



**United Republic of Tanzania**  
**MINISTRY OF NATURAL RESOURCES AND TOURISM**  
**TANZANIA FOREST SERVICES (TFS) AGENCY**



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**MWANZA.**

In reply please quote:

**Ref.No.** CAC.261/275/01/113

07<sup>th</sup> August, 2023

**JOB VACANCIES AT TANZANIA FOREST SERVICES (TFS) AGENCY**  
**(ONE YEAR RENEWABLE CONTRACT)**

**1. BACKGROUND**

Tanzania Forest Services (TFS) Agency is a semi-autonomous Government Agency established through Government Notice No. 269 of 30<sup>th</sup> July, 2010 under Executive Agency Act (Cap. 245) as amended from time to time. The Agency implements the National Forest and Beekeeping Policy of 1998 and the Forest Act (Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources. The agency is among four units forming the Wildlife and Forest Conservation Service established by the Written Laws (Miscellaneous Amendments) (No. 2) Act, 2020.

The Headquarters is located at Misitu House in Itega Area, Dodoma. TFS operates in seven zones as follows: Eastern zone (Kibaha in Pwani Region), Southern zone (Masasi District in Mtwara Region), Southern Highlands zone (Mbeya City in Mbeya Region), Northern zone (Same District in Kilimanjaro Region), Western zone (Tabora Municipal in Tabora Region), Lake zone (Mwanza City in Mwanza Region) and Central zone (Dodoma City in Dodoma Region). All operational matters of the Agency are handled at the Zones, while the Headquarters deals with strategic management issues.

**2. NATURE AND SCOPE OF THE POSITIONS**

TFS Lake Zone has 62 vacant positions comprising of Forest Officer II (2) Forest Assistant II (20), Forest Guard II (26), Bee keeping Assistant II (6) and Driver II

(8) which need to be filled immediately with suitably qualified Tanzanians. The following are the particulars related to these positions:

## **2.1 Job Title: Forest Officer II (2 - Post)**

**Duty Station: Lake Zone**

### **2.1.1 Required Qualifications**

Holder of Bachelor Degree in one of the following fields; Natural Resource Management, Natural Resource Management for Sustainable Agriculture, Forestry, Agroforestry, Forest Resource Assessment and Management, Forest Management and Nature Conservation, Wood Utilization, Forest Ecology, Forest Biology, Forest Economics or Forest Engineering from a recognized institution. Must have basic knowledge in computer applications.

### **2.1.2 Main Duties**

- (i) To supervise planting and management of natural forests and plantations;
- (ii) To conduct research related to forestry or environment;
- (iii) To enforce forest policies and legislation;
- (iv) To build capacity of staff and stakeholders;
- (v) To conduct planning in forest and coordinate collection and analysis of forest products statistics; and
- (vi) To carry out other duties as assigned by Supervisor.

## **2.2 Job Title: Forest Assistant II (20-Posts)**

**Duty Station: Lake Zone**

### **2.2.1 Required Qualifications**

Holder of Form IV/VI plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, Forest Industries Technology or equivalent from a recognized institution.

### **2.2.2 Main Duties**

- (i) To collect and good keeping of tree seeds;
- (ii) To tend tree seedlings and management of tree nurseries;
- (iii) To manage trees and forests;
- (iv) To undertake patrols within the forests;

- (v) To inspect and grade forest products;
- (vi) To carry out menstruation in forest;
- (vii) To carry out forest extension services;
- (viii) To carry out any other duties as assigned from time to time by Supervisor.

## **2.3 Job Title: Bee keeping Assistant II (6-Posts)**

**Duty station: Lake Zone**

### **2.3.1 Required Qualifications**

Holder of Certificate in one of the following fields, Beekeeping ,Botany or Zoology from a recognized institutions

### **2..3.2 Main Duties**

- i. To Manage apiaries and Bee reserves
- ii. To collect Beekeeping data
- iii. To keep beekeeping records
- iv. To handle harm full bee swarms
- v. To perform any other related duties as may be assigned time to time by immediate supervisor

## **2.4 Job Title: Forest Guard II (26- Posts)**

**Duty Station: Lake Zone**

### **2.4.1 Required Qualifications**

Holder of Form IV/VI who has attended training of National Service/Militia/Fire and Rescue or related training from recognized Institution.

### **2.4.2 Main Duties**

- (i) To guard and prevent unauthorized entry into natural or plantation forests
- (ii) To carry out planned and ad hoc patrols of forests
- (iii) To monitor movements of people with suspicious forest products and report them to appropriate authorities
- (iv) To arrest illegal forest entrants in conjunction with authorized local authorities

- (v) To participate in forest fire management practices; and
- (vi) To perform any other related duties as may be assigned time to time by Supervisor.

## **2.5 Job Title: Driver II (8-Posts)**

### **Duty Station: Lake Zone**

#### **2.5.1 Required Qualifications**

Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

#### **2.5.2 Main Duties**

- (i) To drive motor vehicles in accordance to road traffic rules and regulations
- (ii) To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation
- (iii) To ensure that a motor vehicle and its equipments (jack, spanner, space tyre etc) are available and are in good condition;  
To carry out minor/routine maintenances of vehicles;
- (iv) To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- (v) To ensure cleanness of motor at all time;
- (vi) To record and maintain records pertaining to any journey in the Logbook;
- (vii) To assist in collecting and dispatching mails;
- (vii) To report any accident immediately to Supervisor or Traffic Police;  
and
- (viii) To perform any other duties as may be assigned by his superiors.

### **GENERAL CONDITIONS**

- (i) Applicants must have clean criminal record;
- (ii) Application Letter with Curriculum Vitae (CV) including names, Postal Address, email address and Telephone number.
- (iii) Certifies Copies of Certificates

- (iv) Only Successful candidates will be contacted for further Procedures.
- (v) All applications should be submitted through address mentioned below only.
- (vi) Interested applicants should submit their applications by **25<sup>th</sup> August, 2023 3:30 PM** through the following address:

**Zonal Manager,**  
**Tanzania Forest Services Agency,**  
**Lake Zone,**  
**P.O BOX 919,**  
**MWANZA**