THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/G/18 **16th May, 2014**

VACANCIES ANNOUNCEMENT

On behalf of Water Development and Management Institute (WDMI), Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 26 vacant posts in the above Public Institutions.**

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.

ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.

iii. Applicants should apply on the strength of the information given in this advertisement.

iv. **The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.**

v. Applicants must attach their detailed relevant certified copies of academic certificates:

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
- Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
- Form IV and Form VI National Examination Certificates.
- Computer Certificate
- Professional certificates from respective boards
- One recent passport size picture and birth certificate.

vi. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**

vii. **Testimonials, Partial transcripts and results slips will not be accepted.**

viii. **Presentation of forged academic certificates and other information in the CV will**

necessitate to legal action

ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.

x. **Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November, 2010.**

xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.

xii. Applicants should indicate three reputable referees with their reliable contacts.

xiii. **Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA)**

xiv. **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU)**

xv. **Deadline for application is 30th May, 2014 at 3:30 p.m.**

xvi. Applicants with special needs/case (disability) are supposed to indicate

xvii. Women are highly encouraged to apply

xviii. Only short listed candidates will be informed on a date for interview

xix. Application letters should be written in Swahili or English

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:

Secretary	**OR**	**Katibu**
Public Service Recruitment		**SekretarietiyaAjirakatika**
Secretariat,		**UtumishiwaUmma**
P. O. Box 63100		**S. L. P 63100,**
DAR ES SALAAM.		**DAR ES SALAAM.**

1.0 WATER DEVELOPMENT AND MANAGEMENT INSTITUTE (WDMI)

Water Development and Management Institute (WDMI) is an Agency that was established by Government Notice No 138 of 22nd August, 2008 according to the Executive Agency Act (Cap.245) to replace the then Rwegarulila Water Resources Institute. The Agency (Institute) operates under the Ministry of Water. WDMI is

registered by the National Council for Technical Education (NACTE) to train technicians and engineers.

1.1 SENIOR TUTOR II (WATER SUPPLY AND SANITATION ENGINEERING) – 5 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree either in Water Resources/Civil Engineering, Environmental Engineering, Geotechnical /Civil Engineering and/or Structural Engineering who is eligible for registration as a technical teacher with at least Upper Second Class at Undergraduate Level.

1.1.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.2 SENIOR TUTOR II (HYDROGEOLOGY AND WELL DRILLING) - 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree either in Geology, Hydrology, Well Drilling or Civil Engineering with at least Upper Second Class at Undergraduate Level.

1.2.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.3 SENIOR TUTOR II (HYDROLOGY) – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree either in Integrated Water Resource Management (IWRM), Hydrology or Water, Land and sanitation with at least Upper Second Class at Undergraduate Level.

1.3.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.4 SENIOR TUTOR II (IRRIGATION ENGINEERING) - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.4.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Agronomy or Agricultural Engineering with at least Upper Second Class at Undergraduate Level.

1.4.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.5 SENIOR TUTORII (ENVIRONMENTAL ENGINEERING) – 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.5.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Environmental Engineering with first Degree in Water Resource Engineering, Water Quality Management, Irrigation Engineering or Environmental Sciences with at least Upper Second Class at Undergraduate Level.

1.5.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.6 SENIOR TUTOR II (WATER QUALITY MANAGEMENT) – 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.6.2 QUALIFICATIONS AND EXPERIENCE

- Master of Science in Water Quality Management or Water Quality Technology with Bachelor of Science in Water Quality Laboratory Technology, Water Resource

Engineering Civil Engineering, Irrigation Engineering, Natural Sciences or Environmental Sciences with at least Upper Second Class at Undergraduate Level.

1.6.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.7 SENIOR TUTOR II (MATHEMATICS) - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.7.2 QUALIFICATIONS AND EXPERIENCE

- Masters of Science in Mathematics with first Degree in Mathematics and Physics with at least Upper Second Class at Undergraduate Level.

1.7.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.8 SENIOR TUTOR II (INFORMATION AND COMMUNICATION TECHNOLOGY) – 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examination up to NTA Level 8;
- Supervises and assist students in building up their research/projects;
- Develop and review curricula;
- Conducts Research, Consultancy and Community Services;
- Assumes leadership role;
- Instructs Students in development;
- Supervises and assists junior teaching staff;
- Performs any other duties as assigned by supervisors.

1.8.2 QUALIFICATIONS AND EXPERIENCE

- Masters of Science in Information and Communication Technology or Computer Science with at least Upper Second Class at Undergraduate Level.

