

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/99

08th June, 2022

VACANCY ANNOUNCEMENT

On behalf of The Local Government Training Institute (LGTI) and The Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill eleven (**26**) vacant posts mentioned below;

1.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law and other related subjects.

1.1 . LECTURER - COMMUNITY DEVELOPMENT - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9

- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curricula;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs;
- ix. To coach junior teaching staff; and
- x. To perform any other duties as assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holders of Doctorate (PhD) Degree in Community Development obtained an upper second with a minimum GPA of 3.5 in first degree who is eligible for registration as a technical teacher.

1.1.3 REMUNERATION- PHTS 3.1

1.2 ASSISTANT LECTURERS-COMMUNITY DEVELOPMENT - 4 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach 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 supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Community Development and obtained an upper second (3.8 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.2.3 REMUNERATION- PHTS 2.1

1.3 ASSISTANT LECTURERS- LOCAL GOVERNMENT ADMINISTRATION - 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach 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 supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Local Government Administration and obtained an upper second (3.8 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.3.3 REMUNERATION- PHTS 2.1

1.4 ASSISTANT LECTURERS- LAW - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach 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 supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Law and obtained an upper second (3.8 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.4.3 REMUNERATION- PHTS 2.1

1.5 ASSISTANT LECTURERS- ACCOUNTING AND FINANCE - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach 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 supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Law and obtained an upper second (3.8 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.5.3 REMUNERATION- PHTS 2.1

1.6 ASSISTANT SUPPLIES OFFICER II (1 POST)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To take part in entire procurement and supplies functions;
- ii. To coordinate and forecast stores requirement;
- iii. To assist in preparing annual procurement plans;
- iv. To assist in preparing general and specific procurement advertisements;
- v. To collect requirements from user departments and process procurement;
- vi. To oversee delivery of acquired goods/services to user departments; and
- vii. To perform other duties assigned by the supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Procurement and Supplies Management, Materials Management or equivalent qualification from recognized Institution and registered by Procurement and Supplies Professionals and Technical Board (PSPTB).

1.6.3 REMUNERATION-PGSS 4.1

1.7 JANITOR II (1 POST)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in supervising hall attendants;
- ii. To assist in enforcing students' rules and regulations;
- iii. To assist in keeping and maintaining proper residence records;
- iv. To assist in ensuring security in and around halls of residence;
- v. To ensure the halls are clean, safe, and properly maintained; and
- vi. To perform other duties prescribed by the supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Social Work, Education, Home Economics or equivalent qualification from a reputable Institution.

1.7.3 REMUNERATION-PGSS 4.1

2.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

2.1 TUTORIAL ASSISTANT- BANKING (5 POSTS)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Banking with GPA 3.5 from a recognized institution.

2.1.3 REMUNERATION

Offered according to IAA scheme of service

2.2 TUTORIAL ASSISTANT- INSURANCE (5 POSTS)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Insurance with GPA 3.5 from a recognized institution.

2.2.3 REMUNERATION

Offered according to IAA scheme of service

2.3 TUTORIAL ASSISTANT -ACCOUNT AND FINANCE (2 POSTS)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Account and Finance with GPA 3.5 from a recognized institution.

2.3.3 REMUNERATION

Offered according to IAA scheme of service

2.4 TUTORIAL ASSISTANT -ECONOMICS (2 POSTS)

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

2.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Economics with GPA 3.5 from a recognized institution.

2.4.3 REMUNERATION

Offered according to IAA scheme of service

2.5 LIBRARIAN (1 POST)

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Maintaining public and Staff catalogues.
- ii. To assist in maintaining records of Library materials loaned to users.
- iii. To shelf books, periodicals, journals and other Library Materials.
- iv. To assist in processing newly acquired information materials.
- v. To maintain user profile.
- vi. To collect information needs of users.
- vii. To assist in identifying of Library materials to be ordered.
- viii. To guide readers to find information.

2.5.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Library and Archives Management from a recognized institution.

2.5.3 REMUNERATION

Offered according to IAA scheme of service

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 **21st 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**