

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/547

05th June, 2024

VACANCY ANNOUNCEMENT

On behalf of Kibaha Education Centre (KEC) and Tanzania Coffee Board, Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive and suitable qualified Tanzanian citizens to fill Four (3) vacant posts mentioned below;

1.0 KIBAHA EDUCATION CENTRE (KEC)

The Kibaha Education Centre (KEC) is a multi-purpose educational institution situated in Pwani Region. The Centre was established in 1963 as per Public Corporation Act, No.17 of 1969 as revised by Public Corporation Act, Cap 257 R.E 2002, sponsored by five countries – The then Tanganyika Government on one hand and the Government of the four Nordic Countries on the other hand i.e. Denmark, Finland, Norway and Sweden. The overall objective of the Centre as originally conceived was, through its institutions, to launch a three frontal attack to provide education on the problems of Poverty, Ignorance and Diseases collectively named as main National development enemies.

1.1 OFFICE MANAGEMENT SECRETARY II – 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. To type all documents;
- ii. To take care of all office facilities under custody;
- iii. To answer correspondences involving routine matters;
- iv. To check office registers to ensure that they are well maintained;
- v. To receive and direct visitors;
- vi. To keep minutes/records of meetings;
- vii. To take dictations by shorthand;
- viii. To receive, sorting and file mails;
- ix. To prepare agendas and making arrangements for various meetings and
- x. To perform any other duties related to his or her work as may be assigned by Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.1.3 REMUNERATION: Salary – PGSS 4.1

2.0 TANZANIA COFFEE BOARD

The Tanzania Coffee Board is a statutory Organization established under the Tanzania Coffee Board Act No. 23 of 2001 and its Regulations of 2003. Read together with Crop Boards Miscellaneous Amendments of 2009

2.1 CLEARING AND FORWARDING ASSISTANT II – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. To post received documents in the register;
- ii. To open and maintain clearing working file;
- iii. To prepare weekly clearance reports for operations information's and quarterly and annual report for management information;
- iv. To assist exportation planning;
- v. To prepare preliminary reports of the section;
- vi. To perform any other related duties as may be assigned by Immediate Supervisor

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with Diploma in one of the following fields: Clearing and Forwarding, Shipping and Ports Operations or equivalent qualifications from recognized institutions.

2.1.3 SALARY SCALE: PGSS 4

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 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;
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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 at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **18th June, 2024**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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:

**ACTING SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

JAMHURI YA MUUNGANO WA TANZANIA



OFISI YA RAIS

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

Kumb.Na.JA.9/259/01/A/ 546

05 Juni, 2024

TANGAZO LA NAFASI ZA KAZI

Katibu wa Sekretarieti ya Ajira Katika Utumishi wa Umma, kwa niaba ya Wizara ya Ulinzi na Jeshi la Kujenga Taifa, anakaribisha maombi ya kazi kutoka kwa Watanzania wenye sifa na uwezo wa kujaza nafasi kumi na nne (14) kama ilivyoainishwa katika tangazo hili.

1.0 WIZARA YA ULINZI NA JESHI LA KUJENGA TAIFA

Wizara ya Ulinzi na Jeshi la Kujenga Taifa iliundwa rasmi mwaka 1995 na kabla ya hapo kati ya mwaka 1972 na mwaka 1989 majukumu ya Wizara hii yalikuwa yakifanywa na Wizara ya Nchi Ofisiya Makamu wa pili wa Rais. Kati ya mwaka 1989 na mwaka 1995 majukumu yay a Wizara yalikuwa chini ya Waziri wa Nchi Ofisi ya Rais. Aidha kabla ya Muungano wa Tanganyika na Zanzibar, Wizara ilikuwa ikijulikana kama Wizara ya Ulinzi na Mambo ya nchi za nje. Wizara ina jukumu kubwa la kulinda Mamlaka ya Jamhuri ya Muungano wa Tanzania (State Sovereignty) na Maslahi ya Taifa (National Interest) Dhidi ya maadui wa ndani na nje.

