

JAMHURI YA MUUNGANO WA TANZANIA



OFISI YA RAIS

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

Kumb.Na.JA.9/259/01/A/493

08 Machi, 2024

TANGAZO LA NAFASI ZA KAZI

Katibu wa Sekretarieti ya Ajira Katika Utumishi wa Umma kwa niaba ya Wizara, Idara Zinazojitegemea, Wakala wa Serikali, Sekretarieti za Mikoa na Mamlaka za Serikali za Mitaa anakaribisha maombi ya kazi kutoka kwa Watanzania wenye sifa na uwezo wa kujaza nafasi tatu (03) kama ilivyoainishwa katika tangazo hili.

1.0 AFISA UTUMISHI DARAJA LA II – NAFASI 3

1.1.1 MAJUKUMU YA KAZI

- i. Kutunza Kumbukumbu sahihi za watumishi wote katika Wizara, Mikoa, Wilaya na Idara zinazojitegemea kulingana na mahali alipo;
- ii. Kutafsiri na kushughulikia utekelezaji wa miundo ya utumishi;
- iii. Kutafiti, kuchanganua na kukadiria idadi ya watumishi wanaohitaji mafunzo;
- iv. Kuandaa na kupanga mipango ya mafunzo ya muda mfupi na mrefu;
- v. Kukadiria na kupanga mahitaji ya vifaa vya mafunzo kwa kushirikiana na vyuo vilivyopo chini ya sekta zinazohusika; na
- vi. Kukusanya, kuchambua na kupanga takwimu na kumbukumbu zote zinazohusu mipango ya watumishi.

1.1.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye Shahada ya kwanza ya Sayansi Jamii au Sanaa kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali ambao wamejiimarisha (major) katika mojawapo ya fani zifuatazo:-

Menejimenti ya Raslimali Watu, Mipango ya watumishi, Utawala na Uongozi au Elimu ya Jamii na awe na ujuzi wa kutumia kompyuta.

1.1.3 NGAZI YA MSHAHARA

Kwa kuzingatia viwango vya Serikali yaani ngazi ya Mshahara **TGS.D**

1.1.4 MASHARTI YA JUMLA.

- i. Waombaji wote wawe ni Raia wa Tanzania na wenye umri usiozidi miaka 45 isipokuwa kwa wale tu walioko kazini Serikalini;
- ii. **Waombaji wenye ulemavu wanahamasishwa kutuma maombi na wanapaswa kuainisha kwenye mfumo wa kuombea ajira ulemavu walionao kwa ajili ya taarifa kwa Sekretarieti ya Ajira katika Utumishi wa Umma;**
- iii. Waombaji wote waambatishe cheti cha kuzaliwa;
- iv. Waombaji ambao tayari ni watumishi wa Umma na wamejipatia sifa za kuingilia katika kada tofauti na walizonazo, wapitishie barua zao za maombi ya nafasi za kazikwa 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.
- vi. Maombi yote yaambatane na vyeti vya taaluma, maelezo, nakala za vyeti vilivyothibitishwa na Mwanasheria/Wakili ambavyo ni vyeti vya kidato cha nne na kidatocha sita kwa wale waliofikia kiwango hicho na vyeti vya kuhitimu mafunzo mbalimali kwa kuzingatia sifa za kazi husika.

- 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)
- Cheti cha Kuzaliwa

vii. "Testimonials", "Provisional Results", "Statement of results", hati matokeo za kidato cha nne na sita **(FORM IV AND FORM VI RESULTS SLIPS) HAVITAKUBALIWA.**

viii. **Waombaji waliosoma nje ya Tanzania wahakikishe vyeti vyao vimehakikiwa na kuidhinishwa na Mamlaka husika (TCU, NECTA na NACTE).**

ix. Waombaji waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba isipokuwa kama wana kibali cha Katibu Mkuu Kiongozi.

x. 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.**

xi. Uwasilishaji wa taarifa na sifa za kughushi wahusika watachukuliwa hatua za kisheria.

xii. Mwisho wa kutuma maombi ya kazi ni tarehe **21 Machi, 2024.**

MUHIMU: Kumbuka kuambatisha barua yako ya maombi ya kazi iliyosainiwa pamoja na vyeti vya elimu. Anuani ya barua hiyo ielekezwe kwa;

KATIBU,

OFISI YA RAIS,

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S.L.P. 2320 DODOMA.

ix. 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 Sekretarieti ya Ajira kwa kuingia sehemu iliyoandikwa 'Recruitment Portal').

x. Maombi yatakayowasilishwa nje ya utaratibu ulioainishwa katika tangazo hili HAYATAFIKIRIWA.

