THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/B/136 **28th May, 2012**

VACANCIES ANNOUNCEMENT

The Public Service Recruitment Secretariat was established in accordance with section No.29 (1) of the Public Service (Amendment) Act No.18 of 2007. One of the main functions of this organ is to advertise vacant posts occurring in the Public Service and conduct recruitment process.

On behalf of the President's Office Public Service Management (Tanzania Public Service College - TPSC), Vice President's Office {National Environment Management Council (NEMC)}, Ministry of Finance {Tanzania Institute of Accountancy (TIA)}, Ministry of Health and Social Welfare {Ocean Road Cancer Institute (ORCI), Muhimbili Orthopaedic Institute (MOI), Government Chemist Laboratory Agency (GCLA), Institute Of Social Work (ISW), Tanzania Food and Drugs Authority (TFDA), Tanzania Food and Nutrition Centre - TFNC) and Occupational Safety and Health Authority -OSHA)}, Ministry Of Transport {Dar es Salaam Maritime Institute (DMI) and Tanzania Meteorological Agency (TMA)}, Ministry of Education and Vocational Training {Tanzania Institute of Education (TIE), Arusha Technical College (ATC), Tanzania Library Services Board (TLSB), National Examinations Council of Tanzania (NECTA) and Ardhi University (ARU)}, Ministry of Communication, Science and Technology {Mbeya Institute of Science and Technology (MIST) and Dar es Salaam Institute of Technology (DIT)}, Ministry of Industry and Trade {Small Industries Development Organization (SIDO)}, Ministry of Justice and Constitutional Affairs {Law School of Tanzania(LST)}, Ministry of Livestock Development and Fisheries, {Fisheries Education and Training Agency (FETA)} and Ministry of Transport {National Institute of Transport (NIT)}, the **Public Service Recruitment Secretariat** invites qualified Tanzanians to fill vacant **318** posts in the above public institutions as follows:

NB: This advert is also found in **www.ajira.go.tz**, **www.utumishi.go.tz**, **www.pmoralg.go.tz**, **www.tpsc.go.tz**, **www.tfda.or.tz**, **www.gcla.go.tz**, **www.mot.go.tz**, **www.lst.ac.tz-lst**, **www.meteo.go.tz**, **www.orci.or.tz**, **www.muccobs.ac.tz**, **www.atc.ac.tz**, **www.sido.go.tz**, **www.necta.go.tz**, **www.osha.go.tz**, **www.tlsb.or.tz**, **www.dit.ac.tz**, **www.mist.ac.tz** and **www.aru.ac.tz.**

1.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)

Dar es Salaam Maritime Institute (DMI) is an Insititute under the Ministry of Transport established by an Act of Parliament No. 22 of 1991. DMI is a specialized Institute for Maritime Education and Training. It develops and produce competent trained and qualified Maritime personnel for World shipping industry.

1.1 PRINCIPAL - READVERTISED

1.1.1 Location: Dar es Salaam Maritime Institute.

1.1.2 DUTIES AND RESPONSIBILITIES

- Be the Accounting Officer and Spokesperson of the Institute.
- Be the Principal Academic and Administrative officer of the Institute and Secretary to the Council.
- Be responsible for formulation and implementation of policies to enhance academic excellence of the Institute.
- Be responsible for promoting a positive corporate culture and image of DMI by enhancing academic activities related to training, research and consultancy.
- Promoting good operational linkages with the Government and similar regional and international Institutions.
- Responsible with learning and teaching facilities of the institute.
- Administer the enforcement of by laws and regulations made by the Council.
- Promoting Seafarers and Off-Shore employment opportunities in local and international markets.

1.1.3 QUALIFICATIONS AND EXPERIENCE

- Master /Postgraduate degree or Bachelor of Science degree from a reputable University in Maritime Administration, Ports and Shipping Management, Maritime Safety and Environment Management, Maritime Education and Training, Mechanical Engineering and Marine Science with Computer knowledge.
- PhD or Master Mariner or Chief Engineer Certificate of Competency with Seagoing qualifications is an added advantage.
- At least eight (8) years working experience, out of which five years should be at a senior position in a Shipping Industry.
- Excellent communication and interpersonal skills.

1.1.4 REMUNERATION

- Salary Grade PHTS 21. DMI will offer fringe benefits as per scheme of service.

1.1.5 TERMS AND CONDITION OF SERVICE:

Five (5) years contract term renewable upon satisfactory performance.

1.1.6 AGE LIMIT: Applicant should be 40- 57 years old.

1.2 TUTORIAL ASSISTANT – MARINE ENGINEERING 4 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6.
- Assists in conducting tutorial and practical exercises for students under close supervision.
- Prepares learning resources for tutorial exercises
- Assists in conducting research under close supervision
- Carries out consultancy and community services under close supervision; and
- Performs any other duties that may be assigned by the head of the relevant department.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in a relevant maritime field with first or second class.
  Or
- Advanced Diploma in Marine Engineering Technology with first or upper second class, plus certificate of competency as officer in Charge of an Engineering Watch.
  Or
- A holder of officer in charge of engineering watch (certificate of competency) with a minimum of three (3) years working experience.

1.2.3 REMUNERATION: PHTS 4

1.3 TUTORIAL ASSISTANT – MARINE TRANSPORTATION - 4 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6.
- Assists in conducting tutorial and practical exercises for students under close supervision.
- Prepares learning resources for tutorial exercises
- Assists in conducting research under close supervision
- Carries out consultancy and community services under close supervision; and
- Performs any other duties that may be assigned by the head of the relevant department.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in a relevant maritime field with first or second class.
  Or
- Advanced Diploma in Maritime Transport with first or upper second class, plus certificate of competency as officer in Charge of a Navigational Watch or
- A holder of officer in charge of Navigational Watch (certificate of competency) with a minimum of three (3) years working experience.

1.3.3 REMUNERATION: PHTS 4

1.4 TUTORIAL ASSISTANT – SCIENCE MANAGEMENT - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6.
- Assists in conducting tutorial and practical exercises for students under close supervision.
- Prepares learning resources for tutorial exercises
- Assists in conducting research under close supervision
- Carries out consultancy and community services under close supervision; and
- Performs any other duties that may be assigned by the head of the relevant department.

1.4.2 QUALIFICATIONS AND EXPERIENCE

- First class or second class of BSc. In Education with mathematics and physics.

1.4.3 REMUNERATION: PHTS 4

2.0 TANZANIA FOOD AND NUTRITION CENTRE – TFNC

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health and Social Welfare. The Centre is responsible for spreading nutrition activities in the country with the objectives of controlling and reducing all forms of malnutrition.

2.1 DIRECTOR OF FINANCE, PERSONNEL AND ADMINISTRATION - 1 POST RE – ADVERTISED

2.1.1 DUTIES AND RESPONSIBILITIES

- Responsible to the Managing Director in matters pertaining to finance, Human Resources and administration;
- To co-ordinate the preparation of final accounts and audit of the Centre;
- To supervise and approve the Centre's financial transactions;
- General administration and supervision of staff under his/her directorate;
- Plan and develop human resource at the Centre;
- To promote conducive working environment for Centre's staff;
- To supervise preparation of quarterly and annual financial reports;
- To supervise the preparation and updating of staff and financial regulations;
- To manage the procurement and supplies function;
- To supervise and co-ordinate income generating activities of the Centre;
- To perform any other duties assigned by the Managing Director.

2.1.2 QUALIFICATIONS AND EXPERIENCE

- CPA (T) or equivalent plus Post-graduate training in Human Resource Management OR
- Master Degree in Human Resources Management/ Public Administration plus a Postgraduate Diploma in Financial Management or its equivalent. He / She should have an experience of not less than eight (8) years in Finance, Human Resources and Administration of which five (5) should be in senior managerial position.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS–21

2.2 RESEARCH OFFICER I – STATISTICS - 1 POST - RE – ADVERTISED

2.2.1 DUTIES AND RESPONSIBILITIES

- To participate in research and initiate the use of research findings in alleviating nutritional problems;
- To participate in developing research methodologies and application of research findings;
- To perform any other duties assigned.

2.2.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Statistics from a recognized institution. Entry point for Masters Graduates with three (3) years research experience and one (1) publication will be PRSS 13.

2.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale PRSS 12–13

3.0 FISHERIES EDUCATION AND TRAINING AGENCY (FETA)

Fisheries Education and Training Agency (FETA) is established by merging two fisheries institution, Mbegani Fisheries Development Centre (MFDC) and Nyegezi Freshwater Fisheries Institute (NFFI) in line with fisheries master plan (URT). The two institutions are under the Ministry of Livestock Development and Fisheries and are fully accredited by the National Technical Education (NACTE)

The mandate and functions of the two institutions are now being assumed by FETA and are articulated in the National Fisheries Sector Policy and Strategy statements (1997), the Aquaculture development Strategy (2009) and The National Council for Technical Education Act of 1997. The main role of FETA is to assist the Ministry in provision of fisheries education and training in aquaculture, fisheries technologies and management, conduct applied research and consultancy in promoting sustainable development of fisheries and allied industries.

3.1 CHIEF EXECUTIVE OFFICER – READVERTISED

3.1.1 DUTY STATION: FETA Headquarters, Mbegani Bagamoyo

3.1.2 REPORTING

The ideal candidate will be accountable to the Permanent Secretary, Ministry of Livestock Development and Fisheries

3.1.3 NATURE AND SCOPE OF THE POSITION

The Chief Executive Officer shall be the Head of the Executive Agency and subject to overseeing implementation of Ministerial Policies

3.1.4 DUTIES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for managing FETA within the terms and conditions prescribed in the Framework Document of the Agency and the Executive Agencies Act Cap. 245 and its Regulations. The Chief Executive Officer shall be responsible for overall management of the Agency and specifically shall be responsible for:

- Day to day operations of the Executive Agency;
- Accounting officer of the Agency;
- Developing, rewarding and managing human resources; organization, control and discipline of the Agency's employees;
- Preparations and submission of the Strategic and Business Plans of the Agency and associated budgets;
- Development and implementation of Agency's plans , annual review , monitoring and evaluation;
- Undertaking performance reviews and evaluations of the Agency;
- Administering and enforcement of internal guidelines and regulations;
- Representing the Agency in local and international fora and other platforms;
- Monitoring and evaluation of the Agency's performance; and
- Shall be the Secretary to the Ministerial Advisory Board (MAB) and spokes person of the Agency.

3.1.5 QUALIFICATIONS AND EXPERIENCE

- Master degree in fisheries and aquaculture disciplines. Postgraduate Studies in Business Administration or Management Sciences will be an added advantage;
- Must be Computer literate;
- Fluent in both English and Swahili
- Minimum of ten (10) years experience in which five (5) years should be in managerial positions in education and training institutions.

4.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education is a Government Institution established by Act No. 13 of 1975 (CAP 142 R.E. 2002) and charged with the responsibility of interpreting Government policy on education into programs aiming to provide quality education at pre-primary, primary, secondary and teacher education levels.

4.1 PLANNING MANAGER – 1 POST – READVERTISED

4.1.1 DUTIES AND RESPONSIBILITIES

- Heads the Planning Unit
- Advises the Director General on all matters pertaining to corporate planning as well as implementation and evaluation of the Institute's development plans and programmes ;
- Coordinates implementation of the Institute's plans and programmes;
- Designs, develops and supervises work systems related to development plans;
- Analyses development opportunities and reviews internal policies, plans and programmes;
- Develops strategies for exploitation of available opportunities with a view to achieving sustainable development;
- Participates in activities meant to develop plans, guidelines and internal circulars
- Analyses and harmonises the Institute's plans with those of the ministry responsible for education ;
- Prepares periodic reports on implementation of corporate plans and programmes and uses such reports to create a reliable database for planning and development purposes;
- Identifies and recommends development partnerships with various local and foreign institutions;
- Plans and conducts research on institutional development and recommends application of research-based findings to corporate advantage;
- Performs any other duties as may be assigned by the Director General.

4.1.2 QUALIFICATION AND EXPERIENCE

- Master degree in Economics, Statistics or equivalent qualifications with at least eight (8) years of working experience in related. In addition, the candidate must possess proven knowledge of computer applications.

4.1.3 REMUNERATION – PGSS 21

4.2 SENIOR CURRICULUM COORDINATOR – 2 POSTS – READVERTISED

- Chemistry 1 Post
- English 1 Post

4.2.1 DUTIES AND RESPONSIBILITIES

- Designs and develops curriculum for schools and colleges;
- Tries out developed school and college curriculum;
- Assists in providing consultancy services;
- Writes academic papers;
- Supports and liaises with the subject association where it exists
- Designs and conducts training programmes in curriculum studies including in-service courses for tutors and teachers or other stakeholders in the field of specialisation;
- Designs and conducts educational research and evaluation related to the subject of specialization.
- Performs any other duties as may be assigned by immediate supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

- Masters degree in Education with specialisation in English or Chemistry with at least three (3) years experience in teaching including designing and delivering training programmes and must have proven knowledge of computer applications. Record of having published educational materials will be an added advantage.

4.2.3 REMUNERATION: PTHS 8-9 (depends on qualifications and experience).

4.3 CURRICULUM COORDINATOR (TECHNICAL EDUCATION) – 1 POST – READVERTISED

4.3.1 DUTIES AND RESPONSIBILITIES

- Develops and tries out instructional materials.
- Designs and conducts training programmes in curriculum studies including in-service courses for tutors and teachers or other stakeholders in the field of specialisation;
- Participates in research, monitoring and evaluation of curriculum or any other educational activities.
- Participates in the provision of consultancy services in education.
- Writes academic papers and publications.
- Performs any other duties as may be assigned by immediate supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree (Hons) in Education majoring in Engineering OR BSc degree in Engineering plus formal training in technical teacher education of at least certificate level from a recognised technical/vocational teacher training college.
- Must have proven knowledge of computer applications.

4.3.3 REMUNERATION PTHS 5-7 (depends on qualifications and experience).

4.4 CURRICULUM COORDINATOR (PROTOTYPE DESIGN) – 1 POST - RE-ADVERTISED

4.4.1 DUTIES AND RESPONSIBILITIES

- Designs and develops prototypes of assorted teaching and learning aids for production en-masse.
- Develops and tries out manuals and guides for various teaching and learning aids.
- Designs and conducts training programmes in curriculum studies including in-service courses for tutors and teachers or other stakeholders in the field of specialisation;
- Participates in research, monitoring and evaluation of curriculum or any other educational activities.
- Participates in the provision of consultancy services in education.
- Writes academic papers and publications in the field of specialisation.
- Performs any other duties as may be assigned by immediate supervisor.

4.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree (Hons) in Mechanical Engineering plus formal training in technical teacher education of at least certificate level from a recognised technical/vocational teacher training college. The candidate must have proven knowledge of computer applications.

4.4.3 REMUNERATION: PTHS 5-7 (depends on qualifications and experience).

4.5 CURRICULUM COORDINATOR (EDITING AND PUBLISHING) – 1 POST RE-ADVERTISED

4.5.1 DUTIES AND RESPONSIBILITIES

- Examines and edits manuscripts to produce quality publications;
- Supervises and controls work performance at different stages of printing;
- Provides guidance on printing work methods, procedures and standards;
- Prepares material requirements and budget estimates of printing works;
- Ensures effective performance of lithographic duties in photo assembly, dark room or plate making sections;
- Specifies and oversees compliance to standards in production of teaching and learning materials including books, syllabi and journals.
- Assists in developing and editing the content of the Institute's website;
- Performs other duties as may be assigned by immediate supervisor.

4.5.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree with Education or Social Science plus formal training of at least certificate level in editing and publishing or equivalent qualifications from a recognized institution. In addition, the applicant must have at least two (2) years of

working experience in editing and publishing in a reputable publishing/printing company.

4.5.3 REMUNERATION: PTHS 5-7 (depends on qualifications and experience).

5.0 TANZANIA FOOD AND DRUGS AUTHORITY (TFDA)

The Tanzania Food and Drugs Authority (TFDA) is an Executive Agency under the Ministry of Health and Social Welfare which is responsible for the control of quality and safety of food, drugs, cosmetics and medical devices for the purpose of protecting public health. It is established under Section 4 (1) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and became operational on 1st July 2003.

5.1 PRINCIPAL PLANNING OFFICER – 1 POST – READVERTISED

5.1.1 DUTY STATION; TFDA - HQ, DSM

5.1.2 DUTIES AND RESPONSIBILITIES

- To coordinate and supervise TFDA planning activities and ensure their implementation
- To supervise planning and development of project record systems
- To compile project reports
- To review project performance annually
- To prepare long and medium development plans for TFDA

5.1.3 QUALIFICATION AND EXPERIENCE

- Master/Postgraduate Diploma or its equivalent in economics, planning, statistics or Agricultural Economics and Agribusiness from a recognized institution with training in use of computer applications and twelve (12) years work experience.

5.1.4 REMUNERATION

Attractive remuneration package in accordance with the TFDA salary's scale.

5.2 PRINCIPAL ASSISTANT DRUG INSPECTOR– 1 POST – READVERTISED

5.2.1 DUTY STATION: TFDA Northern Zone

5.2.2 DUTIES AND RESPONSIBILITIES

- To conduct inspection and prepare inspection reports
- To check and verify import, export, license and permit applications
- To maintain database
- To supervise and give guidance to subordinates

5.2.3 QUALIFICATION AND EXPERIENCE

- Diploma in pharmaceutical science or veterinary sciences from a recognized institution and ability to use office computer applications with ten (10) years experience.

5.2.4 REMUNERATION

Attractive remuneration package in accordance with the TFDA salary's scale.

6.0 TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is a training Government Executive Agency operating 'semi' autonomously and commercially in providing education in Accountancy, Procurement & Supplies Management and other business related disciplines.

