

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/499

20<sup>th</sup> March, 2024

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Meteorological Agency (TMA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill seven (7) vacant posts as mentioned below;

#### 1.0 TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather events for protection of human life and properties.

#### 1.0.1 ASSISTANT METEOROLOGICAL OFFICER II - 5 POSTS

##### 1.0.2 DUTIES AND RESPONSIBILITIES:

- i. To assist in the supervision of data collection for analyzing meteorological data and charts;
- ii. To code, decode and transmits meteorological and weather messages;
- iii. To provide plots observations on charts;
- iv. To perform upper air (i.e Operates Radiosondes and Pilot ballon ascent);
- v. To process autographic data and Computes simple statistics;
- vi. To receive, edits and transmits meteorological messages, data and products;
- vii. To assist in the supervision of data collection for analyzing meteorological data and chats;
- viii. To check the accuracy of gathered data for provision of meteorological services in the various fields such as Agrometeorology, Hydrometeorology, Marine, Environment, Seismology etc;

- ix. To collect data for meteorological flight plan and material documentation for aviation;
- x. To communicate and transmit weather information to different users;
- xi. To receive and transmit aeronautical information from/to aircraft and ground stations;  
and
- xii. To perform any other duties as may be assigned by the supervisor.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Meteorology, World Meteorological Organization (WMO) Meteorological Technician Course (Senior Level) from recognized institutions.

### **1.0.4 SALARY SCALE: AS PER TMA SCALE.**

### **1.0.5 TECHNICIAN II (TELECOMMUNICATION) - 2 POSTS**

#### **1.0.6 DUTIES AND RESPONSIBILITIES:**

- i. To conduct test, installation, repair and maintenance of Meteorological Instruments i.e. Anemometers, Barometers and Optical Theodolite, Hydrogen Plants;
- ii. To conduct test, installation, repair and maintenance of telecommunication, electrical and electronics equipment such as Intercoms, Receiver/Transmitters (HF, VHF, UHF), Power Supplies, Air conditioners and Non-specialized equipment like Tele-printers, Fax machines, Printers and Recorders; and
- iii. To perform any other duties as may be assigned by the supervisor.

### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Telecommunication Engineering, Mechanical Engineering, Electrical Engineering or Electronics Engineering from a recognized institution.

### **1.0.8 SALARY SCALE: AS PER TMA SCALE.**

#### **GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Permanent and Pensionable employees working in the same position should not apply;

- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- v. Applicants should apply on the strength of the information given in the advertisement;
- vi. 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. 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 **2<sup>nd</sup> April, 2024**;
- 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/> and not otherwise (This address also can be found at PSRS Website, Click***

***'Recruitment Portal')***

**Released by:**

**Ag. SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**