

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/108

14<sup>th</sup> June, 2022

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Forest Research Institute (**TAFORI**), National College of Tourism (**NCT**) and Vocational Education and Training Authority (VETA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (eighteen) **108** vacant posts as mentioned below;

#### 1.0 TANZANIA FOREST RESEARCH INSTITUTE (TAFORI)

Tanzania Forest Research Institute (TAFORI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism. It was established by Act of Parliament No.5 of 1980 with a broad mandate of conducting and coordinating forestry research in all fundamental aspects of sustainable forest production and utilization in relation to the conservation of natural forests and plant genetic resources.

##### 1.0.1 LIBRARIAN GRADE II - 1POST

##### 1.0.2 DUTIES AND RESPONSIBILITIES

- i. To keep information data;
- ii. To Search standard reference books and materials and assist library users;
- iii. To collect useful documents and identifies these for research purposes develops a suitable system of classification arrangement, storage and retrieval of information;
- iv. To acquire suitable publications and Keep records of circulation and materials;

- v. To code, classify, and catalog books, publications, films, audio-visual aids, and other library materials based on subject matter or standard library classification systems;
- vi. To organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access ;
- vii. To compile lists of books, periodicals, articles, and audio-visual materials on particular subjects;
- viii. To compile lists of overdue materials, and notify borrowers that their materials are overdue;
- ix. To provide information requested by library users, and
- x. To collect useful documents and identify these for research purposes;
- xi. To develop a suitable system of classification arrangement, storage and retrieval of information;
- xii. To acquire suitable publications;
- xiii. To initiate development of information and documentation system;
- xiv. To maintain TAFORI database and archives for all documents of the Organization; and
- xv. To perform any other related duties as may be assigned by Supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Library Sciences, Library and Information, Information Management or its equivalent from a recognized Institution.

### **1.0.4 REMUNERATION: PGSS 6**

### **1.0.5 RESEARCH ASSISTANT -1 POST**

### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To acquire experience in carrying out research work in various fields of forestry or beekeeping;
- ii. To assist in setting up experiments, data collection and analysis;
- iii. To search for relevant literature required and writing research reports;
- iv. To collect forestry or beekeeping research data;
- v. To supervise maintenance of research trial plots and
- vi. To perform any other related duties as may be assigned by Supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Forestry, Beekeeping, Biological Sciences, Forest Engineering, or equivalent qualifications from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

### **1.0.8 REMUNERATION: PRSS 1**

### **1.0.9 LABORATORY TECHNICIAN GRADE II -1 POST**

#### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To assist laboratory officer in preparing and setting laboratory experiments;
- ii. To assist laboratory officer in carrying out data collection by conducting laboratory/field tests and keeping proper records of the results;
- iii. To operate and maintain laboratory/field equipment's;
- iv. To assist laboratory officer in Coordinating and maintaining laboratory quality control;
- v. To receive, extract and record samples for laboratory investigation;
- vi. To prepare laboratory equipment and chemicals for laboratory tests and investigation;
- vii. To maintain list of laboratory equipment;
- viii. To carry out laboratory verification and examination of samples collected from the field and records the results under the supervision of Senior Laboratory Officer;
- ix. To maintain routine services and cleanliness of laboratory equipment;
- x. To maintain and collect samples from trial plots for laboratory investigation and
- xi. To perform any other related duties as may be assigned by Supervisor.

### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in one of the following fields: Forestry, Beekeeping, Laboratory Technology, Wood Science, Chemical Analysis or its equivalent from a recognized Institution.

### **1.0.12 REMUNERATION: PGSS 5**

### **1.0.13 RECEPTIONIST GRADE II – 01 POST**

#### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. To operate in a Private Branch Exchange (PBX);
- ii. To maintain register of all trunk and international outgoing calls, indicating the originating extension and the calling Officer;
- iii. To answer telephone calls and provide caller the exact information or direct call to the appropriate person and transmit telephone and fax messages;
- iv. To guide and direct customers and visitors to correct designation;
- v. To schedule and assist in planning appointments and preparation of meetings;
- vi. To maintain all basic office equipment's like fax, postage machine, copier, printers etc;
- vii. To ensure a clean, professional and tidy office environment; and
- viii. To perform any other related duties as may be assigned by Supervisor.

#### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of Form IV certificate of Secondary Education with passes in English and Kiswahili or Form VI certificate of Secondary Education plus Certificate in one of the following: Hospitality, Hotel Management or relevant field from a recognized institution

#### **1.0.16 REMUNERATION: PGSS 3**

## **2.0 NATIONAL COLLEGE OF TOURISM (NCT)**

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January, 24<sup>th</sup> 2003. in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

### **2.0.1 TUTOR GRADE II (FRENCH LANGUAGE)- 1 POST**

#### **2.0.2 REPORTS TO: HEAD OF DEPARTMENT**

#### **2.0.3 DUTY STATION: MWANZA CAMPUS**

#### **2.0.4 DUTIES AND RESPONSIBILITIES:**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;

- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.

### **2.0.5 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Language studies with specialization in French from a reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in teaching will be an added advantage.

### **2.0.6 REMUNERATION :PTSS 10.1**

### **2.0.7 TUTOR GRADE II (HOUSE KEEPING & LAUNDRY)- 1 POST**

### **2.0.8 REPORTS TO: HEAD OF DEPARTMENT**

### **2.0.9 DUTY STATION: BUSTANI CAMPUS – DAR ES SALAAM**

### **2.0.10 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.

### **2.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Hotel Management or Hospitality Management with specialization in House Keeping and Laundry from a reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in hospitality industry will be an added advantage.

### **2.0.12 REMUNERATION :PTSS 10.1**

**2.0.13 TUTOR GRADE II (TOURISM MANAGEMENT) -1 POST**

**2.0.14 REPORTS TO: HEAD OF DEPARTMENT**

**2.0.15 DUTY STATION: ARUSHA CAMPUS**

**2.0.16 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.

**2.0.17 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Tourism Management with specialization in Travel and Tourism from a reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in tourism industry will be an added advantage.

**2.0.18 REMUNERATION :PTSS 10.1**

**2.0.19 TUTOR GRADE II (TOUR GUIDING OPERATIONS)- 1 POST**

**2.0.20 REPORTS TO: HEAD OF TOURISM DEPARTMENT**

**2.0.21 DUTY STATION:TEMEKE CAMPUS**

**2.0.22 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.

### **2.0.23 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in either Wildlife Management, Tourism Management, Wildlife Tourism, Wildlife Ecology or Wildlife Science and Conservation with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in tourism industry will be an added advantage.

### **2.0.24 REMUNERATION :PTSS 10.1**

### **2.0.25 INSTRUCTOR GRADE II (HOUSE KEEPING & LAUNDRY)-1 POST**

### **2.0.26 REPORTS TO: HEAD OF DEPARTMENT**

### **2.0.27 DUTY STATION: ARUSHA CAMPUS**

### **2.0.28 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

### **2.0.29 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in either Hotel Management, Hospitality Management or Rooms Division with specialization in House Keeping and Laundry from a reputable institution. Working experience in relevant field will be an added advantage.

### **2.0.30 REMUNERATION :PTSS 7.1**

### **2.0.31 INSTRUCTOR GRADE II (TOUR GUIDE OPERATIONS) -1 POST**

### **2.0.32 REPORTS TO: HEAD OF DEPARTMENT**

### **2.0.33 DUTY STATION:TEMEKE CAMPUS**

#### **2.0.34 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

#### **2.0.35 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Wildlife Management or Wildlife Tourism with knowledge of Tour Guiding from a reputable institution. Working experience in relevant field will be an added advantage.

#### **2.0.36 REMUNERATION :PTSS 7.1**

#### **2.0.37 INSTRUCTOR GRADE II (TRAVEL AND TOURISM) -1 POST**

#### **2.0.38 REPORTS TO: HEAD OF DEPARTMENT**

#### **2.0.39 DUTY STATION: TEMEKE CAMPUS**

#### **2.0.40 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;



- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

#### **2.0.41 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in Travel and Tourism or Diploma in Tourism Management from a reputable institution. Working experience in relevant field and Certificate of IATA will be an added advantage.

#### **2.0.42 REMUNERATION :PTSS 7.1**

#### **2.0.43 INSTRUCTOR GRADE II (EVENT MANAGEMENT ) - 1 POST**

#### **2.0.44 REPORTS TO:HEAD OF DEPARTMENT**

#### **2.0.45 DUTY STATION:BUSTANI CAMPUS**

#### **2.0.46 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

#### **2.0.47 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in Event Management, from a reputable institution, Working experience in relevant field will be an added advantage.

