

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/70

13 April, 2022

VACANCY ANNOUNCEMENT

On behalf of Tanzania Revenue Authority (**TRA**), Muhimbili National Hospital (**MNH**), University of Dar es Salaam (**UDSM**) and College of Business Education (**CBE**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **39** vacant posts mentioned below.

1.0 TANZANIA REVENUE AUTHORITY (TRA)

The Tanzania Revenue Authority (TRA) was established by Act of Parliament No.11 of 1995, and started its operations on 1st July 1996. In carrying out its statutory functions, TRA is regulated by Law, and is responsible for administering impartially various taxes of the Central Government.

1.0.1 ICT TECHNICIAN II – 26 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To install PCs, EFD and peripherals;
- ii. To assist in the repair and maintenance of computers and audio visual equipment;
- iii. To ensure that computers in computer laboratories and offices are in good working condition;

- iv. To provide assistance to computer end users;
- v. To carry out specified routine technical tasks;
- vi. To provide technical support for PCs, EDF and related peripheral equipment;
- vii. To assist in testing new or modified equipment and systems;
- viii. To document and communicate problems, solutions and the implementation process to Supervisor;
- ix. To store copies of software and documentations of computer systems;
- x. To assist ICT Officers in finding source documents and solutions for identified problems;
- xi. To maintain operations, system development and /or programming documentation manual libraries;
- xii. To perform archiving of official documents;
- xiii. To perform simple coding of raw data on source documents by applying established, clearly defined codes;
- xiv. To key data from source documents; verify keyed data; upload data to computer server;
- xv. To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;
- xvi. To assist Programmers in testing new or revised application programs;
- xvii. To validate (check, verify dates and times, etc) input to and output from information systems;
- xviii. To advise programmers in problems related to data entry;
- xix. To maintain data processing systems, tape library and disk storage;
- xx. To monitor console for errors, observe elements of operation for evidence of incorrect operation;
- xxi. To separate and sort output for distribution, setup job streams and submit jobs, schedule submission of work to the system; and
- xxii. To perform any other duties as may be assigned by Supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma either in Computer Science, Information Technology, Information System or equivalent qualifications from recognized institution.

1.0.4 SALARY SCALE: TRAS 3

2.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialized and Super Specialist Hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility, which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

2.1.1 MEDICAL SPECIALIST II (ENT Surgery) - 1 POST

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas;
- ix. To perform any other related duty assigned by the Supervisor.

2.1.3 QUALIFICATIONS AND EXPERIENCE

- Holder of Master of Medicine Degree (M.Med) in otorhinolaryngology who is registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree as well.

2.1.4 REMUNERATION

- Attractive package in accordance with Hospital salary structure.

3.0 UNIVERSITY OF DAR ES SALAAM (UDSM)

3.1.1 LABORATORY ENGINEER II (1 POST)

3.1.2 DUTIES AND RESPONSIBILITIES

- To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects;
- To assist in research and development activities; and consultancy activities;
- To assist in maintenance of facilities;
- To perform any other duties and responsibilities assigned by one's reporting officer.

3.1.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Engineering Geology, Petroleum Engineering or equivalent qualification from any recognized Institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

3.1.4 SALARY SCALE- PUSS 4

3.1.5 LABORATORY SCIENTIST II (1 POSTS)

3.1.6 DEPARTMENT OF CHEMISTRY

3.1.7 DUTIES AND RESPONSIBILITIES

- To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects;
- To assist in research and development activities; and in consultancy activities;
- To assist in maintenance of facilities;
- To perform any other duties and responsibilities assigned by one's reporting officer.

3.1.8 QUALIFICATION AND EXPERIENCE

Holders of Bachelor of Science in Chemistry, Petroleum Chemistry or equivalent qualification from any recognized Institution.

3.1.9 SALARY SCALE- PUSS 4

3.1.10 LABORATORY SCIENTIST II (1 POST)

3.1.11 DEPARTMENT OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY

3.1.12 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; and in consultancy activities;
- iii. To assist in maintenance of facilities;
- iv. To perform any other duties and responsibilities assigned by one's reporting officer.
- v.

3.1.13 QUALIFICATION AND EXPERIENCE

Holders of Bachelor of Science in Molecular Biology and Biotechnology, Microbiology or equivalent qualification from any recognized Institution.

3.1.14 SALARY SCALE- PUSS 4

3.1.15 LABORATORY TECHNICIAN II (1 POST)

3.1.16 DEPARTMENT OF PHYSICS

3.1.17 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation ;
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

3.1.18 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA 6) in Laboratory Technology or its equivalent with minimum of Lower Second Class from a recognized institution.