6.1 ASSISTANT LECTURER - BUSINESS LAW - 1 POST - READVERTISED

6.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 (Bachelor Degree)
- Prepares learning resources for tutorial exercises
- Conducts research, seminars and case studies
- Supervising students project
- Preparing teaching manuals
- Carries out consultancy and community services under supervision
- Perform any other duties as assigned by supervisor

6.1.2 QUALIFICATION AND EXPERIENCE

- Master Degree or its equivalent in the Business Law field.

6.1.3 REMUNERATION

Attractive salary and incentive package in accordance with the Institution's Salary Scales (PHTS 13 – 14).

7.0 TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Agency (TMA) is under the Ministry of Transport was established by the Executive Agencies Act No 30 of 1997 and was inaugurated as an Executive Agency, on 3rd December 1999. The Agency is mandated to provide meteorological services to the general public, institutions and individual users of tailor made services for maintaining safety and security of people and their properties and support sustainable social economic development.

7.1 METEOROLOGICAL OFFICE - IN-CHARGE REGIONAL OFFICE (ARUSHA)

7.1.1 REPORTS TO: Director Forecasting Services

7.1.2 DUTIES AND RESPONSIBILITIES

- Coordinating Weather and Climate Observations for the Ruvuma Region of responsibility.
- Issuing weather forecasts for the Region.
- Providing local climatological advice and services.
- Providing local agro meteorological forecasts.
- Coordinating observatories in the region and its districts.
- Maintaining communication links with other Offices.
- Ensuring performance/financial targets are met.

7.1.3 QUALIFICATIONS AND EXPERIENCE:

World Meteorological Organisation Certificate (WMO) CLASS II with working experience of ten (10) years working experience in meteorology, five (5) of which must be at a senior management level. Computer literacy will be an added advantage.

7.1.4 REMUNERATION

Attractive remuneration package in accordance with the TMA salary's scale.

7.2 SECURITY GUARD – 5 POSTS (MPANDA, IGERI AND KIBONDO)

7.2.1 REPORTS TO: Director Forecasting Services

7.2.2 DUTIES AND RESPONSIBILITIES

- Guard TMA properties;
- To assist investigation agencies in case of security breaches;
- To check properties taken in and out of the gate against valid documents;
- To report security breaches and suspicious circumstances to Human Resource;
- To advice on security matters;
- To keep accurate records of visitors, incoming and outgoing vehicles;
- To prepare and submit security report at the end of guard duty;
- To take appropriate action in case of fire and other emerge;
- To prepare and submit security report at the end of guard duty.

7.2.3 QUALIFICATIONS AND EXPERIENCE

- Secondary school Certificate with pass in English and Kiswahili. Must have undergone Militia Training, National Service or Basic Police Training course plus at least two (2) years experience as a Security Guard. Knowledge of fire extinguishing and computer literacy will be an added Advantage.

7.2.4 REMUNERATION

Attractive remuneration package in accordance with the TMA salary's scale.

8.0 LAW SCHOOL OF TANZANIA (LST)

The Law School of Tanzania is a public institution established by an Act of Parliament, Cap.425, to provide practical legal training for law graduates aspiring to become legal practitioners.

8.1 CHIEF INTERNAL AUDITOR - 1 POST

8.1.1 DUTIES AND RESPONSIBILITIES

- To monitor and evaluate the performance of the accounting functions of the school;
- To prepare and implement annual work plan;
- To liaise with External Auditors;
- To investigate and advise on effectiveness of internal controls;
- To advise the principal on the existing financial procedures and regulations;
- To evaluate and advise the efficacy of the existing financial regulations and policies used by the school;
- To evaluate and audit the performance and efficacy of stores and stocks;
- To carry our routine and special audit whenever necessary and report to the Governing Board;
- To advise the Deputy Principal of Finance and Administration on the soundness, adequacy and application of accounting and financial controls and ascertain the extent to which the School's assets are protected form losses arising form fraud, irregularities and corruption.
- To ascertain the extent of compliance with the prescribed plans, policies, procedures and financial regulations and check the accuracy of accounts and other data developed within the School.
- To perform any other functions as may be directed by the Governing Board or the Principal

8.1.2 QUALIFICATIONS AND EXPERIENCE

- CPA (T), CMA, and ACCA and has been registered with NBAA
- Possession of a Master degree will be an added advantage
- At least fifteen (15) years of working experience in a reputable organization

8.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 20

8.2 PRINCIPAL FIELD OFFICER - 1 POST

8.2.1 REPORTING

Reports to the Head - Practical Legal Training

8.2.2 DUTIES AND RESPONSIBILITIES

- To approve plans and strategies for field placement
- To monitor and evaluate students' participation and progress in field placements;

- To oversee processes to assure the quality and standards of curricula, including assessment practice, performances and procedures, undertaking a review a least annually and reporting its finding to Principal;
- To ensure smooth running of the Practical Legal Education;
- To deal with complaints relating to practical training;
- To coordinate activities of field staff;
- To conduct research and consultancy of field practical's and related matter;
- To organize and conducting training programmes for field staff and students;
- To supervise and guiding junior field staff in execution of their tasks and
- To perform any other duties as may be assigned by the Head-Practical Legal Training

8.2.3 QUALIFICATIONS AND EXPERIENCE

- At least an LL.M Degree from a recognized institution;
- Must be enrolled as an Advocate of the High Court of Tanzania;
- Experience in managing academic and professional programmes of not least than eight (8) years;
- Experience in research and consultancy activities of not less than six (6) years;
- Ability to relate to students and members of staff including problem management skills;
- Ability to supervise and coordinate the implementation of practical training programmers;
- Ability to deliver and evaluate practical training courses and;
- Self motivated and ability to work effectively and efficiently even under pressure

8.2.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 20

8.3 SYSTEM ADMINISTRATOR II - 1 POST

8.3.1 REPORTING

Reports to Principal System Administrator I

8.3.2 DUTIES AND RESPONSIBILITIES

- To analyses and design systems;
- To assists users in systems analysis and design;
- To up-dates exist systems;
- To assists in standard software installation;
- To assists in hard ware installation;
- To assists in trouble shooting and hardware-software problems.

8.3.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Information Technology, Computer Science, Information Systems, or equivalent qualifications from recognized higher learning Institutions.
- At least three (3) years of working experiences from a reputable organization

8.3.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 11-12

9.0 MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)

Mbeya Institute of Science and Technology (MIST) is a product of Mbeya Technical College that was in operation since 1986 to 2005. On 1st April, 2005, the Parliament of the United Republic of Tanzania through the National Council for Technical Education Establishment Order of 2004. Also through section 9 of the National Council for Technical Education Act No. 6 of 1997, declared a transformation of Mbeya Technical College (MTC) into Mbeya Institute of Science and Technology (MIST). MIST provides Technical Education, Research and Consultancy services.

9.1 ASSISTANT LECTURER – 6 POSTS

- Physics and Mathematics – 4 Posts
- Computer Engineering – 1 Post
- Entrepreneurship and Business Studies – 1 Post

9.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up too NTA level 8
- Guide and supervise students in building up their practical and research projects
- Prepare learning resources and design training exercises for students
- Conduct consultancy and community services
- Develop new curricula and review existing curriculum
- Undertake individual research and participate in scientific/academic congregations
- Performs any other duties as assigned by supervisors

9.1.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in a relevant field from any recognised institution

9.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 8 – 9

9.2 TUTORIAL ASSISTANT (ARCHTECTURAL TECHNOLOGY) – 4 POSTS

9.2.1 DUTIES AND RESPONSIBILITIES

- Teaches up too NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level I each cadre under close supervision
- Assist in conducting tutorial and practical exercises for students under close supervision
- Prepare learning resources tutorial exercises
- Assist in conducting research under close supervision
- Carry out consultancy and community services
- Performs any other duties as assigned by supervisors

9.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree (NTA level 8) or its equivalent qualification in a relevant field from any recognised institution with minimum G.P.A of 3.5

9.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 4 – 7

9.3 SENIOR SUPPLIES OFFICER II – 1 POST

9.3.1 DUTIES AND RESPONSIBILITIES

- Supervise the work of junior staff working under him/her
- Co-ordinate and assist in stock-taking or verification
- Supervise and ensures early submission of periodical returns
- Ensure that stock replacement is taken at the right time
- Performs any other duties as assigned by supervisors

9.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Material Management with possession of certified supplies professional (CSP/CPSP) or equivalent qualification in a relevant field from any recognised institution
- At least three (3) years working experience

9.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 13 – 14

10.0 MOSHI UNIVERSITY COLLEGE OF CO-OPERATIVE AND BUSINESS STUDIES (MUCCOBS)

Moshi University College of Co-operative and Business Studies (MUCCoBS) came into being as a result of upgrading the status of the former Co-operative College Moshi into a constituent University College of Sokoine University of Agriculture as declared through Declaration Order No. 22 of 2004. On 5th June 2009 the University College was granted a Charter made under Universities Act No. 7 of 2005 (Cap 346 of the Tanzania laws).

10.1 MEDICAL DOCTOR II - 1 POST- MOSHI - READVERTISED

10.1.1 DUTIES AND RESPONSIBILITIES

- Assisting in attending to all medical and pediatric cases
- Assisting in performing/conducting general and emergency surgery.
- Assisting in attending to gynaecological cases as well as practicing obstetrics.

10.1.2 QUALIFICATIONS AND EXPERIENCE

- Doctor of Medicine degree and should be registered as a medical practitioner by Medical Council of Tanganyika with internship of not less than twelve (12) months.

10.1.3 REMUNERATION: PMGSS 10 – 11

10.2 LIBRARY ASSISTANT I - 3 POSTS- READVERTISED

10.2.1 DUTIES AND RESPONSIBILITIES

- Classifying and cataloguing
- Compiling of daily statistical data for borrowers of books periodical.
- Registering new members of the Library and conducting regular checks.

10.2.2 QUALIFICATIONS AND EXPERIENCE

- Possession of Ordinary Diploma in Library studies plus ICT Skills with experience of at least three (3) years.

10.2.3 REMUNERATION: PGSS 9-10

10.3 PLANNING OFFICER I - 1 POST – MOSHI - READVERTISED

10.3.1 DUTIES AND RESPONSIBILITIES

- Estimating total costs of running projects including capital expenditure and estimated revenue.
- Reviewing plan performance annually.
- Reviewing annual plans while keeping the long-term plan perspective
- Analyzing, interpreting and disseminating statistical information on the performance of MUCCoBS projects

10.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in either Economics or Educational Planning or any relevant field with at least three (3) years working experience plus ICT Skills.
- Masters Degree will be an added advantage.

10.3.3 REMUNERATION

According to Parastatal General Salary Scale PGSS 14 – 15

10.4 CLINICAL OFFICER I - 2 POSTS - MOSHI & KIZUMBI SHINYANGA - READVERTISED

10.4.1 DUTIES AND RESPONSIBILITIES

- Following-up admitted patients.
- Organising programmes for prevention of diseases.
- Assisting in conducting seminars and workshops on public health.
- Counseling patients.
- Assisting in stocking and storage of special medicines.

10.4.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Clinical Medicine with at least three (3) years working experience plus ICT Skills.

10.4.3 REMUNERATION

According to Parastatal General Salary Scale PMGSS 7 – 8

10.5 ASSISTANT NURSING OFFICER II - 3 POSTS - READVERTISED

10.5.1 DUTIES AND RESPONSIBILITIES

- Providing nursing services
- Collecting important health statistics
- Directing and supervising nurses under him/her
- Providing prevention and maternal services
- Educating patients and the community at large in respect of their health problems
- Undertaking any other tasks related to his general education, experience and expertise to be assigned by his/her superior.

10.5.2 QUALIFICATIONS AND EXPERIENCE

- Two years Diploma in Nursing from recognized College and enrolled with the Board of Nurses and Midwives of Tanzania

10.5.3 REMUNERATION

According to Parastatal General Salary Scale PMGSS 6

10.6 ASSISTANT TECHNOLOGIST - PHARMACY - 1 POST - READVERTISED

10.6.1 DUTIES AND RESPONSIBILITIES

- Preparing a plan for needs and uses of medicines and facilities for treatment
- Ordering, storing and distributing medicines and other inputs for treatment at his/her work place
- Preparing report on the uses of medicines
- Keeping proper records for medicines and other inputs
- Undertaking any other tasks related to his general education, experience and expertise to be assigned by his his/her superior.

10.6.2 QUALIFICATIONS AND EXPERIENCE

- Form four leavers with two years certificate on discipline mentioned above from recognized College and enrolled with relevant Technologists Board and working experience of at least four (4) years.

10.6.3 REMUNERATION

According to Parastatal General Salary Scale PMGSS 6

10.7 ARTISAN II- ELECTRICITY - 1 POST – READVERTISED

10.7.1 DUTIES AND RESPONSIBILITIES

- Preparing a list of operational repairs of machinery and buildings.
- Preparing a list of fittings and turning
- Taking care of tools and equipments.

10.7.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate and Trade Test III in the field of electricity plus ICT Skills.

10.7.3 REMUNERATION

According to Parastatal General Salary Scale PGSS 6 – 7

11.0 GOVERNMENT CHEMIST LABORATORY AGENCY (GCLA)

The Laboratory is an Executive Agency of the Government which has mandated in the Executive Agencies Act No.30 of 1997 and the Establishment Order GN No 106 of 2000. The Agency offers specialist analytical services in Foods and Drugs Quality Control, Forensic Science Services and Chemicals Management.

11.1 DIRECTOR (FORENSIC AND DNA SCIENCE SERVICES DEPARTMENT) - 1 POST

11.1.1 DUTY STATION: HEAD OFFICE DSM

11.1.2 DUTIES AND RESPONSIBILITIES

- To facilitate analysis of seized materials to establish their nature/ identity;

- To facilitate toxicological analysis on different exhibits to establish cause of death or injuries;
- To facilitate DNA analysis on evidence, paternity and research samples;
- To supervise and approves the technical reports;
- To develop complete, up-to-date procedures manuals that are available and followed by all personnel performing tests;
- To supervise establishment of DNA National data base;
- To supervise the use of human DNA database by respective stakeholder; and
- To represent the GCLA in court proceedings
- To develop and implement standard operating procedures;
- To review and validate analytical methodologies and maintain quality assurance program;

11.1.3 QUALIFICATIONS AND EXPERIENCE

- Msc. in either Chemistry, Food Science and Technology, Microbiology, Biochemistry, Toxicology or Forensic Science from a recognized higher learning institution. At least twelve (12) years working experience in the related field, five (5) of which should be in a managerial position

11.1.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 11

11.2 DIRECTOR (PRODUCT QUALITY SERVICES DEPARTMENT) – 1POST

11.2.1 DUTY STATION: HEAD OFFICE DSM

11.2.2 DUTIES AND RESPONSIBILITIES

- To analyze processed and unprocessed Food, drugs/ pharmaceuticals and their raw materials and Traditional medicine to establish their quality and safety;
- To perform Microbiological examination on different samples such as water, food, pharmaceuticals and their raw materials;
- To carry out analysis/tests of chemical and environmental samples;
- To carry out instrumental analysis of different samples and maintenance of instruments and equipment;
- To prepare of technical reports and provision of consultancy services in the fields of food, drugs, microbiology, chemical and environmental pollution;
- To develop and implement standard operating procedures;
- To review and validate analytical methodologies and maintain quality assurance program;
- To represent the GCLA in court proceedings; and
- To develop and implement Division plans and budgets.

11.2.3 QUALIFICATIONS AND EXPERIENCE

- Msc. in either Chemistry, Food Science and Technology, Microbiology, Biochemistry, Toxicology or Forensic Science from a recognized higher learning institution. Should have at least twelve (12) years working experience in the related field, five (5) of which should be in a managerial position. He/she must be a principal Chemist

11.2.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 11

11.3 DIRECTOR (CHEMICALS MANAGEMENT DEPARTMENT) - 1POST

11.3.1 DUTY STATION: HEAD OFFICE DSM

11.3.2 DUTIES AND RESPONSIBILITIES

- To assess and register chemicals, premises, facilities and chemical businesses;
- To promote compliance to the Industrial and Consumer Chemicals (Management and Control) Act No. 3 of 2003 ;
- To develop and maintain database of companies, chemicals and premises;
- To facilitate Inspection of all establishments where production, importation, storage and handling of chemicals are undertaken;
- To develop and assess Contingency Plans, Risk Assessment and Risk management programmes;
- To develop and implement training programmes on Risk Assessment and Risk Management;
- To facilitate Implementation of programmes for management of hazardous chemicals under the Chemicals Legislation and international Agreements;
- To facilitate Chemicals Management Committees meetings;
- To represent the GCLA in court proceedings; and
- To develop and implement departmental plans and budgets.

11.3.3 QUALIFICATIONS AND EXPERIENCE

- Msc. in either Chemistry, Food Science and Technology, Microbiology, Biochemistry, Toxicology or Forensic Science from a recognized higher learning institution. Should have at least twelve (12) years working experience in the related field, five (5) of which should be in a managerial position

11.3.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 11

11.4 DIRECTOR (BUSINESS DEVELOPMENT DEPARTMENT) - 1 POST

11.4.1 DUTY STATION: HEAD OFFICE DSM

11.4.2 DUTIES AND RESPONSIBILITIES

- To coordinate planning, monitoring and evaluation of the organization activities and strategies;
- To coordinate and control finance, material and maintain human recourses;
- To assess customer needs and initiate research and development to meet them;
- To promote organizations business; and
- To promote and maintain Information and communication technology of the organization

11.4.3 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Business Administration and/or Financial Management and Accounting. At least twelve (12) years-working experience in the related field, three (3) years of which should be in managerial position.

