THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/E/03 **11st JULY, 2013**

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Institute of Accountancy (TIA), College of Business Education (CBE), Local Government Training Institute (LGTI), National Institute of Transport (NIT), Tanzania Institute of Education (TIE), Tanzania Broadcasting Corporation (TBC), Tanzania Library Services Board (TLSB), Institute of Finance Management and Tanzania Dairy Board (TDB) Kibaha Education Centre (KEC), Tanzania Public Service College (TPSC), Dar Es Salaam Maritime Institute (DMI), Institute Of Rural Development Planning Dodoma (IRDP), Agency For The Development Of Educational Management (ADEM), College Of African Wildlife Management (MWEKA), Tanzania Wildlife Research Institute (TAWIRI), Institute Of Accountancy Arusha (IAA), The National Examinations Council Of Tanzania(NECTA), Dar-Es-Salaam Institute Of Technology (DIT),the Public Service Recruitment Secretariat invites qualified Tanzanians to fill **366** 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 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 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. **Dead line for application is 25th July, 2013 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

xx. **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** **Sekretarieti ya Ajira katika Utumishi wa Umma** **S. L. P 63100,** **DAR ES SALAAM.**

1.0 TANZANIA DAIRY BOARD

The Tanzania Dairy Board (TDB) was established under the Dairy Industry Act, Cap 262 to provide for the production, regulation and promotion of the dairy industry and other related matters.

1.1 REGISTRAR

1.1.1 MAIN DUTIES AND RESPONSIBILITIES

The Registrar appointed by the Board under section 16 of the Dairy Industry Act, Cap 262, shall perform the following functions:

- The Chief Executive Officer of the Board and shall be responsible for the day to day operation of the Board,
- The Secretary to the Board,
- Responsible for the Management of funds, property and business of the Board,
- Responsible for the administration, organization and control of staff of the Board,
- Responsible for keeping the Board and Annual Council informed on the progress of the Business of the Board,
- Responsible for calling of meetings in consultation with Board Chairperson,
- Responsible for taking minutes of the meetings keeping and records of activities of the Board and
- responsible for overseeing the implementation of the Board Strategic Plan, donor funded projects/programmes,
- Liaising with development partners and the private sector
- Preparation of annual stakeholder Council meeting and related events
- Performing any other function as may be directed by the Board

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree either in agricultural economics, animal/dairy/food science, veterinary science or Business administration (must have undertaken Bachelor Degree in food, Agriculture, Animal Science, or Veterinary Science)
- Candidates with PhD in Animal/Dairy/food or Veterinary Sciences will have an added advantage
- At least ten (10) years work experience of which five (5) must be with dairy or livestock industry related organization at senior level of management
- Demonstrated managerial leadership experience
- Above 40 years of age

1.1.3 DURATION AND TIMING

The term of office will be for a period of four years (48 months). This period may be extended based on the level of performance.

1.1.4 REPORTING:

The Registrar will report and be answerable to the Board.

1.1.5 REMUNERATION.

A competitive and attractive salary with benefits will be offered commensurate with qualifications and experience.

2.0 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 & Logistics Management, Marketing and Public Relations, Human Resources Management and other business related disciplines.

2.1 ASSISTANT LECTURERS 20 POSTS

- Research Methodology - 1 post
- Business Mathematics & Statistics - 3 posts
- Marketing - 3 posts
- Management Accounting - 1 post
- Procurement & Logistics Management- 5 posts
- Communication Skills- 2 post
- ICT- 2 Posts
- Business Law - 3 posts

2.1.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 (Bachelors 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

2.1.2 QUALIFICATION AND EXPERIENCE

- Masters Degree with upper second class and above in the first degree in the relevant field.

2.1.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **PHTS 13 – 14**

2.2 JANITRESS (1 POST- MTWARA)

1.2.1 DUTIES AND RESPONSIBILITIES

- To register students in the hostel and maintain record of hostel accommodations;
- Ensure cleanliness of the hostels;
- Ensure availability of facilities required for students;
- Register students in the hostel in accordance with laid down procedures and keep up to date record of hostel accommodation;
- Ensure that students hostel is kept clean and all facilities required for students up keep are made available on time;
- Enforce rules and regulations governing hostel accommodation at the Institute;
- Acting as a liaison officer between the Students Council (Baraza) and the Dean of Students;
- Overall in charge of hostels;
- Coordinate availability of required materials;
- Ensure safety of all assets in the hostels;
- Plan and participate in the purchasing process of hostel requirements;
- Advice management on the best use of hostel facilities;
- Ensure reliable supply of utilities (electricity, water);
- Prepare operational reports (returns) of the Hostel as per calendar;
- Prepare budget for hostel requirements;
- Participate in the student registration and orientation programmes

1.2.1 QUALIFICATION AND EXPERIENCE

- Diploma in Social Welfare/Education or Form Four with teaching Certificate.

1.2.4 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **TIASS. 3**

3.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education is established by Act of Parliament No. 31 of 1965. CBE is a training Government Executive Agency operating 'semi' autonomously and commercially in providing education in Accountancy, Procurement & Supplies Management and other business related disciplines.

3.1 DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY

3.1.1 DUTIES AND RESPONSIBILITIES

- Responsible to the Rector in respect to such matters of education administration and delivery.
- Deputize as Rector during his/her absence.
- Supervises learning (by teaching) of academic programs of the college.
- Responsible for smooth running and development of academics in the college.
- Advises the Rector on all matters pertaining to academic management, quality, control and assurance.
- Evaluate current progress of academics in the college and recommend future programmes.
- Recommend appropriate budget for the academic directorates.
- Oversees research, publications and consultancy activities at the college.
- Coordinates the development and establishment of academic programmes and management of academic resources.
- Oversees admission and examination regulations.
- Secretary to the senate and reports to the Rector.

3.1.2 QUALIFICATION AND EXPERIENCE

- PhD in either Finance, Accounting, Management or other field related to the College of Business Education and be eligible for registration as technical teachers.
- Should be at least a Senior Lecturer from recognized higher learning institutions.
- Must possess at least 10 years experience in a senior managerial position in any reputable academic institution.

3.1.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **TIASS. 3 PHTS 16 + 15%**

3.2 DEPUTY RECTOR – PLANNING, FINANCE AND ADMINISTRATION.

3.2.1 DUTIES AND RESPONSIBILITIES

- Responsible for the overall activities of the college's Planning, Finance and Administration.
- Supervise and maintain acceptable standards of discipline of staff accordingly.
- Coordinates policy and planning issues at the college.
- Be the recorder to the Governing Body.
- Responsible to the Rector for the general administration and personnel management of the college.
- Advises the Rector in all administrative, legal, personnel and financial matters.
- Responsible for formulation of accounting policies and procedures and other relevant policies of the college.
- Responsible for submission of budgets and audited accounts to relevant organs.
- Safe custody and use of college's assets such as machines and vehicles.
- Custodian of the college's seal.

3.2.2 QUALIFICATION AND EXPERIENCE

- PhD in either Finance, Accounting, Management or other field related to the College of Business Education and be eligible for registration as technical teachers.
- Should be at least a Senior Lecturer from a recognized higher learning institution.
- Must possess at least 10 years' experience in a senior managerial position in any reputable academic institution.

3.2.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **PHTS 16 + 15%**

3.3 ASSOCIATE PROFESSOR – 1 POST DAR ES SALAAM CAMPUS

3.3.1 DUTIES AND RESPONSIBILITIES.

- Teaches students up to NTA level 10
- Reviews methodology, content and quality of academic programs for the purpose of improving quality of graduates.
- Carries out special instructional activities requiring high degree of competence and technological expertise and experience;
- Guides and supervises under graduates and post graduates in research projects;

- Participates in planning, development, controlling and running of the curriculum;
- Designs and oversee construction of research equipment's;
- Assists and guide students in building up their practical and research projects;
- Conducts consultancy and community service jobs;
- Provides advisory services to the public;
- Prepares and published technical papers and books in relevant fields;
- Undertakes academic administration duties;
- Prepares learning resources and design training exercises for students;
- Undertakes individual research, guide junior staffs and participates in scientific/academic congregations;
- Prepares teaching manuals, simulations and case studies for training;
- Coaches junior teaching staff;
- Assumes managerial leadership roles e.g. coordination of academic programmes or major research projects and consultancy.