1.1 FUNDI SANIFU MSAIDIZI - USHONAJI (TAILORING) – NAFASI 14

1.1.1 MAJUKUMU YA KAZI

- i. Kushona vitambulisho, kubadilisha na kuambatanisha kwenye mavazi.
- ii. Kutoa uzi kwenye mavazi kwa kutumia wembe au kitu maalum.
- iii. Kuachanisha sehemu za nguo na kushona kwa mkono na cherehani.
- iv. Kushauriana na wateja aina ya mavazi na vitambaa husika.
- v. Kuendeleza, kunakili, au kubadili mtindo wa mavazi na muundo wake.
- vi. Kushona, kurekebisha nguo zilizopimwa kutokana na vipimo vya mteja ,watengenezaji

- na mtindo wa ushonaji.
- vii. Kuhakikisha nguo ya mteja inakaa vizuri na kukubali mabadiliko Kuhakiki au kuacha, kufananisha mshono wa suti uweze kukaa vizuri.
 - viii. Kuhakikisha vitambaa vya nguo husika vina uwiano kutegemea na mabadiliko husika
 - ix. Kufanya mabadiliko ya mtindo wa mavazi kama vile kushona mfuko wa miguu, kupunguza paja na kutoa ped.
 - x. Kupima sehemu ya mikono, miguu, pant na kuweka alama au mabadiliko ya mpasuo.
 - xi. Kuweka chati ya nguo na kukata kwenye mstari kwa kutumia mkasi.
 - xii. Kugandamiza nguo kwa kutumia pasi ya mkono au mashine.
 - xiii. Kufanya kazi zingine atakayopangiwa na msimamizi wake kulingana na kada yake.

1.1.2 SIFA ZA MWOMBAJI

- Waliohitimu kidato cha nne (IV) na kufuzu kozi ya ufundi ushonaji ya mwaka mmoja kutoka Vyuo vya Ufundi vinavyotambuliwa na Serikali.
- Waliohitimu kidato cha nne (IV) wenye cheti cha majaribio ya Ufundi Hatua ya II (Trade Test II) kutoka Vyuo vya Ufundi vinavyotambuliwa na Serikali.

1.1.3 NGAZI YA MSHAHARA - Kwa kuzingatia ngazi ya mshahara wa Serikali TGS A

MASHARTI YA JUMLA.

- i. Waombaji wote wawe ni raia wa Tanzania na wenye umri usiozidi miaka 45 isipokuwa kwa wale tu walioko kazini.
- ii. Waombaji wote waambatishe cheti cha kuzaliwa.
- iii. 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 kazi kwa Waajiri wao na Waajiri wajiridhishe ipasavyo.
- iv. 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.
- v. Maombi yote yaambatane na vyeti vya taaluma, maelezo, nakala za vyeti vilivyothibitishwa na Mwanasheria/Wakili ambavyo ni vyeti vya kidato cha nne na kidato cha sita kwa wale waliofikia kiwango hicho na vyeti vya kuhitimu

mafunzo mbalimbali kwa kuzingatia sifa za kazi husika.

- Advanced Diploma/Diploma/Certificates.
- Cheti cha mtihani wa kidato cha IV na VI
- Computer Certificate
- Vyeti vya kufaulu mitihani ya majaribio ya Ufundi Daraja la II (Trade Test II)
- vi. "Testimonials", "Provisional Results", "Statement of results", hati matokeo za kidato cha nne na sita (FORM IV AND FORM VI RESULTS SLIPS) HAVITAKUBALIWA.
- vii. Waombaji waliosoma nje ya Tanzania wahakikishe vyeti vyao vimehakikiwa na kuidhinishwa na Mamlaka husika (TCU, NECTA na NACTE).
- viii. Waombaji waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba isipokuwa kama wana kibali cha Katibu Mkuu Kiongozi.
- ix. 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
- x. Uwasilishaji wa taarifa na sifa za kughushi wahusika watachukuliwa hatua za kisheria.
- xi. Mwisho wa kutuma maombi ya kazi ni tarehe **18 Juni, 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,

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

S.L.P. 2320 DODOMA.

- i. *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**')*
- ii. Maombi yatakayowasilishwa nje ya utaratibu ulioainishwa katika tangazo hili HAYATAFIKIRIWA.

Limetolewa na;

KAIMU KATIBU

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMM

