VACANCIES ANNOUNCEMENT

On behalf of Tanzania Ports Authority (TPA), Procurement and Supplies Professionals and Technicians Board (PSPTB), Dar es Salaam Maritime Institute, Muhimbili University of Health and Allied Sciences (MUHAS), Kilimanjaro Airports Development Company Limited (KADCO) and The Mwalimu Nyerere Memorial Academy (MNMA); Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill 59 vacant posts.

1.0 INTRODUCTION:
Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing and promoting the maritime sector in Tanzania mainland. The major role of TPA is to enhance the advantages of the geographical position of Tanzania’s maritime resources to fulfill its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA’s vision is to lead the regional maritime trade and logistics services to excellence and its mission is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central and southern Africa.
TPA continues to undertake substantial improvement measures to turn around its performance in order to maintain competitiveness within the region.

As part of on-going improvements a number of job opportunities needs to be filled as mentioned below;

1.1 PRINCIPAL PILOT – 6 POSTS(RE-ADVERTISED)
1.1.1 STATION: DAR ES SALAAM
1.1.2 REPORT TO: ASSISTANT PORT MANAGER MARINE SERVICES
1.1.3 JOB PURPOSE: To provide Pilotage & Safe Berthing & un-berthing of Vessels, Safe and environmental management measures and ensure achievement of set targets.
1.1.4 DUTIES AND RESPONSIBILITIES
   i. Supervises Sailing of ships/ other vessels for safe berthing & un-berthing within the Port;
   ii. Provides proposals and recommendations on necessary improvements on workflow;
   iii. Ensures Piloting of Ships and other Vessels for safe berthing & un berthing within the Port as per approved procedures;
   iv. Controls piloting of Vessels/ Tugs beyond Harbour boundaries within the approved procedures;
   v. Pilots Tugs / Floating Crane for dry docking;
   vi. Ensures achievement of set departmental targets;
   vii. Ensures outgoing ship has a valid outward clearance before leaving their current bays;
   viii. Ensures Pilot Log sheet and Masters Report are accurately feed up for billing purposes;
   ix. Ensures maintenance of accurate records;
   x. Participates in developing departmental plans and strategies on ship berthing;
   xi. Supervises, appraises staff and identifies development and training needs;
   xii. Ensures ships berth in ports meets safety environmental control measures; and
   xiii. Performs any other official duties as may be assigned from time to time.
1.1.5 QUALIFICATIONS AND EXPERIENCE
Holder of Class I Certificate of Competence (Master Mariner). At least five (5) years of working experience in Sea Services. Must be computer literate and Fluent in English and Swahili language. Bachelor degree in Marine Nautical Science will be an added advantage.

1.1.6 REMUNERATION
Entry-level package in accordance with TPA’s salary scale TPGS 8 with other terms and conditions of the Public Services.

1.2 MECHANICAL EQUIPMENT OPERATOR – 33 POSTS (RE-ADVERTISED)
1.2.1 STATION: DAR ES SALAAM
1.2.2 REPORTS TO: MECHANICAL EQUIPMENT FOREMAN
1.2.3 JOB PURPOSE: Sound maintenance equipment, timely availability of equipment and proper and safe operation of equipment.

1.2.4 DUTIES AND RESPONSIBILITIES
i. Operates winch and cranes as per approved procedures and policies;
ii. Provides proposals and recommendations on necessary improvements on workflow;
iii. Undertakes general winch/crane services and cleaning as instructed;
iv. Maintains records of activities as per approved procedures;
v. Provides quality services on plant operation;
vi. Reports malfunction of winch/crane;
vii. Ensures maintenance of winch/crane as per approved policies and procedures;
viii. Ensuring achievement of set targets in the unit; and
ix. Performs any other official duties as may be assigned from time to time.

1.2.5 QUALIFICATIONS AND EXPERIENCE
Heavy Equipment Operator’s Course from a recognized learning Institution, Equipment Driving Licence and Driving Licence Class C, E or F. Must be Computer literate and fluent in English and Swahili languages. At least one (1) year experience in related field will be an added advantage.

1.2.6 REMUNERATION
Entry-level package in accordance with TPA’s salary scale TPGS 3 with other terms and conditions of the Public Services.

