

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/ 33

4th October, 2024

VACANCY ANNOUNCEMENT

On behalf of the University of Dodoma (UDOM), Moshi Co-Operative University (MOCU), University of Dar Es Salaam (UDSM) the the Institute of Adult Education (IAE), Tanzania Atomic Energy Commission (TAEC), Dr. Salim Ahmed Salim Centre for Foreign Relations (CFR), Local Government Training Institute (LGTI), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill Sixty-Three (63) vacant posts mentioned below.

1.0 THE UNIVERSITY OF DODOMA

The University of Dodoma (UDOM) was established in the year 2007. It is located approximately 7 kilometers east of Dodoma city covering 6,000 hectares. It is the unique university in Tanzania because it is the largest in the country aiming at enrolling 40,000 students at a time when its infrastructures will be completed. This University is a proud of Tanzania due to the fact that was whole built using domestic finances, and has a specific purpose of bringing positive impact on the development of our country and the world at large.

1.1 RECEPTIONIST II (1 POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To answer call signals from subscribers within and distant exchanges
- ii. To connect calls within the exchange area and outside and raises appropriate charges where required

- iii. To make bookings for international exchange and prepares necessary records and report to his/her supervisor
- iv. To perform any other duties as may be assigned by the immediate supervisor

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of certificate with credit passes in English/Kiswahili, plus Certificate in one of the following fields; Front Office, Reception, Hotel Management, Customer Care or its equivalent qualifications from a recognized Institution. Must have skills in ICT.

1.2 LAUNDERER II (2 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To perform all stages of linen processing, including collecting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding and storing.
- ii. To operate fully automated washing machine and dryers
- iii. To perform any other duties as may be assigned by the immediate supervisor

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate with a Certificate in laundry operation or its equivalent qualification from recognized institution. Must have knowledge and expertise in the use of chemicals in the laundry.

1.2.3 REMUNERATION - PMOSS 1

1.3 GAMES TUTOR II (4 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist senior games staff in their duties.
- ii. To assist in taking Charge of play grounds, courts and sports gear.
- iii. To assist in basic training in various sports and games.
- iv. To perform any duties as may be assigned by the immediate supervisor

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Physical Education and Sports Science or its equivalent qualifications from recognized institution.

1.3.3 REMUNERATION - PUSS 4.1

1.4 INSTRUCTOR II – MUSIC (1 POST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Studio Instructors in the operations of relevant areas of field specialization in the course of their duties.
- ii. To prepare teaching materials in the relevant area of specialization of studio work.
- iii. To perform any other duties as may be assigned by the immediate supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Music or Fine and Performing Arts (Major in Music or sound production) from recognized Institutions.

1.4.3 REMUNERATION - PUSS 4.1

1.5 INSTRUCTOR II – PRINT MEDIA (1 POST)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Studio Instructors in the operations of relevant areas of field specialization in the course of their duties.
- ii. To prepare teaching materials in the relevant area of specialization of studio work.
- iii. To perform any other duties as may be assigned by the immediate supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Journalism or Mass Communications from recognized Institutions.

1.5.3 REMUNERATION - PUSS 4.1

2.0 THE MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

The Moshi Co-operative University (MoCU) invites applications from suitably qualified Tanzanians to be considered for employment to fill the following

administrative vacant posts at Main Campus in Moshi and Kizumbi Institute of Co-operative and Business Education (KICoB) – Shinyanga

2.1 ARTISAN II (CARPENTER) -1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare a list of operational repairs;
- ii. To take care of tools and equipment;
- iii. To perform specified craft jobs;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to the head; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate plus Trade Test Grade II or Level II or certificate in Carpentry.

2.1.3 Remuneration: Salary Scale: PGSS 2.1

2.2 ARTISAN II (MASONRY) -1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare a list of operational repairs of buildings;
- ii. To take care of tools and equipment;
- iii. To perform specified craft jobs;
- iv. To carry out minor repairs and maintenance;
- v. To report on maintenance problems to the head; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Applicants must possess Form IV/VI Certificate plus Trade Test Grade II or Level II or certificate in Masonry.