11.4.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 11

11.5 ZONAL MANAGERS - 2 POSTS

- Northern Zone Laboratory Arusha 1Post
- Southern Highlands Zone Laboratory Mbeya1Post

11.5.1 DUTIES AND RESPONSIBILITIES

- To take part in preparation and submission of strategic and business plans and associated budgets.
- To implement the approved plans, including the achievement of performance targets.
- To organize and manage the assets and resources allocated to him/her, efficiently, effectively, economically and in accordance with the principles of fairness and equality s outlined in Government policy.
- To provide to the Chief Government Chemist of such information as required enabling performance to be monitored.
- To coordinate and prepare Annual Reports and submit to Chief Government Chemist.
- The enforcement of the Industrial and Consumer Chemicals (Management and Control) Act No. 3 of 2003 and a Register.
- To analyze processed and unprocessed Food, drugs/ pharmaceuticals and their raw materials and Traditional medicine to establish their quality and safety;
- To carry out Microbiological examination on different samples such as water, food, pharmaceuticals and their raw materials;
- To carry out analysis/tests of chemical and environmental samples;
- To carry out instrumental analysis of different samples and maintenance of instruments and equipment;

- To Prepare of technical reports and provision of consultancy services in the fields of food, drugs, microbiology, chemical and environmental pollution;
- To develop and implement standard operating procedures;
- To review and validate analytical methodologies and maintain quality assurance program;
- To represent the GCLA in court proceedings; and
- To develop and Implement Zonal Laboratory plans and budgets.

11.5.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Analytical Chemistry, Instrumentation, Food Science and Technology, Microbiology from recognized higher learning institutions. Should have at least twelve (12) years –working experience in related field, three (3) of which should be in managerial position.

11.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 10

11.6 PRINCIPAL LEGAL OFFICER II – 1POST

11.6.1 DUTIES AND RESPONSIBILITIES

- Will perform all duties of Senior Legal Officer and the following added responsibilities.
- To send hearing notification and summons to parties and witnesses;
- To oversee documents and correspondences of assigned cases and ensures that they are properly organized for submission to the Rector;
- To draft prescribed legal documents required by the Agency and submit them to the respective supervisor for approval;
- To supervise junior staff in the unit/section and
- To disseminate the legal research report.

11.6.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Law from a recognized institution. Must be computer literate, be registered as an Advocate and working experience of at least ten (10) years in the field.

11.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 7

11.7 PRINCIPAL COMPUTER SYSTEM ANALYSTS II – 1 POST

11.7.1 DUTIES AND RESPONSIBILITIES

- Will perform all duties of Senior Computer System Analyst with the following added responsibilities.

- To investigate, recommend and install enhancement, and operating procedures that optimize network availability..
- To maintain confidentiality with regard to information being processed, stalled or assessed by the network.
- Ensure timely user notification of maintenance, requirements and effects on system availability.
- Ensuring security of access of GCLA computers systems.
- Monitors the performance of the network and troubleshoot any problems.
- To supervise junior staff

11.7.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in computer Sciences or information Communication Technology (ICT) from recognized higher learning institutions, with an experience of ten (10) years working in related field.

11.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 7

11.8 SENIOR ACCOUNTANT – 1POST

11.8.1 DUTIES AND RESPONSIBILITIES

- To check and verify invoices and bills
- To respond to audit queries
- To verify payroll and data sheet
- To control and manage debtors and creditors account
- To verify fixed assets and reconcile the same between general ledger and fixed assets.

11.8.2 QUALIFICATIONS AND EXPERIENCE

- CPA (T) or equivalent qualifications recognized with National Board of Accountants and Auditors (NBAA) with seven (7) years working experience as an accountant.

11.8.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 6

11.9 SENIOR SUPPLIES OFFICER – 1POST

11.9.1 DUTIES AND RESPONSIBILITIES

- To develop appropriate systems, procedures and guidelines for the procurement secretariat and tender Board;
- To evaluate bids for high value and specialized procurement;
- To coordinate contract administration including preparation of contracts and issuing approved contracts;

- To supervise Store or purchasing Section;
- To co-ordinate and control purchasing and procurement of service
- To coordinate with user departments in preparation of procurement plan
- To prepare negotiation and disposal plans.
- To prepare report on contract management implementation and performance;
- To maintain proper record keeping for audit requirement;
- To coordinate opening tenders for high value and highly specialized procurement;
- To manage stock levels and give out supplies from stock;
- To supervise purchasing, warehousing and inventory functions;
- To ensure compliance with the public Procurement Act, its Regulations and Guidelines
- To supervise junior staff

11.9.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Materials Management or Business Administration from recognized institution with at least seven (7) years working experience in similar field. Must be registered by Procurement and Supplies Board

11.9.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale GCS. 6

11.10 CHEMICAL LABORATORY TECHNOLOGIST II – 3 POSTS

11.10.1 DUTIES AND RESPONSIBILITIES

- To prepare chemicals and reagents.
- To prepare sampling and analytical facilities.
- To clean apparatus, equipment and the working benches.
- To perform chemicals and premises inspection and sampling.

11.10.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary Diploma or equivalent in Laboratory Technology from recognized learning institutions.

11.10.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale TGHS. B

12.0 OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)

Occupational Safety and Health Authority (OSHA) is a Government Executive Agency established by the Executive Agencies Act No. 30 of 1997. Its main function is to advise the Government on all matters related to Occupational Safety and Health activities in the country by enforcing the Occupational Safety and Health Act No. 5 of 2005. It also conducts research, consultancy and training in Occupational Safety and Health.

12.1 PRINCIPAL INTERNAL AUDITOR II – 1 POST

12.1.1 DUTIES AND RESPONSIBILITIES

- Ensuring timely preparation of work programmers for audit of the departments and monitoring audit work to ensure efficient execution of work programmes as prepared
- Ensuring that preparation and regular review of internal audit work programmes are strictly adhered to at all times
- Formulating and recommending short and medium term plans of the Internal Audit Section
- Keeping the Chief Executive informed at all times of the progress and problems of the internal audit section and the whole Authority in relation to audit work
- Setting and continuously evaluating departments performance with the view of maintaining high standards and keeping the staff morale high
- Assessing the degree of adherence to Authority's policies and regulations by different departments
- Managing the set up an ongoing development of Internal Audit Section for the Authority
- Ensuring that the Authority's assets are adequately controlled, safe guarded and insured
- Reviewing audit reports with the Authority's external auditors
- Carrying out systems audit an analysis to ascertain the effectiveness of established policies, procedures and plans and where necessary recommending appropriate improvements
- Performing any other duties that may be assigned by the Head Internal Audit

12.1.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree/Postgraduate diploma in accountancy from recognised institution an a CPA (T) or its equivalent qualification
- Registered with NBAA as an Authorised Auditor
- At least eight (8) years proven experience as an accountant in reputable organisation five (5) years of which as an auditor

12.1.3 REMUNERATION

Attractive remuneration package in accordance with the OSHA salary scale 7

12.2 PLANNING OFFICER II – 1 POST

12.2.1 DUTIES AND RESPONSIBILITIES

- To make sure that the Authority's plan are implemented
- Participate in preparation of Authority's development plans
- Participate in preparation of half year and yearly reports on development plans
- Assist for budget and forecast preparation,
- Performing any other duties that may be assigned by the Head Planning

12.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Economics from recognised institutions
- Should have computer knowledge

12.2.3 REMUNERATION

Attractive remuneration package in accordance with the OSHA salary scale 5

12.3 PERSONAL SECRETARY – 1 POST

12.3.1 DUTIES AND RESPONSIBILITIES

- Typing letters and other open and confidential documents
- Handling matters that require highest degree of secrecy
- To receive and direct visitors to relevant officers
- Keeping records of visitors, meetings, official trips, files and other events in his/her respective office
- Help superiors to retrieve files and other documents
- Discharging routine matters that need not be referred to the head of the respective department
- To handle issues regarding appointment of visitors/customers
- Receiving and answering fax/ telex/ telephone/ Intercoms/mail, giving information to callers and circulating information to appropriate officers
- Relaying verbal messages and instructions from head of the department to his/her subordinates
- Maintain a dairy of appointments for the head of department and advising him according him/her about appointments
- Making safari arrangements, confirmation of hotel bookings and reservations
- Performs any other duties as may be assigned by the Head Administrative and Human Resources.

12.3.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Secretarial Studies from recognised training institution.
- Must be computer literate and with excellent knowledge and command of Microsoft office applications (World, Excel, Access, Power Point, Internet & E-mail)
- Should have shorthand in both Kiswahili and English of 80 w.p.m and typing speed of 80 w.p.m

12.3.3 REMUNERATION

Attractive remuneration package in accordance with the OSHA salary scale 3

12.4 DRIVER II – 2 POSTS

12.4.1 DUTIES AND RESPONSIBILITIES

- Drive all types of motor vehicles

- Drive properly any type of vehicle assigned to him/her
- Attend minor mechanical faults
- Undertaking routine checks on the vehicle to ensure that it is serviced
- Sending the for service for when due and advise on fuel consumption rates
- Ensure that vehicles are in good running condition at all times
- Using the vehicles only on assigned duties and to keep time when on duty
- Certify that the maintenance carried out on the vehicle are of adequate standards
- Reporting promptly any detected fault or detect on the motor vehicle
- Inspect a vehicle before and after journey to verify their roadworthiness
- Maintaining vehicle log book accurately and timely recorded
- Ensuring that the vehicle is always having a valid insurance cover
- Ensuring that the vehicle assigned is always clean, in good running condition and is parked in safe place
- Performing any other duties as directed by the head of Administration and Human Resources

12.4.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary level Secondary Education (Form IV) with class C driving license and motor vehicle mechanics or Advanced Drivers course

12.4.3 REMUNERATION

Attractive remuneration package in accordance with the OSHA salary scale 2

13.0 ARUSHA TECHNICAL COLLEGE (ATC)

Arusha Technical College is an autonomous Institution established by the Government Establishment Order No. 78 as enabled by the NACTE Act No. 9 of 1997. ATC replaced the then Technical College Arusha (TCA) that existed since 1978.

13.1 LECTURER – 2 POSTS: - READVERTISED

13.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up to undergraduate (NTA level 8)
- Prepares learning resources and design training exercises for students
- Conducts consultancy and community services
- Develops and reviews existing curriculum
- Undertakes individual research and participates in scientific/academic congregations
- Coaches junior teaching staff; and
- Performs any other duties as assigned by supervisors.

13.1.2 QUALIFICATIONS AND EXPERIENCE

- Doctorate (PhD) Degree or equivalent in either Civil Engineering, Structural Engineering, Irrigation Engineering, Highway Engineering, Sanitation Engineering, Water Resources Engineering, Communication Skills or Entrepreneurship and must have a GPA of at least 3.2 in the Bachelor's Degree.

13.1.3 REMUNERATION: - PHTS 10 – 12

13.1.4 TENURE: Permanent and pensionable.

13.2 ASSISTANT LECTURER - **3 POSTS**: **- READVERTISED**

13.2.1 DUTIES AND RESPONSIBILITIES

- Teaches up to undergraduate (NTA level 8)
- Prepares learning resources for tutorial exercises
- Conducts research, seminars and case studies
- Carries out consultancy and community services;
- Prepares teaching manual and
- Performs any other duties as assigned by supervisor.

13.2.2 QUALIFICATIONS AND EXPERIENCE

- Masters' Degree or equivalent in either Electrical Engineering, Electronics and Telecommunication Engineering, Land Surveying, Geomatics, Architectural Studies, Highway Engineering or Mechanical Engineering and must have a GPA of at least 3.2 in the Bachelor's Degree.

13.2.3 REMUNERATION: - PHTS 8 – 9

13.2.4 TENURE: Permanent and pensionable.

13.3 TUTORIAL ASSISTANT 1 POST - READVERTISED

13.3.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 7 (Higher Diploma) ;
- Assists in conducting tutorial and practical exercises for students;
- Prepares learning resources for tutorial exercises;
- Assists in conducting research under close supervision;
- Carries out consultancy and community services;
- Performs any other duties as assigned by supervisors.

13.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Automobile/Autoeletric and electronics Engineering

13.3.3 REMUNERATION: - PHTS 4 – 7

13.3.4 TENURE: Permanent and pensionable.

13.4 SENIOR INSTRUCTOR II - **1 POST - READVERTISED**

13.4.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 7 (Higher Diploma) ;
- Conducts research and consultancy projects;
- Develops and reviews curricula;
- Supervises students projects;
- Supervises and assists junior teaching staff;
- Assumes leadership roles; and
- Performs any other duties as assigned by supervisors.

13.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree or Advanced Diploma in Engineering (Civil, Architectural Studies or Highway Engineering) and must have a GPA of at least 3.2 or equivalent.

13.4.3 REMUNERATION: - PTSS 13 - 14

13.4.4 TENURE: Permanent and pensionable.

13.5 TECHNICIAN I - **3 POSTS**: **- READVERTISED**

13.5.1 DUTIES AND RESPONSIBILITIES

- Assist in students' practical training and projects;
- Maintains laboratory/ workshop facilities and equipment;
- Trains and supervises newly recruited and junior technicians / artisans;
- Supports lecturers and Instructors in teaching, research and consultancy projects;
- Provides specialized technical services to the public;
- Performs any other duties assigned by the Head of Department or relevant senior staff.

13.5.2 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma (NTA-6) or Full Technician Certificate (FTC) in either Electrical Engineering, Automotive Engineering, Mining, Geology, Jewelry or Lapidary

13.5.3 REMUNERATION: - PGSS 8-9

13.5.4 TENURE: Permanent and pensionable.

13.6 SENIOR PLANNING OFFICER II - 1 POSTS - READVERTISED

13.6.1 DUTIES AND RESPONSIBILITIES

- Heads the activities of the information sub-section of the Planning unit
- Formulates and co-ordinates corporate plans and strategies based upon priorities for resource allocation to various functional programmes
- Prepares plans or projects document for submission through Governing Board to Government and other Donors for funding
- Fund raising
- Prepares basic statistical and management reports;
- Stores and retrieves inventory information;
- Interprets and analyses data for plan formulation
- Performs any other duties as delegated by principal.

13.6.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Economics, Planning, System analysis, Statistics or its equivalent with at least two (2) years of working experience in that position.

13.6.3 REMUNERATION: - PGSS 12-13

13.6.4 TENURE: Permanent and pensionable.

13.7 SENIOR ESTATES OFFICER GRADE II - 1 POST - READVERTISED

13.7.1 DUTIES AND RESPONSIBILITIES

- Supervises maintenance and cleaning of College properties and grounds;
- Examines bills of quantities;
- Follows-up of title deeds and acquisition of land;
- Prepares budgets for maintenance works
- Ensures that ATC office buildings, staff houses, furniture and equipment are properly maintained;
- Ensures that all staff houses and office buildings have Title Deeds;
- Performs any other duties assigned by his/her seniors.

13.7.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Civil Engineering, Architectural Studies or equivalent from a recognised Institution and must have at least two years of working experience.

13.7.3 REMUNERATION: - PGSS 12-13

13.7.4 TENURE: Permanent and pensionable.

13.8 PRINCIPAL INTERNAL AUDITOR II - 2 POSTS - READVERTISED

13.8.1 DUTIES AND RESPONSIBILITIES

- Plans, coordinates and directs all internal audit operations
- Advises the College on the soundness, adequacy and application of Internal controls, accounting and financial regulations
- Conducts checks and investigates all books of accounts
- Keeps all offices informed of College policies, regulations and Governing Board resolutions related to internal auditing matters
- Examines financial documents and controls over assets of the College and reports to the Principal quarterly on the findings
- Advises on measures to reduce expenses and increase revenue
- Reviews and audits the financial activities
- Performs any other duties as may be assigned by his/her senior.

13.8.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Commerce majoring in Accountancy or ADA from a recognized institute, CPA (T) and with at least one year working experience.

13.8.3 REMUNERATION: - PGSS 17

13.8.4 TENURE: Permanent and pensionable.

13.9 ARTISAN I - 2 POSTS: - READVERTISED

13.9.1 DUTIES AND RESPONSIBILITIES

- Performs routine specified tasks that demand higher technical skills under supervision
- Keeps the work place tidy
- Collects and takes care of working tools
- Carries out minor repairs and maintenance
- Reports maintenance problems to senior staff
- Performs any other duties as assigned by the relevant senior staff.

13.9.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary School Education (CSSE) and Trade Test I either Carpentry and Joinery, Jewelry, Geology or Lapidary Technology

13.9.3 REMUNERATION: - PGSS 6-7

13.9.4 TENURE: Permanent and pensionable.

13.10 SUPPLIES OFFICER II - 1 POSTS - READVERTISED

13.10.1 DUTIES AND RESPONSIBILITIES

- Ensures full responsibilities for the entire procurement of supplies functions;
- Co-ordinates and forecast stores requirements;
- Ensures maintenance and amendment of stock level figures;
- Performs any other duties assigned by his/her seniors.

13.10.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Materials Management , Supplies, Procurement and have passed Part II examinations conducted by the Procurement and Supplies Professionals and Technicians Board and who has completed at least three (3) years of satisfactory service in that position.

13.10.3 REMUNERATION - PGSS 9-10

13.10.4 TENURE: Permanent and pensionable.

13.11 SECRETARY I - 1 POSTS - READVERTISED

13.11.1 DUTIES AND RESPONSIBILITIES

- Types all general correspondence and non-confidential matters
- Types letters, minutes, notes, bulletins, circulars, certificates, charts and stencils
- Duplicates reports, letter etc.
- Takes proper care of all machines under his/her charge and make sure that are used for official work only
- Files copies of typed letter in relevant files
- Receives and directs visitors
- Makes sure there are all necessary facilities for proper job performance e.g. typewriters, different typing papers, carbon papers, erasing ink, ribbons etc
- Uses modern machines in discharging his/her duties
- Takes care of all facilities under his/her charge
- Performs any other duties assigned by his/her seniors.

13.11.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Secretarial Studies from government recognized institutions also serving in that position for at least three years and has training in Office Management, Computer applications, Word Processors and other modern Office Machines like scanner, Telefax etc.