3.3.2 QUALIFICATION AND EXPERIENCE

- Holder of similar position in related or allied institution with PhD registered as technical teachers with experience in research at least 10 years.
- Must have published at least ten peer reviewed papers; Specialized in Management field.

3.3.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **PHTS 15**

3.4 SENIOR LECTURER - 1 – POST DODOMA

3.4.1 DUTIES AND RESPONSIBILITIES

- Teaches students up to NTA level 10
- Reviews methodology, content and quality of academic programmes for the purpose of improving quality of graduates.
- Carries out special instructional activities requiring high degree of competence and technological expertise and experience;
- Guides and supervises under graduates and post graduates in research projects;
- Participates in planning, development, controlling and running of the curriculum;
- Designs and oversee construction of research equipment's;
- Assists and guide students in building up their practical and research projects;
- Conducts consultancy and community service jobs;

- Provides advisory services to the public;
- Prepares and published technical papers and books in relevant fields;
- Undertakes academic administration duties;
- Prepares learning resources and design training exercises for students;
- Undertakes individual research, guide junior staffs and participates in scientific/academic congregations;
- Prepares teaching manuals, simulations and case studies for training;
- Coaches junior teaching staff;
- Assumes managerial leadership roles e.g. coordination of academic programmes or major research projects and consultancy.

3.4.2 QUALIFICATION AND EXPERIENCE

- Doctorate (PhD) degree in procurement field that is eligible for registration as technical teacher.
- Working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution.
- Has published at least three peer reviewed papers; Specialized in Procurement field

3.4.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale. **PHTS 13 - 14**

3.5 LECTURER - 2 POSTS

3.5.1 DUTIES AND RESPONSIBILITIES.

- Teaching up to NTA level 8 for Master Degree holders and up to NTA level 9 for PhD holders;
- Guides and supervises students in building up their practical and research projects;
- 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;
- Prepares teaching manuals, simulations and case studies for training;
- Coaches junior teaching staff; and
- Performs any other relevant duties as assigned by supervisor.

3.5.2 QUALIFICATION AND EXPERIENCE

- PhD Degree in the relevant field of study (Business Studies) from a recognized and accredited Higher Learning Institution.
- At least three (3) years relevant teaching experience.

3.5.3 REMUNERATION:

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

3.6 ASSISTANT LECTURER - 16 POSTS

- **Law** - 1 post Mwanza
- **Accountancy** - 5 Posts Dodoma and Mwanza
- **Legal Metrology** - Master degree/Postgraduate Diploma in Legal Metrology, Industry Engineering and all other related field – 2 posts Dar es Salaam Campus
- **ICT** - 1 Post – Dar Es Salaam Campus
- **Procurement and supplies Management** - 3 post – Dodoma and Dar es salaam Campuses.
- **Business Administration** – 3 Posts – Dar es Salaam and Mwanza Campuses.
- **Human Resources Management** - 1 posts – Dar es Salaam Campus

3.6.1 DUTIES AND RESPONSIBILITIES

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

3.6.2 QUALIFICATION AND EXPERIENCE

- Master's Degree with a GPA of 3.5 or above at undergraduate level specializing in the above fields.

3.6.3 REMUNERATION:

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

3.7 TUTORIAL ASSISTANT – 7 POSTS

- **Legal Metrology** - 4 DSM Campus
- **ICT** – 1 post, Dodoma campus
- **Communication Skills** – 1 post, Dodoma campus
- **Procurement and Supplies**- 1Post- Dar es Salaam Campus

3.7.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6 (Ordinary Diploma);
- 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 as assigned by supervisor.

3.7.2 QUALIFICATIONS AND EXPERIENCE.

- Bachelor Degree/ Industrial Engineering and all other related field with a GPA of 3.8 or above.

3.7.3 REMUNERATION:

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

3.8 ASSISTANT DEAN OF STUDENTS II – 1 POST (DAR ES SALAAM CAMPUS)

3.8.1 DUTIES AND RESPONSIBILITIES

- Undertake the administration of student's welfare services in areas of accommodation, catering, health and recreation.
- Maintain relevant records for each student.
- Organize and implements orientation programme for new students.
- Performs any other relevant duties as may be assigned by supervisor.

3.8.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Education, Psychology, Social Welfare or Community Development.
- At least six years of relevant working experience.

3.8.3 REMUNERATION:

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

3.8.4 ACADEMIC OFFICER II -4POSTS (DAR ES SALAAM AND DODOMA CAMPUSES)

3.8.5 DUTIES AND RESPONSIBILITIES

- Ensures availability of examination stationery.
- Processes applications for admission.
- Prepares examination timetable and allocation of rooms.
- Arranges examination invigilation.
- Performs any other relevant duties as may be assigned by Supervisor.

3.8.6 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Education, Management or Administration.

3.8.7 REMUNERATION:

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

3.9 COMPUTER SYSTEM ANALYST/ADMINISTRATOR II – 1 POST (DAR ES SALAAM)

3.9.1 DUTIES AND RESPONSIBILITIES.

- Prepares systems designs
- Assists users in designing and developing their systems and programmes.
- Design and document data base architecture.
- Build database scheme, tables, procedures and permissions.
- Performs any other relevant duties assigned by supervisor.

3.9.2 QUALIFICATIONS AND EXPERIENCE.

- Bachelor Degree/Advanced Diploma in Computer Science or Information Technology.

3.9.3 REMUNERATION:

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

3.10 SENIOR PLANNING OFFICER II - 1 POST (DAR ES SALAAM)

3.10.1 DUTIES AND RESPONSIBILITIES:

- Participates in the preparation estimates for capital development,
- Liaises with Finance Department in preparing the recurrent budget,
- Compiles project profiles including sources of funding, custodian of agreements with donors and monitors reports,
- Performs any other relevant duties as assigned by Supervisor.

3.10.2 QUALIFICATIONS AND EXPERIENCE.

- Degree/Advanced Diploma in Economics, Economic Planning or Regional Planning.
- At least four years relevant working experience.

3.10.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale**.** PGSS 14 – 15

3.11 LIBRARY ASSISTANT II - 1POST.

3.11.1 DUTIES AND RESPONSIBILITIES.

- Performs library clerical duties.
- Issues and receives Books from readers.
- Handles registration of readers.

3.11.2 QUALIFICATIONS AND EXPERIENCE.

- Secondary School Certificate.
- Certificate in Library Studies.

3.11.3 REMUNARATION:

Attractive remuneration package in accordance with the Institution's salary scale**. PGSS 6-7**

3.12 LIBRARIAN II – 1 POST

3.12.1 DUTIES AND RESPONSIBILITIES.

- Researches on information needs of users.
- Participates in developing library systems and procedures.
- Identifies of library materials to be ordered.
- Performs any other relevant duties assigned by Supervisor.

3.12.2 QUALIFICATION AND EXPERIENCE.

- Degree or Advanced Diploma in Library Studies.

3.12.3 REMUNERATION

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

3.13 ESTATE OFFICER II – 1 POST

3.13.1 DUTIES AND RESPONSIBILITIES.

- Deals with conditioning, maintaining, and upgrading of the surroundings of College buildings.
- Assists in the planning of Estate activities and services
- Performs any other relevant duties that may be assigned by Supervisor.

3.13.2 QUALIFICATION AND EXPERIENCE.

- Bachelor/Advanced Diploma in Architecture, Building Economics, Land Management and Valuation.

3.13.3 REMUNERATION:

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

3.14 SENIOR WARDEN II – 1 POST

3.14.1 DUTIES AND RESPONSIBILITIES

- Handles problems of accommodation, catering, health, recreation in respect of students in Halls of Residence;
- Co-ordinates administrative chores pertaining to Halls of Residence.
- Ensures that Students' By-Laws and Regulations guiding the Students' life are being observed;
- Takes necessary action where such By-Laws and Regulations are violated.
- Performs any other relevant duties as may be assigned by Supervisor

3.14.2 QUALIFICATION AND EXPERIENCE.

- Degree/Advanced Diploma in Education, Psychology; Social Welfare or Advanced Diploma in Community Development.
- At least four years of relevant working experience.

3.14.3 REMUNERATION:

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

4.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport 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.

