

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Kumb.Na.JA.9/259/01/A/438**

**30<sup>th</sup> November, 2023**

**VACANCY ANNOUNCEMENT**

On behalf of Institute of Accountancy Arusha (IAA), Institute of Rural Development Planning (IRDP) Tanzania Coffee Board (TCB), Mzinga Corporation and Tanzania Automotive Technology Centre (TATC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill four **(24)** vacant posts as mentioned below;

**1.0 TANZANIA COFFEE BOARD (TCB)**

Tanzania Coffee Board was established by the Coffee Industry Act No 23 of 2001 and related Regulations of 2003. The Tanzania Coffee Board replaced the Tanzania Coffee Marketing Board formed in 1984. The main functions of Tanzania Coffee Board are to regulate the coffee industry in Tanzania and advise the Government on all matters related to the growing, processing and marketing and promotion of the coffee sector within and outside the country.

**1.1 Quality Management Assistant II – 1Post**

**1.1.1 Duties and Responsibilities:**

- i. To assist in preparing bulking instructions and send them to the curing factories to guide drawing of samples;
- ii. To assist in preparing coffee roasting outturns samples;
- iii. To cup/test the coffee samples and produce a cupping evaluation report and rating of coffee basing on fragrance, acidity, flavor, body, after test and balance;
- iv. To classify of coffee outturn samples;
- v. To participate in cupping panel;
- vi. To conduct cupping evaluation process which is in line with established international standards;

- vii. To assist in preparation of coffee quality reports to give feedback for used by factories and farmers;
- i. To assist Quality Assurance Manager and Auctioneer to conduct the auction;
- ii. To perform any other related duties as may be assigned by Immediate Supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE:**

Holder of Certificate in Coffee Quality and Trade or equivalent qualifications from recognized institutions.

### **1.1.3 REMUNERATION**

SALARY SCALE PGSS 3

## **2.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programs. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

## **2.1 ASSISTANT LECTURER IN INSURANCE AND RISK MANAGEMENT - 1 POST**

### **2.1.1 Duties and Responsibilities:**

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

### **2.1.2 QUALIFICATIONS**

Holder of Certificate of Master's Degree in Insurance and Risk Management, Insurance and Social Protection, Insurance and Actuarial Science, Bachelor of Science in Risk Management, Insurance and Social Protection and Insurance and Actuarial Science or equivalent qualifications from

recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.5 at Master Degree or B+ average for non –classified degrees

### **2.1.3 SALARY**

This position holds salary scale of PHTS 2.

## **3.1 ASSISTANT LECTURER (TAXATION)- 1 POST**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

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

### **3.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Master's Degree in Taxation, Accounting and Finance and Accountancy, Bachelor of Taxation, Accounting and Finance, Accountancy or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.5 at Master Degree or B+ average for non –classified degrees

### **3.1.3 SALARY**

This position holds salary scale of PHTS 2.

## **4.0 INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980s.

This Act provides a legal framework for the Institute to be established as an important national Centre for provision of training, research and consultancy services in the field of rural development planning and management with main objective of alleviating qualitative and quantitative shortage of skilled manpower

within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development

#### **4.1 ASSISTANT LECTURER (BUSSINESS ADMINISTRATION) - 1 POST (RE – ADVERTISED)**

##### **4.1.1 DUTIES AND RESPONSIBILITIES**

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

##### **4.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Business Administration. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and at least 3.8 at Master Degree

##### **4.1.3 REMUNERATION - PHTS 2**

#### **5.0 MZINGA CORPORATION**

Mzinga Corporation was established in January 1974 as a Project under the Tanzania People Defence Forces Headquarters (TPDF) under the name of Mzinga Ordinance Factory. On 13<sup>th</sup> September 1974, the Mzinga TPDF Project was legally declared a Public Corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF Project to Present Mzinga Corporation.

#### **5.1. ARTISAN GRADE II (FITTER MECHANICS) – 4 POST**

##### **5.1.1. DUTIES AND RESPONSIBILITIES**

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepares equipment to the required standards;

- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment;
- ix. To perform any other duties as assigned from time to time by the supervisor.

### **5.1.2. QUALIFICATION AND EXPERIENCE**

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II Certificate in Fitter Mechanics.

