

# THE UNITED REPUBLIC OF TANZANIA

## THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



### VACANCIES

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education and Vocational Training. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of administration of national assessment/examinations and other functions as provided for in the Act. The aim of NECTA is to contribute to national development through a fair, efficient and effective national examinations and educational assessment system that provide high quality stakeholders service through competent and motivated staff.

NECTA invites applications from Tanzanians who are suitably qualified, dynamic and results oriented to fill the following vacancies:

#### A. Posts and Qualifications

##### 1. REGISTRATION OFFICER II (4 posts)

###### (a) Qualifications

Holder of first Degree in Education, Business Administration, Social Sciences or equivalent qualifications from a recognized Institution and must be computer literate. Possession of Diploma in Education shall be an added advantage for none education degree holders.

###### (b) Duties and Responsibilities

- (i) Receives and verifies registration forms from examination centres and individual candidates;
- (ii) Deals with registration of candidates;
- (iii) Verifies correctness of registration forms, such as entry qualifications for different examinations and payment of fees;
- (iv) Provides total number of candidates for each subjects for examinations packing;
- (v) Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

## **2. DRIVER II (2 Posts)**

### **(a) Qualifications**

Holder of CSEE with passes in Kiswahili and English plus Trade Test II in motor vehicle maintenance/mechanics or equivalent. Must have a valid Class C Driving License with at least three years continuous driving experience without causing accident. Must have a certificate from a recognized driving school.

### **(b) Duties and Responsibilities**

- (i) Drives NECTA vehicles skillfully;
- (ii) Maintains and Keeps up-to-date log-books;
- (iii) Adheres to maintenance schedules;
- (iv) Keeps motor vehicles in good running conditions and submit report on any faults and defects to head of department;
- (v) Ensures that valid documents are obtained prior to commencing any journey;
- (vi) Ensures safety and cleanliness of the vehicles at all times;
- (vii) Ensure security and confidentiality is maintained in a day to day activities;
- (viii) Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

## **3. ARTISAN II (PLUMBER) (1 Post)**

### **(a) Qualifications**

Holder of CSEE and NVTA I or Trade Test III or equivalent qualifications from a recognized institution.

### **(b) Duties and Responsibilities**

- (i) Performs technical duties such as plumbing and other specified jobs;
- (ii) Keeps the work place tidy;
- (iii) Collects and takes care of working tools;
- (iv) Reports maintenance problems to senior staff;
- (v) Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

#### **4. ARTISAN II (ELECTRICIAN) (1 Post)**

##### **(a) Qualifications**

Holder of CSEE and NVTA I or Trade Test III or equivalent qualifications from a recognized Institution.

##### **(b) Duties and Responsibilities**

- (i) Performs technical duties such as welding, electronics and other specified jobs;
- (ii) Keeps the work place tidy;
- (iii) Collects and takes care of working tools;
- (iv) Reports maintenance problems to senior staff;
- (v) Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

#### **B. Other Attributes**

In addition to the qualifications specified under each post, all applicants are expected to possess the following attributes:

- High integrity, quick to learn and adapt.
- Capacity to work under pressure and meet strict deadlines.
- Excellent interpersonal and communication skills.
- Knowledge and skills in computer applications.
- Age not exceeding 45 years.

#### **C. Remuneration**

Attractive salary for each post and other incentives will be offered based on qualifications and experience.

#### **D. Mode of Application**

Employed applicants should channel their application letters through their Employers. Properly word-processed CVs, names and contact addresses of three referees, and copies of all academic certificates and transcripts must be attached. A recent passport size photograph of the applicant must be affixed on the top centre of the application letter. Applicants should provide their complete contact address, including telephone numbers and e-mail addresses. Applications should be sent to the following address before **27<sup>th</sup> August, 2015 at 3:30 PM**. Only short-listed applicants will be contacted.

##### **The Executive Secretary**

National Examinations Council of Tanzania

P. O. Box 2624

**DAR ES SALAAM**

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#### **E: Warning**

**Submission of forged or unlawfully possessed certificates including cheating of whatever nature will be strictly dealt with according to the provisions of the laws.**