1.3 DIVER – 1 POST (RE-ADVERTISED)
1.3.1 STATION: DAR ES SALAAM & MWANZA
1.3.2 REPORTS TO: HEAD DIVER
1.3.3 JOB PURPOSE: To provide efficient salvage processes, timely rescue of goods and minimize losses

1.3.4 DUTIES AND RESPONSIBILITIES

i. Implements rescue plans as required;

ii. Provides proposals and recommendations on necessary improvements on workflow;

iii. Participates in ensuring achievement of set targets of the rescue mission;

iv. Works with the gang of divers during diving operations;

v. Observes safety measures and environmental management standards;

vi. Appraises management on the safety conditions at the quay and other shallow waters;

vii. Participates in Liaisons with other units during the rescue and underwater maintenance; programme; and

viii. Performs any other official duties as may be assigned from time to time.

1.3.5 QUALIFICATIONS AND EXPERIENCE

Class I or II Diving Certificate from any recognized learning institution. At least three (3) years’ experience in related field will be an added advantage.

1.3.6 REMUNERATION

Entry-level package in accordance with TPA’s salary scale TPGS 2 with other terms and conditions of the Public Services.

2.0 PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD (PSPTB)

The Procurement and Supplies Professionals and Technicians Board (PSPTB) is established under Cap 179 of the Laws. The mandate of the Board includes promotion and developing the procurement and supplies profession by imparting the members with knowledge and skills necessary to effective and ethical management of procurement and supplies functions through training, research and professional services.

The Board has existing opportunities for highly motivated entrepreneur-minded and result driven individual to grow and make impact in place where core values of integrity, impartiality, professionalism and accountability are highly respected. Such candidates should have the ability to priorities activities and exercise judgmental decision skills. He/she also be prepared to handle multiple tasks and work in constrained environment.
Furthermore, prospective applicants should have high personal integrity and be able to work independently with minimum supervision.

2.1 DIRECTOR OF PROFESSIONAL DEVELOPMENT – 1 POST
2.1.1 REPORTS TO: EXECUTIVE DIRECTOR
2.1.2 DUTIES AND RESPONSIBILITIES
   i. Formulate, establish, monitor and enforce professional standards and build capacity to professionals on overall polices relative to Procurement and supplies profession
   ii. Managing of the procurement and supply profession developments in changing World.
   iii. Conduct research and consultancy in Procurement and Supply.
   iv. Ensure the dissemination of professional knowledge and information in connection with research and Consultancy work and activities of the Board.
   v. CO-ordinate registration of Procurement and Supplies Professionals and Technicians.
   vi. Manage Continued Professional Development (CPD) for the registered Procurement and Supplies Professionals.
   vii. Regulate, monitor and enforce adherence to procurement code of conduct and ethics.
   viii. Receive, investigate allegations of breach of professional conduct.

2.1.3 QUALIFICATIONS AND EXPERIENCE
Masters Degree in Business Administration/Commerce majoring in Procurement, Logistics and Supplies, Procurement and Supplies Management plus CSP/CPSP, MCIPS, or equivalent professional qualifications in Procurement and Supplies with practical experience in management of not less than 10 years and who is registered by PSPTB in the Authorized category.

2.1.4 REMUNERATION
Salary Scale: PSPTBSS 11

3.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)
Dar es Salaam Maritime Institute (DMI) was established by Act of ParliamentNo.22 of 1991 to cater for greater needs of Shipping Industry in the region.
The institute (DMI) originated from what was known as Dar es Salaam Maritime Training Unit (DMTU) which was established on the 3rd July 1978 as a training wing of Tanzania Coastal Shipping line (TACOSHILI) to fulfill the need of well-trained seafarers.

DMI is the Centre of Excellence in Maritime Education and Training in the East African region. The Centre has qualified personnel and provides quality education which suits market needs in the aspect of being employed and self-employment in maritime industry. DMI offers programmes accredited by NACTE (NTA Level 4-8), SUMATRA (Certificate of Competency-CoC), CILT (Logistics & Transport) and ABMA (Shipping and Logistics).

