

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/113

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

### VACANCY ANNOUNCEMENT

On behalf of College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **60** vacant posts as mentioned below;

#### 1.0 COLLEGE OF BUSINESS EDUCATION (CBE)

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

##### 1.0.1 LECTURER – ICT (6 POSTS)

##### 1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

### **1.0.3 QUALIFICATIONS AND EXPERIENCE:**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Computer Science, Information Technology, Information Systems, Computer Forensics, Data Analytics or Software Engineering.

### **1.0.4 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

### **1.0.5 LECTURER – PROCUREMENT AND SUPPLIES MANAGEMENT (5 POSTS)**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Procurement and Supply Chain Management; Procurement and Logistics Management; Materials Management; Transport and Logistics Management; Supply Chain Management; Procurement and Supply Management; Procurement and Supplies Management or Freight Clearing and Forwarding.

### **1.0.8 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

### **1.0.8 LECTURER – ACCOUNTANCY (6 POSTS)**

#### **1.0.9 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

#### **1.0.10 QUALIFICATIONS AND EXPERIENCE:**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Accounting and Finance, Banking and Finance, Public Finance, or Taxation.

#### **1.0.11 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

### **1.0.11 LECTURER – METROLOGY AND STANDARDIZATION (1 POST)**

#### **1.0.12 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

#### **1.0.13 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants

should have studied (major) in the following disciplines: Metrology and Standardization, Laser Measurement Technology, Measurement Technologies, Oil and Gas Technology, Optics and Photonics, Mechanical or Mechatronic Engineering, Electronics Engineering, Electrical Engineering, Instrumentation Engineering or Electronics and Telecommunication.

**1.0.14 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

**1.0.15 LECTURER (HUMAN RESOURCES MANAGEMENT – 2 POSTS)**

**1.0.16 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor.

**1.0.17 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Human Resource Management or Public Administration.

**1.0.18 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

**1.0.19 LECTURER (RECORDS AND ARCHIVES MANAGEMENT – 2 POSTS)**

**1.0.20 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;

- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor;

**1.0.21 QUALIFICATIONS:**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Records and Archives Management.

**1.0.22 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

**1.0.23 LECTURER (COMMERCIAL AND CORPORATE LAWS – 3 POSTS)**

**1.0.24 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor.

**1.0.25 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Commercial Laws or Corporate Laws

**1.0.26 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1

### **1.0.27 LECTURER (ECONOMICS – 1 POST)**

#### **1.0.28 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Masters Degree and up to NTA level 9 for PhD students;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To conduct consultancy and community services;
- iv. To develop and review existing curriculum;
- v. To undertake individual research and participates in scientific/academic congregation;
- vi. To prepare teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisor.

#### **1.0.29 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Doctor of Philosophy (PhD) in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Economics.

#### **1.0.30 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 3.1.

### **1.0.31 ASSISTANT LECTURER (TOURISM MANAGEMENT- 1 POST)**

#### **1.0.32 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.33 QUALIFICATIONS AND RESPONSIBILITIES**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Tourism Management.

**1.0.34 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

**1.0.35 ASSISTANT LECTURER (HOSPITALITY AND TOUR GUIDE- 1 POST)**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

**1.0.36 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Hospitality Management.

**1.0.37 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

**1.0.38 ASSISTANT LECTURER (EVENT MANAGEMENT- 1 POST)****1.0.39 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

**1.0.40 QUALIFICATIONS:**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Marketing Management, Marketing or Event Management.

**1.0.41 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

#### **1.0.42 ASSISTANT LECTURER (DIGITAL MARKETING- 1 POST)**

##### **1.0.43 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

##### **1.0.44 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Digital Marketing.

##### **1.0.45 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

#### **1.0.46 ASSISTANT LECTURER (PROJECT MANAGEMENT, PLANNING AND EVALUATION - 1 POST)**

##### **1.0.47 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

##### **1.0.48 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Project Planning or Project Management.

##### **1.0.50 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1



### **1.0.51 ASSISTANT LECTURER (ICT - 7 POSTS)**

#### **1.0.52 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.53 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Computer Science, Information Technology, Information System, Computer Engineering, Software Engineering, Multimedia Systems, Data Analytics or IT Security.

#### **1.0.54 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.55 ASSISTANT LECTURER (PROCUREMENT AND SUPPLIES MANAGEMENT- 5 POSTS)**

#### **1.0.56 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.57 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Transport and Logistics Management or Procurement and Supply Chain Management.

#### **1.0.58 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.58 ASSISTANT LECTURER (ACCOUNTANCY - 4 POSTS)**

#### **1.0.59 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1,0,60 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Accounting and Finance, Banking and Finance, Public Finance or Taxation.

#### **1.0.61 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.62 ASSISTANT LECTURER (METROLOGY AND STANDARDIZATION 4 POSTS)**

#### **1.0.63 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- viii. Perform any other duties as assigned by supervisor.

#### **1.0.63 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Metrology and Standardization, Laser Measurement Technology, Measurement Technologies, Oil and Gas Technology, Optics and Photonics, Mechanical or Mechatronic Engineering or Electrical or Electronics Engineering.

**1.0.64 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

**1.0.65 ASSISTANT LECTURER – HUMAN RESOURCES MANAGEMENT (1 POST)****1.0.66 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

**1.0.67 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Human Resources Management or Public Administration

**1.0.68 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

**1.0.69 ASSISTANT LECTURER – RECORDS AND ARCHIVES MANAGEMENT  
(3 POSTS)****1.0.70 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

**1.0.71 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Records and Archives Management.

**1.0.72 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.73 ASSISTANT LECTURER – CORPORATE AND COMMERCIAL LAW (2 POSTS)**

#### **1.0.74 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.75 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in the following disciplines: Corporate Law or Commercial Laws.

#### **1.0.76 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.77 ASSISTANT LECTURER – ECONOMICS (1 POST)**

#### **1.0.78 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA Level 8;
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

#### **1.0.79 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Economics.

#### **1.0.80 REMUNERATION:**

The successful candidate will be paid at the salary scale of PHTS 2.1

### **1.0.81 ASSISTANT MEDICAL OFFICER II (2 POSTS)**

#### **1.0.82 DUTIES AND RESPONSIBILITIES**

- i. To practice general medicine and pediatrics;
- ii. To administer preventive medicine;
- iii. To attend to general outpatient clinics; and
- iv. Perform any other related duties assigned by ones reporting officer;

#### **1.0.83 QUALIFICATIONS:**

Holder of Advanced Diploma in Clinical Medicine or equivalent qualifications from a recognized institution and must have been registered with the Tanganyika Medical Board.

#### **1.0.84 REMUNERATION:**

The successful candidate will be paid at the salary scale of PMGSS 5.1

### **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 **3<sup>rd</sup> July, 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/>~~http://portal.ajira.go.tz/~~and not otherwise <http://portal.ajira.go.tz/>(This address also can be found at PSRS Website, Click **‘Recruitment Portal’**)*

Released by:

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

