

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/J/34

16th May, 2019

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Veterinary Laboratory Agency (TVLA) and Ardhi University (ARU), President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 20 vacant posts mentioned below;

1.0 TANZANIA VETERINARY LABORATORY AGENCY (TVLA)

Tanzania Veterinary Laboratory Agency (TVLA) is an Executive Agency under the Ministry of Livestock and Fisheries (MLF) that was established under the Executive Agency Act Cap 245 (Revised Edition; R.E 2009). The Agency was established to work and meet the following Developing and marketing appropriate technological packages and biological, Institutionalizing the Management systems, Undertaking and strengthening surveillance and diagnostic services, Improving infrastructures and facilities, Strengthen Financial and Human Resource management systems, Strengthen institutional arrangement and Addressing crosscutting issues.

1.1 VETERINARY RESEARCH OFFICER II (3 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Conduct research on livestock diseases;
- ii. Keep records of research findings;
- iii. Undertake diagnostic test for various diseases of livestock;
- iv. Provide input in developing research proposals;
- v. Collect and analyse data of ongoing research projects; and
- vi. Train laboratory technicians on laboratory management techniques;

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree of Veterinary Medicine or equivalent qualifications from a recognized institution.

1.1.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service.

1.2 LABORATORY TECHNICIAN II (6 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. Receive and prepare samples for laboratory processing;
- iii. Perform laboratory tests on received samples;
- iv. Prepare and avail the necessary materials for disease diagnostic techniques to be carried;
- v. Maintain cleanness of the laboratory and equipment to minimize infection risks;
- vi. Prepare and keep a laboratory register book for daily activities; and
- vii. Performs any other duties assigned by one's reporting officer

1.2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Veterinary Laboratory Technology, Diploma in Animal Health and Production, Range Management and Tsetse Control, Diploma in Medical Laboratory Technology (DMLT), or Trade tests from recognised institutions.

1.2.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service

1.3 MARKETING OFFICER II (1 POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Conduct business promotion;
- ii. Prepare various reports pertaining to sales and market status;
- iii. Visit potential customers for marketing purpose;
- iv. Assist in design, implement, and facilitate annual marketing plan for the Agency;
- v. Support and facilitate development and implementation of section marketing plans;
- vi. Assist plan and administer the Marketing Operations budget;
- vii. Assist develop and administer marketing database which includes client and prospect Information, mailing list applications, access to financial reports; and
- viii. Perform other duties as may be assigned by one's reporting officer

1.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree /Advance Diploma either in Commerce (with bias in marketing or entrepreneurship), Business Administration with bias in marketing or equivalent qualification. Must be computer literate.

1.3.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service

1.4 PROCUREMENT AND SUPPLIES OFFICER II (2 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Assists in conducting physical stock-taking;
- ii. Checks and counts goods received and arranges for their physical placement (i.e location and binning);
- iii. Maintains and checks tally bin cards;
- iv. Extract stocks for issue;
- v. Receive and issue goods;
- vi. Prepare invoice/bills;
- vii. Determines stores needs and places orders promptly; and
- viii. Monitors the Security of Stores.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma either in Procurement and Supplies, Business Administration majoring in Procurement and Supplies Management or equivalent qualification from a recognized institution.

1.4.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service

1.5 ASSISTANT ACCOUNTANT (2 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Ensure that all accounting documents are properly filed;
- ii. Verifies prepared invoices from bills;
- iii. Verifies prepared revenue accounts schedules and reconciliation;
- iv. Verifies monthly pay slips for each employee, and keeping records and payroll registers;
- v. Assist in Remittance of net salaries to the employees' respective banks or preparations of authorized lists for those employees to be paid in cash; Maintain the employees' ledger for staff advances, loans and duty travel imprests;
- vi. Follow up on outstanding amounts;
- vii. Maintain registers for debtors accurately and up-to-date;
- viii. Be responsible for banking of all cheques coming into the Agency and;
- ix. Perform any other duty as assigned Chief Accountant/ Head of department and Chief Executive.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Form VI certificate with Possession of either ATEC II qualification, Diploma in Accounting programme or equivalent.

1.5.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service

1.6 DRIVER II (3 POSTS)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Drives TVLA vehicles skillfully;
- ii. Maintains and keeps up-to-date log-books;
- iii. Adheres to Maintenance Schedules;
- iv. Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- v. Ensures that valid documents are obtained prior to commencing any journey; and
- vi. Ensures safety and cleanliness of the vehicle at all times.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate with Trade Test III in motor vehicle mechanics or equivalent qualification and must have a valid class 'C' Driving License with at least three years continuous driving experience. Must have a certificate from a recognized Driving School.

1.6.3 REMUNERATION:

An attractive package as per TVLA Scheme of Service

2.0 ARDHI UNIVERSITY (ARU)

Ardhi University (ARU) is a public university in Dar es Salaam, Tanzania. It was established 28th March 2007, though it has been offering training for more than 60 years in different status. It is situated on Observation Hill close to University of Dar es Salaam, in which it was a constituent college from 1996-2007, when it was known as University College of Lands and Architectural Studies—UCLAS. Prior being part of University of Dar es Salaam, Ardhi University was known as Ardhi Institute with history extending to mid-1950s.

2.1.1 CLINICAL OFFICER II– (1 POST)

2.1.2 DUTIES AND RESPONSIBILITIES

- i. Makes proper diagnosis of diseases;
- ii. Prescribes treatments;
- iii. Treats minor injuries;
- iv. Attends general outpatient clinics;
- v. Treats children (Paediatrics); and
- vi. Performs any other related duties as may be assigned by one's reporting officer.

2.1.3 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate with Diploma in Clinical Medicine from a recognised institution and working experience of at least three years in a similar position plus ICT skills.

2.1.4 DRIVER III – (1 POST)

2.1.5 DUTIES AND RESPONSIBILITIES

- i. Drives University vehicles;
- ii. Maintains logbooks;

- iii. Ensures safe-keeping of the vehicle and its tools;
- iv. Maintains disciplined behaviour, smartness and proper conduct in rendering services;
- v. Maintains cleanliness of the vehicle and tools;
- vi. Reports promptly any defects or problems detected in the vehicle;
- vii. Performs messengerial duties such as dispatching documents/letters and collecting mail;
- viii. Checks validity of insurance, TLB, Plying fees, etc and reports the same to the Transport Officer for necessary action; and
- ix. Performs any other related duties as may be assigned by one's reporting officer.

2.1.6 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate with passes in Kiswahili and English, plus a valid Class C Driving Licence and working experience of at least three years in a similar position. Must also possess Test Grade III in Motor Vehicle Mechanics/Driver Grade III Certificate from a recognised Institutions such as NIT or VETA

2.1.7 NURSING OFFICER II – (1 POST)

2.1.8 DUTIES AND RESPONSIBILITIES

- i. Takes care of patients;
- ii. Provides MCH services;
- iii. Participates in Ward rounds while on duty;
- iv. Dispenses drugs to patients as prescribed by medical staff;
- v. Implements primary health care programmes; and
- vi. Performs any other related duties as may be assigned by one's reporting officer.

2.1.9 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate with Diploma in Nursing from a recognised institution and must be registered with Nurses and Midwives Council of Tanganyika with working experience of at least three years in a similar position plus ICT skills.

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 **30th May, 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')*

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