

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/96

5th June, 2022

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Meteorological Authority (TMA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **twelve (12)** vacant posts mentioned below;

1.0 TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather events for protection of human life and properties.

1.1. METEOROLOGIST II - 8 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform Meteorological, Agrometeorological, Hydro Meteorological, and Environmental analysis;
- ii. To provide general weather forecasting for the general public, media, etc;
- iii. To provide weather forecast product for use in Marine, Aviation, Agriculture, Tourism, Energy, Disasters, etc;
- iv. To provide assistance in issuing of specific weather forecast and warnings;
- v. To provide assistance in issuing Aviation Forecasts for international air navigation;

- vi. To provide assistance provide weather briefings to pilots for international air navigation;
- vii. To assists in conducting climatological data processing; and
- viii. To perform any other duties as may be assigned by the immediate supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor of Science Degree in one of the following fields: Meteorology, Hydrometeorology, Atmospheric Science, Agrometeorology from a recognized institution. OR
- Holder of Bachelor of Science degree in one of the following fields: Physics and Mathematics, Education, General, Agriculture, Environmental Sciences and Management, Engineering, Hydrology from a recognized institution.
- Candidates must have successful completed Postgraduate Diploma in meteorology.

1.1.3 SALARY SCALE: AS PER TMAs SALARY SCALE

1.2 METEOROLOGICAL ASSISTANT - 3 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To observes, records and collects meteorological and other geophysical data such as agro meteorological, hydro-meteorological;
- ii. To perform coding, decoding, and transmits meteorological and weather messages
- iii. To compile autographic data and compute simple statistics analyses;
- iv. To records meteorological messages, data and products;
- v. To maintains proper records of received and transmitted meteorological messages, data and products; and
- vi. To perform any other duties as may be assigned by the immediate Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

- Holder of one of the following Certificate, WMO Meteorological Technician course (Mid level), Technician Certificate in Meteorology.

1.2.3 SALARY SCALE: AS PER TMAs SALARY SCALE

1.3 ICT OFFICER II – WEB DESIGN AND MULTIMEDIA ADMINISTRATION - IPOST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To develop and test web pages and multimedia content
- ii. To update webpages and multimedia
- iii. To implement security for webpages and multimedia content
- iv. To provide quality customer service
- v. To publishing information in the web as per governing policy and
- vi. To perform any other related duties as may be assigned by immediate Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Technology, ICT, Information Systems Management from a recognized institution.

1.3.3 SALARY SCALE: AS PER TMAs SALARY SCALE

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **18th June, 2022**;
- xv. Only short listed candidates will be informed on the date of 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')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**