4.1 ASSISTANT LECTURER - 2 POSTS- RE-ADVERTISED

4.1.1 DUTIES AND RESPONSIBILITIES

- To teach up to NTA level 8 (Bachelor degree)
- Preparing learning resources for Tutorial exercises,
- Conduct Research, Seminars and Case studies,
- Carries out Consultancy and community service,
- Supervises Students projects,
- Project teaching manuals,
- Perform any other duties as assigned by supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

- Masters degree and Bachelors degree with GPA of not less than 3.8 in the field related to Procurement and Supply, Clearing and Freight Forwarding, Logistics and Transport Management.
- Good experience of not less than three (3) years in teaching in Higher Learning Institution or work experience in the Industry will be an added advantage

4.1.3 REMUNERATION

- Attractive remuneration package in accordance with the NIT Scheme of Service and Staff Regulations. Salary scale - **PHTS 8-9**

5.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on 1st July, 2007 replacing the then Tanzania Broadcasting Services which was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 20 of 14th June 2002.

5.1 SOUNDMAN - 1 POST- RE-ADVERTISED

5.1.1 DUTIES AND RESPONSIBILITIES

- Recording sound and music on location and in the studio with optimum sound quality and effects,
- Deal with all sound transfers as may be requested by the producer,
- Perform integration of music into the broadcast,
- Ensure proper maintenance and operation of all sound recording devices,
- Ensure optimum quality of sound at recording/dubbing sessions and proper blending of sound effects with music tracks into single cohesive unit,
- Perform any other related duties as may be assigned by the supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Sound Recording or its equivalent from a recognized Institution with good command of Swahili and English language.
- Computer skills are essential.

5.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale **PGSS 5.**

6.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education is a public Non-University Institution of Higher Learning under the Ministry of Education and Vocational Training. The Institute was established by Act No.13 of 1975 (CAP 142 R.E.2002).

6.1 PRINCIPAL CURRICULUM COORDINATOR GRADE II - GEOGRAPHY – 1 POST- RE-ADVERTISED

6.1.1 DUTIES AND RESPONSIBILITIES

- Designs and develops curriculum for schools and colleges.
- Tries out developed curriculum for schools and colleges.
- Plans, organizes and conducts in-service seminars/ courses/ workshops/ conferences for tutors, teachers and other stakeholders.
- Designs and participates in educational research related to the subject of specialization.
- Supports and liaises with the subject association where it exists.
- Writes academic papers and other publications.
- Provides consultancy services in the field of education.
- Conducts orientation courses for the newly appointed staff.
- Performs any other duties that may be assigned by immediate supervisor.

6.1.2 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Master's degree in education with at least six (6) years of post qualification working experience in teaching or curriculum development or educational management.

6.1.3 REMUNERATION

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

7.0 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.

7.1 DIRECTOR OF PLANNING - 1 POST (RE-ADVERTISED)

7.1.1 DUTY STATION: HQ DAR ES SALAAM

7.1.2 DUTIES AND RESPONSIBILITIES

- Responsible for efficient execution of approved programs;
- Advice the director general in all matters relating to planning;
- To head planning department;
- Prepare financial and personnel estimates;
- Prepare activity reports of the board;
- Formulate policies related to the board;
- Initiate plans for new projects;
- Review board's Strategic Plan and recommended for improved changes;
- Set criteria and standards for establishing effectively marketing plans of library services;
- Manage the organization data bank; and
- Coordinate ncl and other libraries in the country;
- Formulates policies on Library standards.

7.1.3 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.

7.1.4 REMUNATION

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

7.2 SENIOR TUTOR II 1 POST (RE-ADVERTISED)

7.2.1 DUTY STATION: SLADS BAGAMOYO

7.2.2 DUTIES AND RESPONSIBILITIES

- Guide and supervises students in building up their practical and research projects;
- Prepare learning resources and designs training exercises for students;
- Conduct consultancy and community services;
- Develop and reviews existing curriculum;
- Undertake individual research and participates in scientific/ academic congregations;
- Prepare teaching manuals, simulations and case studies for training;
- Supervise and guides post-graduate students; and
- Coach junior teaching staff.

7.2.3 QUALIFICATIONS AND EXPERIENCE

- Bachelors Degree in Librarianship and Information Science or equivalent qualifications from a recognized University/institution.
- Five (5) years working experience.
- Must have written two substantive professional paper.

7.2.4 TENURE:

Permanent

4.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE

The Local Government Training Institute (LGTI) is a higher learning institution under the Prime Minister's Office, Regional Administration and Local Government (PMORALG). The institute was established by Act of Parliament No 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of local government finance, administration and management. As such, the institute falls under the subject sector of Business and Management. The said subject sector includes Accountancy, Financial Management, Materials Management, Human Resource Management Law, and other related subjects.

4.1 ASSISTANT LECTURER – 3 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 8 (Bachelor Degree);
- Prepares learning resources for tutorial exercises;
- Conducts Research, Seminars and case studies;
- Carries out Consultancy and community services under supervision;
- Supervise Students Projects;
- Prepares teaching manual; and
- Perform any other duties as assigned by Supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

4.1.2.1 COMMUNITY DEVELOPMENT - 1 POST

- Masters Degree in Community Development, Project Management or Business Administration AND must have obtained an upper second with a minimum GPA of 3.5 in first degree of **Community Development** from a recognized higher learning Institution.

4.1.2.2 PROCUREMENT AND SUPPLIES MANAGEMENT- 1 POST

- Masters Degree in Procurement and Supplies Management or Procurement and Supplies chain Management **AND** must have obtained an upper second with a minimum GPA of 3.5 in first degree in either Procurement and Supplies / Materials Management , Procurement and Supplies chain Management or equivalent from a recognized higher learning Institution.

4.1.2.3 COMMUNICATION SKILLS - 1 POST

- Masters Degree in English, Linguistics, or Communications; AND must have obtained an upper second class with a minimum GPA of 3.5 in first degree **i.e.**

Bachelor of Education (Linguistics, English, or communication) from a recognized higher learning Institution.

OR

- Masters Degree in Education AND must have obtained a minimum score of 3.5 GPA in Bachelor of Education (English) or Bachelor of English with Education from a recognized higher learning Institution.

OR

- Masters Degree in Linguistics or English or Communications and must have obtained an upper second class with a minimum GPA of 3.5 in first degree **i.e.** Bachelor of Education with English or **Linguistics** or equivalent from a recognized higher learning Institution.

4.1.3 REMUNERATION

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

4.2 TUTORIAL ASSISTANT - 3 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6 (Ordinary Diploma);
- Assist in conducting tutorial and practical exercises for students under close supervision;
- Prepares learning resources for tutorial exercises;
- Assist in conducting Research, under close supervision;
- Carries out Consultancy and community services under close supervision; and
- Perform any other duties as assigned by Supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

4.2.2.1 ECONOMICS - 1 POST

- Bachelor degree in Economics with a minimum GPA of 3.5 from a recognized higher learning Institution

4.2.2.2 LAW - 1 POST

- Bachelor degree in Laws with a minimum GPA of 3.5 from a recognized higher learning Institution majoring in either or both Commercial Law, Administrative Laws and Local Government Laws,

4.2.2.3 PROCUREMENT AND SUPPLIES - 1 POST

- Bachelor degree in Procurement logistics and Materials Management or Procurement and supplies Management with a minimum GPA of 3.5 from a recognized higher learning Institution

4.2.3 REMUNERATION

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

4.3 DEAN OF STUDENTS-1 Post

4.3.1 DUTIES AND RESPONSIBILITIES

- Overall in charge of students' welfare and disciplinary matters at the LGTI
- Principal Assistant to the Deputy Rector – PFA in all matters pertaining to students' life at the LGTI
- Take care of students' welfare and ensure that the students get health services.
- Ensure that proper guidance and counseling services are provided to all kinds of students;
- Ensure students get accommodation and catering services
- Ensure cleanliness and the upkeep of hostels, classrooms, surrounding facilities , grounds and ensure that welfare of hostel residents including their security is adequately provided
- Enforce Institute's regulations, rules, and by-laws;
- To be secretary of student Disciplinary Committee;
- Co-ordinate students' cultural, recreational and sports activities in and outside the campus.
- To serve in the Secretariat to Students Affairs Committee
- Handle students' individual problems and provide career and life guidance
- Advisor of the Students' Organization on campus;
- Supervise the general elections of the student's organizations
- Supervise and co-ordinate all services provided by staff under the department including Wardens and Janitors;
- Prepare annual plans and budgets, as well as quarterly and annual implementation reports of the whole department and submit them to the Deputy Rector – Planning Finance and Administration.
- To perform any other duties as may be assigned by the Management.

4.3.2 QUALIFICATION AND EXPERIENCE:

- Master's Degree in Education, Educational Psychology, Counseling and Guidance, Social Work or its equivalent.

