

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/170

27 May, 2025

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Shipping Company Limited (TASHICO) and Tanzania Meteorological Authority (TMA) Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill forty-three (43) vacant posts as mentioned below;

#### 1.0 TANZANIA SHIPPING COMPANY LIMITED (TASHICO)

Tanzania Shipping Company Limited (TASHICO) was incorporated under the Companies Ordinance (Cap 212) on 08th December, 1997. The main function of the Company is to transport people and cargo along the shore of Lake Victoria, Lake Tanganyika and Lake Nyasa. The Company's vision statement is "To be the most competitive, reliable, safe and customer oriented Maritime Transport Company worldwide".

#### 1.1 MARINE ENGINEER II – 5 POSTS

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To assist in inspection and maintain all equipment and reports malfunctions and make adjustments or repairs;
- iii. To record fuel consumption and lubricants;
- iv. To enforce applicable marine engineering rules and regulations during watch keeping;
- v. To maintain log book;

- vi. To participate in any emergency scene; and
- vii. To perform any other duties as may be assigned by the superior.

#### **1.1.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education (CSEE) or Advanced certificate of Secondary Education (ACSEE) and Certificate of Competence for Officer in Charge of an Engineering Watch (OIEW) on ships of 750 kW Propulsion Power or more (Reg.III/1) with one (1) year working experience. Bachelor Degree in Marine Engineering or equivalent qualifications from recognized institution will be added advantage.

#### **1.1.3 SALARY SCALE: MSCS 5**

#### **1.1.4 DECK OFFICER II – 6 POSTS**

##### **1.1.5 DUTIES AND RESPONSIBILITIES:**

- i. To assist on matters pertaining to the safe operation of the vessel;
- ii. To participate in bridge operations;
- iii. To assist in preparing watch assignments;
- iv. To participate in fire and boat drills;
- v. To participate in any emergency scene;
- vi. To assist in maintaining records of store and equipment; and
- vii. To perform any other duties as may be assigned by the superior.

#### **1.1.6 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education (CSEE) or Advanced certificate of Secondary Education (ACSEE) and Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg.II/1). Must have at least one (1) year of working experience as OINW on ships of 500 GRT or more. Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be added advantage or equivalent qualification from recognized institutions.

#### **1.1.7 SALARY SCALE: MSCS: 5**

### **1.1.8 DIVER II – 3 POSTS**

#### **1.1.9 DUTIES AND RESPONSIBILITIES:**

- i. To perform activities related to under water search and rescue, salvage, recovery or clean-up operations;
- ii. To check and maintain diving equipment such as Helmets, Masks, Air tanks, Harnesses or Gauges;
- iii. To make regular inspection for all vessels;
- iv. To implement rescue plans as required;
- v. To observe safety measures and environmental management standards.
- vi. To appraise management on the safety conditions at the quay and other shallow waters; and
- vii. To perform any relevant duties as may be assigned by superior.

#### **1.1.10 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education and must possess Basic Open Water Certificate in Scuba diving (BOW) from any recognized Institution.

### **1.1.11 SALARY SCALE: MSCS 2**

#### **1.1.12 ORDINARY SAILOR II – 6 POSTS**

#### **1.1.13 DUTIES AND RESPONSIBILITIES**

- i. To perform general cleanness of vessel;
- ii. To ensure that equipment, utensils and place of work are clean.
- iii. To maintain rescue boats;
- iv. To stand lookout watch;
- v. To perform painting works of the vessel;
- vi. To direct loading and offloading of cargo;
- vii. To perform lashing and rope works;
- viii. To perform laundry duties;
- ix. To maintain gangway watch to prevent unauthorized person from boarding ship;
- x. To respond as emergency team member during vessel emergencies;
- xi. To resolve or refer passenger problems to the mate; and
- xii. To perform any other duties as may be assigned by the superior.

#### **1.1.14 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with Basic Mandatory Certificates as per STCW95 and Rating Forming Part Navigation Watch (RFPNW) and Sea Service of not less than one (1) year.

#### **1.1.15 SALARY SCALE: MSCS 2**

#### **1.1.16 ONBOARD ATTENDANT II – 2 POSTS**

#### **1.1.17 DUTIES AND RESPONSIBILITIES**

- i. To perform cleanliness and tidiness of bed sheet and other clothes which are used during marine voyage;
- ii. To keep Laundry equipment's in good manner and report any damage to seniors;
- iii. To Enter and prepare the room for cleaning;
- iv. To Dusts the room and furniture;
- v. To Checks and secures the rooms;
- vi. To Ensure security of Passenger rooms and privacy of Passengers;
- vii. To Resolve Passenger complains and ensuring Passenger satisfaction;
- viii. To Empty trash containers and ashtrays;
- ix. To Preparation of beds before a passenger occupies the cabin;
- x. To Collection of used bed sheets, pillow covers and curtains when the vessel comes to her destination and ensure that same are taken to the Laundry for washing and drying;
- xi. To Collection of bed sheets, pillow covers and curtains from Laundry which are to be used for the next voyage(s);
- xii. To Cleaning cabins when the ship arrives to her destination and make sure that rooms are made ready for the next voyage;
- xiii. To Readily available when Passengers are embarking or disembarking before starting the voyage or after completion of the voyage respectively; and
- xiv. To perform any other duties as assigned by the Superior.

