

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/263

30th March, 2023

1.0 BACKGROUND INFORMATION

On behalf of National Health Insurance Fund (NHIF), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill **two (2)** vacant posts of the Director of Human Resources and Administration and that of Chief Internal Auditor.

2.0 NATIONAL HEALTH INSURANCE FUND (NHIF)

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by Act of Parliament No.9 of 1999, to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to proving support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envision on becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

POST	DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION
EMPLOYER	NATIONAL HEALTH INSURANCE FUND (NHIF)
REPORTS TO	DIRECTOR GENERAL
JOB SUMMARY	To provide overall direction and supervision of the Human Resources and Administration issues

DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To provide advice on administrative and human resources matters and formulate internal working documents on such matters; ii. To provide strategic inputs on Administration and Human Resources Management issues; iii. To ensure optimal, efficient and effective management and utilization of human resources within the Fund; iv. To oversee employees' welfare; v. To oversee the review and implementation of human resources and administrative policies, procedures and practices; vi. To develop and implement strategic human resources and administrative plans; vii. To manage industrial relations, disciplinary, grievances and disputes procedures; viii. To advise on the remuneration policy and reward management; ix. To oversee the implementation of human resources systems and practices; x. To formulate, implement and evaluate training and development programmes; xi. To manage estates, logistics and support services; xii. To ensure the implementation of performance appraisal of all staff in the Fund; xiii. To prepare periodic reports of the directorate; and xiv. To perform other duties as may be assigned by the Director General from time to time.
QUALIFICATIONS	<p>Holder of Bachelor Degree in Public Administration, Human Resources Management, Business Administration majoring in Human Resources or Commerce majoring in Human Resources and a Master Degree in one of the following fields: Public Administration, Human Resources Management, Business Administration majoring in Human Resources or Commerce majoring in Human Resources from recognized University.</p>
WORK EXPERIENCE	<p>Working experience of at least ten (10) years of which two (2) years must be in Managerial Position.</p>

AGE LIMIT	Not more than fifty (55) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/SALARY SCALE	NHIF 12
APPLICATION TIME LINE	Twenty One (21) days from the date of the advertisement.

POST	CHIEF INTERNAL AUDITOR
EMPLOYER	NATIONAL HEALTH INSURANCE FUND (NHIF)
REPORTS TO	DIRECTOR GENERAL
JOB SUMMARY	Oversee Financial performance internal audit and provide assurance to both Board of Directors and Management on soundness and adequacy of internal controls and governance structure.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To prepare Annual Internal Audit Plan and supervise its execution; ii. To manage and appraise progressively the soundness, adequacy and application of the internal control systems; iii. To advise the Audit Committee and Director General on all matters pertaining to internal controls, proper management of assets and the level of compliance with financial and other regulations of the Fund; iv. To supervise operational/value for money audits; v. To ascertain the reliability of management data developed within the NHIF as well as the extent of compliance with the Fund policies, plans, procedures and other directives; vi. To liaise with external auditors for timely completion of accounts and management reports; vii. To carry out special investigation as may be directed by Director General, Board's Committee for Audit and Risk Management or Board of Directors; viii. To manage and monitor risks to which the Directorate is exposed;

	<p>ix. To conduct and advise the Director General accordingly on performance and Governance Audit;</p> <p>x. To prepare periodic reports of the unit; and</p> <p>xi. To perform other duties which may be assigned by the Director General or Board Audit Committee from time to time.</p>
QUALIFICATIONS	Holder of Master Degree in one of the following fields: Accounting, Finance, Business Administration majoring in Accounting or Finance and a related Bachelor Degree from recognized Institution. The candidate must possess either CPA (T), ACCA, ACA, ICMA or any equivalent professional qualifications recognized by NBAA.
WORK EXPERIENCE	Working experience of at least eight (8) years in related field at Senior level.
AGE LIMIT	Not more than fifty (55) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/SALARY SCALE	NHIF 11
APPLICATION TIME LINE	Twenty One (21) days from the date of the advertisement.

3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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); and**
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
- Form IV and Form VI results slips; and
 - Testimonials and Partial transcripts.
- vii. An applicant must upload a 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. 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-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **19th April, 2023;**
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action.

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/264

30th March, 2023

VACANCY ANNOUNCEMENT

On behalf of The Kibaha Education Centre (KEC), The Nelson Mandela African Institution of Science and Technology (NM-AIST) and Arusha Technical College (ATC) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill twenty eight (28) vacant posts as mentioned below;

1.0 KIBAHA EDUCATION CENTRE (KEC)

The Kibaha Education Centre (KEC) is a multi-purpose educational institution situated in Pwani Region. The Centre was established in 1963 as per Public Corporation Act, o.17 of 1969 as revised by Public Corporation Act, Cap 257 R.E 2002, sponsored by five countries – The then Tanganyika Government on one hand and the Government of the four Nordic Countries on the other hand i.e. Denmark, Finland, Norway and Sweden. The overall objective of the Centre as originally conceived was, through its institutions, to launch a three frontal attack to provide education on the problems of Poverty, Ignorance and Diseases collectively named as main National development enemies.