2.2.3 Remuneration: Salary Scale: PGSS 2.1

2.3 NURSE II – 3 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To Perform nursing work of serving customers;
- ii. To Supervise and coordinate activities of health attendants in work place;
- iii. To Collect statistics and prepare performance reports;
- iv. To Provide services to patients;
- v. To Provide prevention and birth control services;
- vi. To Provide maternal and child care services;
- vii. To Educate patients and the communities on their health problems;
- viii. To Ensure safe custody of working equipment in working place;
- ix. To Perform general nursing care of patients; and
- x. To Perform any other related duties as may be assigned by the Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Applicants must possess Certificate (NTA Level 5) in one of the following fields: Nursing/Midwifery from a reputable institution. The applicant must also be enrolled with the Tanzania Nurses and Midwives Council.

2.3.3 Remuneration: Salary Scale: PMGSS 2.1

4.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public University in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate College of University of London. The University becomes an affiliate of University of East Africa (UAE) in 1963, shortly after Tanzania gain its independence from United Kingdom. In 1970, UAE split into three independent Universities: Makerere University in Uganda, the University of Nairobi in Kenya and University of Dar es Salaam. The University of Dar es Salaam invites applications from suitably qualified Tanzania to be considered for immediate employment to fill the following vacant posts:

4.1 SECURITY GUARD II- 12 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the daily routine beats around the campus so as to maintain peace and order;

- ii. To guard the property of the Institution;
- iii. To control movement of visitors to and from college premises with the aim of preventing burglary and theft;
- iv. To control the movement of motor vehicles and parking at the College Compound;
- v. To report to senior security guard on any unusual occurrences within the College compound; and
- vi. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV or VI certificate plus National Service Training or People's Militia Training Phase II or any other form of military training. The candidate must be vetted by the police.

4.1.3 SALARY SCALE: POSS 1

5.0 THE INSTITUTE OF ADULT EDUCATION (IAE)

The Institute of Adult Education (IAE) was established in 1975 by the Parliamentary Act No. 12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

5.1 INSTRUCTOR II (ELECTRICAL ENGINEERING) – 2 POSTS

5.1.1 DUTY POST: MWANZA & TABORA

5.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist in engaging learners into competency practice;
- ii. To assist in conducting practical exercise to students under close supervision;
- iii. To assess learners acquired practical competences;
- iv. To guide learners to perform minor repair and maintain practical facilities;
- v. To assist in preparing instructional resources; and
- vi. To perform any other related duties as assigned by the Supervisor.

5.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electrical and Electronic Engineering or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

5.1.4 RENUMERATION: PTSS 3

5.2 INSTRUCTOR II (AUTOMOTIVE ENGINEERING) – 1 POST

5.2.1 DUTY POST: MWANZA

5.2.2 DUTIES AND RESPONSIBILITIES

- i. To assist in engaging learners into competency practice;
- ii. To assist in conducting practical exercise to students under close supervision;
- iii. To assess learners acquired practical competences;
- iv. To guide learners to perform minor repair and maintain practical facilities;
- v. To assist in preparing instructional resources; and
- vi. To perform any other related duties as assigned by the Supervisor.

5.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Automotive Engineering or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

5.2.4 RENUMERATION: PTSS 3

5.3 INSTRUCTOR II (ICT) – 2 POSTS

5.3.1 DUTY POST: MOROGORO & MWANZA

5.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist in engaging learners into competency practice;
- ii. To assist in conducting practical exercise to students under close supervision;
- iii. To assess learners acquired practical competences;
- iv. To guide learners to perform minor repair and maintain practical facilities;
- v. To assist in preparing instructional resources; and
- vi. To perform any other related duties as assigned by the Supervisor.

5.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Information Communication Technology (ICT) or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

5.3.4 RENUMERATION: PTSS 3

5.4 ASSISTANT INSTRUCTOR (ELECTRICAL ENGINEERING) II 3 POSTS

5.4.1 DUTY POST: TABORA

5.4.2 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises;
- ii. To assist in conducting practical exercise for participants in the department under close supervision up to NTA level 5;
- iii. To assist in assessing learners acquired practical competences;
- iv. To guide learners to abide with regulations required in the particular practical competence;
- v. To guide learners to perform minor repair and maintain practical facilities;
- vi. To perform any other related duties as assigned by the Supervisor.

