

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

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11th September, 2019

VACANCY ANNOUNCEMENT (RE-ADVERTISED)

On behalf of Tanzania Civil Aviation Authority (TCAA) and Muhimbili University and Health Alliance Science (MUHAS) President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 4 vacant posts mentioned below;-

TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

The Tanzania Civil Aviation Authority (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania. To meet this mandate of regulating and overseeing the functions of the aviation industry in an efficient, sustainable and cost-effective manner, TCAA invites applications from suitably qualified Tanzanian Citizens to fill in the following vacant positions in their offices at headquarters and outposts;

1.0. DIRECTOR GENERAL'S OFFICE

1.1 QUALITY ASSUARANCE OFFICER II (1 Post)

1.1.1 Duties and responsibilities

- i. To assist in ensuring that the Authority enhances customer satisfaction by effective application of the quality management

- systems and assurance of conformity to customer and regulatory requirements;
- ii. To assist in providing the Divisions quality teams with clear guidelines for their responsibilities;
 - iii. To assist in identifying issues and opportunities for quality improvement in the Authority;
 - iv. To assist in recording, maintaining and managing data that is associated with the Quality Management System;
 - v. To perform any other related duties as may be assigned by Supervisor.

1.1.2 Qualifications and Experience:

Holder of Bachelor Degree either in Aeronautical Science, Mechanical Engineering, Electrical Engineering, Electronic Engineering, Telecommunication Engineering, Process Engineering, Production Engineering or equivalent academic qualifications with a certificate in quality management.

1.1.3 Remuneration:

TCAA Salary Scale. 7

1.2 DIVISION OF SAFETY REGULATION

1.2.1 FLIGHT OPERATIONS DEVELOPMENTAL INSPECTOR (3 Posts)

1.2.2 Duties and Responsibilities

a) Operations:

- i. To assist in enforcement, investigations and in preparation of final reports and recommendations on disposition;
- ii. To participate in accident/incident and complaint investigations;
- iii. To assist in evaluation of air operators, air agencies, and makes recommendations to the supervisor or assigned qualified Inspector in the specific task;
- iv. To assist in evaluation of training programs to ensure they meet the requirements of CAA regulations, including flight simulators, training devices, and other such equipment, as well as check personnel;
- v. To assist in personnel certification;
- vi. To assist in monitoring pilots, flight instructors, designated pilot examiners, check airmen, aviation organization operations and training activities and advise on appropriate action against non-compliance; and

- vi. To perform any other related duties as may be assigned by Supervisor.

b) Flight Crew Personnel Licensing:

- i. To assist carrying out the assessment of applications for license, rating, certificates and validations and recommend for issue or renewal;
- ii. To assist in preparing and reviewing periodic syllabi for license and rating examination for pilots, cabin crew and dispatchers, defining the qualifying conditions and standards;
- iii. To assist in making inquiries on verification of foreign licenses for conversion or validations;
- iv. To assist in maintaining records of applications, licenses and certificates and ensure completeness, integrity and accessibility by authorized personnel;
- v. To maintain pilots, flight operation officers and cabin crew registers;
- vi. To propose review of licensing fees schedule;
- vii. To assist in investigating on possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement action;
- viii. To assist in carrying out the assessment and recommendation in relation to applicants for issue of an Approved Training Organization (ATO) and carry out base inspection of ATO to ensure adherence with certification standards; and
- ix. To perform any other related duties as may be assigned by Supervisor.

2.1.1 Qualifications And Experience:

A minimum of Advanced Secondary Education Certificate majoring in science subjects and a Professional License, Commercial Pilot License (CPL), Airline Transport Pilot License (ATPL)/ flying experience of at least 5 years and a minimum of 5000 flight hours as a Pilot.

2.1.2 Remuneration:

TCAA Salary Scale. 10

1.3 AIRWORTHINESS DEVELOPMENTAL INSPECTOR (2 Posts)

1.3.1 Duties and Responsibilities

- i. To assist in enforcement of regulatory requirements and report deficiencies to the Supervisor;
- ii. To assist in accident/incident and complaint investigations;

- iii. To assist in recertification of air operators and Approved Maintenance Organizations;
- iv. To assist in the review of manuals (maintenance, flight) and other documents associated with certification requirements of air operators for accuracy and compliance with Civil Aviation Regulations;
- v. To assist in conducting inspections and evaluation of Approved Maintenance Organizations under supervision of a qualified inspector;
- vi. To assist in evaluation of applications for issue/renewal of certificates of airworthiness;
- vii. To assist in evaluation of applications for AME license issue/extension applications in accordance with procedures in Airworthiness Orders as specified in the Civil Aviation (Personnel Licensing) Regulations and Annex 1 to ICAO convention;
- viii. To assist in carrying out continuous programmed surveillance to aircraft operations, air operators and approved maintenance organizations and make appropriate recommendations to the supervisor; and
- ix. To assist in carrying out accident and incident investigations in accordance with procedures.
- x. To perform any other related duties as may be assigned by Supervisor.

1.3.2 Qualifications and Experience

- i. Bachelor Degree in either Aeronautical Science, Mechanical Engineering, Electrical Engineering, Electronic Engineering Telecommunication Engineering or related academic qualifications. Must have (3) three years working experience in an Aircraft Maintenance Organization as Aircraft Maintenance Engineer.
- ii. For graduates, except for Aeronautical Engineers, they should have attended or be provided with a basic training in Aircraft Maintenance Engineering.
- iii. For equivalent professional qualifications they should possess Aircraft Maintenance Engineer's Licences with ratings or appropriate approvals, commensurate with their job responsibilities, i.e., Category A or C (Mechanical) Licences with airframe and power plant ratings, category X or R (Avionics) Licence with ratings in Electrical, Instrument or Radio.

1.3.3 Remuneration:

TCAA Salary Scale. 10

2.0. 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.

2.1 LIBRARIAN – 1 POST

2.1.1 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 and
- xix. To perform any other related duties as may be assigned by Supervisor.

2.1.2 Qualifications and Experience

Applicants must be holders of a PhD, Bachelor and Master's Degree in the area of specialization. All Applicants must have a GPA of 3.8 on their Bachelor Degree and GPA of 4.0 for Master's Degree.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except 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 upload their certified copies of the following certificates in the recruitment portal;
 - 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, P.O. Box 63100, Utumishi House, 8 Kivukoni Road, 11404 Dar es Salaam.
- xiii. Deadline for application is **25th September, 2019** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

SECRETARY

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