#### **2.0.48 REMUNERATION :PTSS 7.1**

## **2.0.49 INSTRUCTOR GRADE II (FOOD AND BEVERAGE) -1 POST**

### **2.0.50 REPORTS TO: HEAD OF DEPARTMENT**

### **2.0.51 DUTY STATION: MWANZA CAMPUS**

### **2.0.52 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

### **2.0.53 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in either Food and Beverage Services, Hotel Management or Hospitality Management with specialization in Food and Beverage Services from a reputable institution. Working experience in relevant field will be an added advantage.

### **2.0.54 REMUNERATION :PTSS 7.1**

## **2.0.55 INSTRUCTOR GRADE II (FOOD PRODUCTION) - 1 POST**

### **2.0.56 REPORTS TO:HEAD OF DEPARTMENT**

### **2.0.57 DUTY STATION:MWANZA CAMPUS**

### **2.0.58 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;

- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

### **2.0.59 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in either Food Production, Culinary Arts, Hotel Management or Hospitality Management with specialization in Food Production or Culinary Arts from a reputable institution. Working experience in relevant field will be an added advantage.

### **2.0.60 REMUNERATION :PTSS 7.1**

### **2.0.61 ASSISTANT TUTOR GRADE II (FOOD PRODUCTION) -1 POST**

### **2.0.62 REPORTS TO: HEAD OF DEPARTMENT**

### **2.0.63 DUTY STATION:ARUSHA CAMPUS**

### **2.0.64 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and
- vii. To perform any other duties assigned by supervisors.

### **2.0.65 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in either Food Production, Culinary Arts, Hotel Management or Hospitality Management with specialization in Food Production or Culinary Arts from a reputable institution. Working experience in relevant field will be an added advantage.

**2.0.66 REMUNERATION :PTSS 7.1**

**2.0.67 ASSISTANT TUTOR GRADE II (TOUR GUIDE OPERATIONS)- 1 POST**

**2.0.68 REPORTS TO:HEAD OF DEPARTMENT**

**2.0.69 DUTY STATION: MWANZA CAMPUS**

**2.0.70 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and
- vii. To perform any other duties assigned by supervisors; and
- viii. To perform any other duties assigned by supervisors.

**2.0.71 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in Wildlife Management or Wildlife Tourism with knowledge of Tour Guiding. Working experience in relevant field will be an added advantage

**2.0.72 REMUNERATION :PTSS 7.1**

**2.0.73 ASSISTANT TUTOR GRADE II (TRAVEL AND TOURISM) -1 POST**

**2.0.74 REPORTS TO: HEAD OF DEPARTMENT**

**2.0.75 DUTY STATION: MWANZA CAMPUS**

**2.0.76 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and

vii. To perform any other duties assigned by supervisors; and

viii. To perform any other duties assigned by supervisors.

### **2.0.77 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in Travel and Tourism, or Tourism Management. Certificate of IATA and Working experience in relevant field will be an added an advantage.

**2.0.78 REMUNERATION :PTSS 7.1**

### **2.0.79 ASSISTANT TUTOR GRADE II (FOOD AND BEVERAGE)- 1 POST**

#### **2.0.80 REPORTS TO: HEAD OF DEPARTMENT**

#### **2.0.81 DUTY STATION: ARUSHA CAMPUS**

#### **2.0.82 DUTIES & RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and
- vii. To perform any other duties assigned by supervisors

#### **2.0.83 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA level 6) in either Food and Beverage Services, Hotel Management or Hospitality Management with specialization in Food and Beverage Services or equivalent qualifications from a reputable institution. Working experience in relevant field will be an added an advantage.

**2.0.84 REMUNERATION :PTSS 7.1**

### **3.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)**

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2019. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the

responsibilities of promoting, coordinating, providing and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have “Tanzania with sufficient and competent artisans”. The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting and financing Vocational Education and Training in order to contribute to socio-economic development.