#### **1.1.18 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education (CSEE) or Advanced certificate of Secondary Education (ACSEE) plus certificate in one of the following fields, Laundry Service, Home Economics, Hospitality or equivalent qualifications from recognized institutions.

#### **1.1.19 SALARY SCALE: MSCS 2**

#### **1.1.20 MOTORMAN II - 6 POSTS**

##### **1.1.21 DUTIES AND RESPONSIBILITIES**

- i. To participate in maintenance and repair duties throughout the vessel;
- ii. To conduct regular check of all parameter readings;
- iii. To inspect drive motors and generators;
- iv. To watch fuel and lubrication oil purifiers;
- v. To check steering machineries and safety barricades and report for needed adjustments;
- vi. To participate in boat and fire drills and in any emergence scene;
- vii. To participate in cleaning and painting of machineries; and
- viii. To perform any other duties as may be assigned by the superior.

#### **1.1.22 QUALIFICATIONS AND EXPERIENCES**

Holder of Certificate of Secondary Education (CSEE) with Basic Mandatory Certificates as per STCW95 with Rating Forming Part of Engineering Watch (RFPEW). The candidate must have a Sea Service on not less than one (1) year.

#### **1.1.23 SALARY SCALE: MSCS 2**

#### **1.1.24 OFFICE MANAGEMENT SECRETARY II – 2 POSTS**

##### **1.1.25 DUTIES AND RESPONSIBILITIES**

- i. To attend telephone calls and take messages;
- ii. To type confidential correspondence/letters. Manuscripts, reports and all documents required for the day to day running of company's affairs;
- iii. To receive visitors, ascertain the nature of their business and relay information to the boss concerned;

- iv. To ensure availability of stationeries and other working equipment for the relevant office; and
- v. To perform any other duties as may be assigned by supervisor.

### **1.0.27 QUALIFICATIONS AND EXPERIENCES**

Holder of Diploma in Secretarial Studies or Certificate of NTA level 6 of Secretarial studies from Public Service College, or any other Institutions recognized by the government Service College with pass of 100 w.p.m shorthand either in Kiswahili or in English and who has Certificate in computer programs e.g. Windows, Microsoft Office, Internet, E-mail and Publisher.

### **1.1.26 SALARY SCALE: MSCS 3.**

## **2.0 TANZANIA METEOROLOGICAL AUTHORITY (TMA)**

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, Coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather events for protection of human life and properties.

### **2.0.1 METEOROLOGIST II -10 POST**

#### **2.0.2 DUTIES AND RESPONSIBILITIES:**

- i. To perform Meteorological, Agrometeorological, Hydro Meteorological, and Environmental analysis;
- ii. To provide general weather forecasting for the general public, media, etc;
- iii. To provide weather forecast product for use in Marine, Aviation, Agriculture, Tourism, Energy, Disasters, etc;
- iv. To provide assistance in issuing of specific weather forecast and warnings;
- v. To provide assistance in issuing Aviation Forecasts for international air navigation;
- vi. To provide assistance provide weather briefings to pilots for international air navigation;
- vii. To assists in conducting climatological data processing; and
- viii. To perform any other duties as may be assigned by the immediate supervisor.

### **2.0.3 QUALIFICATIONS AND EXPERIENCE**

- Holder of Bachelor of Science Degree in one of the following fields: Meteorology, Hydrometeorology, Atmospheric Science and Agro meteorology, or related qualifications from a recognized institution.

### **2.0.4 SALARY SCALE: AS PER TMA SCALE.**

### **2.0.5 ASSISTANT METEOROLOGICAL OFFICER II - 3 POSTS**

#### **2.0.6 DUTIES AND RESPONSIBILITIES:**

- To assist in the supervision of data collection for analyzing meteorological data and charts;
- To code, decode and transmits meteorological and weather messages;
- To provide plots observations on charts;
- To perform upper air (i.e Operates Radiosondes and Pilot ballon ascent);
- To process autographic data and computes simple statistics;
- To receive, edits and transmits meteorological messages, data and products;
- To assist in the supervision of data collection for analyzing meteorological data and chats;
- To check the accuracy of gathered data for provision of meteorological services in the various fields such as Agro meteorology, Hydrometeorology, Marine, Environment, Seismology etc;
- To collect data for meteorological flight plan and material documentation for aviation;
- To communicate and transmit weather information to different users;
- To receive and transmit aeronautical information from/to aircraft and ground stations; and
- To perform any other duties as may be assigned by the supervisor.

### **2.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Meteorology, World Meteorological Organization(WMO) Meteorological Technician Course (Senior Level) from recognized institutions.

### **2.0.8 SALARY SCALE: AS PER TMA SCALE.**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- 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. Applicants employed in the Public Service are strictly not allowed to apply, they should adhere to **Circular Na. CAC. 45/257/01/D/140 of 30<sup>th</sup> November, 2010.**
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. **Deadline for application is 08 June, 2025;**
- xv. Only shortlisted candidates will be informed on the date of 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:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

