

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/79

18th September, 2019

VACANCY ANNOUNCEMENT

On behalf of Ardhi Institute Morogoro (**ARIMO**), Taasisi ya Sanaa na Utamaduni Bagamoyo (**TaSUBa**), Tanzania Broadcasting Corporation (**TBC**) and Institute of Social Work (**ISW**), President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill **26** vacant posts mentioned below;-

1.0 ARDHI INSTITUTE MOROGORO (ARIMO)

Ardhi Institute Morogoro (**ARIMO**) is a Government Technical Training Institution under the Ministry of Lands, Housing and Human Settlements Development. The Ardhi Institute was established at Morogoro in 1978 for the purpose of training technicians in various land related disciplines as indicated in the Ardhi Institute Establishment Act No. 35 of 1974. The Institute was fully registered in 2002 and fully accredited by the National Council for Technical Education (NACTE) since 2009. The Institute is mandated to provide training, consultancies and research in Geomatics and other land related disciplines.

1.1 TUTOR II - URBAN AND REGIONAL PLANNING (2 post)

1.1.1 Duties and Responsibilities

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer Examinations up to NTA level 6;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assist junior staffs; and
- vii. To perform any other related duties as assigned by his/her supervisor.

1.1.2 Qualifications and Experience:

Holder of Bachelor Degree/ NTA Level 8 or its equivalent qualification in Urban and Regional Planning, with the GPA not less than 3.5.

1.1.3 Remuneration:

Within Salary Scale of PTSS 10.

2.0 TAASISI YA SANAA NA UTAMADUNI BAGAMOYO (TaSUBa)

Taasisi ya Sanaa na Utamaduni Bagamoyo (**TaSUBa**) was established under the Executive Agencies Act No. 30 of 1997. The Institute is under the Ministry of Information, Culture, Arts and Sports. The Institute is registered by National Council for Technical Education (NACTE) and recognized as a centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by recruiting competent and well motivated staff who will facilitate effective transformation of students opting for a career in Arts and Culture.

2.1 ASSISTANT INSTRUCTOR II – Fine Art - (1 post)

2.1.1 Duties and Responsibilities:

- i) To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii) To prepare learning resource for practical exercises;
- iii) To assist in carrying out consultancy and community services;
- iv) To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v) To carry consultancy and service job assignments under close supervision; and
- vi) To perform any other related duties as may be assigned by his/her supervisor.

2.1.2 Qualifications and Experience:

Holder of Ordinary Diploma (NTA level 6 or equivalent) in Performing and Visual Arts or any other related field from recognised institute with minimum GPA of 3.5.

2.1.3 Remuneration:

Within Salary Scale of PTSS 7.

3.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June, 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Televisheni ya Taifa (TVT) which was established in 1999.

3.1 VISUAL EDITOR II- (4 POSTS)

3.1.1 Duties and Responsibilities:

- i) To assist in technical duties related to editing of motion pictures;
- ii) To keep standards of good work in video/film editing;
- iii) To edit TV productions in order to achieve the desired optimum effect consonant with producers goals;
- iv) To undertake logging of pictures, rough cutting according to script and sound editing then produce the final release print;
- v) To assemble video tapes;
- vi) To select sound, enhance video programme and synchronize with the pictures;
- vii) To operate linear and non-linear editing equipment in the formation of composite programme material from separate recordings; and
- viii) To perform any other related duties as may be assigned by the supervisor.

3.1.2 Qualifications and Experience:

Holder of Bachelor Degree or Advanced Diploma either in Theatre Arts, Journalism, Fine arts or its equivalent from a recognized Institution with good command of Swahili and English language. Computer skills are essential.

3.1.3 Remuneration:

Within the Salary Scale of PGSS 6

3.2 PRODUCER II - (5 POSTS)

3.2.1 Duties and Responsibilities:

- i) To assist in undertake production of television programmes;
- ii) To assist in production of radio programmes, drama, light entertainment;
- iii) To select and produce music programmes;
- iv) To assist in production of education development programmes;

- v) To participate in talk shows/documentaries/magazine, religious programmes and sports;
- vi) To scheduling routine programmes; and
- vii) To perform any other related duties as may be assigned by the supervisor.

