

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/162

25th September, 2022

VACANCY ANNOUNCEMENT

On behalf of the Rural Water Supply and Sanitation Agency (**RUWASA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill sixty seven (**67**) vacant posts for contractual basis as mentioned below;

2.0 RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

The Rural Water Supply and Sanitation Agency (RUWASA) was established under the Water Supply and Sanitation Act No. 5 of 2019 to coordinate all efforts related to provision of Sustainable Rural Water Supply and Sanitation Services in rural areas in Tanzania mainland, so as to contribute to a sustainable socio-economic development. The Agency is mandated to plan, develop, maintain and manage provision of reliable water supply and sanitation services.

2.0.1 DRIVER GRADE II - 67 POSTS (ONE YEAR CONTRACT) 2.0.2 DUTIES AND RESPONSIBILITIES

- i. To drive motor vehicles and motor cycles as may be assigned;
- ii. To ensure motor vehicles and motor cycles and their accessories are in good condition;
- iii. To follow up vehicles or Motor cycles under repairs and ensure that required spares are all fitted and that obsolete spares are returned to stores for verification;
- iv. To maintain vehicle or machine cleanliness,

- v. To ensure safety of the vehicle and Motor cycles
- vi. To maintain and recording log books for all trips/routes made;
- vii. To report promptly any defects or problems detected in the vehicles or machines; and
- viii. To perform any other related duties as assigned by supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate having a valid Driving License Class C or E and Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

2.0.4 REMUNERATION

Salary Scale: RSS 2

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except where specified; ;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;

- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application lettershould be written either in Swahili or English andAddressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **8th October, 2022**;
- xvi. Only shortlisted candidates will be informed on the date of interview and;
- xvii. 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')

APPLY HERE

Released by:

SECRETARY

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