THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/G/12 **22nd,April 2014**

VACANCIES ANNOUNCEMENT

On behalf of the e-Government Agency (eGA), Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 12 vacant posts in the above Public Institutions.**

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
iii. Applicants should apply on the strength of the information given in this advertisement.
iv. **The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.**
v. Applicants must attach their detailed relevant certified copies of academic certificates:
- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
- Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
- Form IV and Form VI National Examination Certificates.
- Computer Certificate
- Professional certificates from respective boards
- One recent passport size picture and birth certificate.

vi. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
vii. **Testimonials, Partial transcripts and results slips will not be accepted.**
viii. **Presentation of forged academic certificates and other information in the CV will**

necessitate to legal action

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

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

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

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

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

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

xv. **Deadline for application is 5th May, 2014 at 3:30 p.m.**

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

xvii. Women are highly encouraged to apply

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

xix. Application letters should be written in Swahili or English

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

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

N.B

APPLICATION FOR THESE POSTS CAN ALSO BE DONE ONLINE THROUGH THE FOLLOWING LINK

http://portal.ajira.go.tz

1.0 THE e - GOVERNMENT AGENCY (eGA)

The e-Government Agency (eGA) is established under the Executive Agencies Act, Cap 245 as a semi-autonomous institution, with the mandate of coordination, oversight and provision of e-Government initiatives and enforcement of e-Government standards in the public service. The establishment of eGA is one among several initiatives by the Government to operationalize the National ICT Policy (2003).

The establishment of the Agency is the execution of the Cabinet directives to President's Office Public Service Management (PO-PSM) in 2004 and the Presidential Instrument Government Notice No. 494 A of 17/12/2010 that mandated PO-PSM, to develop an e-Government Policy and ensure its implementation by establishing an Agency to coordinate, oversee and promote e-Government initiatives in MDAs and LGAs.

1.1 COMPUTER SYSTEM ANALYST GRADE II (SYSTEM ADMINISTRATION) - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- Install and configure new hardware/software, remote administration, train and support end users;
- Apply operating system updates, and configuration changes;
- Perform maintenance activities, systems backups and restore;
- Administrate servers, security systems, databases, business applications, tools, and manage user accounts;
- Conduct system documentations;
- Troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- Keep and update software and hardware inventory;
- Participate in implementation of new solutions;
- Implement disaster recovery in accordance with the ICT Business Continuity Plan and;
- Perform any other duty as may be assigned by his superior

1.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from recognized institution.

1.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale **TGS D.**

1.2 COMPUTER SYSTEM ANALYST GRADE II (BUSINESS ANALYST) - 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- Document client organization's direction, structure, business processes and requirements;
- Participate in researches of clients' organization's industry and competitive position;
- Assist in the collection and consolidation projects required information and data;

- Take input from supervisor and appropriately and accurately applies comments/feedback;
- Adhere to project standards defined by project management;
- Employ methodology and documentation tools;
- Carry out various project support functions;
- Establish responsible deadlines and personal work plans and manages time effectively;
- Perform ICT related supports to clients;
- Perform any other duty as may be assigned by his superior.

1.2.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from recognized institution.

1.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale **TGS D**

1.3 COMPUTER SYSTEM ANALYST II (APPLICATIONS DEVELOPMENT/PROGRAMMER S) - 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- Design and develop web and native applications using Python and Java Programming Languages
- Design and develop web applications using MVC Framework , HTML5, JavaScript, jQuery, Ajax,Php or other Web Technologies
- Prepare functional and non-functional technical specifications;
- Break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- Code, test, debug and install application programmes;
- Configure appropriate application servers based installed application program;
- Prepare program documentation;
- Develop installation and upgrade guidelines as well as computer systems configurations;
- Support system users for effective utilization of deployed systems;
- Assist in Troubleshooting and resolving routine softwareapplications problems;
- Perform any other duty as may be assigned by the superior.

1.3.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

1.3.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale**TGS D**

1.4 COMPUTER SYSTEM ANALYST II (MOBILE APPLICATIONS DEVELOPMENT/PROGRAMMER) - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- Design and Develop Mobile Applications based on Android/IOS /Windows Mobile Platforms
- Design and Develop Mobile Applications utilizing SMS and USSD using Java (J2EE/ J2ME) /XML,/Python or Php
- Prepare functional and non-functional technical specifications;
- Break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- Code, test, debug and install application programmes;
- Configure appropriate application servers based installed application program;
- Prepare program documentation;
- Develop installation and upgrade guidelines as well as computer systems configurations;
- Support system users for effective utilization of deployed systems;
- Assist in Troubleshooting and resolving routine software applications problems;
- Perform any other duty as may be assigned by the superior.

1.4.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

1.4.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale**TGS D.**

1.5 COMPUTER SYSTEM ANALYST GRADE II (NETWORK MANAGEMENT) - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- Participate in designing and installation of networks and related accessories and equipment;
- Provide technical support on Storage Area Network (SAN) and Network Attached Storage (NAS)
- Maintain and repair of all networks managed by the Agency;
- Maintain and repair of Network active and passive equipment;
- Troubleshoot all network related problems;
- Undertake day to day management of LAN, wireless systems, telephone systems (PBAX), leased lines;

- Document and communicate network related problems, solutions and the implementation process;
- Assign network resources and user accounts;
- Perform maintenance activities, systems backups and restore and;
- Perform any other duty as may be assigned by his superior.

1.5.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

1.5.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale**TGS D.**

1.6 COMPUTER SYSTEM ANALYST GRADE II (DATABASE ADMINISTRATION) - 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- Design, implement and test database;
- Implement security and access control into database;
- Participate in designing a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.)
- Participate in creating, overseeing, and/or assisting in the maintenance of a database reference materials library.
- Assist in the testing of application updates, enhancements and changes;
- Troubleshoot and solving problems in database development;
- Perform any other duty as may be assigned by the superior.

1.6.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

1.6.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale **TGS D.**

1.7 DRIVER II - 3 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- Drive all type of vehicles of the Agency;
- Provide driving service to the Agency's staff;
- Transport parcels when required;
- Maintain the log – book for each and every trip;
- Collect mails when required;

- Deliver mails to the post office and to customers in accordance with the instructions given by his supervisor; and
- Perform any other duties as may be assigned to her/him.

1.7.2 QUALIFICATION AND EXPERIENCE

- Form IV or VI certificate with Class C valid driving license of not less than three (3) years Working experience without causing an accident,
- Certificate of Trade Test Grade II.
- The candidate must demonstrate good understanding of English language and basic knowledge on motor vehicle maintenance.

1.7.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale **TGOS A**

X.M. DAUDI
Secretary
Public Service Recruitment Secretariat.