- Relevant working experience of not less than ten years in a similar and reputable organization or in the educational sector.

4.3.3 REMUNERATION:

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

4.4 SENIOR LIBRARY ASSISTANT II-3 Posts

4.4.1 DUTIES AND RESPONSIBILITIES

- Preparations of books orders
- Lending out and receiving in books
- Assists in computer and CD-ROM searches
- Assists in ordering books and periodicals
- Performs other duties assigned by his/her supervisor

4.4.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Library and Information studies from any recognized institution with substantial competence in computer applications.

- Experience of at least three years in similar position.

4.4.3 REMUNERATION

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

5.0 INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management was established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

5.1 ASSISTANT LECTURER – 3 POSTS

- Tax,
- Human resource management,
- Communication skills

5.1.1 DUTIES AND RESPONSIBILITIES

- Conducts lectures, research, tutorial seminars ;
- Prepares case studies ;

- Works in cooperation with senior members of staff on specific projects such as research and consultancy;
- Supervises student's projects.

5.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree in relevant field of study from recognized higher learning institutions precede by a Bachelor degree of al least 3.8 GPA.

5.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary PHTS 8/9 and other fringe benefits as per Institute's incentive scheme respectively.

5.2 TUTORIAL ASSISTANT – 2 POSTS

- Insurance & risk management.
- Social protection**.**

5.2.1 DUTIES AND RESPONSIBILITIES

This position is mostly for new recruits who are in a training situation thus their duties are mainly concerned with;

- Assists in teaching, research and consultancy Projects;
- Undertakes tutorials;
- Understudies senior members to acquire skills in training, research and consultancy.

5.2.2 QUALIFICATIONS AND EXPERIENCE

- Degree or equivalent qualifications (honours) in the first or upper second class division of at least 3.8 GPA from recognized higher learning institutions.

5.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 4/7** and other fringe benefits as per Institute's incentive scheme respectively.

5.3 LIBRARY TRAINEE – 1 POST

5.3.1 DUTIES AND RESPONSIBILITIES

This position is mostly for new recruits who are in a training situation thus their duties are mainly concerned with:

- Assists Professional Librarians in the day-to-day activities of assisting readers to find information in the Library;
- Assists readers at the readers advisory desk;
- Undertakes tutorials when need arises;
- Understudies senior members for the purpose of acquiring skills in the Librarianship profession.

5.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree with first or upper second-class division from recognized higher learning institutions.

5.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 4/7** and other fringe benefits as per Institute's incentive scheme respectively.

5.4 WARDEN I – 1 POST

5.4.1 DUTIES AND RESPONSIBILITIES

- In-charge of the maintenance of hostels including rooms, offices and compounds;
- Takes order of all facilities needed for executing his/her duties;
- Coordinates academic advice for students in collaboration with academic advisors;
- Coordinates students' cultural, recreational and sports activities.

5.4.2 QUALIFICATIONS AND EXPERIENCE

- Degree in Education, Psychology, Social Work or equivalent qualifications from recognized higher learning Institutions with working experience of five (5) years in similar position OR
- Master degree in Education, Psychology and other relevant social science disciplines from recognized higher learning Institutions.

5.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 13/14** and other fringe benefits as per Institute's incentive scheme respectively.

5.5 WARDEN II – 1 POST

5.5.1 DUTIES AND RESPONSIBILITIES

- Maintains students hostels rooms and classrooms;
- Supervises cleaning of the students' hostels and classrooms;
- Keeps proper record of students renting in the hostels.
- Attends to students inquiries/social problems.
- Assists in organizing students social activities.

5.5.2 QUALIFICATIONS AND EXPERIENCE

- Degree in Education, Psychology, Social Work or equivalent qualifications from recognized higher learning Institutions.
- At least three years relevant working experience in similar position.

5.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 12/13** and other fringe benefits as per Institute's incentive scheme respectively

5.6 PERSONAL SECRETARY GRADE I – 1 POST (FOR MWANZA CENTRE)

5.6.1 DUTIES AND RESPONSIBILITIES

- Works for the Heads of a Department;
- Sorts out files in order of urgency before giving them to the office concerned for actions;
- Drafts business letters, types and dispatches them as may be directed by the Officer working for;
- Attends to telephone calls and takes messages and ensures prompt delivery to the concerned;
- Ensures filing of all the copies of correspondences coming to or going out of the office are properly done;
- Prepares documentation and organize logistics and administrative matters for meetings and conferences.

5.6.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education or Advanced Certificate of Secondary Education.
- One year certificate in secretarial studies with five years relevant work experience.
  OR
- Ordinary Diploma in Secretarial studies from recognized institutions with three years work experience.

5.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 7/8** and other fringe benefits as per Institute's incentive scheme respectively.

5.7 DRIVER GRADE II – 1 POST (FOR MWANZA CENTRE)

5.7.1 DUTIES AND RESPONSIBILITIES

- Drives vehicles;
- Responsible for safe-keeping of the vehicle and tools entrusted on him/her;
- Maintains cleanliness of the vehicle and tools;
- Reports promptly any defect or problems detected in the vehicle;
- Performs messenger duties such as dispatching documents/letters, collecting mails, photocopying of documents.
- Keeps record of movement of vehicles;
- Carries out diagnoses of minor problems requiring immediate repair.

5.7.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education and Class 'C' valid Driving License
- At least five (5) years relevant work experience in similar position.

5.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 4** and other fringe benefits as per Institute's incentive scheme respectively.

5.8 OFFICE ATTENDANT GRADE I – POSS 6/PGSS 5 - 1 POST

5.8.1 DUTIES AND RESPONSIBILITIES

- Moves files and documents; and transmits messages within and outside the Institution;
- Undertakes packaging, binding, photocopying and related activities;
- Moves machines, office furniture and equipment, stationery as may be required by supervisors;
- Prepares and serves tea to senior staff;
- Dispatches letters and other documents as may be directed.

5.8.2 QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education.
- At least five (5) years relevant working experience in similar position.

5.8.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 4** and other fringe benefits as per Institute's incentive scheme respectively.

6.0 NATIONAL COLLEGE OF TOURISM AGENCY

National College of Tourism (NCT) came to force as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24, 2003 in accordance with Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism Industry with a view of improving service standards and enhance skills in order to meet customers' expectations. NCT has expanded its activities with the opening of a new hospitality training campus (Bustani) in Dar es Salaam.

6.1 TUTOR GRADE II – 2 POSTS

- Food & beverage service(Arusha & Bustani campuses)

6.1.1 DUTIES AND RESPONSIBILITIES:

- Responsible for providing Quality Training in Hospitality studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams**.**

10.1.2 QUALIFICATIONS AND EXPERIENCE*:*

- Bachelor Degree or Advanced Diploma in Hotel and Catering Management specialized fields from recognised Institution.
- Working experience of at least three (3) years in the Hospitality and Tourism Industry will be considered as an added advantage.

6.2 TUTOR GRADE II – 2 POSTS

- Food production (Arusha & Bustani Campuses**)**

6.2.1 DUTIES AND RESPONSIBILITIES*:*

- Responsible for providing Quality Training in Hospitality, Tourism and or General Studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.

- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

6.2.2 QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree or Advanced Diploma in Hotel Management/Catering Management /Food Production Management.
- Working experience of at least three (3) years in the Hospitality and Tourism Industry will be considered as added advantages.

6.3 TUTOR GRADE II – 2 POSTS

- Pastry and bakery (Dar es salaam- Bustani campus)

6.3.1 DUTIES AND RESPONSIBILITIES*:*

- Responsible for providing Quality Training in Hospitality Studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

6.3.2 QUALIFICATIONS AND EXPERIENCE*:*

- Bachelor Degree or Advanced Diploma in Hotel Management/Catering Management from recognised Institution.
- Must have professional qualification in Pastry and Bakery
- Working experience of at least three (3) years in the Hospitality and Tourism Industry will be considered as an added advantage.

10.3 TUTOR GRADE II – 1 POSTS

- House keeping & laundry (Arusha campus)

10.3.1 DUTIES AND RESPONSIBILITIES:

- Responsible for providing Quality Training in Hospitality, Tourism and or General Studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

10.3.2 QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree or Advanced Diploma in Hotel Management /Hospitality Management from recognised institution.
- Working experience of at least three (3) years in the Hospitality and Tourism Industry will be considered as an added advantage.

