

JAMHURI YA MUUNGANO WA TANZANIA



OFISI YA RAIS

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

Ref.No.JA.9/259/01/A/258

23 Machi, 2023

TANGAZO LA NAFASI ZA KAZI

Katibu wa Sekretarieti ya Ajira Katika Utumishi wa Umma kwa niaba Mdhibiti na Mkaguzi Mkuu wa Hesabu za Serikali, Ofisi ya Makamu wa Rais na Wizara ya Mifugo na Uvuvi anakaribisha maombi ya kazi kutoka kwa Watanzania wenyewe sifa na uwezo wa kujaza nafasi **tano (05)** kama ilivyoainishwa katika hili tangazo.

1.0 MDHIBITI NA MKAGUZI MKUU WA SERIKALI

1.01 AFISA TEHAMA DARAJA LA II (INFORMATION SYSTEM AUDITOR II) NAFASI 1

1.02 MAJUKUMU

- i. Kushiriki katika kuainisha maeneo ya mifumo ya habari yanayoweza kufanyiwa ukaguzi na kutunza taarifa zake;
- ii. Kushiriki katika kuandaa mpango kazi wa ukaguzi wa mifumo ya habari unaolenga maeneo hatarishi kwa kuzingatia vipaumbele vya timu ya ukaguzi wa mifumo ya habari;
- iii. Kukusanya na kutunza taarifa muhimu kwa ajili ya kufanya ukaguzi wa mifumo ya habari;
- iv. Kufanya ukaguzi kwa vitendo katika maeneo yaliyolengwa;
- v. Kushiriki katika kuchanganua taarifa na kuandaa rasimu ya taarifa ya ukaguzi wa

- mifumo ya habari;
- vi. Kushiriki katika kuhakikisha kuna ufanisi kwenye vidhibiti usalama vya mifumo ya habari; na
- vii. Kufanya kazi nyingine atakazopangiwa na msimamizi wake wa kazi zinazoendana na sifa na fani yake.

1.03 SIFA ZA MWOMBAJI

Kuajiriwa wenyewe Shahada ya Kwanza au Stashahada ya Juu katika mojawapo ya fani zifuatazo: Sayansi ya Kompyuta, Uhandisi wa Kompyuta, Teknolojia ya Habari au Mifumo ya Habari.

1.04 MSHAHARA

Kwa kuzingatia viwango vya Serikali yaani ngazi ya Mshahara TGS. E.

1.05 MHANDISI DARAJA LA II (CIVIL ENGINEER II) - NAFASI 1

1.06 MAJUKUMU YA KAZI

- i. Kufanya Ukaguzi katika utekelezaji wa shughuli mbalimbali za Serikali ikiwemo programu na miradi mbalimbali ya maendeleo;
- ii. Kusaidia katika kutambua maeneo yanayoweza kufanyiwa Ukaguzi pamoja na kutunza na kuhifadhi taarifa mbalimbali juu ya Ukaguzi;
- iii. Kusaidia katika uandaaji wa mipango kazi ya UKaguzi;
- iv. Kusaidia katika kuandaa ripoti ya utafiti wa awali pamoja na Mipango ya Kazi itakayosaidia katika kufanya Ukaguzi;
- v. Kukusanya taarifa na nyaraka za ukaguzi kwa ajili ya kufanya Ukaguzi;
- vi. Kusaidia katika kuchakata taarifa na kuandaa ripoti za Ukaguzi;
- vii. Kusaidia katika kufanya ufuatiliaji wa utekelezaji wa mapendekezo ya Kaguzi zilizokwishafanyika;
- viii. Kusaidia katika uandaaji wa taarifa za ufuatiliaji wa mapendekezo ya Kaguzi; na
- ix. Kufanya kazi nyingine atakazopangiwa na msimamizi wake wa kazi zinazoendana na sifa na fani yake.

1.07 SIFA ZA MWOMBAJI

Kuajiriwa wenyewe Shahada ya kwanza /Stashahada ya Juu ya Uhandisi wa Ujenzi (Bachelor of Civil Engineering) kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali na waliosajiliwa na Bodi za Usajili ya fani husika.

1.08 MSHAHARA

Kwa kuzingatia viwango vya Serikali yaani ngazi ya Mshahara TGS. E

2.0 OFISI YA MAKAMU WA RAIS

2.0.1 MWANDAZI DARAJA LA II - NAFASI 1

2.0.2 MAJUKUMU YA KAZI

- i. Kuandaa meza ya kulia chakula;
- ii. Kupamba meza ya kulia chakula;
- iii. Kupanga vifaa vya kulia chakula mezani; na
- iv. Kuondoa vyombo baada ya kula chakula.