5.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Electrical & Electronic Engineering or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

5.4.4 RENUMERATION: PTSS 1

5.5 ASSISTANT INSTRUCTOR II (WELDING AND METAL FABRICATION) – 1 POST

5.5.1 DUTY POST: MWANZA

5.5.2 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises;
- ii. To assist in conducting practical exercise for participants in the department under close supervision up to NTA level 5;
- iii. To assist in assessing learners acquired practical competences;

- iv. To guide learners to abide with regulations required in the particular practical competence;
- v. To guide learners to perform minor repair and maintain practical facilities;
- vi. To perform any other related duties as assigned by the Supervisor.

5.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechanical Engineering or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

5.5.4 RENUMERATION: PTSS 1

5.6 PRINTING ASSISTANT II - 5 POSTS

5.6.1 DUTY POST: DAR ES SALAAM

5.6.2 DUTIES AND RESPONSIBILITIES

- i. To perform elementary proof-reading;
- ii. To assist in carrying out routine general binding operations of letter press work, half extra, and library binding;
- iii. To bind or colleting;
- iv. To fold or stitching; and
- v. To perform any other related duties as assigned by the Supervisor.

5.6.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI and Certificate in one of the following fields; Book Binding, Printing, Machine binding, Litho printing, or equivalent qualification from recognized institution.

5.6.4 RENUMERATION: PGSS 3

5.7 PRODUCER II - 1 POST

5.7.1 DUTY POST: DAR ES SALAAM

5.7.2 DUTIES AND RESPONSIBILITIES

- i. To deal with preparation of music and advertisement scripts;
- ii. To help to record and broadcast within and outside the studio;
- iii. To do research on the studio production and the market needs;

- iv. To undertake film/record of television/radio programs such as education, documentaries, religion etc in good quality standard and constant with the requirement of the producer;
- v. To participate in film/record various events;
- vi. To participate in developing a film/record program;
- vii. To direct technical personnel to achieve photographic effects;
- viii. To ensure proper use and maintenance of cameras, lenses, filters and extensions tube; and
- ix. To perform any other related duties as assigned by the Supervisor.

5.7.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Journalism, Mass Communication, Fine and Performing Arts, Theatre and Film Arts or equivalent qualification from recognized institution.

5.7.4 RENUMERATION: PGSS 6

5.8 ICT OFFICER II (PROGRAMMER)- 1POST

5.8.1 DUTY POST: DAR ES SALAAM

5.8.2 DUTIES AND RESPONSIBILITIES

- i. To advise/assist computer users;
- ii. To analyze, design and programs applications of moderate complexity;
- iii. To assist students in design, debugging and programming systems;
- iv. To install application software and computer operating systems;
- v. To install networking hardware/software;
- vi. To install modems and dial-up networking;
- vii. To manage server operating systems;
- viii. To troubleshoot hardware/software problems; and
- ix. To perform any other related duties as assigned by the Supervisor.

5.8.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Computer Engineering and Technologies, Electronic Science and Communication Information, Systems Management Information Systems, Information Technology, Computer Engineering, Informatics, Software Engineering or equivalent qualifications from recognized institution. Knowledge

in Object Oriented Programming and Structured Programming is an added advantage.

5.8.4 RENUMERATION Salary Scale: PGSS 7

6.0 THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

The Tanzania Atomic Energy Commission (TAEC) is a Regulatory Commission established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandating to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients the public and the environment from harmful effects of both Ionizing and Non-Ionizing Radiation. TAEC invites applications from suitably qualified, self-motivated and hardworking Tanzanians to fill the following vacant posts:

6.1 RECEPTIONIST II (2 POSTS)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To keep visitor's register book;
- ii. To operate switch board;
- iii. To respond to calling signals and connect calls within the exchange area.
- iv. To make booking calls and searches them as appropriate.
- v. To innating extension and the calling officer;
- vi. To attend visitors/customers, issue visitor's pass and direct them appropriately;
- vii. To maintain regular consistence attendance, punctuality, personal appearance and adherence to office rules and regulations; and
- viii. To perform any other duties as may be assigned by his/her supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of form IV Certificate of Secondary Education with credit pass in English and Swahili subjects with successfully completion of receptionist / telephone operator course from recognized Institution.

