

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/345**

**22<sup>nd</sup> July, 2023**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania National Parks (TANAPA), National Museum of Tanzania (NMT), College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **Twelve (12)** vacant posts as mentioned below;

**1.0 TANZANIA NATIONAL PARKS (TANAPA)**

Tanzania National Parks (TANAPA) is a unit of Wildlife and Forest Conservation Service (WFCS) under the Ministry of Natural Resources and Tourism. The organization is mandated to manage and regulate the use of areas designated as National Parks by such means and measures to preserve the country's heritage, encompassing natural and cultural resources, both tangible and intangible resource values, including the fauna and flora, wildlife habitat, natural processes, wilderness quality and scenery therein and to provide for human benefit and enjoyment of the same in such manner and by such means as will leave them unimpaired for future generations. Currently, TANAPA manages 22 National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural inheritance.

For the purpose of ensuring adequate human resources and promoting professionalism, the organization seeks to recruit high caliber, results oriented and self-driven professionals with integrity to fill the following posts below:

## **1.1 CONSERVATION RANGER III – ARTISAN (MOTOR VEHICAL MECHANICS) (6 POSTS)**

### **DUTIES AND RESPONSIBILITIES**

- i. Identifying spares parts required for the work to be done according to one's field of specialization.
- ii. Performing preventive and routine maintenance to motor vehicles, machine and boats.
- iii. Performing major maintenance and minor repair.
- iv. Inspecting and repairing motor vehicles wiring and lighting systems.
- v. Assisting Technicians in day-to-day activities.
- vi. Adhering to safety standards in work environment.
- vii. Ensuring proper up keep of work environment.
- viii. Performing panel beating and general car body works.
- ix. Preparing timely periodic work reports.
- x. Performing any other related duties as assigned by superior.

### **1.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II or Relevant CBET Level II in Motor Vehicles Mechanics from a recognized training Institution.

**AGE LIMIT:** not above 25 years of age

**SALARY SCALE:** TNPSS B

## **1.3 CONSERVATION RANGER III – ARTISAN (MASONRY) (3 POSTS)**

### **DUTIES AND RESPONSIBILITIES**

- i. Constructing, plastering, altering and demolishing buildings, bridges or other civil works;
- ii. Identifying building materials for the civil works to be done;
- iii. Performing major and minor maintenance of staff houses, office buildings, bridges or any other civil works;
- iv. Assisting Technicians in day-to-day civil works activities;
- v. Adhering to safety standards in work environment,
- vi. Ensuring proper up keep of work environment
- vii. Preparing timely periodic work reports;

- viii. Implementing best practices in areas of work specialization; and
- ix. Performing any other related duties as assigned by superior.

### **QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade II or Relevant CBET Level II in Bricks Laying/Masonry from a recognized training Institution.

**AGE LIMIT:** not above 25 years of age

**SALARY SCALE:** TNPSS B

## **2.0 ESTABLISHMENT OF THE NATIONAL MUSEUM OF TANZANIA**

The National Museum of Tanzania (NMT) is a body corporate established by the National Museum of Tanzania Act, No. 7 of 1980 (Cap. 281). It is an educational and cultural institution for the collection, preservation and research of scientific and cultural objects relating to Tanzania's cultural and natural heritage. NMT is a Government institution under the Ministry of Natural Resources and Tourism (MNRT). The Management of the NMT is vested to the Board of NMT. The Director General is the Secretary to the Board and the overseer of day to day operations of the NMT.

### **2.1 TEACHER IIIC- BIOLOGY-1POST DUTIES AND RESPONSIBILITIES**

- i. To design and implement education programmes.
- ii. To assist in conducting research and publications.
- iii. To be responsible for gathering information, literature for handouts and guides.
- iv. To conduct guided tours to visitors.
- v. To provide education to visitors.
- vi. To design and plan audience centred exhibitions and programs.
- vii. To design and plan outreach programmes.
- viii. To perform any other duties assigned by the supervisor.

### **QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education in with specialization in; Biology. Certificate in any fields related to Museum and Heritage Management will be an added advantage.

**SALARY SCALE: PSTS 3**

### **2.3 TEACHER IIIC- HISTORY-1POST DUTIES AND RESPONSIBILITIES**

- i. To design and implement education programmes.
- ii. To assist in conducting research and publications.
- iii. To responsible for gathering information, literature for handouts and guides.
- iv. To conduct guided tours to visitors.
- v. To provide education to visitors.
- vi. To design and plan audience centred exhibitions and programs.
- vii. To design and plan outreach programmes.
- viii. To perform any other duties assigned by the supervisor.

### **QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education in with specialization in; History. Certificate in any fields related to Museum and Heritage Management will be an added advantage.

### **2.4 SALARY SCALE: PSTS 3**

### **3.0 COLLEGE OF BUSINESS EDUCATION.**

College of Business Education. The College of Business Education was established by the College of Business Education 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 and Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

### **3.1 ICT OFFICER II (PROGRAMMING) 1 POST**

#### **DUTIES AND RESPONSIBILITIES**

- i. To assist in capturing user Customer Requirement Specifications- CRS.
- ii. To perform systems analysis and design.
- iii. To implement software systems (Write and document code).
- iv. To perform systems testing (Software validation & verification) and document test results.
- v. To perform system configurations.
- vi. To assist in conducting user acceptance test.
- vii. To participate in design review and provide input for user documentation.
- viii. To liaise with user support staff in supporting end users.

- ix. To maintain and support various business process applications.
- x. To perform any other related duties assigned by supervisor.

### **QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

### **SALARY SCALE: PGSS 7/1**

### **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.
  - 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  
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. 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.**
- xiii. Deadline for application is **04<sup>th</sup> August, 2023**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. 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:**

**ACTING SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