13.11.3 REMUNERATION: - PGSS 8-9

13.11.4 TENURE: Permanent and pensionable.

13.12 SENIOR DRIVER II - 1 POST - READVERTISED

13.12.1 DUTIES AND RESPONSIBILITIES

- Drives motor vehicles, cars, pick-ups and lorries as may be assigned
- Ensures motor vehicles and their accessories are in good condition;
- Makes some minor repairs
- Maintains and records log sheets (books) for all journeys made
- Reports promptly any defects or problems detected in the vehicles
- Performs any other duties assigned by his/her seniors.

13.12.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary School Education (CSSE) and Class "C" driving license with at least three years of clean driving experience (One year driving in any academic Institution is an added advantage) and have passed Phase I of the "Public Service Vehicle Driving Programme" recognized by National Institute of Transport (NIT).

13.12.3 REMUNERATION: - POSS 8-9

13.12.4 TENURE: Permanent and pensionable.

13.13 OFFICE ATTENDANT (WORKSHOP) 1 POSTS - READVERTISED

13.13.1 DUTIES AND RESPONSIBILITIES

- Keeps the work place tidy;
- Collects and takes care of working tools;
- Carries out minor repairs and maintenance;
- Reports maintenance problems to senior staff.

13.13.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary School Education (CSSE) and Trade Test II or equivalent qualification with at least three years working experience.

13.13.3 REMUNERATION: POSS 8-9

13.13.4 TENURE: Permanent and pensionable.

14.0 TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

The Tanzania Public Service College (TPSC) is Established under Executive Agencies Act (1997). TPSC is a Government Executive Agency established in 2000 as a direct response to fill a void for a sustainable public service training institution. TPSC offers programmes that are directly linked to Government business agenda and demand driven. As the demands for the public service to offer quality services at affordable costs increases, it is imperative that the services should be staffed with competent personnel. Hence, TPSC's

core business is to develop the appropriate public service competences, which will transform the service into effective and efficient machinery that will strive to meet citizen's needs in terms of services. TPSC's Mission is to improve the quality, efficiency and effectiveness of the public service of Tanzania by providing comprehensive training, consultancy and applied research interventions. Currently, TPSC has campuses at Dar-es-Salaam, Tabora and Mtwara.

14.1 SENIOR LECTURER – 3 POSTS - RE – ADVERTISED

14.1.1 DUTIES AND RESPONSIBILITIES

- Develops and delivers short and long term courses
- Guides and supervises students in building up their practical and research projects
- Conducts consultancy and research
- Develops and reviews curriculum
- Prepares training manuals, simulations and case studies for training
- Coaches junior teaching staff
- Participate in the development of plans and campus programs
- Optimize the handling of customer relationships to enhance business opportunities

14.1.2 QUALIFICATIONS AND EXPERIENCES

- Doctorate (PhD) degree in the field of Records Management, Public Sector Financial Management, Public/Human Resources Management, Information Communication Technology and Secretarial Studies. Registered as technical teacher with related minimum work experience of 3 years in lectureship position or equivalent in a related or allied institution, and has published at least three peer reviewed papers. OR
- Master degree with upper second class and proven work experiences in Research and Consultancy of at least 20 years and published 10 consultancy/research reports in relevant fields. Managerial work experiences of a minimum of 4 years in public service will be an added advantage.

14.1.3 REMUNERATION : PHTS 18 - 19

14.2 LECTURER – 3 POSTS - RE – ADVERTISED

14.2.1 DUTIES AND RESPONSIBILITIES

- Develops and delivers short and long term courses
- Conducts consultancy and research
- Guides and supervises students in building up their practical and research projects
- Prepares learning resources and designing training exercises for students.
- Develops and reviews curriculum
- Coaches junior teaching staff

14.2.2 QUALIFICATION AND EXPERIENCE

- Doctorate (PhD) degree in the field of Records Management, Public Financial Management, ICT and Secretarial Studies and registered as technical teacher, OR
- Master Degree with upper second or higher first class and proven experiences in Research and Consulting of at least 10 years and published at least 5 Consultancy / Research reports in relevant field. Managerial work experiences of at least 3 years in the public service will be an added advantage.

14.2.3 REMUNERATION : PHTS 15 – 17

14.3 ASSISTANT LECTURERS 11 POSTS - RE – ADVERTISED

- Records Management/Documentation Archives Management 7 posts
- Linguistics (Swahili and English) 2 posts
- Mathematics and Statistics 1 post
- Public Administration (Local Government Administration) 1 post

14.3.1 DUTIES AND RESPONSIBILITIES

- Conduct short and long term courses
- Prepares learning resources for tutorial exercise
- Conducts research, seminars and case studies
- Carries out under supervision consultancy and community services
- Supervises students project
- Prepares teaching manuals

14.3.2 QUALIFICATION AND EXPERIENCE

- Master Degree with upper second or higher first class in the relevant field. The candidate should be eligible for registration as technical teachers, with teaching experience in related fields of at least 3 years in reputable and allied institutions. Working experience of at least 2 years in the public service will be an added advantage.

14.3.3 REMUNERATION : PHTS 13 - 14

15.0 THE INSTITUTE OF SOCIAL WORK (ISW)

The ISW is one of the institutions of higher learning in Tanzania which was established in 1974 by Act No. 26 of 1973 (as amended by Miscellaneous Act No. 13 of 2002). The Institute is under the Ministry of Health and Social Welfare and is located at Kijitonyama in Dar-es-Salaam.

The Institute was established to provide qualified human resources for strengthening social welfare services delivery system in Tanzania. It is accredited with the National Council for

Technical Education (NACTE) as an institute of higher learning to conduct training programmes in the fields of social work, industrial relations and human resources management.

15.1 LECTURER 1 POST - RE – ADVERTISED

15.1.1 DUTIES AND RESPONSIBILITIES

- To lecture student in the department.
- To assist students to develop their research and project work.
- Setting examinations, invigilating, marking and timely production of examination results.
- Supervision of research and consultancy work.
- To plan and design training exercises for students.
- Undertaking individual research and participating in big multidisciplinary research projects.
- Preparing manuals simulations and case studies for students.
- Working on consultancy projects.
- Coaching of junior academic staff.
- Providing guidance to junior members of staff
- Supervising students pursuing research and field work
- Any other duties as may be assigned by the Programme Co-coordinator or the Director of Studies or other higher authority.

15.1.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Social work or Master Degree biased in Applied Psychology or Social Psychology with upper second or higher first class and proven experiences in Research and Consulting of at least 10 years and published at least 5 Consultancy / Research reports in relevant field. Managerial work experiences of at least 3 years in the public service will be an added advantage.

15.1.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution’s remuneration schemes - PHTS 12

15.2 LECTURER 1 POST - RE – ADVERTISED

15.2.1 DUTIES AND RESPONSIBILITIES

- To lecture student in the department.
- To assist students to develop their research and project work.
- Setting examinations, invigilating, marking and timely production of examination results.
- Supervision of research and consultancy work.
- To plan and design training exercises for students.

- Undertaking individual research and participating in big multidisciplinary research projects.
- Preparing manuals simulations and case studies for students.
- Working on consultancy projects.
- Coaching of junior academic staff.
- Providing guidance to junior members of staff
- Supervising students pursuing research and field work
- Any other duties as may be assigned by the Programme Co-coordinator or the Director of Studies or other higher authority.

15.2.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Labour Studies or Industrial Sociology biased in Labour Economy, Economics or Project Planning OR,
- Master Degree biased in Labour Economy, Economics or Project Planning with upper second or higher first class and proven experiences in Research and Consulting of at least 10 years and published at least 5 Consultancy / Research reports in relevant field. Managerial work experiences of at least 3 years in the public service will be an added advantage.

15.2.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PHTS 12

15.3 ASSISTANT LECTURER 11 POSTS - RE - ADVERTISED

15.3.1 DUTIES AND RESPONSIBILITIES

- Assisting in lecturing and tutorial seminars.
- Carry out consultancy in Research and service job assignment including data collection under close supervision.
- Setting examinations, invigilating, marking and timely production of examination results.
- Prepares teaching materials for tutorials and exercises including case studies.
- Any other duties as may be assigned by the Programme Co-coordinator or the Director of Studies
- Conduct lectures with guidance of senior lecturers.

15.3.2 QUALIFICATIONS AND EXPERIENCE

- Master degree in Social Work with First or Upper second class from any recognized Institution. Must be able to demonstrate the capability of teaching, conducting research and consultancy and other duties and Effective computer use. Teaching and research experience of at list 3 years will be an added advantage. Must be ready to work in team.

15.3.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PHTS 8

15.4 ASSISTANT LECTURER - 6 POSTS - RE - ADVERTISED

15.4.1 DUTIES AND RESPONSIBILITIES

- To assist in conducting seminars and tutorial classes under close supervision
- .Prepare material for tutorial exercises.
- .Assisting in teaching in the Certificate Course
- .Conduct research under close supervision
- .Carry out consultancy and service job assignments under close supervision.
- .Any other duties as may be assigned by the Programme Co-coordinator or the Director or Studies.

15.4.2 QUALIFICATIONS AND EXPERIENCE

- Master Degree in Industrial Relations or Law biased in Labour Law or Arbitration and Mediation with First or Upper second class from any recognized Institution. **OR**
- Master Degree in Industrial Relations biased Research, Social Security, Organisation Behaviour or Conflict Management with First or Upper second class from any recognized Institution.
- Must be able to demonstrate the capability of teaching, conducting research and consultancy and other duties and Effective computer use. Teaching and research experience of at list 3 years will be an added advantage.

15.4.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PHTS 8

15.5 ASSISTANT LECTURERS - 6 POSTS - RE - ADVERTISED

15.5.1 DUTIES AND RESPONSIBILITIES

- Assisting in lecturing and tutorial seminars.
- Carry out consultancy in Research and service job assignment including data collection under close supervision.
- Setting examinations, invigilating, marking and timely production of examination results.
- Prepares teaching materials for tutorials and exercises including case studies.
- Any other duties as may be assigned by the Programme Co-coordinator or the Director of Studies
- Conduct lectures with guidance of senior lecturers.

15.5.2 QUALIFICATIONS AND EXPERIENCE

- Master degree in Human Resources Management with First or Upper second class from any recognized Institution. Must be able to demonstrate the capability of teaching, conducting research and consultancy and other duties and Effective computer use. Teaching and research experience of at list 3 years will be an added advantage.

15.5.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PHTS 8

15.6 SENIOR RECORDS MANAGEMENT ASSISTANT - 4 POST - RE - ADVERTISED

15.6.1 DUTIES AND RESPONSIBILITIES

- Perform registry activities and Ensure that there is smooth and efficient functioning of registry.
- Ensure security and confidentiality of office records and documentations.
- Control files movements and documents.
- Maintenance of good working behaviour within the staffs of registry section.
- Authorization on proper subject title for new files and closure of the old files.
- Preparing and designing index system to enhance efficiency in information search.
- Ensures security and neatness of properties and office equipments allocated to registry office.
- Reviews work progress and maintenance of performance appraisal system within the staffs of registry.
- Reports to his/her seniors about any deficiencies which may hinder the smooth operation of office activities.

15.6.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in records management provided by Tanzania Public Service College or any other recognized institution with computer knowledge and working experience of not less than five years.

15.6.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PGSS 7

15.7 SENIOR INTERNAL AUDITOR - 1 POST - RE - ADVERTISED

15.7.1 DUTIES AND RESPONSIBILITIES

- Undertake special Audit Assignments
- Review all Audit assignments and recommend to the Chief Auditor on appropriate action to take

- Designing and reviewing the Internal control system to ensure that all records of students are properly reconciled between Heads of departments, records, Registrar's records, Examination officer's, Deans of students and Accounts records.
- To ensure that fraudulent practices, assets losses are prevented and detected promptly when they occur.
- To ensure that registration of students complies with procedures and instructions stipulated in ISW prospectus, Loan Boards as well as Board's directives and Management instructions, this includes payments of fees in time for both tuition and hostel.
- Regularly review employee's records and status.
- To make follow up on the implementation of the quality assurance policy as established.
- To make follow up on the implementation of other policies such as Public finance regulation, procurement, service regulations, and others.
- To participate in designing of Internal control system and ISW policies
- To provide professional assistance in preparation of financial statements
- To facilitate coordination of external audit exercise.
- To do any other business as required.

15.7.2 QUALIFICATIONS AND EXPERIENCE

- Must posses ACCA, CPA (T), CA or equivalent with six years experience.

15.7.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PGSS 12

15.8 PERSONAL SECRETARY GRADE I - 1 POST - RE - ADVERTISED

15.8.1 DUTIES AND RESPONSIBILITIES

- To perform all secretarial work including typing and binding custodianships and filling of various documents and follow-up implementation of issues rose.
- Arrange transport for the officer he/she is working
- To ensure that files are handled promptly and in time
- Supervise work in the office and ensure that it is properly done.

15.8.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Secretarial from a recognized Institution. Computer Literacy a must with work experience of more than 5 years.

15.8.3 REMUNERATION

The successful candidate will be offered remunerations commensurate with the Institution's remuneration schemes - PGSS 7

16.0 SMALL INDUSTRIES DEVELOPMENT ORGANISATION (SIDO)

The Small Industries Development Organization is a Parastatal Organisation established by an act of Parliament No. 28 in 1973 to plan, Co-ordinate, Promote and Offer a variety of services to Small and Medium Enterprises (SMEs). As part of implementing its Organisational Structure it is hereby inviting applications from suitably qualified and experienced Tanzanians to immediately fill the following vacant posts of:

16.1 REGIONAL MANAGER - 3 POSTS

Reporting to Director of Training and Extension Services, the Manager is responsible for planning and implementing of regional activities monitoring and coordinating the Regional activities of the Organization within the region.

16.1.1 DUTIES AND RESPONSIBILITIES

- Annual *Work Plans and Budget:* The Regional Manager will develop annual work plans and budgets for the implementation of the organization's programme in the region, which are based on regional strategies and policies.
- *Programme Implementation:* The Regional Manager will direct, supervise and support the staff of the Regional Office in the implementation of the planned activities.
- *Credit Management:* With specific references to the micro finance services, the Regional Manager will ensure that the approval of loans, their disbursement, repayment and management of defaults is carried out in accordance with policies and procedures approved by the Regional Advisory Committee.
- *Programme monitoring and reporting:* The Regional Manager will ensure that an appropriate monitoring and reporting system for the management of the office's programme is in place, and that information on the programme's performance is recorded and it is up-to-date and of a satisfactory quality.
- *Demand and impact monitoring assessment:* The Regional Manager will ensure that market demand for the organization's services is monitored and that the impact on the clients is assessed
- Programme development: The Regional Manager is responsible for ensuring the development of the office's program is in responsible to market demand and changing needs of the clients.
- *Financial management and reporting*: The Regional Manager will ensure that the office's financial resources are managed and accounted for in accordance with the financial procedures and standards of the organization; and that they are used in accordance with the approved annual work plan and budget.
- *Human Resources Management:* The Regional Manager will identify, select and recruit the staff of the Regional Office, and set their remuneration levels as per approved procedures.

- Regional Advisory Committee: The Regional Manager will organize and prepare meetings of the Regional Committee, represent the office at such meeting and write the Committee reports.
- *Relations and Marketing:* The Regional Manager will develop and maintain relations with the local business community, Community leaders and authorities, and with institutions which provide similar services.
- *Acquisition:* The Regional Manager will develop and maintain relations with potential donors and sponsors.
- Perform any other duties as may be assigned by the Director General or the Director of Training and Extension Services.

16.1.2 QUALIFICATIONS AND EXPERIENCE

- Masters degree in Business Administration or equivalent plus five (5) years working experience in the SME sector and development in a senior positions.
- Knowledge of issues concerning SME sector.
- Excellent communication and interpersonal skills.
- A business like attitudes.
- Applicants should be between 35 - 44 years old.

1.1.1 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDEMSS 1.

16.2 PERSONAL SECRETARY GRADE II - 2 POSTS

16.2.1 DUTIES AND RESPONSIBILITIES

- Maintains a diary of appointments for executive advises and reminds him of appointments.
- Takes dictation and transcribes.
- Type all kinds of correspondence, minutes, reports etc.
- Handle confidential files
- Attends visitors with courtesy, ascertain their business and relays information to the officer.
- Perform any other duties as may be assigned by Superior.

16.2.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education (CSEE) with two years Secretarial course stage III from recognized Institutions.
- Applicants should be between 25 - 40 years old.

16.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDOSS 1 or higher depending on qualifications and experience.

16.3 CREDIT OFFICER GRADE II -1 POST

16.3.1 DUTIES AND RESPONSIBILITIES

- Monitoring and coordinating the Credit activities of the Organisation within the Region.
- Promotion of Regional Credit Services.
- Conducting credit training sessions and Programme for clients on the management of credit methodology.
- Receiving and assessing credit applications from prospective clients.
- Recommend, approval of loans, Disbursement, Maintain records, Tracking of loans, Loan follow up, Monitoring and reporting on loan portfolio performance.
- Perform any other activities as may be assigned by Supervisor.

16.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Business Management, Economics or Commerce.
- Awareness of issues concerning small enterprises sector.
- Excellent communication and interpersonal skills.
- A business-like attitude.
- Business experience in micro and small business development activities is an added advantage.
- Training or teaching experience and knowledge of and experience in moderation and facilitation techniques are an added advantage.
- Computer knowledge in Micro-Soft application packages (Excel, Word, Power Point, Publisher, etc.) is necessary
- Applicants should be between 25 - 40 years old.

16.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDGSS 1 or higher depending on qualifications and experience.

16.4 ASSISTANT ACCOUNTANT GRADE II - 2 POSTS

16.4.1 DUTIES AND RESPONSIBILITIES

- Monitoring and coordinating the Accounting/Auditing activities of the Organisation within the Region.
- Collects data and prepares budget proposals and reports.
- Maintains assets, loan and investment register.
- Prepare and interprets trial balances, balances sheets, bank reconciliation and other financial statements and reports required by law and Management.
- Prepares payroll.
- Administers tax matters and other financial obligations.
- Balances and controls general and specific accounts.