### **3.0.1 VOCATIONAL TUTOR II – INFORMATION AND COMMUNICATION TECHNOLOGY – 1 POST**

#### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees; (viii) To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;

- viii. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula; and
- ix. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.3 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in either Computer Science, Information and Communication Technology or Computer Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.4 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.5 VOCATIONAL TUTOR II – TEXTILE AND FASHION DESIGN – 3 POST**

#### **3.0.6 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.7 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree of Science or Advanced Diploma in Textile Design and Technology or Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.8 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.9 VOCATIONAL TEACHER II – AUTO - ELECTRICAL – 7 POSTS**

#### **3.0.10 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations,



- discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
  - v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
  - vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
  - vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
  - viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
  - ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
  - x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
  - xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.11 QUALIFICATIONS AND EXPERIENCE**

Full Technician Certificate (FTC) or Diploma in Auto - Electrical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.12 REMUNERATION**

4 Attractive remuneration package in accordance with Institution's Salary Scale.

### **3.0.13 ASSISTANT VOCATIONAL TEACHER – AUTO - ELECTRICAL – 7 POSTS**

#### **3.0.14 DUTIES AND RESPONSIBILITIES**

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

#### **3.0.15 QUALIFICATIONS AND EXPERIENCE**

National Vocational Award Level 3 or Trade Test Grade I Certificate in Auto -Electrical. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

#### **3.0.16 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **3.0.17 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY– 4 POSTS**

#### **3.0.18 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.19 QUALIFICATIONS AND EXPERIENCE**

Full Technician Certificate (FTC) or Diploma in Design Sewing & Clothing Technology (DSCT) or Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.20 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **3.0.21 VOCATIONAL TEACHER II - MOTOR VEHICLE MECHANICS - 2 POSTS**

#### **3.0.22 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;

- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.23 QUALIFICATIONS**

Full Technician Certificate (FTC) or Diploma in Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.24 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.25 VOCATIONAL TUTOR II – FOOD PROCESSING – 1 POST**

#### **3.0.26 DUTIES AND RESPONSIBILITIES**

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other duties as may be assigned by immediate supervisor.

#### **3.0.27 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor degree or Advanced Diploma in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a

Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.28 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.29 VOCATIONAL TEACHER II – FOOD PROCESSING – 4 POSTS**

#### **3.0.30 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.31 QUALIFICATIONS**

Full Technician Certificate (FTC) or Diploma in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.32 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.33 VOCATIONAL TUTOR II – FOOD PRODUCTION – 1 POST**

#### **3.0.34 DUTIES AND RESPONSIBILITIES**

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula; and
- x. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.35 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.36 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.37 VOCATIONAL TEACHER II – FOOD PRODUCTION – 1 POST**

#### **3.0.38 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;



- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.39 QUALIFICATIONS**

Full Technician Certificate (FTC) or Diploma in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.40 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.41 ASSISTANT VOCATIONAL TEACHER – FOOD PRODUCTION – 5 POSTS**

#### **3.0.42 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;

- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.43 QUALIFICATIONS**

National Vocational Award Level 3 or Trade Test Grade I Certificate in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.44 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.45 VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITIONING – 3 POSTS**

#### **3.0.46 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.47 QUALIFICATIONS**

Full Technician Certificate (FTC) or Diploma in Refrigeration Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.48 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.49 ASSISTANT VOCATIONAL TEACHER – REFRIGERATION AND AIR CONDITIONING – 5 POSTS**

#### **3.0.50 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; a
- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.51 QUALIFICATIONS AND EXPERIENCE**

National Vocational Award Level 3 or Trade Test Grade I Certificate in Refrigeration and Air Conditioning. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.52 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.53 VOCATIONAL TUTOR II – AGRO - MECHANICS – 1 POST**

#### **3.0.54 DUTIES AND RESPONSIBILITIES**

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula; and

- x. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.55 QUALIFICATIONS AND EXPERIENCE**

Bachelor Science or Advanced Diploma in Agro – Mechanics or Agricultural Engineering or Agricultural Engineering and Mechanization. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.56 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.57 VOCATIONAL TEACHER II – ANIMAL HUSBANDRY– 1 POST**

#### **3.0.58 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.59 QUALIFICATIONS AND EXPERIENCE**

Full Technician Certificate (FTC) or Diploma in Animal Health and Production or Animal Science. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.60 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **3.0.61 VOCATIONAL TUTOR II – FOOD AND BEVARAGE SALES AND SERVICES – 1 POST**

#### **3.0.62 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, 106 lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.63 QUALIFICATIONS**

Bachelor Degree or Advanced Diploma in Tourism majoring in Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.64 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.65 VOCATIONAL TEACHER II - FOOD AND BEVARAGE SALES AND SERVICES – 4 POSTS**

#### **3.0.66 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.67 QUALIFICATIONS**

Full Technician Certificate (FTC) or Diploma in either Food Beverage Sales and Services (FBSS) or Culinary Art or Tourism majoring in Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.68 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale



