

# INSTITUTE OF ADULT EDUCATION



## VACANCY ANNOUNCEMENT

Ref. No. IAE/DB.176/250/47

11<sup>TH</sup> APRIL, 2022

The Institute of Adult Education (IAE) was established in 1975 by Parliamentary Act No. 12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

The institute is currently seeking qualified Public Servants who are willing to join through transfer to fill vacant positions as follows:-

### **1.0 Instructor II – 2 Posts (1 Dar es Salaam & 1 Morogoro)**

Public servant, holder of Bachelor Degree in one of the following fields: Automotive Engineering, Information System Management, ICT, or equivalent qualification from an accredited higher learning institution.

**Salary scale:**

**PTSS 10**

### **2.0 Senior Legal Officer II – 1 Post (Dar es Salaam)**

Public Servant, holder of Bachelor Degree in Laws or equivalent qualifications from recognized institutions who has undergone one year Internship or has attained Postgraduate Diploma in Law from Law school of Tanzania and registered as an Advocate of the High Court of Tanzania, with working experience of at least seven (7) years in related field.

**Salary Scale**

**PGSS 9**

### **3.0 Senior Public Relations Officer II – 1 Post ( Dar es Salaam)**

Public Servant, holder of Bachelor Degree in one of the following fields; Public Relations, Journalism, Mass Communication, Public Relations and Marketing, International Relations, Advertising or equivalent qualification from recognized institution with working experience of at least seven (7) years in related field.

**Salary Scale**

**PGSS 8**

### **4.0 Senior Planning Officer I – 1 Post ( Dar es salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Planning and Management, Project Planning Management and Community Development, Development Finance and Investment Planning, Project Planning and Management, Planning and Community Development, Agricultural Economics, Economics, or equivalent qualifications from recognized institutions with working experience of at least ten (10) years.

**Salary Scale**

**PGSS 9**

**5.0 Senior Estate Officer II - 1 Post ( Dar es salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Civil Engineering, Architecture, Building Economics, Electrical Engineering, Environmental Engineering, Land Management and Valuation or equivalent qualifications from recognized Institutions. Must be registered by respective professional Board with working experience of at least seven (7) years in related field.

**Salary Scale PGSS 9**

**6.0 Senior ICT Officer II - 1 Post ( Dar es salaam)**

Public servant, holders of Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering and Technologies, Electronic Science and Communication Information, Systems Management Information Systems, Information Technology, Computer Engineering, Informatics, Software Engineering or equivalent qualifications from recognized institution, with working experience of at least seven (7) years in related field. Knowledge in Object Oriented Programming and Structured Programming is an added advantage.

**Salary Scale PGSS 8**

**7.0 Estate Officer II - 1 Post ( Dar es salaam)**

Public servant, holder of Bachelor Degree in one of the following fields: Civil Engineering, Architecture, Building Economics, Electrical Engineering, Environmental Engineering, Land Management and Valuation or equivalent qualifications from recognized Institutions. Must be registered by respective professional Board with working experience of at least seven (7) years in related field.

**Salary Scale PGSS 7**

**8.0 Internal Auditor II - 1 Post (Dar es Salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accounting, Finance, Commerce, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions with CPA (T), ACCA, ACA, CIA or any other qualification recognized by NBAA.

**Salary Scale PGSS 7**

**9.0 Accountant II - 2 Post (Dar es Salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accounting, Finance, Commerce, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions with CPA (T), ACCA, ACA, or any other qualification recognized by NBAA.

**Salary Scale PGSS 7**

**10.0 Examination Officer II - 2 Post (Dar es Salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Statistics, Information and Technology, Education, Business Administration, Human Resource Management, Educational Management, Economics; Public Administration or equivalent qualifications from recognized institutions.

**Salary Scale**

**PGSS 6**

**11.0 Supplies Officer II - 1 Post (Dar es Salaam)**

Public servant, holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management Logistics Management or equivalent qualifications from recognized institutions. Must be registered by PSPTB as Procurement Officer and Supplies Professional.

**Salary Scale**

**PGSS 6**

**12.0 Driver II - 4 Posts (1 Rukwa, 1 Iringa, 1 Tabora, 1 Mwanza and 1 Dar es Salaam)**

Public servant, holder of Form IV/VI and Basic Driving Course Certificate from VETA or recognized institution with valid Driving License Class E or C1 with working experience of at least one (1) year without causing accidents.

**Salary Scale**

**PGSS 2**

**GENERAL CONDITIONS**

- i) Applicants must attach an up-to-date Curriculum Vitae (CV) including reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii) 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, and
  - Birth certificate.
- iii) Attaching copies of the following certificates is strictly not accepted:
  - Form IV and form VI results slips, and
  - Testimonials and all partial transcripts.
- iv) Applicants should indicate three reputable referees with their reliable contacts;
- v) Certificates from foreign examination bodies for ordinary diploma or advanced certificate of secondary education should be verified by the National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);

- vi) Certificates from foreign universities should be verified by the Tanzania Commission for Universities (TCU);
- vii) Applicants with special needs/case (disability) are supposed/advised to indicate such needs/cases;
- viii) Only successful candidates will be contacted; and
- ix) Presentation of forged certificates and other information will necessitate legal action.
- x) Deadline for application is **30/04/2022**.

**Note:** Applicants should submit application letter endorsed by their employers indicating willingness to transfer to IAE and bear transfer costs.

## **CONTACTS**

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