Limetolewa na;

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/492

8th March, 2024

VACANCY ANNOUNCEMENT

On behalf of Mzinga Corporation, Small Industries Development Organization (SIDO), Muhimbili National Hospital (MNH), Institute of Judicial Administration (IJA) and Government Chemist Laboratory Authority (GCLA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill eighteen (**18**) vacant posts as mentioned below;

1.0 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 13th 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.

1.1 ARTISAN GRADE II (MASONRY) – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

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

1.1.2 QUALIFICATION AND EXPERIENCE

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

1.1.3 SALARY SCALE: PGSS 2

1.2 ARTISAN GRADE II (PATTERN MAKING AND FOUNDRY) – 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To translate detail drawings and make patterns;
- ii. To prepare patterns as required in order to produce different components/parts;
- iii. To move foundry materials and cleaning work areas;
- iv. To melt metals pouring metal into moulds and remove casts from moulds; and
- v. To perform any other related duties as assigned by his/her superior

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II certificate in Pattern Making and Foundry.

1.2.3 SALARY SCALE: PGSS 2

2.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary Specialized and Super Specialist Hospital in Tanzania organized into nine Directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility, which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

2.1. DENTAL SPECIALIST II (ORAL AND MAXILLOFACIAL) - 3 POSTS (READVITISED)

2.1.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL- MLOGANZILA

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized dental services for in-patients and out patients;
- ii. To participate in the training of student doctors in their areas of specialization;
- iii. To plan, supervise and evaluate dental services offered in his field;
- iv. To prepare periodic reports regarding dental services;

- v. To carry out research in the dental field and publish results for consumption by other experts;
- vi. To supervise junior dental doctors and give them technical advice;
- vii. To plan and supervise outreach programmes in their areas; and
- viii. To perform any other related duties as may be assigned by his supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

Holder of Master in Dentistry (M.Dent) Specialized in oral and maxillofacial from a recognized University and registered with the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS) and must have a valid practicing license.

2.2 REMUNERATION:

Attractive package in accordance with Hospital Salary Structure.

2.2.1 BIOMEDICAL ENGINEER II – 2 POSTS

2.2.2 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance schedules for all laboratory and Hospital equipment;
- ii. To carry out inspection and calibration of theatre equipment;
- iii. To ensure safe custody of workshop tools;
- iv. To ensure timely availability of spares for repairs and maintenance; and
- v. To perform any other related duties as may be assigned by his Supervisor.

2.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Biomedical Engineering field from a reputable institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer.

2.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

2.3.1 OCCUPATIONAL THERAPIST II – 2 POSTS

2.3.2 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain patient's records and statistics;
- ii. To take care of equipment in the unit/ department and report any Malfunctions
- iii. To carryout occupational therapist duties under supervision;
- iv. To maintain records and provide written and verbal reports as required;
- v. To maintain an accurate record of the services provided to patients; and
- vi. To Perform any other duties assigned by superior from time to time.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Occupational Therapy from a recognized University or Institution. Computer literacy is an added advantage.

2.3.3 RENUMERATION – PMGSS 3

2.4 PHYSIOTHERAPY OFFICER II – 2 POSTS

2.4.1 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; and
- v. To perform any other related duties as may be assigned by his Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Physiotherapy or any related field from a recognized institution.

2.4.3 RENUMERATION: PMGSS 5

3.0 INSTITUTE OF JUDICIAL ADMINISTRATION (IJA)

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2023). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers

continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

3.1 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY) – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teaches;
- 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 project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.8 and a Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.5.

3.1.3 REMUNERATION

Salary scale as per Treasury Registrar’s salaries Circulars No. 5 of 2022

4.0 GOVERNMENT CHEMIST LABORATORY AUTHORITY (GCLA)

The Government Chemist Laboratory Authority is an Executive Authority under the Ministry of Health. The Laboratory is Mandated in carrying out laboratory testing of food, drugs, Industrial and natural products samples; forensic and toxicological samples; Regulates and controls Human DNA. The Authority is expected to better meet the requirements of its customers and public in general.

