.8 points.

9.2 LECTURER: MARKETING - 1 POST (RE - ADVERTISED) STATIONED AT MBEYA CAMPUS

9.2.1 DUTIES AND RESPONSIBILITIES;

- (i) Conducts teaching and seminars;
- (ii) Undertakes individual research and participates in bigger multi-disciplinary research projects;
- (iii) Prepares manuals and case studies for training;
- (iv) Provides close supervision and guidance to students;
- (v) Manages teaching programmes; and
- (vi) Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

9.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree either in Marketing or Business Management from recognized higher learning Institution or a serving Lecturer promoted through Publications with recognized Institute of higher learning. The applicant should also hold Master's degree either in Marketing or Business Management with a minimum GPA of 4.0 and Undergraduate Degree either in Marketing or Business

Management from recognized Higher Learning Institution with a GPA of at least 3.8 points.

**9.3 LECTURER: PROCUREMENT AND LOGISTICS MANAGEMENT- 1 POST (RE-ADVERTISED)
STATIONED AT MWANZA CAMPUS**

9.3.1 DUTIES AND RESPONSIBILITIES

- (i) Conducts teaching and seminars;
- (ii) Undertakes individual research and participates in bigger multi-disciplinary research projects;
- (iii) Prepares manuals and case studies for training;
- (iv) Provides close supervision and guidance to students; Manages teaching programmes; and
- (v) Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

9.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree in Procurement and Logistics Management from recognized higher learning Institution or a serving Lecturer promoted through publications with recognized Institute of higher learning. The applicant should also hold Master's degree in Procurement and Logistics Management with a minimum GPA of 4.0 and Undergraduate Degree in Procurement and Logistics Management from recognized Higher Learning Institution with a GPA of at least 3.8 points.

**9.4 ASSISTANT LECTURER: HUMAN RESOURCE MANAGEMENT - 1 POST (RE-ADVERTISED)
STATIONED AT KIGOMA CAMPUS**

9.4.1 DUTIES AND RESPONSIBILITIES;

The Assistant Lecturer is charged with the following duties and responsibilities:

- (i) Conduct lectures, research, tutorial seminars;
- (ii) Prepares case studies;
- (iii) Works in cooperation with senior members of specific projects such as

- research and consultancy; and
- (iv) Supervises student's projects.

9.4.2 QUALIFICATIONS AND EXPERIENCE

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

10.0 KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

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

10.1 FIRE COMMANDING OFFICER - 1 POST

10.1.1 DUTIES AND RESPONSIBILITIES

- (i) Providing leadership and coordinate staff in the Fire and Rescue Services.
- (ii) Implementing policy and procedures of Fire and Rescue Services at KIA as specified in ICAO,
- (iii) Ensuring that, RFFS category 9 at KIA is maintained at all the times,
- (iv) Ensuring the RFFS personnel's carryout regular drill exercises,
- (v) Arranging for regular checking of Fire hydrants and equipment,
- (vi) Ensuring the timely and regular maintenance of fire fighting vehicles and other rescue equipment,
- (vii) Providing quality and adequate supply of firefighting and rescue materials and protective gear required for operations and for training,
- (viii) Organizing fire training to fire crew and other staff of relevant organization on the airport area,
- (ix) Arranging for fire safety audit to be made regularly for the whole Airport specially

- those areas of high risks such as fuel farm, terminal building and cargo, and ;
- (x) Establishing hazard and risk assessment register for the section and update it when changes or new development occur.

10.1.2 QUALIFICATION AND EXPERIENCE

Bachelor degree in any Science discipline or its equivalent from a recognized institution.

- i. Certificate in Advanced Firemen ship course (s).
- ii. Certificate in Emergence Response and Crisis Management is an added advantage.
- iii. Firemen training of trainers/instructors attribute will be added advantage.
- iv. Nine (9) years of relevant working experience.

10.2 NURSE OFFICER II 1-POST

10.2.1 DUTIES AND RESPONSIBILITIES

- i. Providing nursing assistance to patients in accident, emergencies and staff at the airport
- ii. Administering medicine to patients as prescribed,
- iii. Providing health education to patients and airport staff,
- iv. Lifting/uplifting patients from the ambulance to the aircraft/from aircraft to ambulance, and;
- v. Participating in accidents, emergencies and drills.