6.1.3 REMUNERATION: Salary Scale: PGSS 2

7.0 DR SALIM AHMED SALIM CENTRE FOR FOREIGN RELATIONS (CFR)

Dr. Salim Ahmed Salim Centre for Foreign Relations (Formally Mozambique-

Tanzania Centre for Foreign Relations) was established in 13th January 1978, following the Agreement between the Governments of the United Republic of Tanzania and the Republic of Mozambique, signed by the Ministers for Foreign Affairs of Tanzania and Mozambique. The Centre is under the Ministry of Foreign Affairs and East African Cooperation. The Centre has been incorporated in the Immunities and Privileges Act No. 5 (1986), therefore it enjoys Diplomatic Status.

7.1 TUTORIAL ASSISTANT- (SPANISH LANGUAGE)- 2 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
and
- vi. To perform any other related duties as assigned by supervisor;

7.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Spanish Language OR its equivalent qualification from recognized institutions with a **GPA** of at least **3.5** at Undergraduate level and has been registered as a Technical Teacher.

7.1.3 SALARY SCALE- PHTS 1.

7.2 TUTORIAL ASSISTANT-(RUSSIAN LANGUAGE) - 1 POST

7.2.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 (Ordinary Diploma);
- ii.To assist in conducting tutorial and practical exercises for students under close supervision;
- iii.To prepare learning resources for the tutorial exercises;
- iv.To assist in conducting research under close supervision;
- v.To carry out consultancy and community services under close supervision;
and
- vi.To perform any other related duties as assigned by supervisor;

7.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Russian Language OR its equivalent qualification from recognized institutions with a **GPA** of at least **3.5** at Undergraduate level and has been registered as a Technical Teacher.

7.2.3 SALARY SCALE- PHTS 1.

7.3 TUTORIAL ASSISTANT-(PORTUGUESE LANGUAGE) - 2 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
and
- vi. To perform any other related duties as assigned by supervisor

7.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Portuguese Language OR its equivalent qualification from recognized institutions with a **GPA** of at least **3.5** at Undergraduate level and has been registered as a Technical Teacher.

7.3.3 SALARY SCALE- PHTS 1.

7.4 TUTORIAL ASSISTANT-(CHINESE LANGUAGE)-1 POST

7.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor;

7.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Chinese Language OR its equivalent qualification from recognized institutions with a **GPA** of at least **3.5** at Undergraduate level and has been registered as a Technical Teacher.

7.4.3 SALARY SCALE- PHTS 1.

7.5 TUTORIAL ASSISTANT-(KOREAN LANGUAGE) -1 POST

7.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
and
- vi. To perform any other related duties as assigned by supervisor;

7.5.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Korean Language OR its equivalent qualification from recognized institutions with a **GPA** of at least **3.5** at Undergraduate level and has been registered as a Technical Teacher.

7.5.3 SALARY SCALE- PHTS 1.

8.0 LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law, and other related subjects.

8.1.1 ASSISTANT LECTURER (PUBLIC ADMINISTRATION) - 1 POSTS

8.1.2 DUTIES AND RESPONSIBILITIES:

- i) To teach up to NTA lever 6 (Bachelor Degree),
- ii) To Assist senior staff in practical training, Seminars and tutorial up to NTA 9 Level as part of capacity building.
- iii) To prepare learning resource for tutorial exercise;
- iv) To conduct research, seminars and case studies;
- v) To carry out consultancy and community services under supervision;
- vi) To supervise student's project;
- vii) To assist in preparing teaching manual and compendium;
- viii) To attend workshops, conferences and symposium;
- ix) To perform other duties as assigned by Supervisor.