10.4 TUTOR GRADE II – 2 POSTS

- Travel & tourism (Temeke campus)

10.4.1 DUTIES AND RESPONSIBILITIES*:*

- Responsible for providing Quality Training in Tourism Studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

10.4.2 QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree in Travel and Tourism Management from recognised Institution.
- Working experience of at least three (3) years in the Travel and Tourism Management,
- Candidates with IATTA Qualification will be having an added advantage to the post.

10.5 TUTOR GRADE II – 3 POSTS

- Information communication technology (Bustani,Temeke and Arusha campuses)

10.5.1 DUTIES AND RESPONSIBILITIES:

- Responsible for providing Quality Training in Information Communication Technology
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the ICT's.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

10.5.2 QUALIFICATIONS AND EXPERIENCE*:*

- Bachelor Degree in Computer Science or equivalent qualifications from a recognized Institution.
- Teaching experience of at least three (3) years in the ICT's or its equivalent will be considered as an added advantage.

10.6 TUTOR GRADE II – 1 POST

- Tour guiding (Temeke campus)

10.6.1 DUTIES AND RESPONSIBILITIES:

- Responsible for providing Quality Training in Tour guiding Studies.
- Prepare Scheme of work, Lesson plan and notes.
- Provide Theory, Demonstration and Practical Training in the relevant subject areas.
- Conduct and support Research and Consultancy work in the area of specialization.
- Assess learner needs and supervise daily activities of students.
- Carry out Assessment including Setting, Supervising and Marking exams.

10.6.2 QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree in Wildlife Management from a recognized Institution.
- Candidates with working experience of at least three (3) years in the Tourism Industry will be considered as an added advantage.

Note: For Tutors Post Teaching Methodology will be considered as an added advantage.

10.7 COMPUTER SYSTEM ANALYST II (1 POST) - DAR ES SALAAM

10.7.1 DUTIES AND RESPONSIBILITIES:

- Responsible for Planning, designing, installing and developing new computer systems as well as establishing computer networking systems.
- Establishing computer networking.
- Provides first line support to computer systems and information technology to the college.
- Installs and maintain computer software and hardware.
- Administers and maintains networking of a computer system.
- Analysis of documents, files, report related to work flow.
- Documenting, present procedures and operating methods.
- Designing systems flow charts of information movements and computer oriented control.

- Designing inputs and outputs files and report format.
- Making backup copies of all databases and transaction logs regularly.
- Making adjustments to system parameters when necessary to improve performance,
- Carrying out any related duties as assigned by supervisor.

10.7.2 QUALIFICATIONS AND EXPERIENCE:

- Degree / Advanced Diploma in Computer Science or equivalent qualifications from recognised institution.
- At least three (3) years experience in related field.

10.8 ADMINISTRATIVE & HUMAN RESOURCES OFFICER GRADE I (1 POST) – ARUSHA

10.8.1 DUTIES AND RESPONSIBILITIES*:*

- Interpreting and implementing Scheme of Service.
- Initiates staff performance appraisal and promotion exercise.
- Processes leave, transfers, staff loans, disciplinary measures and terminal benefits.
- Assist in the identification of training needs.
- Assist in training programmes and preparing budgets and facilitating for its implementation.
- Ensure upkeep of office and estates.
- Facilitates meeting and conferences.
- Facilitate office communication services such as postage, telephone, internet and fax.
- Ensure that good staff relations are maintained.
- Assist in management of the Pension scheme.
- Collecting, keeping and updating personnel data and information.
- Preparing and handling seniority list.
- Drafting internal circulars, letters and internal memorandum for official use.
- Perform any other related duties as may be assigned by supervisor

10.8.2 QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree/Advanced Diploma either in Human Resources Management, Public Administration or Manpower Planning from the recognised Institution.
- At least three years working experience in reputable organization in the related field.

10.9 COOK GRADE II - (1 POST - ARUSHA)

10.9.1 DUTIES AND RESPONSIBILITIES:

- To prepare and cook variety of dishes.
- To clean the kitchen, its surroundings and kitchen utensils.
- To prepare food.
- Preparation of various dishes instructed by supervisors.
- To ensure that equipment in the kitchen are kept safely.
- Perform any other related duties as may be assigned by supervisor.

10.9.2 QUALIFICATIONS AND EXPERIENCE*:*

- Form IV/VI Secondary Certificate.
- Certificate in Food Production from National College of Tourism, Masoka -Moshi, VETA and other recognized Institute.

10.10 OFFICE ASSISTANT II (1 Post – DAR ES SALAAM)

10.10.1 DUTIES AND RESPONSIBILITIES*:*

- Delivers messages, mails, files and other communications in and out of offices.
- Undertakes files movement between offices.
- Prepares and serve tea/coffee and other refreshments.
- Collects and distribute stationery and office supplies.
- Perform any other related duties as may be assigned by supervisor.

10.10.2 QUALIFICATIONS AND EXPERIENCE:

- National Form IV/IV Secondary Certificate.
- Certificate in Front Office from National College of Tourism/Office Assistance/Management, Customer Care from either National Institute of Productivity (NIP), or any NACTE Accredited Institution or its equivalent.
- Must pass English and Kiswahili languages.

10.11 DRIVER GRADE II - 1 Post (DAR ES SALAAM)

10.11.1 DUTIES AND RESPONSIBILITIES*:*

- Driving College vehicles for administration and training purposes.
- Ensuring motor vehicle and their accessories are in good condition.
- Carry out minor repair and report maintenance needs of the vehicle.
- Maintains cleanliness of the vehicle and tools.
- Maintaining vehicle logbook and all accident records pertaining to assigned vehicle.
- Adhere to recommended service and maintenance of vehicles and/or machine.
- Making regular checks of vehicles and other machinery to ensure cleanliness and serviceability.

- Responsible for safe keeping of the vehicle and tool entrusted to him/her.
- Perform any other related duties as may be assigned by supervisor.

10.11.2 QUALIFICATIONS AND EXPERIENCE:

- Ordinary Secondary School Certificate with passes in English and Kiswahili.
- Valid class "C" Driving license with Certificate of training from a recognized Institute.
- Must have undergone motor drivers course at a recognized institution and posses "Trade Test" Grade III (Mechanicals).
- Three years working experience from a reputable Organization.
- Candidates must be well behaved and disciplined.

10.11.3 REMUNERATION.

Attractive salary in accordance with the **PTSS** Tutors and **TGS** for posts of Non - Academic Staff.

7.0 LAW SCHOOL OF TANZANIA

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

7.1 DEPUTY PRINCIPAL PRACTICAL LEGAL TRAINING- (1 Post)

7.1.1 DUTIES AND RESPONSIBILITIES

- Be responsible to the Rector/Principal in respect of such matters of training administration
- Evaluate current progress of academics in the School and recommending future programmes;
- Recommend appropriate budgets for the Directorate of Practical Legal Training;
- Oversee research and consultancy activities at the School;
- Coordinate the development and establishment of training programmes and management of training resources;
- Oversee admission and examination regulations; and
- Perform any other duties which the Rector/Principal may assign.

7.1.2 QUALIFICATIONS AND EXPERIENCE

- Doctorate Degree in Law who is eligible for registration as a technical teacher with a working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution and has published at least three peer reviewed papers;
  Or
- Doctorate Degree in Law who is eligible for registration as a technical teacher and has proven applicable working experience in research and consultancy of at least 10 years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field;
  Or
- Master's Degree in Law, who is eligible for registration as technical teacher and has a proven applicable working experience in research and consultancy of at least 20 years in the industry and have published at least ten consultancy/reports of the Academic and Professional appreciable depth in the relevant field;
  AND
- Be a person with outstanding academic and administrative experience and capability in the area of technical education and training.

7.1.3 DURATION AND TIMING

The Deputy Principal Practical Legal Training shall hold office for a term of four years and may be re-appointed consecutively for one more term of four years.

7.1.4 REPORTING:

RECTOR/PRINCIPAL

7.1.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 16 + 15%**

7.2 DEPUTY PRINCIPAL, PLANNING, FINANCE & ADMINISTRATION

7.2.1 DUTIES AND RESPONSIBILITIES

- Head the Directorate of Planning, Finance and Administration;
- Supervise and maintain acceptable standards of discipline of staff accordingly;
- Facilitate learning by delivering training programmes at the School;
- Be the recorder to the Governing Board;
- Be responsible for the general administration and personnel management of the School;

- Advise the Rector/Principal on all administrative, legal, personnel and financial matters;
- Be responsible for formulating accounting policies and procedures of the School, submitting budgets, audited accounts; and
- Perform any other duties which the Rector/Principal may assign.