- Checks to verify authenticity of source of payment vouchers for authorized signatories, stamps, date and amount, before payment is effected.
- Perform any other activities as may be assigned by Superior.

16.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Business Management, Economics, BA (Finance/Accounting) with experience of three years in service after attaining the qualifications.
- Awareness of issues concerning the micro, small and medium enterprises sector.
- Excellent communication and interpersonal skills.
- A business-like attitude.
- Training or teaching experience and knowledge of and experience in moderation and facilitation techniques are an added advantage.
- Computer knowledge in Micro-Soft application packages (Excel, Word, Power Point, Publisher, etc.) is necessary.
- Applicants should be between 25-40 years old.

16.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDGSS 1 or higher depending on qualifications and experience.

16.5 DRIVER GRADE II - 3 POSTS

16.5.1 DUTIES AND RESPONSIBILITIES

- Drives skillfully all types of the Organisation's motor vehicles as assigned from time to time, in order to carry out errands.
- Checks vehicle as to fuel, oil, water and tyre pressure levels, etc.
- Keeps vehicle clean, tidy and in good running condition.
- Supervises loading and unloading of materials.
- Carries out minor adjustments and repairs and reports any major irregularities for repair by mechanics.
- Ensure that repairs and services are carried out as required on schedules.
- Ensures vehicle is used for authorized purposes only.
- And any other activities as may be assigned by Supervisor from time to time.

16.5.2 QUALIFICATIONS AND EXPERIENCE

- Complete Secondary Education (CSEE) with Class 'C' driving license with two years experience in driving.
- Applicants should be between 25 - 44 years old

16.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDOSS 1, or higher depending on qualifications and experience.

16.6 SECURITY GUARD GRADE II - 2 POSTS

16.6.1 DUTIES AND RESPONSIBILITIES

- Apprehends persons suspected of criminal and disorderly activities and reports to the Security Officer and other relevant authorities.
- Recommends security measures to safeguard the Orgnisation's properties effectively against theft and damage.
- Prepare work shifts for Security Guards and enforces their implementation, carries out investigations of losses, thefts, fraud, pilferage, willful damage on properties and braches of trust.
- Designs and installs procedures for the maintenance of, security and order in the organization.
- Perform any other activities as may be Supervisor.

16.6.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education (CSEE) and successful completion of basic militia training.
- Applicants should be between 25 – 40 years old.

16.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDOSS 1or higher depending on qualifications and experience.

16.7 ARTISAN GRADE I - 2 POSTS (ELECRTICAL)

16.7.1 DUTIES AND RESPONSIBILITIES

- To operate machinery and equipment in Workshop
- To operate moulds and manufacture products
- To carry out the maintenance and repair of machinery and equipment.
- To carry out electrical installation, maintenance and repair works.
- To carry out civil works and manufacture wood products
- To undertake drafting of engineering drawing
- Perform any other duties as may be assigned by Supervisor

16.7.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education (CSE) with Trade Test Grade III.

16.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary SDOSS 1or higher depending on qualifications and experience.

17.0 TANZANIA LIBRARY SERVICES BOARD (TLSB)

Tanzania Library Services Board (TLSB) is a national institution under the Ministry of Education and Vocational Training established by the 1963 act of parliament, and later on repealed by the 1975 act. The Act requires the Board to promote, establish, equip and develop libraries, information centers, and documentation centers in Tanzania. TLSB has the role of ensuring that it provides information to all groups of people including children, youth, adults, and disadvantaged groups. In carrying out the above responsibilities TLSB acquires, organizes and distributes books, non-book materials and other forms of information materials to individuals, schools, Institutions and public in general.

17.1 DIRECTOR OF PLANNING - 1 POST

17.1.1 DUTY STATION: HQ DAR ES SALAAM

17.1.2 DUTIES AND RESPONSIBILITIES

- To be responsible for the efficient execution of approved programs;
- To advice the Director General in all matters relating to Planning;
- To head Planning Department;
- To prepare financial and personnel estimates;
- To prepare activity reports of the Board;
- To formulate policies related to the Board;
- To initiate plans for new projects;
- To review Board's Strategic Plan and recommended for improved changes;
- To set criteria and standards for establishing effectively marketing plans of library services;
- To manage the organization data bank; and
- To coordinate NCL and other Libraries in the country;
- .To formulates policies on Library standards.

17.1.3 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Library and Information Sciences with experience of not less than 5 years in Library Management and Planning from reputable Organization.

17.1.4 AGE LIMIT: Not above 40 years

17.1.5 TENURE: Permanent.

17.2 INTERNAL AUDITOR - 1 POST

17.2.1 DUTY STATION: HQ DAR ES SALAAM

17.2.2 DUTIES AND RESPONSIBILITIES

- To advice the Chief Executive on all matters relating to Accounts and Auditing;
- To provide and ensure the proper use of the Boards resources;
- To report short coming to the Chief Executive and propose any remedial measures ;

- To promote and ensure financial procedures throughout the Boards department are adhered ; and
- To build up liaison with external Auditor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Accounting with CPA or its equivalent from a recognized University/Institution.

17.2.3 TENURE: Permanent.

17.3 LIBRARIAN - CUM TUTOR I - 1 POST

17.3.1 DUTY STATION: SLADS - BAGAMOYO

17.3.2 DUTIES AND RESPONSIBILITIES

- To prepare learning resources for tutorial exercises;
- To conduct research, seminars and case studies;
- To carry out consultancy and community services under supervision;
- To supervise students project;
- To avail times for consultation and provide appropriate guidance to all students requiring individualized assistance;
- To give assignments to students and ensure prompt marking and feedback for each assignment;
- To set examination;
- To write technical papers for presentation in various scholarly for a students seminar both locally and abroad; and
- To write and publish teaching manuals, teaching notes and books within one's area of specialization.

17.3.3 QUALIFICATIONS AND EXPERIENCE

- Bachelors Degree in Librarianship and Information Sciences or Equivalent qualifications from a recognized University/Institution.

17.3.4 TENURE: Permanent

17.4 PRINCIPAL LIBRARIAN II - 1 POST

17.4.1 DUTY STATION: HQ DAR ES SALAAM

17.4.2 DUTIES AND RESPONSIBILITIES

- Performing specific professional duties which will include indexing, information dissemination, abstracting supervision and training of junior staff.
- Orientation of junior library staff
- Orientation of Junior staff
- Supervising staff performing specific duties

- Ensuring that set library standards are followed
- Evaluating work done

17.4.3 QUALIFICATIONS AND EXPERIENCE

- Masters degree or Postgraduate Diploma in Librarianship or equivalent with five (5) years post-qualification working experience.

17.4.4 TENURE: Permanent

17.5 LIBRARIAN II - 4 POSTS

17.5.1 DUTY STATION: HQ DAR ES SALAAM & REGIONAL LIBRARIES

17.5.2 DUTIES AND RESPONSIBILITIES

- To carry out all Library Professional duties under the supervision of Senior Professional members of staff. Duties will include cataloguing, classification, literature searching reference services and circulations.

17.5.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Librarianship and Information Sciences or Diploma in Librarianship or equivalent with work experience in any reputable Institution, Computer literacy is an added advantage.

17.5.4 TENURE: Permanent.

17.6 LIBRARY ASSISTANT II - 3 POSTS

17.6.1 DUTY STATION: HQ DAR ES SALAAM & REGIONAL LIBRARIES

17.6.2 DUTIES AND RESPONSIBILITIES

- Circulation duties, i.e. To charge and discharge books.
- To process information materials (including abstracting, cataloguing and classifying
- To shelve books
- To file catalogue cards and membership forms.
- To count and record daily statistics.
- To Assist readers in locating and selecting books from the shelves.
- To register readers/library members.
- To assist in inter-library loan services.
- To attend any other duty as the librarian or any other senior staff may from time to time assign to them.

17.6.3 QUALIFICATIONS AND EXPERIENCE

- National Form IV Certificate or above with at least 3 credits and must have National Library Assistant Certificate from any recognized Institution.

17.6.4 AGE LIMIT: Not above 35 years

17.6.5 TENURE: Permanent.

17.7 ASSISTANT ACCOUNTANT - 1 POST

17.7.1 DUTY STATION: HQ DAR ES SALAAM

17.7.2 DUTIES AND RESPONSIBILITIES

- Control and assignment of accounts clerk under him/her for the preparation of vouchers and cheques.
- Ensure that accounting documents under him/her jurisdiction are properly filed.
- Posting of journal entries recoverable from staff are actually deducted from their salaries.

17.7.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Accountancy, B.Com, ADA, ADCA or professional level III with at least three (3) years experience or one year with outstanding performance in carrying out his/her duties or special assignment.

17.7.4 AGE LIMIT: Not above 35 years

17.7.5 TENURE: Permanent.

17.8 PERSONAL SECRETARY GRADE II - 5 POSTS

17.8.1 DUTY STATION: HQ DAR ES SALAAM AND SLADS BAGAMOYO

17.8.2 DUTIES AND RESPONSIBILITIES

- Typing letters, reports and any other documents.
- Attend to official guests and direct them to relevant officers or departments.
- Keeping documents into relevant files.
- Keep records of official appointments.
- Making and receiving calls.
- Any other related duties as may be assigned by supervisor.

17.8.3 QUALIFICATIONS AND EXPERIENCE

- National form IV Certificate with at least 2 credits.
- Must be holder of a Diploma in Secretarial Studies from any recognized Secretarial Institution with typing speed of 50 WPM and shorthand 100 PM.
- Should have at least (2) years working experience in any reputable organization.
- Should have ability to communicate both in English and Swahili.
- Must be computer literate.

17.8.4 TENURE: Permanent

17.9 LIBRARY ATTENDANT II - 11 POSTS

17.9.1 DUTY STATION: HQ DAR ES SALAAM & REGIONAL LIBRARIES

17.9.2 DUTIES AND RESPONSIBILITIES

- Dusting, keeping clean book shelves, tables, books and book poisoning, Book Binding.
- Packing books, library stationery or any other library property for distribution to service points.

17.9.3 QUALIFICATIONS AND EXPERIENCE

- Form Four Certificate or candidates who have passed Elementary Library Certificate course

17.9.4 AGE LIMIT: Not above 25 years

17.9.5 TENURE: Permanent.

18.0 THE MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

The Muhimbili Orthopaedic Institute [MOI] is an autonomous institute established through an Act of Parliament No. 7 of 1996 with main objective of providing primary secondary and Tertiary care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in Human resources development for the nation and also carries out research in these fields.

18.1 SPECIALIST ANAESTHESIOLOGIST II - 1 POST

18.1.1 DUTIES AND RESPONSIBILITIES

- Attending emergency medical duties.
- Carrying out ward rounds.
- Performing surgical duties.
- Participating fully in morning clinical sessions, patients' presentation and journal clubs.
- Teaching and supervising medical doctors and students in clinical works and surgical procedures.
- Participating in Medical Board.
- Participating in outreach programs.
- Providing Medical legal advice.
- Carrying out administrative duties in his respective working area.
- Performing any other duties related to his/her work as assigned by his/her superior.

18.1.2 QUALIFICATIONS AND EXPERIENCE

- Master of Medicine (M. Med/PhD) in the field of Anaesthesiology and must be full registered by the Medical Council of Tanganyika.

18.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 13.

18.2 MEDICAL DOCTOR II - 2 POSTS

18.2.1 DUTIES AND RESPONSIBILITIES

- Attending in and out patients.
- Attend emergency medical duties.
- Ensure prescribed instructions are carried out.
- Conduct minor operations.
- Assist Surgeons at operations.
- Participating in major ward rounds.
- Ensuring patients are properly prepared for surgery.
- To participate in research activities.
- Perform other duties assigned by his/her superior

18.2.2 QUALIFICATIONS AND EXPERIENCE

- Doctor of Medicine (MD) degree or MBCHB or its equivalent from a recognized institution. Must have completed one year Internship and be registered by the Medical Council of Tanganyika as a Medical Doctor.

18.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 10-11.

18.3 SENIOR ORTHOTIST/PROTHETIST - 1 POST

18.3.1 DUTIES AND RESPONSIBILITIES

- Participating in budget preparation and ensuring availability of materials required for making various appliances.
- Advising the management on service improvement in the unit.
- Formulating prosthesis or orthosis design and selecting suitable materials for its manufacturing..
- Advising the orthopaedic surgeon on the design of fifnal fitting function and appearance of the prosthetic/orthortic device for particular cases.
- Undertaking coaching of junior orthopaedic technologists on new techniques.
- Performing any other duties related to his/her work as assigned by his/her superior.

18.3.2 QUALIFICATIONS AND EXPERIENCE

- Degree in Orthotics/Prosthetics or its equivalent from a recognized Institution. Must be registered by the respective regulatory Board/Council. Must have a working experience of 6 years in related field.

18.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 9 – 10

18.4 NURSING OFFICER II - 4 POSTS

18.4.1 DUTIES AND RESPONSIBILITIES

- Carrying out general nursing care of patients.
- Collect essential medical data.
- Supervise junior staff.
- Adhere to the rules and regulations of DDA.
- Giving health education to patients and relatives
- Perform other duties assigned by his/her supervisor

18.4.2 QUALIFICATIONS AND EXPERIENCE

- Bsc. Degree in Nursing from a recognized Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

18.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 7**.**

18.5 ASSISTANT NURSING OFFICER II - 2 POSTS

18.5.1 DUTIES AND RESPONSIBILITIES

- Carrying general nursing care of patients.
- Collect essential medical data.
- Adhere to the rules and regulations of DDA.
- Administer drugs and other treatments as prescribed by medical doctors.
- Provide health education to patients and their relatives.
- Participate in ward rounds.
- Perform any other duties assigned by his/her supervisor

18.5.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Nursing from a recognized Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

18.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 6.

18.6 HEALTH ATTENDANT II - 1 POST

18.6.1 DUTIES AND RESPONSIBILITIES

- Carry out general cleaning of wards and its surroundings.
- Give bed bath to bed ridden patients.

- Providing and removing bedpans and urinal bottles.
- To feed patients.
- Collect patients' linen for laundry services.
- Send specimen to laboratories and collecting results.
- Perform other duties assigned by his/her superior.

18.6.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary Secondary School education with at least 1 year certificate in nursing course.

18.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMOSS 4.

18.7 RADIOGRAPHER II - 1 POST

18.7.1 DUTIES AND RESPONSIBILITIES

- Taking patients' x – rays.
- Up keeping and maintaining x-ray equipments and supervising sterilized radiology instruments in the unit.
- Ensure quality diagnosis of x-rays taken.
- Keep and maintain patients x-ray waiting for seniors to interpret and give results.
- To prepare contrast media and chemicals for x-rays.
- Perform other duties assigned by his/her supervisor.

18.7.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Radiology from any recognized Institution. Must be enrolled in the register of Medical Radiology and Imaging Professionals as a Radiographer.

18.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 5.

18.8 PHYSIOTHERAPIST II - 2 POSTS

18.8.1 DUTIES AND RESPONSIBILITIES

- Assess and treat patient through physiotherapy techniques.
- Keep and maintain patient's records.
- Ensuring proper up-keep of equipment in the unit.
- Perform other duties related to his/her work as assigned by his/her supervisor.

1.1.3 QUALIFICATIONS AND EXPERIENCE

- Diploma in Physiotherapy from any recognized Institutions.

1.1.4 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 5

18.9 PHARMACEUTICAL TECHNICIAN II - 1 POST

18.9.1 DUTIES AND RESPONSIBILITIES

- Determine, prepare and ordering drugs and treatment instruments requirements.
- Store and dispense drugs and treatment instruments as per prescription to patients and staff.
- Educate public/patients on proper use of medicines.
- Providing information on reaction resulting from the use of medicine.
- Prepare report on the use of drugs and treatment instruments in the Institute.
- Assist physicians, interns, nurses and patients on medications.
- Sort out and listing drugs expiring within three months for the attention of Superior.
- To perform other duties assigned by his/her superior.

18.9.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Pharmacy from any recognized Institution. Must be registered by the National Pharmacy Board of Tanzania.

18.9.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 5.

18.10 PUBLIC RELATION OFFICER II - 1 POST

18.10.1 DUTIES AND RESPONSIBILITIES

- Caring out all public relations activities at the Institute including photographic assignments, handling of advertisements etc.
- Prepare reports on public criticisms and patients' complaints.
- Collect and compile news relating/directed to Institute for management use.
- Collect and compile various information that can assist in the preparing of annual reports, booklets, calendars etc.
- Prepare different speeches for Executive Directors and other government leaders.
- Perform other duties assigned by his/her superior.

18.10.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Journalism, or Mass Communication or Public Relations or any degree in Social Science majoring in communication from recognized Institution.

18.10.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PGSS 10 - 11.

18.11 MEDICAL RECORD TECHNICIAN II - 1 POST

18.11.1 DUTIES AND RESPONSIBILITIES

- Collect, tabulate, analyze and interpreting disease and patient statistics and circulating them to relevant end users of the Institute.
- Receive and register patients and direct them on where to go for attention..
- Update information on admissions, discharges and deaths.
- Create and maintain index in alphabetical order and tracing missing files.
- Facilitate availability of records and statistical data for carrying out research.
- Assist in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents.
- To perform other duties assigned by his/her supervisor.

18.11.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary Secondary School Certificate and Medical Records Certificate or its equivalent from a recognized Institution. Must have computer skills.

18.11.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale with the Institute's salary scale PMGSS 4.

18.12 SENIOR RECORDS MANAGEMENT ASSISTANT - 1 POST

18.12.1 DUTIES AND RESPONSIBILITIES

- Tracing for records documents and files once required.
- Receive and register all documents brought in the registry.
- Provide requested documents and files from other Units/Section/department.
- Receive record and distribute incoming and internally created mails.
- Open index control files.
- Perform any other duties related to his/her work as assigned by his/her superior.