3.1 ASSISTANT LECTURER – MARINE ENGINEERING – 1 POST
3.1.1 DUTIES AND RESPONSIBILITIES
   i. Teach up to NTA level 8.
   ii. Prepare learning resources for tutorial exercise
   iii. Conduct research, seminars and case studies.
   iv. Carry out Consultancy and Community Services under supervision.
   v. Supervise student’s project.
   vi. Prepare teaching manuals
   vii. Perform any other duties that may be assigned by the head of the relevant department.

3.1.2 QUALIFICATIONS AND EXPERIENCE
Master Degree and First degree either in Marine Engineering, Naval Architecture, Maritime Transport or Navigation Science with GPA of 4.0 and 3.5 respectively certificate of Competency as officer in charge of Navigational or an Engineering Watch will be an added advantage.

3.1.3 REMUNERATION
Salary scale: PHTS 2

4.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament
Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS).

Over the years MUCHS made significant achievements in terms of increased students enrolment 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, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

TUTORIAL ASSISTANT – 7 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

i. Understudying senior faculty by attending Lectures, seminars, tutorials and practicals where applicable.

ii. Study and acquire skills and knowledge in training, research and consultancy.

iii. Assist in research and consultancy projects.

iv. Develop training proposals conducted by Senior Faculty.

v. Participate in curricular development.

vi. Participate in provision of services for Biomedical, Laboratory and Clinical departments.

vii. Perform any other assignments and duties that may be assigned by supervisor or Head of Department

4.1.2 QUALIFICATIONS AND EXPERIENCE

First Degree i.e Medical Doctor (MD), Bachelor of Pharmacy (BPharm) or Doctor of Dental Surgery (DDS) or their equivalents, with a minimum GPA of 3.8 from a recognized reputable University.

4.1.3 AREA OF SPECIALIZATION

Successful candidates shall work in the Departments within the following specializations;

- School of Medicine Departments of - Emergency Medicine, Surgery, Pathology and Ortorhinolaryngology.
- School of Pharmacy - Clinical Pharmacy and Pharmacology and Pharmacognosy
- School of Dentistry - Restorative Dentistry

4.1.4 REMUNERATION
Salary Scale PUTS 1.1-1.3

4.1 RESEARCH FELLOW TRAINEE – 2 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES
   i. Understudying senior faculty by attending Lectures, seminars, tutorials and practical’s where applicable.
   ii. Study and acquire skills and knowledge in training, research and consultancy.
   iii. Assist in research and consultancy projects.
   iv. Develop training proposals conducted by Senior Faculty.
   v. Participate in curricular development.
   vi. Perform any other assignments and duties that may be assigned by supervisor or Head of Department

4.2.2 QUALIFICATIONS AND EXPERIENCE
First Degree in Medical Doctor (MD), Bachelor of Pharmacy (BPharm) or Doctor of Dental Surgery (DDS) or their equivalents, with a minimum GPA of 3.8 from a recognized reputable University.

4.2.3 AREAS OF SPECIALIZATION
Epidemiology with medical training background and Biological and Pre- Clinical Studies with a Pharmaceutical training background.

4.2.4 REMUNERATION
Salary Scale PUTS 1.1-1.2

4.2 ASSISTANT LIBRARY TRAINEE – 1 POST

4.3.1 DUTIES AND RESPONSIBILITIES
   i. Understudying senior faculty by attending Lectures, seminars, tutorials and practical’s where applicable.
   ii. Study and acquire skills and knowledge in Medical Library training, research and consultancy.
   iii. Assist in research and consultancy projects.
   iv. Develop training proposals supervised by Senior Faculty.
   v. Participate in curricular development.
   vi. Assist on other service programs of the Library.
vii. Perform any other duties that may be assigned by a competent authority.

4.3.2 QUALIFICATIONS AND EXPERIENCE
First Degree in the area of specialization with a minimum GPA of 3.8 from a recognized reputable University