7.2.2 QUALIFICATIONS AND EXPERIENCE

- Doctorate Degree in relevant field who is eligible for registration as a technical teacher with a working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution and has published at least three peer reviewed papers;
  Or
- Doctorate Degree in relevant field who is eligible for registration as a technical teacher and has proven applicable working experience in research and consultancy of at least 10 years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field;
  Or
- Master's Degree in relevant field, who is eligible for registration as technical teacher and has a proven applicable working experience in research and consultancy of at least 20 years in the industry and have published at least ten consultancy/reports of the Academic and Professional appreciable depth in the relevant field;
  And
- Be a person with outstanding academic and administrative experience and capability in the area of technical education and training.

7.2.3 DURATION AND TIMING

The Deputy Principal Planning, Finance & Administration shall hold office for a term of four years and may be re-appointed consecutively for one more term of four years.

7.2.4 REPORTING:

RECTOR/PRINCIPAL

7.2.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 16 + 15%**

7.3 CHIEF LIBRARIAN -(1 post)

7.3.1 DUTIES AND RESPONSIBILITIES

- In charge of all Library matters;
- Developing procedures for acquisition of books and other library resources;
- Developing policies and procedures for delivery of library services
- Evaluating library service delivery with the view to improving such services;
- Providing technical advice and information to library users and researchers;
- Delivering on-the-job training for junior library staff;
- Supervising the conduct of stock taking and making appropriate recommendations for acquisition of books and other resources; and
- Performing any other duties as assigned by relevant senior staff.

7.3.2 REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's degree in librarianship or equivalent academic qualifications from a recognized institution.
- At least nine years relevant experience.

7.3.3 REPORTING:

DEPUTY PRINCIPAL PRACTICAL LEGAL TRAINING

7.3.4 REMUNERATION

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

7.4 SENIOR LECTURER – (1 POST)

7.4.1 DUTIES AND RESPONSIBILITIES:

- Teaches students up to NTA level 9 (a Master's Degree);
- Guides and supervises students in building up their practical and research projects;
- Prepares learning resources and designs training exercises for students;
- Conducts consultancy and community services;
- Undertakes individual research and participates in scientific/academic congregations;
- Supervises and guides post-graduate students;
- Prepares teaching manuals, simulations and case studies for training;
- Coaches junior teaching staff;
- Assume managerial leadership roles e.g. coordination of training programmes or major research projects and consultancy; and
- Performs any other duties assigned by supervisor.

7.4.2 QUALIFICATIONS AND EXPERIENCE

- Doctorate Degree in relevant field who is eligible for registration as a technical teacher with a working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution and has published at least three peer reviewed papers;
  Or
- Doctorate Degree in relevant field who is eligible for registration as a technical teacher and has proven applicable working experience in research and consultancy of at least 10 years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field;
  Or
- Master's Degree in relevant field, who is eligible for registration as technical teacher and has a proven applicable working experience in research and consultancy of at least 20 years in the industry and have published at least ten consultancy/reports of the Academic and Professional appreciable depth in the relevant field;
  And
- Must be a Senior Advocate of the High Court of Tanzania, or a person who has served as a Senior Judicial Officer, State Attorney or Legal Officer for at least ten years.

7.4.3 REPORTING:
HEAD, PRACTICAL LEGAL TRAINING

7.4.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PHTS 13**

7.5 LECTURER (2 POSTS)
7.5.1 DUTIES AND RESPONSIBILITIES:

- Teaching up to NTA level 8 for a Master's Degree holders and up to NTA level 9 for PhD holders;
- Guides and supervises students in building up their practical and research projects;
- Prepare learning resources and design training exercises for students;
- Conduct consultancy and community services;
- Develop and review existing curriculum;
- Undertake 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 assigned by supervisor.

7.5.2 QUALIFICATIONS AND EXPERIENCE

- Doctorate Degree in Law who is eligible for registration as a technical teacher.
  Or
- Master's Degree in Law, who has a proven applicable working experience preferably in research/ consultancy of at least ten years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field.
  AND
- Must be an Advocate of the High Court of Tanzania, or a person who has served as a Judicial Officer, State Attorney or Legal Officer for at least five years.

7.5.3 REPORTING:
HEAD, LEGAL PRACTICAL TRAINING

7.5.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PHTS 10.**

7.6 DEAN OF STUDENTS – (1 post)

7.6.1 DUTIES AND RESPONSIBILITIES

- Undertaking the administration of students' welfare services in the areas of accommodation, catering, health and recreation;
- Acting as advisor of the students' organization on campus;
- Supervising the general elections of the students' organization;
- Assisting students in counseling and other administrative tasks as may be assigned from time to time.

7.6.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree in Educational Psychology or Social Work.
- At least ten years relevant work experience in a similar position.

7.6.3 REPORTING:
DEPUTY PRINCIPAL, PLANNING, FINANCE AND ADMINISTRATION:

7.6.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PGSS 20**

7.7 HEAD-PMU (CHIEF PROCUREMENT AND SUPPLIES OFFICER) (1 post)

7.7.1 DUTIES AND RESPONSIBILITIES

- Supervises, coordinates and manages all procurement and disposal activities according to the Public Procurement Act;
- Supports the functions of the Tender Board;
- Implements decisions of the Tender Board;
- Prepares tender documents;
- Prepares advertisement of tender opportunities;
- Recommends procurement and disposal by tender procedures;
- Supervises and assigns duties to all staff in the PMU which shall include stores and warehouse;
- Initiates, supervises and implements annual stock taking;
- Coordinates purchasing and Supplies Control Services to ensure that investment in stock and subsequent distribution of stock to Department/ Sections, storage etc, guarantees the highest return;
- Reviews policies pertaining to public procurement and supplies management;
- Develops and maintains standard operating procedures of procurement;
- Develops annual procurement plan;
- Maintains Fixed Asset Register;
- Liaises with end-users, finance department, estates department and other relevant organs in producing and maintaining tender documents;
- Performs any other duties assigned by the Rector/Principal

7.7.2 QUALIFICATIONS AND EXPERIENCE

- Master degree's in Procurement Management or Equivalent, CSP(T)/IPS (UK)/CPSP(T) or equivalent qualification.
- Must be registered with PSPTB as authorized Supplies Officer/Stock verifier.
- Relevant working experience of not less that twelve years in similar position.

7.7.3 REPORTING:

RECTOR/PRINCIPAL

7.7.4 REMUNERATION

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

7.8 ACADEMIC OFFICER II – (2 POSTS)

7.8.1 DUTIES AND RESPONSIBILITIES

- Process applications for admissions.
- Prepares training plans and schedules as well as examination timetables.

- Prepares Almanac.
- Prepares students' progress reports.
- Prepares annual and quarterly reports.
- And others duties assigned by his supervisor.

7.8.2 REQUIRED QUALIFICATIONS AND EXPERIENCE

- Degree either in Law (LL.B), Education, Public Administration, Information Technology, Human Resources Management or Business Administration from a recognized institution.

7.8.3 REPORTING:

REGISTRAR.

7.8.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PGSS 10**

8.0 TANZANIA METEOROLOGICAL AGENCY

Tanzania Meteorological Agency (TMA) is a Government Executive Agency under the Ministry of Transport. Tanzania Meteorological Agency (TMA) is designated Meteorological Authority in Tanzania and is mandated to provide meteorological services to the general public.

8.1 SECURITY GUARD II (1 POST)

8.1.1 DUTIES AND RESPONSIBILITIES

- Maintain security of TMA assets and properties.
- Checks authenticity of items coming in and going out of TMA premises.
- Reports to the senior security guard of any unusual events to the security of TMA properties.
- Guards the TMA premises and properties and
- Performs any other duties as may be assigned by the immediate Supervisor

8.1.2 QUALIFICATIONS AND EXPERIENCE

- Form IV Secondary School Examination certificate.
- Certificate from Militia Training or National Service or Basic Police Training Course.

8.2 OFFICE ASSISTANT GRADE II (1 POST)

8.2.1 DUTIES AND RESPONSIBILITIES

- Assists in organizing for pre – meeting arrangements when needed.
- Distributes mail internally to respective staff.
- Duplicates documents, such as circulars and other publication's
- Circulates files and documents internally to respective staff
- Receives external mail and ensures it is noted in the registry.
- Prepares and serves refreshments during in the house meetings and workshop; and
- Performs any other duties as may be assigned by the immediate Supervisor.