1.0.1 TEACHER GRADE IIIB – BIOLOGY SUBJECT -1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach students on allocated subject (s);
- ii. To set and mark students examinations;
- iii. To assess the progress results of the students;
- iv. To prepare and keep records of the continuous assessment of the students;
- v. To monitor student's examination;
- vi. To prepare and assist in maintaining proper storage of students' performance records;
- vii. To prepare examination's time table and allocation of rooms; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with two or more teaching subjects from a recognized Institutions. Candidates with qualifications in

Biology shall start at step 3 of the Salary Scale.

OR

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Ordinary Diploma in Secondary Education (NTA Level 6) with two or more teaching subjects in Science awarded by the National Council for Technical Education (NACTE) Candidates with qualifications in Biology shall start at step 3 of the Salary Scale.

1.0.4 REMUNERATION: Salary – PSTS 2

1.0.5 TEACHER GRADE IIIA – 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES:

Nursery School Teaching

- i. To teach pupils on allocated subjects;
- ii. To take care of children;
- iii. To identify children who are sick;
- iv. To prepare materials and lesson plans and implement activities for instruction;
- v. To observe and evaluate, pupils' academic performance, behavior and social development;
- vi. To mark students' examinations;
- vii. To assess the progress results of the pupils;
- viii. To keep and maintain pupil's performance record, and
- ix. Performing any other duties related to his or her work as assigned by his or her Supervisor.

1.0.7 REMUNERATION: Salary – PSTS 1

1.0.8 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Education or Certificate in Early Childhood Education or Certificate in Primary Education or equivalent qualification from a recognized Teacher's Training Institution.

2.0 THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY (NM-AIST)

The Nelson Mandela African Institution of Science and Technology (NM-AIST) in Arusha is one in a network of Pan-African Institutions of Science and Technology located across Sub-Saharan Africa (SSA). These institutions, which are the proud brainchild of the late Nelson Mandela, envision training and developing the next generation of African scientists and engineers with a view to impacting profoundly on the continent's development through the application of Science, Engineering and Technology and Innovation (SETI). The NM-AIST, which is accredited by the Tanzania Commission for Universities (TCU) is being developed into a world-class research-intensive institution for postgraduate and postdocs studies and research in SETI.

2.0.1 GAMES TUTOR II -1 POST

2.0.2 DUTIES AND RESPONSIBILITIES:

- i. To teach physical education at elementary stage;
- ii. To take charge of playing grounds, courts, equipment and facilities;
- iii. To coach games and sports;
- iv. To supervise ball, track, field games and recreation;
- v. To promote sports programs and games for both staff and students;
- vi. To conduct workshops and symposia on sports and games to the University community;
- vii. To advise on infrastructure needs for games and sports;
- viii. To Advise on purchases of sports gear and any other sports equipment; and
- ix. To perform any other related duties as may be assigned by supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Physical Education and Sports or equivalent qualifications from recognized institution.

2.0.4 REMUNERATION: Salary Scale: PGSS 6

2.0.5 LIBRARY ASSISTANT II - 4 POSTS

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To perform library clerical duties;
- ii. To assist registration of readers;
- iii. To perform issuing of books to readers;
- iv. To receive books from readers;
- v. To handle simple enquiries from readers;
- vi. To assist readers in bibliographic searching;
- vii. To assist in collection of library statistics;
- viii. To assist in proper shelving of books and periodicals;
- ix. To assist in carrying out cataloguing of books and periodicals; and
- x. To assist in copying catalogues with CIP data; and
- xi. To perform any other related duties as may be assigned by supervisor.

2.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Library and Information studies, Library Studies,

Information Studies, Documentation, Information Management and Information studies or equivalent qualification from recognized institution.

2.0.8 REMUNERATION: Salary Scale: PGSS

2.0.9 ESTATE OFFICER II (CIVIL) – 1 POST

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To ensure maintenance and cleaning of University properties and environment;
- ii. To examine bills of quantities;
- iii. To prepare work schedules;
- iv. To prepare budget for maintenance works;
- v. To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- vi. To keep and maintain relevant equipment in good working order;
- vii. To assist in innovating approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- viii. To assist in the planning, organizing, implementing and controlling of Estate activities and services; and
- ix. To perform any other related duties as may be assigned by supervisor.

2.0.11 QUALIFICATIONS AND RESPONSIBILITIES

Holder of Bachelor Degree in Civil Engineering or equivalent qualifications from recognized Institution. The candidate must be registered by their respective bodies under Graduate Category.

2.0.12 REMUNERATION: Salary Scale: PGSS 7

3.0 THE ARUSHA TECHNICAL COLLEGE (ATC) -RE- ADVERTISEMENT

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24th July, 2015. The College is mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

3.0.1 ASSISTANT LECTURER (Mechanical/Mechatronics/Engineering)–2 POSTS

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Mechatronics/ Mechanical/ Electrical/ Electronics/ ICT/Electronics/ Instrumentation/ Control/ Industrial Automation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Mechanical Engineering with a minimum GPA of 3.5.