8.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Public Administration (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

8.1.4 SALARY SCALE: PHTS 2.

8.2 ASSISTANT LECTURER (LAWS) - 1 POST

8.2.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA lever 8 (Bachelor Degree),
- ii. To Assist senior staff in practical training, Seminars and tutorial up to NTA 9 Level as part of capacity building.
- iii. To prepare learning resource for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

8.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Laws (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

8.2.3 SALARY SCALE: PHTS 2.

8.3 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 1 POST

8.3.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA lever 8 (Bachelor Degree),
- ii. To Assist senior staff in practical training, Seminars and tutorial up to NTA 9 Level as part of capacity building.
- iii. To prepare learning resource for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

8.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Accounting and Finance (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

8.3.3 SALARY SCALE: PHTS 2.

8.4 ASSISTANT LECTURER (NATURAL RESOURCE MANAGEMENT) - 1 POST

8.4.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA lever 8 (Bachelor Degree),
- ii. To Assist senior staff in practical training, Seminars and tutorial up to NTA 9 Level as part of capacity building.
- iii. To prepare learning resource for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

8.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in natural resource management (NTA Level 9) or

equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

8.4.3 SALARY SCALE: PHTS 2.

8.5 ASSISTANT LECTURER (ENVIRONMENT MANAGEMENT) - 1 POST

8.5.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 8 (Bachelor Degree),
- ii. To assist senior staff in practical training, Seminars and tutorial up to NTA 9 Level as part of capacity building.
- iii. To prepare learning resource for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

8.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Environment Management (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

8.5.3 SALARY SCALE: PHTS 2.

8.6 TUTORIAL ASSISTANT – (RECORDS MANAGEMENT) – 2 POSTS

8.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;
and
- vi. To participate in developing and review of curriculum;

8.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Records Management (NTA Level 8) or Equivalent qualification with a minimum of a **GPA** of **3.5** out of **5.0** or equivalent from recognized Institution.

8.6.3 SALARY SCALE: PHTS 1

8.7 TUTORIAL ASSISTANT (LOCAL GOVERNMENT ADMINISTRATION) – 1 POST

8.7.1 DUTIES AND RESPONSIBILITIES

- i) To teach up to NTA Level 6 (Ordinary Diploma);
- ii) Assist in conducting tutorial and practical exercises for students under close supervision;
- iii) Prepare learning resources for tutorial exercises;
- iv) Assist in conducting research under close supervision;
- v) Carry out consultancy and community services under close supervision;
- vi) To participate in developing and review of curriculum; and
- vii) To perform any other duties as assigned by the supervisor.

8.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Local Government Management (NTA Level 8) or Equivalent qualification with a minimum of a **GPA** of **3.5** out of **5.0** or equivalent from recognized Institution.

8.7.3 SALARY SCALE: PHTS 1

8.8 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) – 1 POST

8.8.1 DUTIES AND RESPONSIBILITIES

- i) To teach up to NTA Level 6 (Ordinary Diploma);
- ii) Assist in conducting tutorial and practical exercises for students under close supervision;
- iii) Prepare learning resources for tutorial exercises;
- iv) Assist in conducting research under close supervision;
- v) Carry out consultancy and community services under close supervision;
- vi) To participate in developing and review of curriculum; and
- vii) To perform any other duties as assigned by the supervisor

8.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Community Development (NTA Level 8) or Equivalent qualification with a minimum of a **GPA** of **3.5** out of **5.0** or equivalent from recognized Institution.

8.8.3 SALARY SCALE: PHTS 1

8.9 TUTORIAL ASSISTANT (ECONOMICS) – 1 POST

8.9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum; and
- vii. To perform any other duties as assigned by the supervisor.

8.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Economics (NTA Level 8) or Equivalent qualification with a minimum of a **GPA** of **3.5** out of **5.0** or equivalent from recognized Institution.

8.9.3 QUALIFICATIONS AND EXPERIENCE

8.9.4 SALARY SCALE: PHTS 1

8.10 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (PROGRAMMING) - 2 POST

8.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in standard software installation;
- ii. To assist in hardware installation;
- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the daily usage of computers;
- v. Updates and manages web site; and
- vi. To perform any other duty as may be assigned by his superior.

8.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

8.10.3 SALARY SCALE: PGSS 7

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. 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, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma
- xiv. **Deadline for application is 14th 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT
SECRETARIAT**