8.2.2 QUALIFICATIONS AND EXPERIENCE

- Form IV Secondary School Examination Certificate.
- A certificate in office service management would be an added advantage.

9.0 MOSHI UNIVERSITY COLLEGE OF CO-OPERATIVE AND BUSINESS STUDIES

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).

9.1 SENIOR LECTURER - (4 POSTS)

- Extension /Community Development– 1 Post
- Law – 1 Post
- Website Design and Management – 1 Post
- Planning – 1 Post

9.1.1 DUTIES AND RESPONSIBILITIES

- Proposing new courses and programmes.
- Conducting training, conferences, workshops and seminars.
- Carrying out research and publications.
- Carrying out outreach and community services.
- Writing teaching manuals and text books.
- Lecturing.
- Coaching Junior Staff.

9.1.2 QUALIFICATIONS AND EXPERIENCE

- PhD in relevant functional area.
- At least five years experience as a lecturer.

9.1.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale **(PUTS) 6- 7**

9.2 LECTURER -10 POSTS

- Extension/Rural Development – 3 Posts (Mbeya, Kigoma and Iringa)
- Supply Chain Management – 1 Post
- Law – 1 Post
- Communication Skills – 1 Post
- Computer Maintenance and Troubleshooting – 1 Post
- Sociology – 1 Post
- Social Security – 1 Post
- Corporate Finance – 1 Post

9.2.1 DUTIES AND RESPONSIBILITIES

- Teaching through lecturing, conducting seminars, workshops, conferences and symposia
- Carrying out field supervision
- Coaching junior staff
- Participating in curriculum development
- Participating in developing and managing of various special College projects
- Undertaking research and publications
- Carrying out outreach and community services

9.2.2 QUALIFICATIONS AND EXPERIENCE

- PhD in relevant functional area.

9.2.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale (PUTS) 4-5

9.3 ASSISTANT LECTURER- 15 POSTS

- Business Management/Community Development – 3 Posts (Mwanza, Tabora & Shinyanga)
- International Trade Finance – 1 Post
- Taxation – 1 Post

- Insurance and Risk Management – 1 Post
- Computer Graphics – 1 Post
- Electronic Media System and Multimedia – 1 Post
- Cooperative Studies – 1 Post
- Community Development – 1 Post
- Cooperative Audit – 1 Post
- Economics and Statistics – 1 Post
- Public Finance – 1 Post
- Banking and Banking Operation – 1 Post
- Financial Accounting – 1 Post

9.3.1 DUTIES AND RESPONSIBILITIES

- Conducting lectures
- Preparing case studies
- Assisting in tutorials and seminars
- Working in co-operation with senior members on specific projects.
- Supervising students.

9.3.2 QUALIFICATIONS AND EXPERIENCE

- Masters Degree with 'B' average in relevant functional area and must have obtained an upper second class having a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

9.3.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale **PUTS 2 - 3**

9.4 TUTORIAL ASSISTANT (15 POSTS) MOSHI

- Marketing Management – 1 Post
- Communication Skills – 2 Posts
- Entrepreneurship – 1 Post
- Sociology Community Development – 1 Post
- Statistics – 2 Posts
- Economics – 1 Post
- Public Finance – 1 Post
- Social Security – 2 Posts
- Financial Management – 1 Post
- Taxation – 1 Post
- Human Resource Management – 1 Post
- Development Studies – 1 Post

9.4.1 DUTIES AND RESPONSIBILITIES

- Understudying senior members including attending lectures and seminars.
- Undertaking tutorials and seminars.
- Assisting in research and consultancy projects.

9.4.2 QUALIFICATIONS AND EXPERIENCE

- First Degree from a recognized higher learning institution and must have obtained an upper second class having a minimum GPA of 3.8.

9.4.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary scale **PUTS 1**

10.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)

10.1 TUTORIAL ASSISTANT – MARINE ENGINEERING-5 POSTS

10.1.1 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.

10.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Marine Engineering Technology with first or upper second class.
- Candidate with Certificate of competency as officer in Charge of an Engineering Watch will have an added advantage

10.3 REMUNERATION:

Attractive remuneration package in accordance with the Institution's salary **PHTS 4.**

10.4 TUTORIAL ASSISTANT – MARITIME TRANSPORT 5 POSTS

10.4.1 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.

10.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/ Advanced Diploma in Maritime Transport with first or upper second class.

- Candidate with certificate of competency as officer in Charge of a Navigational Watch will have an added

10.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary: **PHTS 4**

10.5 TUTORIAL ASSISTANT – SCIENCE MANAGEMENT 5 POSTS

10.5.1 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.

10.5.2 QUALIFICATIONS AND EXPERIENCE

- First class or second class of Bachelor of Science in Education with any of the following:- ICT, Economics and Statistics or Physics and Mathematics.
  Or
- Bachelor of Business Administration, or Bachelor of Science in Shipping/Transport and Logistics.

10.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 4**

10.6 TUTOR/INSTRUCTOR I – 1 POST

10.6.1 DUTIES AND RESPONSIBILITIES

Simulator Laboratory in Maritime Transport & Marine Engineering Departments

- Prepares and runs exercises at operational level
- Examines and assesses simulator training exercises.
- Prepares lessons and teaches ratings of a relevant watch (Engineering/Navigational watch).
- Assists in research and consultancy projects.
- Performs any other duties that may be assigned by the head of the relevant department.

Training Vessel in Maritime Transport Department

- Takes care of and maintains Navigational and Safety equipment on boardship.
- Acts as safety officer on board training vessel.
- Acts as deck officer on board training vessel.
- Takes care and maintains cargo-handling gear on board training vessel.
- Is responsible for management of deck stores on board training vessel.
- Supervises and examines deck cadet tasks.
- Prepares maintenance plan and budget for deck department.
- Perform any other duties assigned by Head of Department.

Training Vessel in Marine Engineering Department

- Takes care and maintains engineering plants equipment.
- Acts as Marine Engineer Officer on board training vessel.
- Is responsible for safety matters in the engine room.
- Participates in maintenance and service of ship machinery and equipment.
- Is responsible for management of Engineering stores and spare parts.
- Supervises and examines engineering cadet tasks.
- Prepares maintenance plan and budget for engine room department.
- Performs any other duties assigned by the Senior Instructor (Training vessel)

10.6.2 QUALIFICATIONS AND EXPERIENCE

- Advanced Diploma in Maritime Transport and a Second Mate Certificate of Competency who have undergone a relevant Simulator Instructor Training;
  Or

- Certificate of Competency as Second Mate on ships of 500-3000GT who has undergone training in Onboard Training and Examination Techniques and working experience of not less than 3 years as Officer in charge of Navigation Watch;

10.6.3 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary: PTSS 12

10.7 ASSISTANT LECTURER– MARITIME TRANSPORT -1 POST
10.7.1 DUTIES AND RESPONSIBILITIES
- Teaching up to NTA level 8 (Bachelors Degree).
- Conducts research, seminars and case studies.
- Prepares learning resources for tutorial exercises
- Carries out consultancy and Community Services under supervision
- Supervises students project
- Prepares teaching manual, and
- Performs any other duties that may be assigned by the head of the relevant department.

10.7.2 QUALIFICATIONS AND EXPERIENCE
- Masters Degree in relevant field.

10.7.3 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary: **PHTS 8-9**

11.0 KIBAHA EDUCATION CENTRE
Kibaha Education Centre is a multi-purpose educational institution that is located in Coast Region (Tumbi area) about 40 kilometers (24 miles) West of Dar es Salaam along Morogoro Road. This centre started in 1963, sponsored by five countries – The then Tanganyika Government on one hand and the Government of the four Nordic Countries on the other hand i.e. Denmark, Finland, Norway and Sweden. The centre was known as the "Nordic Tanganyika Project" until 1970 when the four Nordic Countries handed it over to Tanzania Government. The Nordic Tanganyika Project then became Kibaha Education Centre (KEC) as per establishment Act No.17 of 1969. The overall objective of the Centre as originally conceived was, through its institutions, to launch a three frontal attack on the problems of Poverty, Ignorance and Diseases collectively named as main development enemies.