4.3.3 REMUNERATION
Salary Scale PUTS 1.1

4.3 LIBRARIAN – 1 POST
4.4.1 DUTIES AND RESPONSIBILITIES
i. Handling matters pertaining to lending out and receipt of books.
ii. Automating the library catalogue and circulation services.
iii. Cataloguing and classification of books.
iv. Indexing of periodicals and journals.
v. Abstracting services and giving advice to readers.
vi. Prepare manuals and case studies for training; provide close supervision and guidance to students.
vii. Work on consultancy projects and be responsible for guidance and coaching.
viii. Develop curriculum and participate in its implementation.
ix. Teach undergraduate and postgraduate students on relevant matters.
x. Set and mark assignments, tests and examinations and submit results on time.
xi. Invigilate students during examinations.
 xii. Mentor junior staff in relevant matters
xiii. Participate in developing and managing of various university activities
xiv. Undertake research, publishing/disseminate results.
xv. Write teaching manuals.
xvi. Assist digitalization of teaching materials, teaching techniques and research output produced at the University
xvii. Attend/organize workshops, conferences and symposia and set, supervise and mark exams & tests for undergraduate and postgraduate students.
xviii. Assist in preparation of e-learning and library IT platforms.
xix. Any other duty as may be assigned from time to time by supervisor or University Management.
4.4.2 QUALIFICATIONS AND EXPERIENCE
First Degree with a minimum GPA of 3.8 in the Undergraduate Training from a recognized reputable University. Appropriate PhD

5.0 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.

5.1 ASSISTANT AIRCRAFT MARSHALLERS - 4 POSTS (RE-ADVERTISED)

5.1.1 DUTIES AND RESPONSIBILITIES
i. Provide technical information concerning aircrafts parking to airline operators and Air Traffic Controllers.
ii. Directing Pilots where to park aircraft on the apron,
iii. Assist in inspection and ensuring cleanliness of the apron area;
iv. Assist in enforcement of safety and security procedures on the aprons
v. Make sure VIP aircrafts are parked in the required manner.

5.1.2 QUALIFICATION AND EXPERIENCE
Form Four or Form six certificates with passes in English and any other two subjects, Certificate in Apron Management and Knowledge in any other foreign language will be an added advantage.

5.1.3 REMUNERATION
The successful candidate may expect attractive and competitive remuneration and benefits packages consistent with KADCO Scheme of Service.

6.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)
The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College in Oxford. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29th July, 1961 as a private company under Companies Ordinance (Cap 212).

6.1 LECTURER – 1 POST (RE-ADVERTISED)

6.2.1 STATION: KIVUKONI DAR ES SALAAM

6.1.1 DUTIES AND RESPONSIBILITIES
i. Teach up to NTA level 9;
ii. Guide and supervises students in building up their practical and research projects;
iii. Prepare learning resources and design training exercises for students;
iv. Conduct consultancy and community services;
v. Participate in developing and reviewing curriculum;
vi. Undertake individual research and participates in scientific/academic congregations;
vii. Prepare teaching manuals, simulations and case studies for training;
viii. Coach junior teaching staff; and
ix. Perform any other assigned duties.

6.1.2 QUALIFICATION AND EXPERIENCE
Applicant must be a holder of a PhD degree, Bachelor and Master’s Degree in Education History or Arts with Education History from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master’s Degree.

6.2 LECTURER – 1POST (RE-ADVERTISED)
6.2.2 STATION: KIVUKONI DAR ES SALAAM
6.2.3 DUTIES AND RESPONSIBILITIES
i. Teach up to NTA level 9;
ii. Guide and supervises students in building up their practical and research projects;
iii. Prepare learning resources and design training exercises for students;
iv. Conduct consultancy and community services;
v. Participate in developing and reviewing curriculum;
vi. Undertake individual research and participates in scientific/academic congregations;
vii. Prepare teaching manuals, simulations and case studies for training;
viii. Coach junior teaching staff; and
ix. Perform any other assigned duties.
6.2.4 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of a PhD degree, Bachelor and Master’s Degree in Literature from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master’s Degree.

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania generally with an age not above 45 years except for the cadres the age limit is specified

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;
   - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies**;
     - 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. Overqualified candidates are not expected to apply;

vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;

viii. An applicant employed in the Public Service **should route his application letter through his respective employers**;

ix. An applicant who is retired from the Public Service for whatever reason should not apply;

x. An applicants should indicate three reputable referees with their reliable contacts;

xi. 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);

xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);

xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;

xiv. A signed application letter should be written either in Swahili or English language and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam.

xv. **Deadline for application is 31st July, 2019.**
xvi. Only short listed candidates will be informed on a date for interview and;
xvii. 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/](http://portal.ajira.go.tz/) and not otherwise (This address also can be found at PSRS Website, Click ‘Recruitment Portal’)

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