3.0.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.5 ASSISTANT LECTURER (Electrical/Electrical and Electronics Engineering)- 3 POSTS

3.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Electrical/Electrical and Electronics Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Electrical/Electrical and Electronics/ Electrical and Automation Engineering with a minimum GPA of 3.5.

3.0.8 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.9 ASSISTANT LECTURER (Water Resources/Irrigation Engineering) –2 POSTS

3.0.10 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.11 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Water resources/Irrigation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

3.0.12 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.13 ASSISTANT LECTURER (Construction Management) – 2 POSTS

3.0.14 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.15 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Construction Management with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

3.0.16 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.17 ASSISTANT LECTURER (Civil/Highway/Transportation/Materials Science/Water Resources Engineering) –1 POST

3.0.18 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.19 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Civil and Highway Engineering/ Materials science and Engineering/ Highway / Civil / Transportation / Water Resources Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering/ Civil and Highway/Civil and Water resources Engineering with a minimum GPA of 3.5.

3.0.20 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.21 ASSISTANT LECTURER (DATA SCIENCE) – 1 POST

3.0.22 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;

- vi. To review and develop curriculum
- vii. To prepare teaching manual; and
- viii. To perform any other related duties as assigned by supervisor.

3.0.23 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Data Science/Computer Science/Machine Learning/Artificial intelligence/Internet of Things/Information technology with a minimum GPA of 3.8 and must have a Bachelor's degree in Computer Science/Computer Engineering/Information Technology with a minimum GPA of 3.5.

3.0.24 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

3.0.25 TUTORIAL ASSISTANT (Civil/Highway/Transportation Engineering) – 2 POSTS

3.0.26 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assists in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To assist in developing software solutions;
- vii. To assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- viii. To perform any other duties as assigned by supervisor.

3.0.27 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree in Civil and Highway/Civil/Highway Engineering with a minimum GPA of 3.5

3.0.28 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

3.0.29 TUTORIAL ASSISTANT (Land Surveying/Quantity Surveying/Geomatics)–1 POST

3.0.30 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);

- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To assist in developing software solutions;
- vii. To assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- viii. To perform any other duties as assigned by supervisor.

3.0.31 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree in Land Surveying/Quantity Surveying/Geomatics with a minimum GPA of 3.5

3.0.32 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

3.0.33 INSTRUCTOR II (Civil/Highway/Civil and Highway Engineering) – 2 POSTS

3.0.34 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 related duties as assigned by supervisors.

3.0.35 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree (NTA Level 8 or equivalent) in Civil/Highway/Civil and Highway Engineering with a minimum GPA of 3.5

3.0.36 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PTSS 10.1**

3.0.37 LABORATORY TECHNICIAN II (Laboratory Science and Technology / Water Laboratory Technology) – 2 POSTS

3.0.38 DUTIES AND RESPONSIBILITIES

- i. To Carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assists academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. Performs any other Duties and responsibilities as may be assigned by Supervisor.

3.0.39 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma or FTC in Laboratory Science and Technology/Water Laboratory Technology or equivalent qualifications from a recognized institution.

3.0.40 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 5.1**

3.0.41 LIBRARY ASSISTANT II – 1 POST

3.0.42 DUTIES AND RESPONSIBILITIES

- i. To register of library users;
- ii. To arrange books in a logical order;
- iii. To keep proper records of users, including lending and receiving books;
- iv. To amend torn books;
- v. To file library cards;
- vi. To prepare over dues and reminders;
- vii. To shelve library books;
- viii. To stamp library books;
- ix. To repair torn books; and
- x. To perform any other related duties as may be assigned by Supervisor.

3.0.43 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate in one of the following fields; Library studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

3.0.44 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 3.1**

3.0.45 DRIVER II – 1 POST

3.0.46 DUTIES AND RESPONSIBILITIES

- i. To drive College vehicles for department/Unit safely;
- ii. To maintain and keep up-to-date log-books;
- iii. To ensure that valid documents are obtained prior to commencing any journey;
- iv. To ensure safety of passenger (s) during driving;
- v. To ensure safe-keeping and cleanliness of the vehicle and its tools;
- vi. To keep motor vehicle in good running condition and report immediately faults and defects to Transport officer;
- vii. To maintain disciplined behavior, smartness and proper conduct in rendering services;
- viii. To adhere to Vehicle Maintenance Schedules;
- ix. To perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents; and
- x. To Perform any other related duties and responsibilities as may be assigned by Supervisor.

3.0.47 QUALIFICATIONS AND EXPERIENCE

Holder of Holder of Form IV certificate of Secondary Education with passes in Kiswahili and English plus at least Trade Test II/NVA III in Motor Vehicle Maintenance/Mechanics and a valid Driving License class (C, C1, C2, C3, E). Must have a certificate from a recognized Driving School.

3.0.48 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

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. **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:-
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- 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 **12th April, 2023**;
 - 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**)*

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