3.1.19 SALARY SCALE- PUSS 2

3.1.20 LABORATORY ASSISTANT II (1 POST)

3.1.21 DEPARTMENT OF ZOOLOGY AND WILDLIFE

3.1.22 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision;
- ii. To perform general cleaning of laboratory glassware;
- iii. To take care of instruments and equipment in the laboratory;
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

3.1.23 QUALIFICATION AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Laboratory Assistant or any relevant field from VETA or other institutions recognized by VETA.

3.1.24 SALARY SCALE-PUSS 1

3.1.25 WORKSHOP ASSISTANT II – ELECTRONICS (1 POST)

3.1.26 COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING WORKSHOPS

3.1.27 DUTIES AND RESPONSIBILITIES

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical;
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

3.1.28 QUALIFICATION AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Electronics or Instrumentation or any relevant field from VETA or other institutions recognized by VETA.

3.1.29 SALARY SCALE-PUSS 1

3.1.30 WORKSHOP ASSISTANT II – MASONRY (1 POST)

3.1.31 COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING WORKSHOPS

3.1.32 DUTIES AND RESPONSIBILITIES

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical;
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

3.1.33 QUALIFICATION AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Masonry or any relevant field from VETA or other institutions recognized by VETA.

3.1.34 SALARY SCALE-PUSS 1

3.1.35 ORDINARY SEAMAN II (1 POST)

3.1.36 INSTITUTE OF MARINE SCIENCES ZANZIBAR

3.1.37 DUTIES AND RESPONSIBILITIES

- i. To assist his/her senior in all deck operations;
- ii. To assist in handling small craft in ferrying equipment and personnel from shore to vessel/sea;
- iii. To perform any other duties and responsibilities which may be assigned by one's supervisor.

3.1.38 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate of Secondary Education with passes in Science subjects plus Efficient Deck Hand Certificate from a recognized and reputable maritime training institute.

3.1.39 SALARY SCALE: PGSS 4

3.1.40 WARDEN II (2 POSTS)

3.1.41 DUTIES AND RESPONSIBILITIES

- i. To maintain peace and harmony in halls of residency ;
- ii. To liaise with the games tutor in coordinating students' cultural, recreational and sports activities in halls of residence;
- iii. To take care of students' welfare at hall level and ensure that the sick are urgently treated and taken care of satisfactorily;
- iv. To assist in investigating student's health related problems;
- v. To perform any other related duties and responsibilities as may be assigned by one's reporting officer.

3.1.42 QUALIFICATION AND EXPERIENCE

Applicant should possess a Bachelor Degree in one of the following areas: Education, Educational Psychology, Adult and Community Education, Psychology, Social Work or equivalent qualification from a recognized institution.

3.1.43 SALARY SCALE: PGSS 6

3.1.44 PERSONAL SECRETARY II (1 POST)

3.1.45 DUTIES AND RESPONSIBILITIES

- i. To type all general correspondence and non-confidential matters;
- ii. To type letters, minutes, notices, bulletins, circulars, certificates, charts and stencils
- iii. To print reports and letters;
- iv. To take proper care of all machines under his/her charge and makes sure they are used for official work only;

- v. To file copies of typed letters in relevant files;
- vi. To receive and direct visitors;
- vii. To attend telephone calls and takes messages;
- viii. To perform any other duties and responsibilities assigned by one's reporting officer.

3.1.46 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Certificate in Office Management/Secretarial Studies (NTA 5) with 80 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II plus knowledge in computer from a recognized institution.

3.1.47 SALARY SCALE: PGSS 3

4.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education Act, Cap 315 R.E 2002 (CBE Act). It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

4.1.1 POSITION: ASSISTANT LECTURER – LAWS (1 POST) –RE-ADVERTISED

4.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- 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 supervision;

- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

4.1.3 QUALIFICATIONS AND EXPERIENCE

Applicants must have a GPA of not less than 3.8 in Bachelor Degree and 4.0 or an average of B+ in Master's Degree in Bachelor and Master Degree in Laws.

4.1.4 REMUNERATION

As per Treasury Registrar Circular No. 8 of 2015.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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 applicant 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 employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant 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).

xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

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 and

Addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.**

xiv. Deadline for application is **26th April, 2022**; 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')

[CLICK HERE TO APPLY](#)

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SECRETARY

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