

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/32

30<sup>th</sup> October, 2024

### VACANCY ANNOUNCEMENT

On behalf of Registration Insolvency and Trusteeship Agency (RITA) Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill vacant posts as mentioned below.

#### **4.0 REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)**

Registration Insolvency and Trusteeship Agency (RITA) was officially launched on the 23rd of June 2006 and replaced what was known as the Administrator Generals Chambers, Ministry of Justice and Constitutional Affairs.

It is an Executive Agency under the Attorney Generals Chambers in the Ministry of Justice and Constitutional Affairs. The Registration Insolvency and Trusteeship Agency (RITA) aims at effective and efficient management of information on key life events, incorporation of trustees, safeguarding properties under trust, of deceased persons, insolvents, and minors to enable the law to take its course.

#### **4.1 REGISTRATION ASSISTANT II (18 POSTS)**

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

- i. To register marriage, births, deaths and bond unions and keep their records;
- ii. To collect marriage, births, deaths and bond unions' fees and keep records;
- iii. To prepare marriage, births, and bond unions' index for districts and regions;

- iv. To prepare advertisements for inheritance processes and arrangements to be advertised in the Government's gazette;
- v. To maintain and keep court diary and remind the Government Lawyers on due dates for cases relating to inheritance issues;
- vi. To keep record of Governments' gazettes and Acts Supplements; and
- vii. To direct citizens on how inheritance processes are conducted.

#### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma in Law from a recognized institution.

#### **4.1.3 SALARY SCALE; TGS C**

##### **GENERAL CONDITIONS:**

- i. All applicants must be citizens of Tanzania with an age not above 45 years 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.
  - o Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - o Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - o Form IV and Form VI National Examination Certificates.
  - o Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable).
  - o Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - o Form IV and form VI results slips.
  - o 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. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. AshaRose Migiro Buildings - Dodoma.
- xiii. Deadline for application is 13<sup>th</sup> October, 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:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