2.0.3 SIFA ZA MWOMBAJI

Wenye cheti cha Mtihani wa Kidato cha IV na kufuzu mafunzo si chini ya mwaka mmoja katika fani ya ‘Food and Beverages’ yanayotolewa na chuo chochote kinachotambuliwa na Serikali.

2.0.4 MSHAHARA

Kwa kuzingatia ngazi ya mshahara ya Serikali yaani TGS B.

3.0 WIZARA YA MIFUGO NA UVUVI

3.0.1 AFISA USIMAMIZI NYANDA ZA MALISHO II (RANGE MANAGEMENT OFFICER II) – NAFASI 2

3.0.2 MAJUKUMU YA KAZI

- i. Kubuni mbinu na miradi ya uendelezaji malisho na maji ya mifugo wilayani na kusimamia utekelezaji wake;
- ii. Kuratibu mipango ya ugani ya uendelezaji wa malisho;

- iii. Kufanya mafunzo ya uendelezaji malisho na vyanzo vya maji ya mifugo, kwa wataalam na wafugaji na wadau wengine;
- iv. Kufanya tafiti za rasilimali (Range resources survey) ya mifugo, vyakula vya mifugo, malisho na vyanzo vya maji;
- v. Kusimamia na kudhibiti uharibifu wa mazingira katika maeneo ya nyanda za malisho katika wilaya;
- vi. Kushiriki katika shughuli za kudhibiti uvamizi wa maeneo yaliyotengwa kwa ajili ya ufugaji na njia za mifugo wilayani;
- vii. Kufuatilia, kuweka, kuchambua na kutafsiri takwimu za uendelezaji, matumizi na uhifadhi wa malisho wilayani;
- viii. Kufanya uchunguzi wa kina kuchora ramani za usambaaji wa mbung'o na ndorobo katika maeneo yao;
- ix. Kuhamasisha wananchi kushiriki katika njia/ mbinu bora na rahisi za kuzuia ndorobo.
- x. Kutayarisha taarifa za robo, nusu na mwaka za uzuiaji wa mbung'o, Ndorobo, nagana, malale na hali ya malisho;
- xi. Kufanya kazi nyingine zozote za fani yake atakazoagizwa na kupangiwa na Mkuu wake

3.0.3 SIFA ZA MWOMBAJI

Kuajiriwa wenye Shahada ya Kwanza katika mojawapo ya fani ya Usimamizi wa Nyanda za Malisho (Range Management), Usimamizi wa Maliasili au Usimamizi wa Maeneo Kame kutoka chuo Kikuu cha Sokoine au sifa inayolingana na hiyo kutoka chuo kingine kinachotambulika na Serikali.

3.0.4 NGAZI YA MSHAHARA : TGS D

MASHARTI YA JUMLA KWA KAZI ZOTE.

- i. Waombaji wote wawe ni Raia wa Tanzania na wenyе umri usiozidi miaka 45.
- ii. Waombaji wote waambatishe cheti cha kuzaliwa.
- iii. **Waombaji wenyе ulemavu wanahamasishwa kutuma maombi yao na kuainisha vizuri kwenye dirisha la maombi uelemavu walionao kwa ajili ya utambuzi kwa Sekretarieti ya Ajira;**
- iv. **Waombaji ambao tayari ni watumishi wa Umma na wamejipatia sifa za kuingilia katika kada tofauti na walizonazo, wapitishe barua zao za maombi ya nafasi za kazi kwa Waajiri wao na Waajiri wajiridhishe ipasavyo.**
- v. Waombaji waambatishe maelezo binafsi yanayojitosheleza (**Detailed C.V**) yenye anwani na namba za simu za kuaminika pamoja na majina ya wadhamini (**referees**) watatu wa kuaminika.
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Cheti cha mtihani wa kidato cha IV na VI
 - Computer Certificate
 - Vyeti vya kitaaluma (Professional certificates from respective boards)
- vi. **Testimonials”, “Provisional Results”, “Statement of results”, hati matokeo za kidato cha nne na sita (FORM IV AND FORM VI RESULTS SLIPS) HAVITAKUBALIWA.**
- vii. **Waombaji waliosoma nje ya Tanzania wahakikishe vyeti vyao vimehakikiwa na kuidhinishwa na Mamlaka husika (TCU, NECTA na NACTE).**
- viii. Waombaji waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba isipokuwa kama wana kibali cha Katibu Mkuu Kiongozi.

- ix. Waombaji kazi ambao tayari ni waajiriwa katika nafasi za kuingilia walioko katika Utumishi wa umma wasiombe na wanatakiwa kuzingatia maelekezo yaliyo katika Waraka Na CAC. 45/257/01/D/140 wa tarehe 30 Novemba, 2010.
- x. Uwasilishaji wa taarifa na sifa za kugushi wahusika watachukuliwa hatua za kisheria.
- xi. **Mwisho wa kutuma maombi ya kazi ni tarehe 5 Aprili, 2023.**

Muhimu: Kumbuka kuambatisha barua yako ya maombi ya kazi iliyosainiwa pamoja na vyeti vya elimu. anuani ya barua hiyo ilekezwe kwa;

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S.L.P. 2320 DODOMA.

- i. **Maombi yote yatumwe kwenye mfumo wa kielektroniki wa Ajira (Recruitment Portal) kupitia anuani ifuatayo; <http://portal.ajira.go.tz/> (Anuani hii pia inapatikana kwenye tovuti ya Sektretarieti ya Ajira kwa kuingia sehemu ilioandikwa 'Recruitment Portal')**
- ii. **Maombi yatakayowasilishwa nje ya utaratibu ulioainishwa katika tangazo hili HAYATAFIKIRIWA.**

Limetolewa na;

KAIMU KATIBU
SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

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

23rd March, 2023

VACANCY ANNOUNCEMENT

On behalf of the Benjamin Mkapa Hospital (BMH), Muhimbili Orthopaedic Institute (MOI), and Tanzania Automotive Technology Centre (TATC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **nine (9)** vacant posts as mentioned below;

1.0 BENJAMIN MKAPA HOSPITAL (BMH)

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazette by the government on 16th October, 2015 after its inauguration on 13th October, 2015. The establishment of this hospital emanates from the intention of 4th term President of United Republic of Tanzania Dr. Jakaya Mrisho Kikwete to have a hi-tech and modern diagnostic treatment center in Tanzania by 2015 aiming at reducing government burden resulting from referring patients abroad.

The hospital has 400 bed capacity that serve both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including Emergency medicine, Intensive Care Unit (ICU), Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Mammography, X-ray, Ultrasound, angiography, Cath-lab, Laboratory services, surgical Services and radiotherapy services.

1.1 MEDICAL SPECIALIST II - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Attending emergency medical duties;
- (ii) Carrying out ward rounds;
- (iii) Performing surgical duties;
- (iv) Performing clinical duties in both private and public outpatient clinics;
- (v) Carrying out researches in their respective medical fields;
- (vi) Participating fully in morning clinical sessions, patients' presentation and clubs;
- (vii) Participating in Medical Board;
- (viii) Participating in outreach programs;
- (ix) Participating in preparation of budget of Medical Directorate;
- (x) Initiating, Creating and planning strategies to improve his/her professional services;
- (xi) Preparing Continuing Education Programs for Medical Personnel;
- (xii) Providing Medical legal advice;
- (xiii) Carrying out administrative duties in his respective working area;
- (xiv) Ensure adherence to standard operating procedure and BMH business process; and
- (xv) Performing any other duties related to his/her work as assigned by his/her superior.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in General Surgery from a recognized institutions who is registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree as well.

1.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.2 DENTAL LABORATORY TECHNOLOGIST II - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To handle plastic prosthetic appliances and normal laboratory procedures;
- ii. To ensure that all dental machines and laboratory equipment are in working order and report any malfunction to the concerned authorities;
- iii. To maintain a record of all patients with dental problems;
- iv. To prepare artificial teeth and mouth parts as required;

- v. To take the size of patient's teeth as instructed and work on them accordingly; and
- vi. To perform any other duty assigned by the Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Dental Laboratory Technology from recognized Institution.

1.2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

2.0 MUHIMBILI ORTHOPEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous Institute established through an Act of Parliament No 7 of 1996 with the main objective of providing services in the field of Orthopaedic, Traumatology, and Neurosurgery. Furthermore, MOI offers Research and training/ capacity building on how to provide the best services to the community.

2.1 ACCOUNTS ASSISTANT I - 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the preparation of various financial statements;
- ii. To assume responsibility for a variety of accounting duties such as payment of salaries and keeping vote accounts, cheques, etc;
- iii. To examine invoices, bills and other claims before prepayment;
- iv. To prepare payment vouchers and cheques and post them in respective accounts;
- v. To assist in the preparation of bank reconciliation statement;
- vi. To supervise junior staff;
- vii. To ensure that all necessary procedure are followed in making any financial transaction;
- viii. To ensure adherence to standard operating procedure and MOI business process; and
- ix. To perform any other duties related to his/her work as assigned by his/her supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in Accounting or ATEC II or equivalent qualifications from recognised institutions with working experience of at least four (4) years in the related field.

2.1.3 REMUNERATION

Salary scale – PMGSS 4/1.

2.2 PHYSIOTHERAPY OFFICER II - 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To contribute ideas to primary and secondary prevention of functional disabilities;
- ii. To identify predisposing factors to disabilities at homes, schools and working environment;
- iii. To execute treatment plans for patients;
- iv. To participate in PHC programmes;
- v. To treat patients through physiotherapy techniques;
- vi. To conduct health education program to inpatients and outpatients;
- vii. To keep and maintain patient's records;
- viii. To conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community;
- ix. To ensure that there is an adherence to standard operating procedure and MOI business process; and
- x. To perform any other duties related to his/her work as assigned by his/her supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Physiotherapy or equivalent qualification from recognized Institutions.

2.2.3 REMUNERATION

Salary scale – PMGSS 5/1.

2.3 SHOE MAKER II - 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To make orthopaedic boots and compensation of shoes with supervision of senior staff;

- ii. To cast and adjust orthopaedic boots to meet user's requirements;
- iii. To prepare materials for shoe making;
- iv. To advise and train patients on how to use the orthopaedic boots, arch supports etc;
- v. To keep and maintain records of orthopaedic boot users;
- vi. To assist senior staff in undertaking repair of workshop equipment;
- vii. To ensure adherence to standard operating procedure and MOI business process; and
- viii. To perform any other duties related as assigned by his/her supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Certificate plus Trade Test I/Level III in leather goods and footwear or equivalent qualifications from recognized Institutions.

2.3.3 REMUNERATION

Salary scale – PMOSS 1/1.

3.0 TANZANIA AUTOMOTIVE TECHNOLOGY CENTRE (TATC)

Tanzania Automotive Technology Centre (TATC), synonymously known as “Shirika la Nyumbu”, was formally established on the 14th December 1985, through a Presidential Order, made under the Public Corporations Act 1969. TATC’s mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer and quality assurance services.

TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

3.1 ARTISAN II (FOUNDRY) - 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To operate foundry equipment and machinery;
- ii. To Pour molten metal into mould for casting;

- iii. To repair moulds;
- iv. To read and records temperatures of molten metal;
- v. To make moulds of simple castings;
- vi. To Prepare and proceeds to make moulds in green and sodium;
- vii. To silicate bonded sands;
- viii. To operate with high degree of confidence all simple foundry machines;
- ix. To operate heat treatment equipment and machinery;
- x. To pack and protects parts against decarburization or scaling during treatment;
- xi. To purge furnace with appropriate gas on treatment involving gases;
- xii. To Set, read and records temperatures of treatment furnace;
- xiii. To carry out heat treatment of simple parts;
- xiv. To Prepare and proceed to make protective materials on parts intended for treatment;
- xv. To operate with high degree of confidence simple heat treatment;
- xvi. To carry out annealing, hardening and tempering of simple parts;
- xvii. To work independently and operate all machines in the shop;
- xviii. To produce high quality products of standard stipulated by the Centre and;
- xix. To assist blacksmith of lower grade in their training.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV education with Trade Test Grade I or CBET level III in Foundry.

3.1.3 SALARY SCALE PGSS 2

3.1.4 ARTISAN II (FILTER MECHANICS) - 2

3.1.5 DUTIES AND RESPONSIBILITIES

- i. To assist lower grade machinists in solving problems relating to machine shop operations.
- ii. To operate any machines in the workshop, if so required.
- iii. To make any special tools, fixtures, jigs and any other auxiliary equipment such as quality control gauges using tool room equipment and skills.
- iv. To instruct machinists of lower grades in tool room.

3.1.6 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV education with Trade Test Grade I or CBET level III in Fitter Mechanics.

3.1.7 SALARY SCALE: PGSS 2.

3.1.8 ARTISAN II (PLUMBER) - 1 POST

3.1.9 DUTIES AND RESPONSIBILITIES

- i. To replace taps, plugs, valves, WC seat covers;
- ii. To repair leaking pipes and allied fittings;
- iii. To Clear drainage system, culverts, wastepipes and gully traps; and
- iv. To exercise proper use of plumbing tools and equipment's.

3.1.10 QUALIFICATIONS AND EXPERIENCE

Holder Form IV education with Trade Test Grade I or CBET Level III in Plumbing.

1.0.14. SALARY SCALE: PGSS 2

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: -
 - 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 **5th 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/> 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**