4.1 LABORATORY TECHNICIAN II - 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To register all received samples on the computerized system, controlled log books, bench sheets etc;
- ii. To document and receive samples for analysis;
- iii. To prepare laboratory media and reagents;
- iv. To dispose laboratory waste as directed;
- v. To prepare sampling containers and equipment;
- vi. To store and preserve test samples;
- vii. To record laboratory reports;
- viii. To maintain laboratory equipment;
- ix. To carry out inspection under GCLA regulated Acts;
- x. To carry out registration processes for implementation under GCLA regulated Acts; and
- xi. To perform any other related duties as may be assigned by supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in either Laboratory Science and Technology, Biotechnology and Laboratory Sciences or equivalent qualifications from a recognized Institution.

4.1.3. RENUMERATION: GCS 4

4.2 LABORATORY ASSISTANT – 1 POST

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To collect and preserve varied samples for analysis from specific locations according to a predetermined schedule;
- ii. To assist in collection of samples as conditions indicate;
- iii. To prepare samples for laboratory testing;
- iv. To assist in preparation of chemicals, bacteriological media, stains and standard test solutions;
- v. To clean and maintain laboratory, equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies; and
- vi. To perform any other related duties as may be assigned by supervisor.

4.2.2. QUALIFICATIONS AND EXPERIENCE

Holders of Certificate in one of the following fields: Laboratory Science and Technology, Biotechnology and Laboratory Sciences or equivalent qualifications from a recognized Institution.

4.2.3. RENUMERATION : GCS 2

5.0 SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)

SIDO was established in October 1973 as a parastatal organization under now Ministry of Trade, Industry and Marketing (now Ministry of Trade, Industry and Investment). Its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas.

5.1 ARTISAN GRADE II (TAILORING) - 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To operate machinery and equipment in Workshop;
- ii. To operate moulds and manufacture products;
- iii. To perform specified craft jobs under close supervision;
- iv. To take care of tools and equipment;
- v. To carry out the maintenance and repair of machinery and equipment;
- vi. To carry out electrical installation, maintenance and repair works and
- vii. Perform any other duties as may assigned by Supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate with Trade Test II in Tailoring or equivalent qualifications from a recognized Institute.

5.1.3 SALARY SCALE: PGSS 2.

5.2 TRAINING ASSISTANT II – 1 POST

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects;
- ii. To observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement;
- iii. To prepare outline of instructional program and training schedule and establishes course goals;
- iv. To administer oral, written, or performance tests to measure progress and to evaluate effectiveness of training; and
- v. Perform any other duty as may be assigned by the Supervisor.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV /VI certificate with Vocational Certificate (NVA Level 3) in Leather Products, Bamboo Products, Food Processing or equivalent qualification from recognized institution.

5.2.3 SALARY SCALE: PGSS 2

5.3 FINANCE MANAGEMENT OFFICER GRADE II - 1 POST

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct credit training sessions and programs for clients on the management of credit and the credit methodology;
- ii. To receive and assess credit applications;
- iii. To make all necessary preparations for the disbursement of loans, including preparing repayment schedules and drafting loan contracts;
- iv. To maintain records and tracking loans;
- v. To make loan follow-up for clients to ensure loans are paid promptly;
- vi. To conduct impact monitoring and assessment; the Credit Officer will contribute to the assessment of the impact on clients of the financial services;

- vii. To participate in Regional Office Management and planning meetings, as well as relevant external meetings;
- viii. To assist the Regional Manager in developing and maintaining relations with the local business community, including but not limited to potential and actual clients, and with other institutions providing micro financing services;
- ix. To contribute in identifying the need for programs improvements or for new micro financing services, and contribute to their development;
- x. To propose changes in the credit policies of the Regional Office to the Manager;
- xi. Contribute to the preparation, organization and implementation of training programs for SIDO staff on credit matters when required; and
- xii. Perform any other duties as may be assigned by his/her Supervisor.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma either in Finance, Business Administration majoring in Finance or equivalent qualifications from recognized institutions.

5.3.3 SALARY SCALE: PGSS 6

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;
- 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 letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **21st March, 2024.**
- xvi. Only shortlisted candidates will be informed on the date of 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**