1.8.3 REMUNERATION

- Attractive remuneration package in accordance with the institution's salary scale **PTSS 13 – 14.**

1.9 TUTOR II - LABORATORY TECHNOLOGIST – 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA Level 6 and may assist in teaching in higher NTA Levels;
- Administers examinations for NTA Level 6 students;
- Conduct and support research and consultancy works;
- Prepare learning resources;
- Supervises field training;
- Supervises and assist junior staff;
- Performs any other duty as may be assigned by Principal.

1.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Laboratory from any recognized University with at least Upper Second Class.

1.9.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.10 TUTOR II (MATHEMATICS) – 1 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal

1.10.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree/Bachelor of Science in Education in mathematics or Mathematics and Physics, who is eligible for registration as technical teacher with at least Upper Second Class.

1.10.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.11 TUTOR II (COMUNICATION SKILLS) – 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal

1.11.2 QUALIFICATION AND EXPERIENCES

- Bachelor of Arts (B.A) in English Language who is eligible for registration as technical teacher with at least Upper Second Class.

1.11.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.12 TUTOR II (HYDROGEOLOGY AND WELL DRILLING) – 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal.

1.12.2 QUALIFICATION AND EXPERIENCES

- Bachelor Degree in Geology or Equivalent who is eligible for registration as technical teacher with at least Upper Second Class.

1.12.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11**.

1.13 TUTOR II (WATER SUPPLY AND SANITATION ENGINEERING (WSE) – 2 POSTS.

1.13.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal.

1.13.2 QUALIFICATION AND EXPERIENCES

- Bachelor Degree/Advanced Diploma in Water Resources Engineering or Civil Engineering or Environmental Engineering, who is eligible for registration as technical teacher with at least Upper Second Class.

1.13.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.14 TUTOR II (IRRIGATION ENGINEERING) – 2 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal.

1.14.2 QUALIFICATION AND EXPERIENCES

- Bachelor Degree either in Agronomy, Agricultural Engineering or Irrigation Engineering, who is eligible for registration as technical teacher with at least Upper Second Class.

1.14.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11**.

1.15 TUTOR II (INFORMATION AND COMMUNICATION TECHNOLOGY) – 1 POST

1.15.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8

- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal.

1.15.2 QUALIFICATION AND EXPERIENCES

- Bachelor Degree in Information and Communication Technology (ICT) or Computer Science, who is eligible for registration as technical teacher with at least Upper Second Class.

1.15.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.16 TUTOR II (ENVIRONMENTAL ENGINEERING) – 1 POST

1.16.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels
- Administers examination up to NTA level 8
- Supervises and assist students in building up their research/projects
- Develop and review curricula
- Assumes leadership role
- Supervises and assists junior staff
- Performs any other duties as assigned by Principal

1.16.2 QUALIFICATION AND EXPERIENCES

- Bachelor Degree in Environmental Engineering from a recognized Institution, who is eligible for registration as technical teacher with at least Upper Second Class.

1.16.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 10 – 11.**

1.17 ASSISTANT INSTRUCTOR II (HYDROLOGY) - 1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 4 and may assist teaching in higher NTA levels;
- Prepares learning resources for practical exercises;
- Assist in carrying out consultancy and community services;
- Assists in conducting practical exercises for students in the department under close supervision up to level 5;
- Performs any other duties as assigned by supervisors.

1.17.2 QUALIFICATION AND EXPERIENCES

- Ordinary Diploma in Hydrology, who is eligible for registration as technical teacher with at least Upper Second Class.

1.17.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 7 – 8.**

1.18 CHIEF TUTOR I (WATER SUPPLY ENGINEERING) – 1 POST

1.18.1 DUTIES AND RESPONSIBILITIES

- Teaches NTA Level 6 and may assist teaching in higher NTA levels;
- Coordinates teaching activities and prepare learning resources;
- Conduct research, consultancy and community services;
- Plans, designs and review training programs;
- Supervises student projects and research works up to NTA level 8;
- Develop and review curricula;
- Assumes leadership role;
- Performs any other duties as assigned by supervisor;

1.18.2 QUALIFICATION AND EXPERIENCES

- PhD or Master's Degree in Civil Engineering, Water Resources Engineering or Environmental Engineering who have Successfully completed at least three (3) years of service in the position of Chief Tutor II.

1.18.3 RENUMERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PTSS 21.**

X.M. DAUDI
Secretary
Public Service Recruitment Secretariat.