### **5.1.3. SALARY SCALE: PGSS 2**

## **5.2 ARTISAN GRADE II (CARPENTRY) – 1 POST**

### **5.2.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake carpentry works;
- ii. To undertake the planning and control of maintenance activities related to carpentry
- iii. To manage the carpentry workshops;
- iv. To keep carpentry equipment and tools in good working condition;
- v. To undertake the planning and control of maintenance activities related to carpentry.
- vi. To perform any other related duties as assigned by his/her superior.

### **5.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II Certificate in Carpentry.

### **5.2.3 SALARY SCALE: PGSS 2**

## **5.3 ARTISAN GRADE II (TAILORING) – 2 POST**

### **5.3.1 DUTIES AND RESPONSIBILITIES**

- i. To take customer's measurements using a tape measure.
- ii. To attach labels to customers' garments to prevent any errors

- iii. To modify garments according to customer instructions, which includes tapering pant legs, lining sheer garments, removing pockets, and adding padding
- iv. To Construct garments for customers based on their design ideas, specifications, and preferences
- v. To discuss designs, alteration, or repair requirements with customers to ensure that their specifications are met
- vi. To perform any other related duties as assigned by his/her superior.

### **5.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II Certificate in Tailoring.

### **5.3.3 SALARY SCALE: PGSS 2**

## **6.0 TANZANIA AUTOMATIVE TECHNOLOGY CENTRE (TATC)**

The Tanzania Automotive Technology Centre (TATC) synonymously known as “Shirika la Nyumbu” was formally established on the 14<sup>th</sup> of 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).

TATC seeks to recruit intelligent and result-oriented Tanzanians with high integrity to fill the 22 vacant posts mentioned below: -

### **6.1 ARTISAN II (LABORATORY ASSISTANT) - 2 POSTS**

#### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct routine foundry sand tests
- ii. To carry out routine chemical tests;
- iii. To be responsible for glassware cleanliness and other apparatus;
- iv. To ensure the laboratory environment is well maintained;

- v. To assist Laboratory Assistant in collecting specimens from the foundry and scrap yard for analysis purposes; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

### **6.1.2 QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Laboratory Technology.

### **6.1.3 SALARY SCALE: PGSS 2**

## **6.2 ARTISAN II (FOUNDRY) – 3 POSTS**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- i. To operate foundry equipment and machinery.
- ii. To pour molten metal into mould for casting.
- iii. To repair molds
- iv. To read and record temperatures of molten metal.
- v. To make molds of simple castings.
- vi. To make molds in green and sodium silicate bonded sands.
- vii. To operate with a high degree of confidence all simple foundry machines.
- viii. To operate heat treatment equipment and machinery.
- ix. To pack and protect parts against decarburization or scaling during treatment.
- x. To set, read and record the temperature of the treatment furnace.
- xi. To carry out heat treatment of simple parts.
- xii. To make protective materials on parts intended for treatment.
- xiii. To operate with a high degree of confidence simple heat treatment furnace, being able to carry out annealing, hardening, and tempering of simple parts

### **6.2.2 QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Foundry.

### **6.2.3 SALARY SCALE: PGSS 2**

## **6.3 ARTISAN GRADE II (PATTEN MAKING) – 1 POST**

### **6.3.1. DUTIES AND RESPONSIBILITIES**

- i. To conduct routine foundry sand tests;

- ii. To carry out routine chemical tests;
- iii. To be responsible for glassware cleanliness and other apparatus;
- iv. To ensure the laboratory environment is well maintained;
- v. To assist Laboratory Assistant in collecting specimens from the foundry and scrap yard for analysis purposes; and
- iii. To perform any other related duties as may be assigned by the immediate supervisor.

### **6.3.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVT A1/ CBET III or Trade Test Grade I in Pattern Making.

### **6.3.3. SALARY SCALE: PGSS 2**

## **6.4 ARTISAN GRADE II (FITTER MECHANICS) – 1 POST**

### **6.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assemble and disassemble mechanical systems.
- ii. To drill, tap, and hand reaming new holes during the assembly of mechanical parts.
- iii. To re-thread or re-tap of bolts and nuts during assembly of mechanical parts.
- iv. To scrap, lap, and fit shell bearings and bushes in specified fields.
- v. To detect faults and rectify plants and equipment.
- vi. To assemble and disassemble mechanical systems.
- vii. Re-thread or re-taps bolts and nuts.
- viii. To identify worn-out parts by proper use of measuring instruments.
- ix. To conduct fault diagnostics in vehicles and vehicle systems.
- x. To carry out preventive maintenance schedules for vehicles.
- xi. To conduct vehicles inspections, repair, servicing, and testing