18.12.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in records management from a recognized Institution. Must have a working experience of six (6) years in the related field.

18.12.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PGSS 9-10

18.13 RECORDS MANAGEMENT ASSISTANT II - 1 POST

18.13.1 DUTIES AND RESPONSIBILITIES

- Assist in tracing for records documents and files once required.
- Participate in receiving and registering all documents brought in the registry.
- Arranging documents and files in ranking or cabinets in the registry.

- Filling documents in the appropriate files.
- Receive record and distribute incoming and internally created mails.
- Record and arrange for the efficient and timely dispatch of all correspondences.
- To perform other duties assigned by his/her supervisor.

18.13.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary/Advance Secondary School Education with certificate in Records Management from a recognized Institution.

18.13.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PGSS 5 - 6

18.14 ACCOUNTING TECHNICIAN II - 1 POST

18.14.1 DUTIES AND RESPONSIBILITIES

- Receiving cash deposits from clients and banking as per supervisor's instruction.
- Effecting cash payments to clients.
- Making records of all transactions and reconcile them with cash balance.
- Receiving and keeping proper custody of all bills, invoices and other claims pending for payments.
- Maintaining cheque registers.
- Preparing petty cash payment vouchers and accounts documents and maintaining accounts records.
- Issuing receipts and keeping in safe custody all accounts and supporting documents pending audit scrutiny.
- Keeping records and making follow-ups of debts from credit clients.
- Sending all letter and other documents relating to accounts issues to the bank..
- Assist in budget preparation.
- Perform any other duties assigned by his/her supervisor.

18.14.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary/Advanced secondary education with ordinary diploma in accounting or ATEC II or its equivalent. Must be computer literate.

18.14.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PGSS 7 – 8

19.0 ARDHI UNIVERSITY (ARU)

This university was established under University Act No 7 of 2005, and came into being after the signing of Ardhi University Charter by His Excellency the President of United Republic of Tanzania, on 28th March, 2007. The roots of Ardhi University can be traced back to pre-independence days when a Surveying Training School offering technician certificate courses in land surveying was established in Dar es Salaam. In 1974, the name was changed to Ardhi Institute. In 1996 the Ardhi Institute became a constituent college of the University of Dar es Salaam, and ten years later was granted autonomy as Ardhi University.

19.1 ASSISTANT LECTURER - 1 POST

19.1.1 DUTY STATION: Dar es Salaam

19.1.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students
- Conduct research and publish in their areas of specialization
- Carry out consultancy and public service delivery

19.1.3 QUALIFICATIONS AND EXPERIENCE

- Sociology/Community Development/ Political Science or related field. Applicants must be holders of Masters Degrees in the respective field of specialization with an overall GPA of 4.0 and above or B+ and Sociology in their first degree and obtained an overall GPA of 3.8 and above.

19.1.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 2 -3

19.2 TUTORIAL ASSISTANT - 1 POST

19.2.1 DUTY STATION: Dar es Salaam

19.2.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Assist in teaching undergraduate students.
- Assist in conducting research and publishing in their areas of specialization.
- Assist in carrying out consultancy and public service delivery.

19.2.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Economics with an overall GPA of 3.8 and above.

19.2.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 1

19.3 LECTURER - 1 POST

19.3.1 DUTY STATION: Dar es salaam

19.3.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students
- Conduct research and publish in their areas of specialization
- Carry out consultancy and public service delivery

19.3.3 QUALIFICATIONS AND EXPERIENCE

- PhD. in Architecture

19.3.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 4-5

19.4 LECTURER - 1 POST

19.4.1 DUTY STATION: Dar es Salaam

19.4.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students
- Conduct research and publish in their areas of specialization
- Carry out consultancy and public service delivery

19.4.3 QUALIFICATIONS AND EXPERIENCE

- PhD. in Communication Skills

19.4.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 4-5

19.5 ASSISTANT LECTURERS/TUTORIAL ASSISTANTS - 4 POSTS

19.5.1 DUTY STATION: Dar es salaam

19.5.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students/ Assist in teaching undergraduate students.
- Conduct research and publish in their areas of specialization/ Assist in conducting research and publishing in their areas of specialization.

- Carry out consultancy and public service delivery/ Assist in carrying out consultancy and public service delivery

19.5.3 QUALIFICATIONS AND EXPERIENCE

- Masters/Bachelor Communication Skills (1 post)
- Masters/ Bachelor Development Studies or related field (1 post)
- Masters/Bachelor Accountancy (1 post)
- Masters/Bachelor Accountancy and Finance or related field (1 post)

With an overall GPA of 4.0 and above or B+ for Masters Degree and/or have obtained an overall GPA of 3.8 and above in their first degree.

19.5.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 1 or PUTS 2 -3 depending on the qualifications.

19.6 TUTORIAL ASSISTANT - 2 POSTS

19.6.1 DUTY STATION: Dar es salaam

19.6.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Assist in teaching undergraduate students.
- Assist in conducting research and publishing in their areas of specialization.
- Assist in carrying out consultancy and public service delivery.

19.6.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor in Accountancy and Finance (1 post)
- Bachelor in Real Estate Finance/ Real Investment (1post)

With an overall GPA of 3.8 and above from a recognized University.

19.6.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 1

19.7 LECTURER - 1 POST

19.7.1 DUTY STATION: Dar es salaam

19.7.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students
- Conduct research and publish in their areas of specialization
- Carry out consultancy and public service delivery

19.7.3 QUALIFICATIONS AND EXPERIENCE

- PhD. in Civil Engineering

19.7.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 4-5

19.8 ASSISTANT LECTURER/TUTORIAL ASSISTANT - 1 POST

19.8.1 DUTY STATION: Dar es salaam

19.8.2 DUTIES AND RESPONSIBILITIES

Successful candidates are expected to;

- Teach both undergraduate and postgraduate students/ Assist in teaching undergraduate students.
- Conduct research and publish in their areas of specialization/ Assist in conducting research and publishing in their areas of specialization.
- Carry out consultancy and public service delivery/ Assist in carrying out consultancy and public service delivery

19.8.3 QUALIFICATIONS AND EXPERIENCE

- Masters/Bachelor in Mathematics with an overall GPA of 4.0 and above or B+ for Masters Degree and/or have obtained an overall GPA of 3.5 and above in their first degree.

19.8.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUTS 1 or PUTS 2 -3 depending on the qualifications.

19.9 SUPPLIES OFFICER II -1 POST

19.9.1 DUTY POST: Dar es salaam

19.9.2 DUTIES AND RESPONSIBILITIES

- Bachelor Degree, Advanced Diploma or Professional Level III in Materials Management or Procurement and Logistics Management with working experience of at least three years in a similar position plus ICT skills.

19.9.3 DUTIES AND RESPONSIBILITIES

- Takes responsibility of physical stocks.
- Conducts physical checks and accounts of received goods.
- Arranges for physical placement i.e. location and banning.
- Arranges packing and deliveries.
- Performs any other related duties as may be assigned by one's reporting officer.

19.9.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 15-16

19.10 GEO – INFORMATION TECHNICIAN II - 1 POST

19.10.1 DUTY POST: Dar es salaam

19.10.2 DUTIES AND RESPONSIBILITIES

- Carries out specified tasks under supervision.
- Assists senior staff in relevant fields of operations.
- Performs any other related duties as may be assigned by one's reporting officer.

19.10.3 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with Diploma in Geo-Information Technology; OR holder of Form IV/VI Certificate plus Certificate in Geo-Information Technology with working experience of at least three years in a similar position.

19.10.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PUSS 7-8

19.11 LIBRARY ASSISTANT III - 1 POST

19.11.1 DUTY POST: Dar es salaam

19.11.2 DUTIES AND RESPONSIBILITIES

- Performs library and clerical duties e.g. handling of simple enquiries from readers, bibliographical searching, collection of Library statistics, etc.
- Handles simple enquiries from readers.
- Assists readers in bibliographical searching.
- Assists in collection of Library statistic.
- Assists in proper shelving of books and periodicals.
- Performs any other related duties as may be assigned by one's reporting officer.

19.11.3 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with Certificate in Library Studies/successful completion of Certificate Library examinations plus ICT skills.

19.11.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 5 - 6

19.12 HEALTH OFFICER II - 1 POST

19.12.1 DUTY POST: Dar es salaam

19.12.2 DUTIES AND RESPONSIBILITIES

- Inspects environmental sanitation in the University campus.
- Advises on environmental, food quality and sanitation matters.
- Inspects food taken by students according to specified standards.

- Performs any other related duties as may be assigned by one's reporting officer.

19.12.3 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with Diploma in Public Health/Health Sciences/Environmental Health Sciences from a recognised institution and working experience of at least three years in a similar position plus ICT skills.

19.12.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PMGSS 4- 5

19.13 ASSISTANT ACCOUNTANT III - 1 POST

19.13.1 DUTY POST: Dar es salaam

19.13.2 DUTIES AND RESPONSIBILITIES

- Maintains primary books of accounts.
- Prepares payment requisitions.
- Prepares journal voucher/batches for various activities.
- Prepares various payment reports, schedules and lists of various expenditures.
- Maintains vote book and various registers (e.g. debtors, imprest creditors, etc
- Performs any other related duties as may be assigned by one's reporting officer.

19.13.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree/Advanced Diploma in Accountancy or Professional Module C and D plus ICT skills.

19.13.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 9- 10

19.14 ASSISTANT INTERNAL AUDITOR III - 1 POST

19.14.1 DUTIES AND RESPONSIBILITIES

Executes audit programs regarding:

- Payment and retirement of imprests.
- Ordering and payment for local goods and services.
- Maintenance of vote-books.
- Bank reconciliation.
- Performs any other related duties as may be assigned by one's reporting officer.

19.14.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree/Advanced Diploma in Accountancy or Professional Module C and D plus ICT skills.

19.14.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 9- 10

19.15 PERSONAL SECRETARY III - 2 POSTS

19.15.1 DUTY POST: Dar es salaam

19.15.2 DUTIES AND RESPONSIBILITIES

- Develops Types all general correspondence including confidential matters
- Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils
- Prints reports, letters etc.
- Takes proper care of office machines and equipment in one's respective office.
- Files copies of typed letters in relevant files.
- Receives and directs visitors.
- Attends telephone calls and takes messages.
- Makes sure there are all necessary facilities for proper job performance.
- Records incoming and outgoing files in the respective office
- Keeps diaries of events and appointments.
- Takes dictation by shorthand.
- Ensures that the respective office is punctually open.
- Performs any other related duties as may be assigned by one's reporting

19.15.3 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies from a recognized institution and Shorthand/Hatimkato 100/120 w.p.m., typing 50 w.p.m, tabulation and manuscript stage III.

19.15.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 7 – 8

19.16 ARTISAN II (PLUMBING) - 2 POSTS

19.16.1 DUTY POST: Dar es salaam

19.16.2 DUTIES AND RESPONSIBILITIES

- Performs more challenging craft jobs under supervision.
- Performs routine technical cleaning of the work environment.
- Collects and takes care of tools and equipment.
- Carries-out minor repairs and maintenance and reports other problems to superiors.
- Performs any other related duties as may be assigned by one's reporting officer.
- Performs more challenging craft jobs under supervision.
- Performs routine technical cleaning of the work environment.

- Collects and takes care of tools and equipment.
- Carries-out minor repairs and maintenance and reports other problems to superiors.
- Performs any other related duties as may be assigned by one's reporting officer.

19.16.3 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with Trade Test Grade I in the relevant field plus ICT skills; OR holder of Form IV/VI Certificate with Trade Test II in the relevant field and working experience of at least three years in a similar position plus ICT skills.

19.16.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 7- 8

19.17 DRIVER I - 1 POST

19.17.1 DUTY POST: Dar es salaam

19.17.2 DUTIES AND RESPONSIBILITIES

- Drives University vehicles.
- Maintains logbooks.
- Ensures safe-keeping of the vehicle and its tools
- Maintains disciplined behaviour, smartness and proper conduct in rendering services.
- Maintains cleanliness of the vehicle and tools
- Reports promptly any defects or problems detected in the vehicle.
- Undertakes minor repairs when necessary.
- Performs messengerial duties such as dispatching documents/letters and collecting mail.
- Checks validity of insurance, TLB, Plying fees etc and reports the same to the Transport Officer for necessary action.
- Performs any other related duties as may be assigned by one's reporting officer

19.17.3 QUALIFICATIONS AND EXPERIENCE

- Form IV Certificate with passes in Kiswahili and English plus a valid Class C Driving Licence and working experience of at least five years in a similar position and must also possess Trade Test Grade II in Motor Vehicle Mechanics/Driver Grade II Certificate from a recognised Institution such as NIT or VETA.

19.17.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PGSS 7- 8

19.18 HEALTH LABORATORY TECHNOLOGIST III - 1 POST

19.18.1 DUTIES AND RESPONSIBILITIES

- Performs specified tasks under supervision.
- Assists in the repair and maintenance of laboratory equipment and facilities.
- Assists senior staff in relevant fields of operation.
- Takes care of laboratory equipment and facilities.
- Assists in conducting different tests.
- Performs any other related duties as may be assigned by one's reporting officer.

19.18.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificate with Diploma in Medical Laboratory Sciences (DMLS) from a recognised institution plus ICT skills.

19.18.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale of PMGSS 4 -5

20.0 OCEAN ROAD CANCER INSTITUTE (ORCI)

An Act of Parliament No.2 of 1996 established the Ocean Road Cancer Institute. Initially cancer services were in existence at the Ocean Road Hospital since 1980 under the Muhimbili University teaching Hospital.

20.1 PHARMACEUTICAL TECHNICIAN II - 1 POST

20.1.1 DUTIES AND RESPONSIBILITIES

- Dispensing medicine to patients as per prescriptions;
- Assist pharmacists in pharmaceuticals preparations;
- Educate patients on rational use of drugs;
- Ensure care of stocks, equipments and cleanliness of the pharmacy room;
- Perform any other duties as shall be assigned by the supervisor.

20.1.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Pharmacy from a recognised institution with at least 2 years work experience

20.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.2 NURSING OFFICER III - 5 POSTS

20.2.1 DUTIES AND RESPONSIBILITIES

- Provide treatment to patients as per doctor's prescription;
- Provide nursing care to patients in clinics and wards;

- Counseling both patients and relatives;
- Provide health education to patients and their relatives;
- Assess the need of patients and assist them accordingly;
- Perform any other duties as shall be assigned by the supervisor.

20.2.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI education with Diploma in nursing; and should to be registered with the Nursing Council.

20.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.3 SENIOR MEDICAL DOCTOR III - 6 POSTS

20.3.1 DUTIES AND RESPONSIBILITIES

- Treat cancer patients;
- To admits and discharges in patient as necessary;
- To perform service and major ward rounds according to a laid down schedule.
- To supervise and instruct junior staff, medical students and nurses;
- To involve and provide advice in the tumor board meeting on management of cancer patients;
- To undertake cancer research activities and produce reports;
- To perform any other duties as shall be assigned by supervisor;
- To perform supervised duties in radiotherapy and Oncology;
- Attend night duties/calls as may be assigned;
- Performing other duties as shall be assigned by supervisor.

20.3.2 QUALIFICATIONS AND EXPERIENCE

- Medical degree with at least 3 years work experience; and must be registered with the Tanzanian Medical Board as medical practitioner.

20.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.4 ASSISTANT SUPPLIES OFFICER IIII - 2 POSTS

20.4.1 DUTIES AND RESPONSIBILITIES

- Make analysis of purchases undertakes and subsequent purchasing process of approved requisitions;
- Prepare weekly and monthly stock reports;
- Make preparations for stock taking;
- Ensure proper arrangement of supplies in the store;

20.4.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI education; and a Diploma in Material Management or related fields from a recognised institution.

20.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.5 PATHOLOGIST - 1 POST

20.5.1 DUTIES AND RESPONSIBILITIES

- Diagnose diseases by performing pathological examinations of body tissues;
- Manage clinical laboratory services;
- Analyze case histories;
- Prepares tissues for microscopic examination;
- Diagnose nature and source of pathological conditions causing diseases and death;
- Interpret and correlates findings;
- Prepare diagnostic reports;
- Teach and performs researches in pathology;
- Perform any other duties as shall be assigned.

20.5.2 QUALIFICATIONS AND EXPERIENCE

- Medical degree and Post graduate in pathology with at least 3 years work experience.

20.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.6 ASSISTANT ACCOUNTANT III - 2 POSTS

20.6.1 DUTIES AND RESPONSIBILITIES

- Ensuring that the books of accounts are prepared and maintained to professional standards
- Maintenance of records of medicine/medical supplies purchased through msd and donations made to orci
- Banking of daily collections, cash withdrawals in favour of orci and collections of bank statements from our banker;
- Preparation of payment vouchers, writing cheques, cheque list and petty cash voucher;
- Preparation of payroll in soft copy and make sure salaries are paid in time;
- Preparation of journey vouchers and post to the general ledger in time;
- Assist in preparation of institute's annual accounts for external audit as per statutory requirement;
- Perform any other duties as assigned by supervisor.

20.6.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Accountancy/Finance or related field from a recognised institution

20.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.7 ASSISTANT INTERNAL AUDITOR III - 1 POST

20.7.1 DUTIES AND RESPONSIBILITIES

- Plan and carry out assurance and consulting assignments which add value and improve an organization's operations;
- Conduct physical verifications of assets to ascertain their existence and the system of internal controls on safeguarding them;
- Verify fuel consumption, and usage of all Institute's motor vehicles, generators and issue on the same;
- Carry out follow-up audit on previous audit recommendations and provide report;
- Review yearend inventory balances (stock taking);
- Audit procurement processes to ensure compliance with the Public Procurement Act and regulations;
- Carry out periodic payroll audit;
- Issue a comprehensive report on all assignments;
- Perform any other assigned duties relevant to audit functions.

