

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/B/98

29th November, 2024

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Airport Authority (TAA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill twenty (20) vacant posts mentioned below.

1.0 TANZANIA AIRPORT AUTHORITY (TAA)

Tanzania Airport Authority (TAA) is a Government Authority established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

1.1. AIRCRAFT MARSHALLER II - 10 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To marshal the aircraft and ensure that engine start up signals is signaled to the cockpit when ready for startup and the danger areas around the engines are clear of FOD, personnel and equipment;
- ii. To arrange and ensure proper allocation of aircraft parking bays based on their type and size and make proper parking arrangement for VIP flights;
- iii. To take charge of apron operations including overseeing, controlling and directing the towing /push-back operations and ensure visual contact with the tug operator, cockpit and wing/tail walkers;
- iv. To direct wing walkers to remove chocks when the cockpit has confirmed the aircraft brakes are set;

- v. To ensure safe operations of equipment around the aircraft comply with all ICAO, IATA and TCAA Standard Operating Procedures;
- vi. To receive flight information from air traffic controllers and disseminate the same to airport users for announcements and development of daily mayfly;
- vii. To effectively disseminate technical information concerning aircraft parking to airline, ground handler, and controllers;
- viii. To monitor apron safety rules (such as wearing reflectors, safety boots, ear guards, and proper parking of equipment's) to ensure compliance with apron safety operating procedures;
- ix. To report accident/incidents on air side and apron on relevant forms immediately after reported by assistant marshaller;
- x. To inspect AVOP licenses to all drivers operating on the airside all the time;
- xi. To track flights movements in the system all the time, record and maintain all aircraft and passenger movement data in the log book;
- xii. To prepare and submit daily working reports before handing over the shift; and
- xiii. To perform other duties as may be assigned by Supervisor.

1.1 .2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields; Statistics, Business Administration / Commerce majoring in Finance or Accounting, Banking or equivalent qualification from a recognized Institution and should have computer knowledge. The candidate must have attended Apron Management course.

1.1.3 SALARY SCALE: TAAS 3.1

1.2 ASSISTANT CUSTOMER SERVICE OFFICER II - 10 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To identify customers and their needs;
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided;
- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually;

- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment;
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face, etc;
- vi. To receive and transmit airline information and flight schedules to passengers and customers;
- vii. To receive flight information from Air Traffic Controllers and other airline operators and submit to supervisors and other users;
- viii. To issue gate passes to visitors;
- ix. To keep records of Airport visitors;
- x. To provide information on Tours, Travel Agent and Hotels to customers;
- xi. To guide and give explanation to visitors at the airport; and
- xii. To perform other duties as may be assigned by supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Customer Care, Business Administration (Majoring in Marketing), Commerce, Marketing, Mass Communication, International Relations, Sociology or equivalent qualifications from a recognized Institution.

1.2.3 SALARY SCALE: TAAS 3.1

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;**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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. 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 Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **12th Desemba, 2024;**
- xiv. Only short listed 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**