### **3.0.69 ASSISTANT VOCATIONAL TEACHER - FOOD AND BEVARAGE SALES AND SERVICES – 5 POSTS**

#### **3.0.70 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

#### **3.0.71 QUALIFICATIONS AND EXPERIENCE**

National Vocational Award Level 3 or Trade Test Grade I Certificate in Food Beverage Sales and Services (FBSS), Culinary Art or Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

#### **3.0.72 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.73 VOCATIONAL TUTOR II – TOUR GUIDING – 1 POST**

#### **3.0.74 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, 106 lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.74 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Tourism or Tourism and Hotel Management. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.75 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.76 ASSISTANT VOCATIONAL TEACHER - HANDLOOM WEAVING – 1 POST**

#### **3.0.77 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;

- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.78 QUALIFICATIONS AND EXPERIENCE**

National Vocational Award Level 3 or Trade Test Grade I Certificate in Handloom Weaving. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.79 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.80 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 1 POST**

#### **3.0.81 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.82 QUALIFICATIONS**

National Vocational Award Level 3 or Trade Test Grade I Certificate in either rWater Supply and Sanitation Engineering, Plumbing and Pipe Fitting or Boiler Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.83 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.84 ASSISTANT VOCATIONAL TEACHER – CARPENTRY AND JOINERY – 1 POST**

#### **3.0.85 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

#### **3.0.86 QUALIFICATIONS AND EXPERIENCE**

Holders of NVA Level 3 or Trade Test Grade I Certificate in Carpentry and Joinery. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

#### **3.0.87 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.88 VOCATIONAL TEACHER II – SECRETARIAL STUDIES – 8 POST**

#### **3.0.89 DUTIES AND RESPONSIBILITIES**

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

### **3.0.90 QUALIFICATIONS AND EXPERIENCE**

Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.91 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.92 ASSISTANT VOCATIONAL TEACHER – SECRETARIAL STUDIES – 8 POSTS**

#### **3.0.93 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and

- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.94 QUALIFICATIONS AND EXPERIENCE**

NVA Level 3 or Trade Test Grade I Certificate in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.95 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **3.0.100 ASSISTANT VOCATIONAL TEACHER – INFORMATION AND COMMUNICATION TECHNOLOGY – 5 POSTS**

### **3.0.101 DUTIES AND RESPONSIBILITIES**

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

### **3.0.102 QUALIFICATIONS AND EXPERIENCE**

NVA Level 3 or Trade Test Grade I Certificate in Telecommunication or Information and Communication Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.103 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **3.0.104 VOCATIONAL TUTOR II – MOTOR VEHICLE MECHANICS – 1 POST**

#### **3.0.105 DUTIES AND RESPONSIBILITIES**

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula; and
- x. To perform any other duties as may be assigned by immediate supervisor.

#### **3.0.106 QUALIFICATIONS AND EXPERIENCE**

Degree or Advance Diploma in Motor Vehicle Mechanics or Automotive Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

**3.0.107 REMUNERATION** Attractive remuneration package in accordance with Institution's Salary Scale.

**3.0.108 ASSISTANT VOCATIONAL TEACHER – FOOD PROCESSING – 3 POSTS**

**3.0.109 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

**3.0.110 QUALIFICATIONS AND EXPERIENCE**

National Vocational Award Level 3 or Trade Test Grade I Certificate in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

**3.0.111 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

**3.0.112 ASSISTANT VOCATIONAL TEACHER – AGRO - MECHANICS – 4 POSTS**

**3.0.113 DUTIES AND RESPONSIBILITIES**

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.



### **3.0.114 QUALIFICATIONS AND EXPERIENCE**

NVA Level 3 or Trade Test Grade I Certificate in Agro – Mechanics or Agricultural Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

### **3.0.115 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **3.0.116 COOK II – 3 POSTS**

#### **3.0.117 DUTIES AND RESPONSIBILITIES**

- i. To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- ii. To observe and test foods to determine if they have been cooked properly;
- iii. To prepare food/meals;
- iv. Take care of kitchen utensils; and
- v. To perform any other duties related to his/her work as assigned by his/her supervisor.

### **3.0.118 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV/VI certificate who has successfully completed a Certificate in Basic Medium course in Food Production, Food Science and Cookery, Culinary Art, Home Economics or equivalent qualifications from recognized institution.

### **3.0.119 REMUNERATION**

Attractive remuneration package in accordance with Institution's 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 **27<sup>th</sup> June, 2022;**
- xv. Only shortlisted 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**')

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