20.7.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Accountancy/Finance or related field from a recognized institution

20.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.8 OFFICE SECRETARY III - 1 POST

20.8.1 DUTIES AND RESPONSIBILITIES

- Making copies of the documents, as assigned by officers or according to the needs of the office;
- Answering and receiving phone calls;
- Check and request the order of supplies related to the office;
- Distributing the incoming mails to the respective staff;
- Maintaining and organizing the paper and electronic documents and storing them properly for future reference;
- Keeping the list of employee communication and contacts updated;
- Assisting the concerned officers in matters related to preparation of official reports;

20.8.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI education; and a Diploma in Secretarial Course from a recognised Institution.

20.8.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

20.9 HUMAN RESOURCES OFFICERS II - 2 POSTS

20.9.1 DUTIES AND RESPONSIBILITIES

- Collection of information and data relating to personnel matters;
- Examination of claims and returns;
- Checking details of analyzed data and be able to prepare reports;
- Handling correspondence and documents related to personnel issues and administration;
- Assists in recruitment, placement and appraisal of staff;
- Prepares and keeps update and accurate staff record of the Institute;
- Deals with disciplinary issues;
- Assists in formulation and implementation of training plans;
- Takes care of fringe benefits for the staffs;
- Performs administrative duties related to hospital administration;
- Maintains staff records;
- Perform other duties as shall be assigned.

20.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Human Resources Management, Public Administration, Industrial Relations or Hospital Administration and must have at least (2) years work experience with reputable organisation.

20.9.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

21.0 NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania 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 examinations objectives and functions as provided for in the Act. The aim of NECTA is to provide fair, efficient and effective educational assessment.

21.1 SENIOR PERSONAL SECRETARY II - 1 POST

21.1.1 DUTIES AND RESPONSIBILITIES

- Types letters and other official documents;
- Receives visitors, ascertains the nature of their business and relays

- information to the officers concerned;
- Maintains diary of appointments, meetings, occasions for executives
- and informs or reminds them before and on due date;
- Handles incoming mails for personal attention of the relevant executive and ensures that information and correspondences are effectively circulated and managed;
- Prepares and distribute circulars of work schedules to senior officers;
- Circulates invitation letter/calls for meetings;
- Performs any other duties as assigned by senior officers;

21.1.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Secretarial studies from a recognized institution with not less than four years working experience in similar roles in a reputable Institution. Must have passed English at CSEE

21.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary scale

22.0 NATIONAL ENVIRONMENT MANAGEMENT COUNCIL (NEMC)

The National Environment Management Council is a Public institution under the Vice President's Office. It is established by Act of Parliament No. 20 of 2004 to regulate environmental management activities and related matters.

22.1 DIRECTOR OF FINANCE AND ADMINISTRATION (DFA) - 1 POST

22.1.1 NATURE AND SCOPE OF THE POSITION

DFA is a managerial level position that require a candidate with managerial and decision making skills. S/He shall be responsible for setting the strategic institutional direction and oversee effectiveness and efficiency of financial operations and growth of human resources.

22.1.2 DUTIES AND RESPONSIBILITIES

- Ensure that the Council fulfills its statutory reporting requirement and customer satisfaction.
- Oversee the human resources functions of the Council.
- Oversee treasure management functions including banking and fund transfers.
- Ensure that the Council meets the requirement of external Auditors.
- Participate in related Parliamentary Committee Meetings.
- Design, develop, review and oversee the implementation of policies and in-house Rules and Regulation.
- Develop and monitor the implementation of Income Generation Schemes from environmental management services.

- Contribute to the development of long term strategies for improving the working environment.
- Manages the proper allocation of physical assets and ensure correct records of all Council's assets to enable effective decisions to be made.

22.1.3 QUALIFICATIONS AND EXPERIENCE

- CPA or equivalent and a second degree in Management/Finance/Accounting.
- Membership of a professional accounting body in the category of Associate or Fellow member.
- Ten years experience in managerial position.
- Knowledge in standard computer applications and their use.
- Have proven knowledge and experience in fund raising, mobilization and resource management.
- Demonstrated ability to manage funds for environmental management activities and multdonor funded environmental projects will be a distinct advantage
- Shows pride in work and in achievements, is conscientious and efficient in achievements, observing deadline and achieving results.
- Leadership ability to anticipate and resolve conflict by pursuing mutually agreeable solutions.
- Is motivated by professional rather than personal concerns and shows persistence when faced with difficult problems and challenges.

22.2 ENVIRONMENTAL MANAGEMENT OFFICER - 31 POSTS

22.2.1 DUTY STATIONS

Mbeya, Arusha, Mwanza, Mtwara and Dar es Salaam

22.2.2 DUTIES AND RESPONSIBILITIES

- Carries out environmental planning, reviews, monitoring and routine inspections.
- To make follow-up and submit reports on the accomplished activities and programmes
- To assist in developing and execution of programmes and activities
- Any other duties as may be assigned by the respective head of department

22.2.3 QUALIFICATIONS AND EXPERIENCE

22.2.3.1 ENGINEERING - 4 POSTS

- Bachelor degree in Environmental Engineering.

22.2.3.2 SCIENCE - 2 POSTS

- Bachelor degree in Environmental Science.

22.2.3.3 HEALTH - 2 POSTS

- Bachelor degree in Environmental Health studies

22.2.3.4 TOURISM - 1 POST

- Bachelor degree in Tourism studies

22.2.3.5 MINING - 2 POSTS

- Bachelor degree in Mining Engineering

22.2.3.6 GIS AND REMOTE SENSING - 2 POSTS

- Bachelor degree in Geoinformatics

22.2.3.7 CHEMISTRY - 1 POST

- Bachelor degree in Chemistry

22.2.3.8 GEOLOGY - 1 POST

- Bachelor degree in Geology or Hydrogeology.

22.2.3.9 WATER RESOURCE ENGINEERING - 2 POSTS

- Bachelor degree in Water Resources Engineering, Hydrology and Irrigation Engineering.

22.2.3.10 MARINE - 1 POST

- Bachelor degree in Marine or Aquatic Sciences.

22.2.3.11 ECOLOGY - 2 POSTS

- Bachelor degree in Environmental Science and Management or Zoology and Wildlife Ecology

22.2.3.12 NATURAL RESOURCE MANAGEMENT - 1 POST

- Bachelor degree in Natural Resources Management.

22.2.3.13 ECONOMIST - 1 POST

- Bachelor degree in Environmental Economics

22.2.3.14 LABORATORY TECHNOLOGIES - 2 POST

- Bachelor degree in Laboratory Technologies

22.2.3.15 SOCIOLOGY - 1 POST

- Bachelor degree in Sociology or Social Works

22.2.3.16 PROCESS & CHEMICAL ENGINEERING - 2 POSTS

- Bachelor degree in Process & Chemical Engineering.

22.2.3.17 GEOGRAPHY AND ENVIRONMENTAL STUDIES - 1POST

- Bachelor degree in Geography and Environmental Studies.

22.2.3.18 EDUCATION - 1 POST

- Bachelor of Science degree with Education (Biology & Chemistry)

22.2.3.19 FORESTRY - 1 POST

- Bachelor degree in Forestry

22.2.3.20 AGRICULTURE - 1 POST

- Bachelor degree in Agriculture.

22.2.4 REMUNERATION

Commensurate with qualifications and experience but within NEMGSS 2.

23.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by Act of Parliament, Act No. 6 of 1997. The governance and the control of the institute are vested in the DIT Council. The Institute offers programmes in Civil Engineering, Electronics and Telecommunication Engineering, Highway Engineering, Mining Engineering, Mechanical Engineering and Science and Laboratory Technology at both Technician and undergraduate levels.

23.1 ARTISAN II (PLUMBER – (SEWERAGE ATTENDANT) – 1 POST - READVERTISED

23.1.1 DUTIES AND RESPONSIBILITIES

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keeps the work place tidy.
- Collects and takes care of working tools.
- Carries out minor repairs and maintenance.
- Reports maintenance problems to senior staff.
- Performs any other duties as assigned by the relevant senior staff.

23.1.2 QUALIFICATIONS AND EXPERIENCE

- Form IV Secondary Education with Trade Test II in plumbing

23.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution’s salary scale PGSS 4 - 5

23.2 SENIOR INSTUCTOR I (CIVIL DEPARTMENT) - 1 POST - READVERTISED

23.2.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels
- Administers examinations up to NTA level 8
- Supervises and assists students in building up their research/projects
- Develops and reviews curricula
- Conducts research, consultancy and community services
- Assumes leadership roles
- Instructs students in the Department
- Supervises and assists junior teaching staff
- Assists students in building up their practical projects

23.2.2 . **QUALIFICATIONS AND EXPERIENCE**

- MSc./MEng in Civil Engineering or BSc./BEng in Civil Engineering with at least Three (3) years experience in Instructorship who is eligible for registration as a technical teacher.

23.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 15

23.3 SENIOR INSTUCTOR I – (ELECTRICAL ENGINEERING) 1 POST – READVERTISED

23.3.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels
- Administers examinations up to NTA level 8
- Supervises and assists students in building up their research/projects
- Develops and reviews curricula
- Conducts research, consultancy and community services
- Assumes leadership roles
- Instructs students in the Department
- Supervises and assists junior teaching staff
- Assists students in building up their practical projects

23.3.2 QUALIFICATIONS AND EXPERIENCE

- MSc. /MEng in Electrical Engineering or BSc./BEng / Advanced Diploma in Electrical Engineering with Three (3) years experience in instructorship who is eligible for registration as a technical teacher.

23.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 15

23.4 CHIEF INSTRUCTOR II - (SCIENCE & LABORATORY TECHNOLOGY) 1 POST - READVERTISED

23.4.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.4.2 QUALIFICATIONS AND EXPERIENCE

- MSc. (Majoring in Physic, Chemistry or Biology) plus six (6) years experience in instructorship who is eligible for registration as a technical teacher.

23.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 19

23.5 PRINCIPAL INSTRUCTOR II - (CIVIL ENGINEERING) 1 POST - READVERTISED

23.5.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.5.2 QUALIFICATIONS AND EXPERIENCE

- MSc./MEng in Civil Engineering or with BSc./BEng/ Advanced Diploma in Civil Engineering with at least five (5) years experience in Instructorship who is eligible for registration as a technical teacher.

23.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 17

23.6 PRINCIPAL INSTRUCTOR II – (COMPUTER STUDIES DEPARTMENT) 1 POST - READVERTISED

23.6.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.6.2 QUALIFICATIONS AND EXPERIENCE

- MSc./MEng in Computer Engineering or BSc./BEng/ Advanced Diploma in Computer Engineering with at least five (5) years experience in Instructorship who is eligible for registration as a technical teacher.

23.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 17

23.7 PRINCIPAL INSTRUCTOR II – (ELECTRONICS & TELECOMMUNICATION) 1 POST - READVERTISED

23.7.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.7.2 QUALIFICATIONS AND EXPERIENCE

- MSc./MEng in Electronics & Telecommunications Engineering or with Bachelor degree/ Advanced Diploma in Electronics & Telecommunications Engineering with five (5) years experience in instructorship who is eligible for registration as a technical teacher.

23.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 17

23.8 PRINCIPAL INSTRUCTOR II – (ELECTRICAL ENGINEERING) 1 POST - READVERTISED

23.8.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.8.2 QUALIFICATIONS AND EXPERIENCE

- MSc./MEng in Biomedical Engineering/Biomedical Equipment Engineering or BSc./BEng in Electrical Engineering with at least five (5) years experience in biomedical equipment engineering field.

23.8.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 17

23.9 ASSISTANT LECTURER – (MECHANICAL ENGINEERING) 2 POSTS – READVERTISED

23.9.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA Level 8 (Bachelors degree)
- With guidance of senior staff, conducts research, community services projects and seminars and prepares case studies.
- Supervises students projects
- Prepares teaching manuals
- Performs any other duties as assigned by supervisors

23.9.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Mechanical Engineering with Bachelor degree/ Advanced Diploma in Mechanical Engineering (GPA 3.5 and above)

23.9.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 8 - 9

23.10 ARTISAN II – (PAINTER) 1 POST - READVERTISED

23.10.1 DUTIES AND RESPONSIBILITIES

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keeps the work place tidy.
- Collects and takes care of working tools.
- Carries out minor repairs and maintenance.
- Reports maintenance problems to senior staff.
- Performs any other duties as assigned by the relevant senior staff.

23.10.2 QUALIFICATIONS AND EXPERIENCE

- Form IV with Trade Test I/Level III in painting plus three (3) years of working experience in relevant field

23.10.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 6

23.11 PRINCIPAL DRIVER – 1 POST - READVERTISED

23.11.1 DUTIES AND RESPONSIBILITIES

- Types all general correspondence and non-confidential matters
- Drives Institutes vehicles.
- Maintains logbooks.
- Ensures safe-keeping of the vehicle and its tools.
- Maintains disciplined behavior, smartness and proper conduct in rendering services.
- Maintains cleanliness of the vehicle and tools.
- Reports promptly any defects or problems detected in the vehicle.
- Undertakes minor repairs when necessary.
- Keeps record of movement of vehicles.
- Diagnoses more complicated problems in the vehicle needing repair.
- Advices on vehicle maintenance schedules.
- Verifies repairs undertaken on vehicles.
- Checks validity of insurance, Motor Vehicle License and reports the same to the Transport Officer for necessary action
- Performs any other related duties as may be assigned by immediate Supervisor.

23.11.2 QUALIFICATIONS AND EXPERIENCE

- Form IV Secondary Education with passes in Kiswahili and English. He/She must have a valid Class C clean Driving License with a working experience of at least six (6) years in a similar profession/career. Trade Test Grade I /Level III Certificate from a recognized Institution such as NIT or VETA is an added advantage.

23.11.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 9 – 10

23.12 SUPPLIES ASSISTANT I - 1 POST - READVERTISED

23.12.1 DUTIES AND RESPONSIBILITIES

- Receives and issues vouchers, delivery notes and invoices.
- Prepares purchase requisition /orders upon approval by supervisor.
- Assists daily supplies and stock control activities.
- Takes responsibility of physical stocks.
- Conducts physical checks and accounts of received goods.
- Arranges for physical placement i.e. location and banning.
- Arranges packing and deliveries.
- Deals with stores, purchasing or clearing and forwarding matters related to them.
- Conducts internal training of junior staff in the Supplies Department
- Plans and controls inventories.
- Keeps records of purchases and sensitive documents in safe custody.
- Performs any other related duties as may be assigned by one's reporting officer.

23.12.2 QUALIFICATIONS AND EXPERIENCE

- Ordinary Diploma in Business Administration/ Materials Management or Basic Procurement and Supplies Certificate stage II (BPSC) or Full Foundation Procurement and Supplies Management Foundation (PSMC) or equivalent

23.12.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 7-9

23.13 ASSISTANT LECTURER – 4 POSTS

23.13.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA Level 8 (Bachelors degree)
- Conducts research, community services projects and seminars and prepares case studies.
- Supervises students projects
- Prepares teaching manuals
- Performs any other duties as assigned by supervisors

23.13.2 QUALIFICATIONS AND EXPERIENCE

23.13.2.1 ENTREPRENEURSHIP & DEVELOPMENT– 1 POST

- Masters Degree in Entrepreneurship & Development (MEED) with Bachelor degree/ Advanced Diploma (GPA 3.5 and above)

23.13.2.2 ELECTRICAL ENGINEERING – 1 POST

- MSc./MEng in Electrical Engineering with BSc./BEng/ Advanced Diploma (GPA 3.5 and above) in Electrical Engineering

23.13.2.3 ELECTRONICS AND TELECOMMUNICATIONS – 1 POST

- MSc./MEng in Electronics & Telecommunications Engineering with BSc./BEng/ Advanced Diploma (GPA 3.5 and above) in Electronics & Telecommunication Engineering

23.13.2.4 CIVIL ENGINEERING – 1 POST

- MSc./MEng in Civil Engineering with BSc./BEng/Advanced Diploma (GPA 3.5 and above) in Civil (Structural) Engineering.

23.13.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 8 – 9

23.14 TUTORIAL ASSISTANT - 4 POSTS

23.14.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6(Ordinary Diploma);
- Conducts tutorial and practical exercises for students
- Prepares learning resources for tutorial exercises
- Assists in conducting research under close supervision of supervisor
- Carries out consultancy and community services under close supervision
- Performs any other duties as assigned by supervisor.

23.14.2 QUALIFICATIONS AND EXPERIENCE

23.14.2.1 ELECTRICAL ENGINEERING – 1 POST

- BSc./BEng/Advanced Diploma in Electrical Engineering (GPA 3.5 and above)

23.14.2.2 SCIENCE & LABORATORY TECHNOLOGY – 1 POST

- BSc./Advanced Diploma in Science (Majoring in Physics) (GPA 3.5 and above)

23.14.2.3 MECHANICAL ENGINEERING – 1 POST

- BSc./BEng/Advanced Diploma in Mechanical Engineering (Majoring in manufacturing) (GPA 3.5 and above)

23.14.2.4 COMPUTER STUDIES – 1 POST

- Bachelor degree/ Advanced Diploma in Computer Engineering/Computer Science (Majoring in Multimedia - Video, Animation, Audio and interactive context skills) (GPA 3.5 and above) or equivalent qualification from a recognized Institution.