10.2.2 QUALIFICATION AND EXPERIENCE

- i. Diploma in Nursing from any recognized Institution and should be registered by the Tanzania Nursing and Midwifery Council.
- ii. Must have a valid practicing license.
- iii. Three (3) years of relevant working experience

11.0 NATIONAL CONSTRUCTION COUNCIL (NCC)

The National Construction Council is a Government institutions established by Act of Parliament No.20 of 1979 (as amended through CAP 162 R.E. 2008) and became fully operational in 1981. Its mission is to promote development of the Construction Industry in Tanzania.

The Council Intends to recruit dynamic and qualified candidates to fill the vacancies of the following post.

11.1 RESEARCH OFFICER GRADE II - 1POST

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To undertake research work under supervision of the senior technical officer;
- ii. To Prepares and submits manuscript draft to respective supervisor for review;
- iii. To Train and supervise technicians;
- iv. To Prepare research progress reports according to respective work plans;
- v. To Assist in the planning of specific research projects;
- vi. To Assist to prepare fundable research proposals and consultancy;
- vii. To carry out training activities as organized by the department;
- viii. To carry out technical audit assignments under supervision of the senior technical officer;
- ix. To provide advisor and consultancy service under supervision of the senior technical officer;
- x. To coordinate dispute resolution under supervision of the senior technical officer;
- xi. To assist in preparation of technical guidelines, standards and reports;
- xii. To Assist in organizing stakeholder meeting and forums; and
- xiii. To carry out other duties as may be assigned by ones reporting officer.

11.1.2 QUALIFICATION AND EXPERIENCE

Fresh holder of a Masters Degree in engineering, Quantity Surveying, architecture, construction management who attained a minimum of an Upper Second Class Honors degree at undergraduate level.

11.2 RECORD MANAGEMENT ASSISTANT II – 1 POST

11.2.1 DUTIES AND RESPONSIBILITIES

- i. Open index files
- ii. Register various record
- iii. File and cross check correspondences

- iv. Maintains diary records for files movement
- v. Dispatch correspondences or letters
- vi. Analyze, lists and arranges various categories of records
- vii. Arrange various records in the rack/cabinets
- viii. Receive, record and send for previewing all correspondences
- ix. Derivers and posts mails
- x. Prepare working office materials and
- xi. Performs any others functions directed by the supervisor.

11.2.2 QUALIFICATION AND EXPERIENCE

Holder of form six National Secondary School Certificate plus a certificate in Records Management from Tanzania Public Service College or any other recognized institute.

12.0 BENJAMIN MKAPA HOSPITAL

Benjamin Mkapa hospital is established as a corporate body to provide quality specialized health services, which are not offered in the country, thus reducing Government burden resulting from referring patients abroad. The Hospital is aimed to be a Centre of excellence for medical services in terms of diagnosis and treatment specifically for urology, nuclear medicine, and Telemedicine and Endoscopic services. Furthermore, the Institute will provide training and carry out research in various areas of public health concern.

Upon completion, the Hospital will have 300 beds capacity and serve both in and out patients from within and outside the country. The Hospital, when fully operational, will provide a broad spectrum of services including emergency medicine, Intensive Care Unit (ICU), imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT Scan), Mammography, X-ray, Ultrasound, Gamma Camera, angiography, Positron Emission Tomography (PET/CT), Single Photon Emission Computerized Tomography (SPECT/CT), Cathlab, Gamma Knife, Laboratory services (Biochemistry, Virology, Microbiology) Non Invasive Surgical Services and radiotherapy services.

12.1 PHYSIOTHERAPIST II – 1POST (RE-ADVERTISED)

12.1.1 DUTIES AND RESPONSIBILITIES

- i. Assessing and treating patient through physiotherapy techniques;

- ii. Keeping and maintaining patient's records;
- iii. Ensuring proper up-keep of equipment in the Unit;
- iv. Ensure adherence to standard operating procedure and BMH business process; and
- v. Performing any other duties related to his/her work as assigned by his/her superior.

12.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Physiotherapy or in any related field from recognized Institutions.

12.1.3 RENUMERATION

Government Health Professional Salary Scale TGHS B

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 letter** 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, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **28th March, 2019**;
- 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