

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/537

21<sup>st</sup> May, 2024

### 1.0 BACKGROUND INFORMATION

On behalf of Tanzania Civil Aviation Authority (TCAA) and The Institute of Rural Development Planning (IRDP), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill eight (8) vacant posts mentioned below.

### 1.1 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of Cap.80 of the Civil Aviation Act (R.E 2020) to regulate the civil aviation industry in the United Republic of Tanzania, in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes to the Chicago Convention on International Civil Aviation. The Authority is responsible for economic, safety, security and oversight of the activities of persons and institutions providing air transport services and aeronautical airport services.

#### 1.1.1 FLIGHT OPERATIONS DEVELOPMENTAL INSPECTOR FOR LARGE AIRCRAFT – 6 POSTS

#### 1.1.2 REPORTS TO: CHIEF FLIGHT OPERATIONS INSPECTOR

#### 1.1.3 DUTY STATION: TCAA HEAD OFFICE – DAR ES SALAAM

#### 1.1.4 DUTIES AND RESPONSIBILITIES

##### 1.1.4.1 OPERATIONS

- i. To assist in enforcement, investigations and in preparation of final reports and recommendations on disposition ;

- ii. To participate in accident/incident and complaint investigations;
- iii. To assist in evaluation of air operators, air agencies, and makes recommendations to the supervisor or assigned qualified Inspector in the specific task;
- iv. To assist in evaluation of training programs to ensure they meet the requirements of CAA regulations, including flight simulators, training devices, and other such equipment, as well as check personnel;
- v. To assist in personnel certification;
- vi. To assist in monitoring pilots, flight instructors, designated pilot examiners, check airmen, aviation organization operations and training activities and advise on appropriate action against non-compliance; and
- vii. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.1.4.2 FLIGHT CREW PERSONNEL LICENSING**

- i. To assist carrying out the assessment of applications for license, rating, certificates and validations and recommend for issue or renewal;
- ii. To assist in preparing and reviewing periodic syllabi for license and rating examination for pilots, cabin crew and dispatchers, defining the qualifying conditions and standards;
- iii. To assist in making inquiries on verification of foreign licenses for conversion or validations;
- iv. To assist in maintaining records of applications, licenses and certificates and ensure completeness, integrity and accessibility by authorized personnel;
- v. To maintain pilots, flight operation officers and cabin crew registers;
- vi. To propose review of licensing fees schedule;
- vii. To assist in investigating on possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
- viii. To assist in carrying out the assessment and recommendation in relation to applicants for issue of an Approved Training Organization (ATO) and carry out base inspection of ATO to ensure adherence with certification standards; and
- ix. To perform any other related duties as assigned by immediate supervisor.

#### **1.1.5 KEY COMPETENCES AND PERSONAL ATTRIBUTES**

The candidates must have the following key competences and personal attributes; -

- i. High level of Aviation Business Acumen;
- ii. Good judgment and high level of confidence;

- iii. Excellent interpersonal and communication skills;
- iv. High level of creativity and innovation;
- v. High level of integrity and honesty;
- vi. Excellent analytical skills and fluent in English and Kiswahili;
- vii. Ability to work within a team, independently and to interact with superiors, peers and subordinates;
- viii. Good computer knowledge with good appetite to use various software applications currently in use in the Authority; and
- ix. Good understanding of TCAA Governing Documents and Public Service Code of Conduct and Ethics.

### **1.1.6 QUALIFICATIONS AND EXPERIENCE**

- A minimum of Advanced Secondary Education certificate majoring in science subjects and a professional license, Commercial Pilot License (CPL), Airline Transport Pilot License (ATPL) / flying experience of at least 5 years and a minimum of 5000 flight hours as a Pilot.

### **1.1.7 SALARY SCALE - TCAA FSS 1.**

## **2.0 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

### **2.1.1 ASSISTANT LECTURER (ECONOMICS) - 1 POST**

#### **2.1.2 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.

### **2.1.3 QUALIFICATION AND EXPERIENCE**

- Holder of Master Degree in Economics and Bachelor Degree in Economics, the candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

### **2.1.4 REMUNERATION - PHTS 2**

### **2.1.5 TUTORIAL ASSISTANT (STATISTICS) - 1 POST**

### **2.1.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To conduct research, seminars and case studies;
- iii. To carry out consultancy and community services under supervision;
- iv. To supervise students' projects;
- v. To prepare teaching manual; and
- vi. To perform any other duties as assigned by supervisor.

### **2.1.7 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in the following fields; Statistics, Economics and Statistics, Mathematics and Statistics from recognized Institution. The candidate must have at least a GPA of 3.5 in Bachelor Degree

### **2.1.8 REMUNERATION - PHTS 1**

### 3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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); and**
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- vii. An applicant must upload a 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. 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-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **03<sup>rd</sup> June, 2024;**
- xv. Only shortlisted candidates will be informed the date of interview; and

xvi. Presentation of forged certificates and other information will necessitate 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**