23.14.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 4 – 7

23.15 PRINCIPAL HUMAN RESOURCES & ADMINISTRATIVE OFFICER I – 1 POST

23.15.1 DUTIES AND RESPONSIBILITIES

- Monitors personnel action such as performance appraisals, promotion, merit increases, internal transfers and termination of services and provides advice and other required assistance to achieve equitable treatment of employees and consistency in the application of the College's Personnel Policies;
- Maintains constant review and appraisal of the current policies, procedures cognizance of good practice elsewhere and initiates and conducts studies to develop improved plans, policies and procedures and to resolve problems;
- Participates directly in critical staffing, compensation and other personnel action as required;
- Provides direction to the personnel function in Departments and other Units of the College;
- Develops and recommends plans, policies and procedures for recruitment and related staffing action and for custody and maintenance of consolidated records, supervises and participates in candidate selection and responsible for manpower turn over analysis and for statistical reporting of personnel data;
- Conducts periodic surveys to determine the prospective manpower demands
- Processes staff recruitment;
- Deals with Promotion and remuneration schemes;
- Manages the overall activities of the section;
- Performs any other related duties which may be assigned by immediate Supervisor.

23.15.2 QUALIFICATIONS AND EXPERIENCE

- Working experience of fifteen (15) years in a similar profession/Career plus Masters Degree in Public Administration, Human Resource Management, or Business Administration or equivalent

23.15.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 20

23.16 HUMAN RESOURCES & ADMINISTRATIVE OFFICER II – 1 POST

23.16.1 DUTIES AND RESPONSIBILITIES

- Deals with staff welfare matters such as sports and games, canteen, burial service and other welfare matters required for members of staff.
- Assisting in conducting staff performance appraisal.
- Assists in the provision of Administrative Services.
- Assists in conducting periodic surveys to determine the prospective manpower demands and supply situation with respect to situations requiring the largest investment of time and money.
- Prepares manpower planning and training programmes.
- Deals with pension and terminal benefits schemes.
- Allocates Human Resources and communicate conditions of Senior staff
- Collects, analyses, tabulates and maintains personnel records and statistics.
- Assists in the administration of recruitment and staff allocation.
- Assists in office management, personnel management, and industrial relations and staff welfare
- Checks on respective dates of confirmation on confirmed employees and advises accordingly.
- Performs any other related duties assigned by immediate Supervisor.

23.16.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Public Administration, Human Resources Management and Business Administration or equivalent qualifications from a recognized Institution.

23.16.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 10 – 11

23.17 ESTATES OFFICER II – 1 POST

23.17.1 DUTIES AND RESPONSIBILITIES

- Assists in supervising Artisans in the Department.
- Assists in preparing work schedules.
- Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment.
- Assists in the planning of Estate activities and services.
- Performs any other related duties as may be assigned by immediate Supervisor.

23.17.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Architecture or related field from a recognized institution.

23.17.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 11

23.18 SYSTEM ADMINISTRATOR II – 1 POST

23.18.1 DUTIES AND RESPONSIBILITIES

- Assist in Managing Server Operating System
- Assist in Managing and Maintain Network
- Assist in Standard software Installation.
- Performs any other related duties as may be assigned by immediate Supervisor

23.18.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Computer Engineering or relevant field from recognized Institution

23.18.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 10 -11

23.19 LABORATORY/WORKSHOP TECHNICIAN I – 4 POSTS

23.19.1 DUTIES AND RESPONSIBILITIES

- Assists in specified tasks in connection with laboratory practical research and students' projects under close supervision.
- Assists staff in their research, teaching and consultancy activities.
- Assists in the repair and maintenance of laboratory and workshop facilities;
- Implements specified maintenance plans for laboratory facilities
- Implements specified technical plans and designs connected with research, students' practical and consultancy work.
- Carries out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- Implements specified maintenance plans for laboratory facilities
- Implements specified technical plans and designs connected with research, students' practical and consultancy work
- Performs any other related duties assigned by immediate Supervisor.

23.19.2 QUALIFICATIONS AND EXPERIENCE

23.19.2.1 COMPUTER STUDIES – 1 POST

- Form IV/VI who have successfully completed a three (3) years Ordinary Diploma in Computer Engineering/Computer Science (Majoring in Multimedia - Video, Animation, Audio and interactive context skills) or equivalent qualification from a recognized Institution.

23.19.2.2 SCIENCE & LABORATORY TECHNOLOGY – 1 POST

- Form IV/VI who have successfully completed a three (3) years Ordinary Diploma in in Science & Laboratory Technology (Majoring in Laboratory Science) or equivalent qualification from a recognized Institution.

23.19.2.3 CIVIL ENGINEERING – 1 POST

- Form IV/VI who have successfully completed a three (3) years Ordinary Diploma in Mining Engineering or equivalent qualification from a recognized Institution.

23.19.2.4 MECHANICAL ENGINEERING – 1 POST

- Form IV/VI who have successfully completed a three (3) years Ordinary Diploma in Mechanical Engineering (Refrigeration & Air Conditioning) or equivalent qualification from a recognized Institution.

23.19.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 7 – 8

23.20 ACCOUNTS ASSISTANT – 1 POST

23.20.1 DUTIES AND RESPONSIBILITIES

- Receives and keeps in proper custody all bills, invoices and other claims pending payment;
- Prepares petty payment vouchers after approval;
- Checks totals in accounting documents;
- Performs any other related duties as may be assigned by immediate supervisor.

23.20.2 QUALIFICATIONS AND EXPERIENCE

- Certificate in Accounting or ATEC I or equivalent qualification

23.20.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 5 – 6

23.21 ARTISAN II - WELDER – 1 POST

23.21.1 DUTIES AND RESPONSIBILITIES

- Performs specified craft jobs under close supervision.
- Performs (technical) cleaning of the work environment.
- Takes care of tools and equipment.
- Performs more challenging craft jobs under close supervision.
- Performs routine technical cleaning of the work environment,
- Collects and takes care of tools and equipment.
- Carries-out minor repairs and maintenance and reports all other problems to superiors.

- Performs any other related duties as may be assigned by immediate Supervisor.

23.21.2 QUALIFICATIONS AND EXPERIENCE

- Form IV with Test I/Level III in welding plus three (3) years of working experience in relevant field.

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23.21.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 6

23.22 PRINCIPAL INSTRUCTOR I (GENERAL STUDIES) – 1 POST

23.22.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Administers practical examinations to students up to NTA Level 8.
- Conducts research, consultancy and community works.
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Plans, designs and reviews training programmes
- Develops and reviews curricula
- Performs any other duties as assigned by supervisors.

23.22.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree in Entrepreneurship & Development (MEED) or Bachelor degree/ Advanced Diploma in relevant field with five (5) years experience in instructorship who is eligible for registration as a technical teacher. Must be computer literate.

23.22.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 18

23.23 LECTURER – (ELECTRONICS & TELECOMMUNICATION ENGINEERING) – 1 POST

23.23.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 for Masters Degree holders and PhD holders
- Prepares learning resources students in building up their practical and research projects
- Conducts consultancy and consultancy and community services
- Undertakes individual research and participates in scientific/academic congregations;
- Prepares teaching manuals, simulations and case studies for training
- Coaches junior teaching staff and
- Performs any other duties as assigned by supervisors

23.23.2 QUALIFICATIONS AND EXPERIENCE

- PhD Degree in Electronics & Telecommunication Engineering who is eligible for registration as a technical teacher.

Or

- Registered technical teacher, holder of Masters Degree in Electronics & Telecommunication Engineering who has a working experience in teaching, research and consultancy in similar position in related or allied institution and must have published at least two peer reviewed papers in relevant field.

Or

- Master Degree in Electronics & Telecommunication Engineering, who has a proven applicable working experience in research, consultancy of at least five (5) years in the Industry

23.23.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 10 - 12

23.24 INSTRUCTOR I - (CoEICT DEPARTMENT) – 1 POST

23.24.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- Conducts examinations to students up to NTA Level 7
- Prepares learning resources.
- Guides and supervises junior teaching staff
- Assists students in building up their practical projects
- Assumes leadership roles
- Performs any other duties as assigned by supervisors.

23.24.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree (NTA Level 8 holder or equivalent) in Computer Science, Computer Engineering, Electronics, or Information Systems.
- Experience in Software development; Strong programming skills in C/C++, Java, or Python will be an added advantage

23.24.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS 12

23.25 SENIOR INTERNAL AUDITOR II – 1 POST

23.25.1 DUTIES AND RESPONSIBILITIES

- Audits invoices and local purchase orders;
- Audits stock control records;
- Checks costing records for all projects;

- Checks the effectiveness of the budgetary control system;
- Performs any other related duties assigned by the Chief Internal Auditor

23.25.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Accounting OR Advanced Diploma in Accounting or Intermediate stage (both Module C & D) plus CPA (T) and six (6) years of working experience in a similar profession/career

23.25.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 14 -15

23.26 DRIVER – 1 POST

23.26.1 DUTIES AND RESPONSIBILITIES

- Drives Institute vehicles.
- Maintains logbooks.
- Ensures safe-keeping of the vehicle and its tools.
- Maintains disciplined behaviour smartness and proper conduct in rendering services.
- Maintains cleanliness of the vehicle and tools.
- Reports promptly any defects or problems detected in the vehicle.
- Performs messengerial duties such as dispatching documents/letters and collecting mail.
- Checks validity of insurance, Motor Vehicle License and reports the same to the Transport Officer for necessary action
- Performs any other related duties as may be assigned by immediate Supervisor

23.26.2 QUALIFICATIONS AND EXPERIENCE

Form IV Secondary Education with passes in Kiswahili and English. He/She must have a valid Class C clean Driving License plus Trade Test Grade II/Level II Certificate from a recognized Institution such as NIT or VETA

23.26.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 5 – 6

23.27 SENIOR SUPPLIES OFFICER II – 1 POST

23.27.1 DUTIES AND RESPONSIBILITIES

- Deals with stores, purchasing or clearing and forwarding matters related to them.
- Conducts internal training of staff in the Supplies Department.
- Develops materials management policy.
- Plans and controls inventories.
- Reviews policies pertaining to materials management.
- Keeps records of purchases and sensitive documents in safe custody.

- Takes charge of Institute/Directorate stores and becomes responsible for safety and accounting of all stock under one's care and supervision
- Analyses of purchasing equipment and undertakes subsequent purchasing process of approved requisitions.
- Performs any other related duties as may be assigned by immediate Supervisor

23.27.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor in Business Administration (BBA), Material Management or Professional Stage IV or equivalent qualification plus CPSP (T) and six (6) years experience in similar profession/career

23.27.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 11-12

24.0 TANZANIA GOVERNMENT FLIGHT AGENCY (TGFA)

24.1 PRINCIPAL PILOT GRADE II - 1 POST

24.1.1 DUTIES AND RESPONSIBILITIES

- Captain of an initial aircraft in the TGFA 's fleet
- Carrying VIPs
- Further training and promoted to Captain of a Regional Airliner like the government Fokker 50 after flying for at least 1 000 hours in primary turboprops.
- Extra duties together with development flying depending on ability, availability and vacancy.
- Initial training for promotion into jet aircraft
- Perform any other duties as may be assigned by a supervisor

24.1.2 QUALIFICATION AND EXPERIENCE

- A pilot with an Air line Transport Pilots License with Group I rating on Regional Turboprop Airliner like Fokker 50 or an experience of no less 2,000 hrs must be in command.
- At least twelve (12) years in Aviation Industry

24.1.3 REMUNERATION

- Salary : Tanzanian Government Flight salary (TGFTS 9)
- Allowance : Telephone Allowance will normally be provided together with other additional incentives

24.1.4 AGE LIMIT: Not more than 50 years

24.2 PRINCIPAL HUMAN RESOURCES AND ADMINISTRATIVE OFFICER - 1 POST

24.2.1 DUTIES AND RESPONSIBILITIES

- To develop, plan and budget for personnel and administration functions in the department
- To develop and maintain administrative and personnel policies, rules and regulations for the Agency
- To assist management and staff in interpretation and application of laws concerning administration of staff welfare, obligations, and rights
- To improve productivities of human and physical resources of the Agency
- To control staff performance evaluation exercise
- To represent the Agency in other Institutions on Administrative and Human Resource matters
- To perform any other duties as may be assigned by a supervisor

24.2.2 QUALIFICATION AND EXPERIENCE

- Masters degree in Public Administration or Business Administration and or its equivalent.
- Computer literacy.
- Pass Qualifying Law Examinations for Administrative Officers or Higher proficiency Examination for Human Resources Officer from Tanzania Public Service Collage.
- At least ten (10) years in a senior position or Consultant in a reputable organization or consulting firm, with a good record in Leadership. Demonstrated commitment and ability to apply management concepts to real life situation.

24.2.3 REMUNERATION

- Salary : Tanzanian Government Flight salary (TGFSS 8)
- Allowance : Telephone Allowance will normally be provided together with other additional incentives

24.2.4 AGE LIMIT: Not more than 40 years

24.3 3. STATE ATTORNEY - 1 POST

24.3.1 MAIN DUTIES AND RESPONSIBILITIES

- To follow up minor criminal and civil case in the court of laws
- To conduct appeal cases
- To prepare Legal opinions, charges and other related documents
- To compile a list of all cases involving the Agency
- To compile a list of amended legislation on regulations and rules
- Perform any other duties as may be assigned by a supervisor

24.3.2 QUALIFICATION AND EXPERIENCE

- LLB from a recognize Institution of Higher learning recognized by the Government.
- Must have at least three (3) years of working experience in a similar position.

24.3.3 REMUNERATION

- Salary: Tanzanian Government Flight salary (TGFSS 6)
- Allowance : Telephone Allowance will normally be provided together with other additional incentives

24.3.4 AGE LIMIT: Not more than 35 years

24.4 SENIOR AIRCRAFT MAINTENANCE TECHNICIAN - 1 POST

24.4.1 DUTIES AND RESPONSIBILITIES

- Maintenance of aircraft on Line Maintenance and in the hangar
- Meeting and dispatching Aircraft as instructed by supervisor
- Carrying out repairs and rectification on Aircraft and engines
- Perform any other duties as may be assigned by the supervisor

24.4.2 QUALIFICATION AND EXPERIENCE

- At least Diploma in Aeronautical Engineering and have completed and Passed ab- initio training on Aircraft Maintenance from an institution recognized by TCAA/ICAO
- Trade Test Grade One in Electrical or Mechanical or Electronics from an institution recognized by the government
- At least five (5) years working experience as an Aircraft Maintenance Technician.

24.4.3 REMUNERATION

- Salary : Tanzanian Government Flight salary (TGFTS 6)

24.4.4 AGE LIMIT: Not more than 40 years

24.5 ASSISTANT ACCOUNTANT - 2 POSTS

24.5.1 DUTIES AND RESPONSIBILITIES

- To collect cash and cheques
- To issue receipts for cash and cheques received
- To pay authorized petty cash payments
- To reconcile cash balance at the end of the day
- To prepare pay-in-slip and deposit all revenues received
- To write cheques for payments
- To with draw cash from the bank for petty cash payments
- To keep safe custody of cash, cheques, and supporting documents
- To prepare daily/ weekly/ monthly reports on revenue and expenditure.

24.5.2 QUALIFICATION AND EXPERIENCE

- Accounting Technician Certificate (ATEC II)
- Fundamental stage Module B
- Diploma in Accounting or equivalent from a recognized institution
- Computer literacy.
- Must have knowledge of EPICOR System
- At least three (3) years working experience

24.5.3 REMUNERATION

- Salary : Tanzanian Government Flight salary (TGFSS 5)

24.5.4 AGE LIMIT: Not more than 35 years

24.6 OFFICE SECRETARY - 1 POST

24.6.1 DUTIES AND RESPONSIBILITIES

- To work in a typing poll or as Person secretary to the head of the Department
- To facilitate communication within the Agency
- To type letters, reports and other information whether open or confidential
- To receive visitor and direct them to where they can be attended
- To maintain reports of events, appointments and visitors
- To keep meetings and travel timetables
- To make preparation of working meetings
- To protect the integrity of the organization
- To perform all other duties as may be assigned by the supervisor

24.6.2 QUALIFICATION AND EXPERIENCE

- Form IV certificate, Certificate in Secretarial Training from Tanzania Public Service Collage(TPSC) or other Institution recognised by the Government
- Must have attended a computer training and being awarded a certificate in the programs of Window, Microsoft office, Internet, E- mail and publisher
- At least three (3) years working experience

24.6.3 REMUNERATION

- Salary : Tanzanian Government Flight salary (TGFSS 3)

24.6.4 AGE LIMIT: Not more than 30 years

25.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) is a body corporate established by Act No. 24 of 1982 as an autonomous Institute of Higher Learning under the Ministry of Transport. The Institute is striving to build up its Human Resource Capital Excellence with the Vision of being a Center of Excellence in providing Education and Training, Research and Consultancy services in Logistics Transport and Communication Sectors in Sub-Sahara Africa and beyond.

25.1 PERSONAL SECRETARY I - 1 POST - READVERTISED

25.1.1 DUTIES AND RESPONSIBILITIES

- Co-ordinates all office need and requirements
- Receives and directs visitors
- Keeps minutes/records of meetings
- Ensure expedient, accurate and clean execution of duties ensures
- Type confidential letters, minutes, circulars, certificates, charts and stencils coordinates and supervise typists in the Units
- Take proper care of facilities and equipments of the office

25.1.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Secretarial Studies from the Tanzania Public Service College with at least three (3) years experience. Should have attended Computer programme and conversant to work with different Computer packages, like Windows, Excel, Microsoft office, Internet, Email, Publisher etc.

25.1.3 REMUNERATION: As per NIT Salary Scale PGSS 7

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 address 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; short of which will make the application invalid.**
v. **The title of the position and institution applied for should be marked on the envelope; short of which will make the application invalid.**
vi. 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.

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

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

ix. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action**

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

xi. **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.**

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

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

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

xv. **Dead line for application is 11th June, 2012 at 3:30 p.m**

xvi. Application letters should be written in Swahili or English

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

Secretary	**OR**	**Katibu**
Public Service Recruitment Secretariat,		**Sekretarieti ya Ajira katika Utumishi wa Umma**
P. O. Box 63100		**S. L. P 63100,**
DAR ES SALAAM.		**DAR ES SALAAM.**