### **6.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Form Four Certificate and CBET Level III Certificate or Trade Test Grade I Certificate in Fitter Mechanics

### **6.4.3 SALARY SCALE: PGSS 2**

## **6.5 ARTISAN GRADE II (SPRAY PAINTING AND PANEL BEATING) – 1 POST**

### **6.5.1 DUTIES AND RESPONSIBILITIES**

- i. To perform panel beating and gas welding for finishing or repair.



- ii. To spray paint, first and finish coat without close supervision of senior spray painters.
- iii. To paint special coats for special applications.
- iv. To uphold industrial safety and practice in spray painting and panel beating.

### **6.5.2 QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Spray Painting and Panel Beating.

### **6.5.3 SALARY SCALE: PGSS 2**

## **6.6 TECHNICIAN II (MECHANICAL) – 1 POST**

### **6.6.1 DUTIES AND RESPONSIBILITIES**

- i. To design simple Jigs, fixtures, and special tools;
- ii. To operate machine tools such as lathe, milling boring, grinding, drilling, and gear cutting machines;
- iii. To calculate and set special machine tool operations eg gear generation setting parameters and numerical control machines programming;
- iv. To assist junior Artisans in the interpretation of complex manufacturing engineering drawings;
- v. To identify machine tool malfunction for proper reporting; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor

### **6.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma or FTC in Mechanical Engineering from a recognized institution.

### **6.6.3 SALARY SCALE: PGSS 5**

## **6.7 TECHNICIAN II (METALLURGY) – 2 POST**

### **6.7.1 DUTIES AND RESPONSIBILITIES**

- i. To design machinery, components of engineering systems, and Materials Production tools;
- ii. To Undertake preventive and breakdown maintenance of machine tools, material handling equipment, and other facilities;
- iii. To prepare weekly machine loading and ensure timely completion of work orders;
- iv. To Assign the Materials Production foremen specific workloads and conduct regular work progress reviews to determine the in-process Materials Production controls;

- v. To prepare and process requests for design changes and ensure their implementation;
- vi. To monitor and control work in progress, and ensure proper use of machinery, equipment, and tools;
- vii. To ensure that materials, parts, and tools are available for production and liaise with the supplies office for any deficiency;
- viii. To prepare production process control programs and work schedules and ensure their applicability;
- ix. To receive work orders/job cards from the Marketing department and control job movement in the Materials Production shops; and
- x. To perform any other related duties as may be assigned by the immediate supervisor.

### **6.7.2 QUALIFICATION AND EXPERIENCE**

Holder of a Diploma or FTC in Metallurgy from a recognized institution.

### **6.7.3 SALARY SCALE PGSS 5**

## **6.8 TECHNICIAN II (METROLOGY) – 2 POST**

### **6.8.1 DUTIES AND RESPONSIBILITIES**

- i. To inspect engineering drawings from the Design department;
- ii. To inspect in-coming goods and raw materials as requested by the supplies department;
- iii. To conduct Metrology processes on machined parts in the machine shop and also in the Metrology Laboratory;
- iv. To conduct functional tests on prototype machines and motor vehicles to evaluate performance;
- v. To prepare freehand sketches of machine elements for dimensioning;
- vi. To prepare quality control reports in the quality control department;
- vii. To prepare quality control equipment ready for operation without close supervision;
- viii. To operate all quality control equipment in the department of quality control with a high degree of competence and confidence, and to produce work to the set standards;
- ix. To operate Numerical Control Measuring Machines and prepare part programs;
- x. To prepare materials samples and operates test equipment;
- xi. To conduct performance evaluation tests on prototypes;
- xii. To prepare quality control reports;

- xiii. To calibrate measuring tools using the reference equipment and standards available in the Metrology Laboratory; and
- xiv. To perform any other related duties as may be assigned by the immediate supervisor

### **6.8.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Metrology Laboratory from a recognized institution.

### **6.8.3 SALARY SCALE PGSS 5**

#### **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;
- 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 letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
  - xv. Deadline for application is **13<sup>th</sup> December, 2023;**
  - xvi. Only short-listed candidates will be informed on a date for 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**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**