3.2.2 Qualifications and Experience:

Holder of Bachelor Degree or Advanced Diploma either in Mass Communication, Theatre Art, TV/Radio/Film Production or its equivalent from a recognized Institution. Computer skills are essential.

3.2.3 Remuneration:

Within the Salary Scale of PGSS 6

3.3 GRAPHIC DESIGNER II- (2 POSTS)

3.3.1 Duties and Responsibilities:

- i) To design artistic graphics for promotion;
- ii) To design artistic material for news, programmes and commercial adverts;
- iii) To design screen graphics;
- iv) To demonstrate illustrative skills with rough sketches;
- v) To edit video and audio promotion materials;
- vi) To produce video artistic jingles and animation; and
- vii) To perform any other related duties as may be assigned by the supervisor.

3.3.2 Qualifications and Experience:

Holder of Bachelor Degree or Advanced Diploma in Information Communication Technology (ICT) majoring in Graphic Designing or its equivalent for TV Broadcasting from a recognized Institution.

3.3.3 Remuneration:

Within the Salary Scale of PGSS 6

3.4 TECHNICIAN II- (10 POSTS)

3.4.1 Duties and Responsibilities:

- i) To carry out technical operations;
- ii) To carry out servicing and maintenance work of technical equipment's under supervision of experienced technician;
- iii) To ensure proper maintenance of all equipment's at workplace; and
- iv) To perform any other related duties as may be assigned by the supervisor.

3.4.2 Qualifications and Experience:

Holder of Diploma in Electronics and Telecommunications with Certificate of Secondary Education Examination (CSEE) / Advanced Certificate of Secondary Education Examination (ACSEE) plus Trade Test I or its equivalent from a recognized Institution. Computer skills are an added advantage.

3.4.3 Remuneration:

Within the Salary Scale of PGSS 5

3.5 SOUND TECHNICIAN II- (1 POST)

3.5.1 Duties and Responsibilities:

- i) To record sound and music on location and in the studio with optimum sound quality and effects;
- ii) To perform sound transfers as may be requested by the producers;
- iii) To perform integration of music into the broadcast; and
- iv) To perform any other related duties as may be assigned by the supervisor.

3.5.2 Qualifications and Experience:

Holder of Diploma in Sound Recording or its equivalent from recognized Institution plus Certificate of Secondary Education Examination (CSEE) / Advanced Certificate of Secondary Education Examination (ACSEE) with good command of Swahili and English language. Computer skills are essential.

3.5.3 Remuneration:

Within the Salary Scale of PGSS 5

4.0 INSTITUTE OF SOCIAL WORK (ISW)

The Institute of Social Work (**ISW**) was established by an Act of Parliament No. 26 of 1973 and subsequently amended by the Written Laws (Miscellaneous Amendment) Act No.3 of 2002.

VISION

“To become the best provider of high quality training, research and consultancy services built around the Institute’s core competencies, which are responsive to societal and global needs.”

MISSION

To continuously transform individuals and community’s life by conducting high quality training programmes, research and consultancies that lead to socio-economic development of the country.

4.1 ASSISTANT LECTURER (1POST)

4.1.1 Duties and Responsibilities:

- i) To lecture up to NTA level 8 (Bachelor Degree);
- 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 close supervision;
- v) To supervise students projects and research;
- vi) To prepare teaching manuals; and
- vii) To perform any other related duties as assigned by the Supervisor.

4.1.2 Qualifications and Experience:

Holders of Masters Degree of a GPA not less than 3.8 and a Bachelor Degree of GPA not less than 3.5 in the field of Social work studies.

4.1.3 Remuneration:

Within the Salary Scale of PHTS 2

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. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicants should indicate three reputable referees with their reliable contacts;
- x. 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);
- xi. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. 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.*
- xiv. **Deadline for application is 2nd October, 2019.**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**