11.1 DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT -1POST
11.1.1 DUTIES AND RESPONSIBILITIES
- To head Planning and Economic Development Directorate.
- Answerable to the Executive Director.
- Develops, plans, organizes and implements marketing strategies to promote Centre as an ideal business and industry location through presentations, correspondence and meetings with individual investors and business owners,

organizations (public and private) and all economic development clients or prospects interested in the Centre (Chief Planner of the Centre).

- Promotes business and industrial development through personal contacts with community leaders, management officials of existing business and industry, industrial real estate community, area and state agencies, etc.
- Directs initiates and coordinates development and marketing plans for the Centre's products and all other available industrial and commercial sites and buildings.
- Participates in Centre's comprehensive planning process involving recommendations and strategies for improvements to Centre services, facilities, utilities and related resources.
- Facilitate the development of a Centre economic development plan including vision, goals and objectives.
- Research and provide recommendations on Centre economic development opportunities.
- Identify opportunities for Centre economic development in order to development sectors, projects and initiatives,
- Secure funding for economic development activities and programs
- Co-ordinates Centre’s long, medium and short-term plans.
- Prepares feasibility studies.
- To assist the Executive Director in controlling funds, human resources of the Directorate.
- Monitors projects implementation.
- Carries out periodic review and evaluation of projects and recommend accordingly.
- Advises Executive Director on all matters concerning Projects of the Centre.
- Preparation of Development and Recurrent budget.
- Carries out any other duties as assigned by the Executive Director.

11.1.2 QUALIFICATIONS AND EXPERIENCE

- M.A. Economics or MBA from any recognized university/ institution
- At least 10 years working experience in investments/ economic/ planning activities of which five years should be in a senior managerial position of the relevant field, or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.

11.2 HEAD PUBLIC RELATIONS AND COMMUNICATION UNIT – 1 POST

11.2.1 DUTIES AND RESPONSIBILITIES

- To head of the Public Relations Section.
- To coordinate all publicity activities in compliance with the Centre’s Policies.
- To provide support to implementation efforts with respect to the introduction of a new courses or review of existing ones.
- To plan, develop and implement Public Relations (PR) strategies of the Centre.
- To research, write and distribute press releases to targeted media.

- To oversee the production of the Centre's Prospectus and other publicity materials.
- To approve information prior to publication on the Centre's website and other print and electronic media.
- To handle protocol and other arrangements for the Centre's dignitaries.
- To perform any other duties as may be assigned by Executive Director.

11.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Mass Communication or Public Relations from any recognized University/Institution.
- Ten years working experience five of which must be in a senior managerial position.

11.3 INVESTMENT AND DEVELOPMENT MANAGER - 1 POST

11.3.1 DUTIES AND RESPONSIBILITIES

- To head Investment and Development Unit.
- Answerable to the Director of Planning and Economic Development.
- Be responsible for investment related activities of the Centre.
- Analyze and structure real estate investments and other Income generating Projects.
- Managing and overseeing the execution, delivery, construction and operational turnover of constructed facilities, to be run by third-parties.
- Assist the Director of Planning & Economic Development on the Fund's investment related tasks.
- Design the investment process for the Centre.
- Perform the critical function of asset management.
- Manage a portfolio of investments in KEC Development entities and other mission based organizations.
- Identify new business development opportunities for the Centre.
- Develop and implement new sector strategies and product/business lines.
- Prepares the Unit budget.
- Performs any other duties as may be assigned by the Supervisor.

11.3.2 QUALIFICATIONS AND EXPERIENCE

- Masters of Economics or MBA from any recognized university/institution.
- At least ten years working experience of which five years should be in a Senior Managerial Position.

11.4 SMALL INDUSTRIES MANAGER- 1POST

11.4.1 DUTIES AND RESPONSIBILITIES

- To head Small Industries Department.
- Answerable to the Director of Planning and Economic Development.
- Identifies trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
- Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities for small scale Industries.
- Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments for Industries.
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations for Small scale Industries.
- Protects Industries' value by keeping information confidential.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to order accomplishments.
- Prepares monthly reports of his work and submits the same to the Director.
- Prepares the Unit budget.
- Performs any other duties as may be assigned by the Supervisor.

11.4.2 QUALIFICATIONS AND EXPERIENCE

- Masters degree in Economics or Mechanical Engineering from any recognized university/institution
- At least ten years working experience of which five years should be in a Senior Managerial Position.

11.5 DEMONSTRATION FARMS MANAGER - 1 POST

11.5.1 DUTIES AND RESPONSIBILITIES

- To head Demonstration Farms.
- Ensures that Natural and Artificial inseminations are carried out relatively and advice the Director of Community Development on matting systems and seasons.
- Organizes feeding regimes and ensures concentrate supplements to the classes of animal entitled.
- Implement pasture development, management and utilization and advices Director of Community Development as suitable grazing systems.
- Supervises farm recording and ensures that proper farm records are kept.

- Orders and make following-up of purchases and ensures that animal feeds concentrates and additives are always available.
- Supervises milking work and sales of animal products and maintains a proper record of the same.
- Ensures that all animals are labeled and maintains an inventory for the same.
- Maintains a proper record of newly born calves, newly bought cattle and death cases.
- Prepares monthly reports of his/her work and submits the same to the Director of Community Development.
- Prepares the Section budget.
- To enable KFDC students and others to undertake their Training Practical
- To make sure that all the time Demonstration Farms are in good condition for demonstration.
- Performs any other duties as may be assigned by Supervisor.

11.5.2 QUALIFICATIONS AND EXPERIENCE

- Masters of Science (Livestock Production) or Agriculture from any recognized university/institution
- At least nine years working experience of which 5 years should be in a senior position.

11.6 TEACHER II - 5 POSTS

- MATHEMATICS -2 POSTS
- SCIENCE - 3 POSTS

11.6.1 DUTIES AND RESPONSIBILITIES

- Teaching
- Prepare classroom, materials and lesson plans and implement activities for instruction
- Observe, evaluate, remediate and extend on pupils' academic performance, behavior and social development
- Identify, modify and adapt curriculum and approved instructional resources to meet various learning styles and needs of pupils
- Use various teaching methods to instruct pupils individually, in small groups, and whole class
- Implement and maintain effective classroom management to ensure continual progress of pupils
- Establish standards-based objectives for all lessons and utilize clear criteria for evaluating lessons
- Utilize efficient record keeping procedures
- Performing any other duties related to his/her work as assigned by his/her Supervisor.

11.6.2 QUALIFICATIONS AND EXPERIENCE

- Secondary Education.
- Attended and passed 2 years Teachers Education Course III A in a recognized Teacher's training institution.

11.7 ASSISTANT EDUCATION OFFICER II-13 POSTS

- GEOGRAPHY - 2POSTS.
- ENGLISH - 2POSTS.
- KISWAHILI - 2POSTS
- COMMERCE - 1POST.
- CIVICS - 1POST
- HISTORY- 2POSTS.
- HOME ECONOMICS - 2POSTS
- BOOK KEEPING -1POST

11.7.1 DUTIES AND RESPONSIBILITIES

- Teach in Secondary School.
- Mark student's examinations.
- Assess the progress results of the students.
- Prepare and keep records of the continuous assessment of the students.
- Monitor student's examination.
- Prepare and assist in maintaining proper storage of students performance records.
- Assist in the preparation of examination time table and allocation of rooms.
- Performing any other duties related to his/her work as assigned by his/her Supervisor

11.7.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Education or its equivalent, from any recognized Institute/College.
- At least two (2) years' working experience.

11.8 EDUCATION OFFICER II-11 POSTS.

- MATHEMATICS- 2POSTS
- ACCOUNTS -1POST
- AGRICULTURE-4POSTS.
- CHEMISTRY-1POST.
- BIOLOGY-1POST.
- COMMERCE-2POSTS.

11.8.1 DUTIES AND RESPONSIBILITIES

- Teach Secondary Schools.
- Prepare curriculum of studies and circulars.
- Responsible for proper records of all examination skills
- Arrange the preparation and moderation of examination papers
- Prepare examination development policies.
- Assist teaching physical education.
- Prepare and to have proper records of the students assessments.
- Supervise studies associations.
- Prepare the action plans on the Academic year.
- Take care of the teaching equipment.
- Performing any other duties related to his/her work as assigned by his/her Supervisor.

11.8.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Education from any recognized University/ Institute.

12.0 TANZANIA PUBLIC SERVICE COLLEGE

The Tanzania Public Service College (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 increase, it is imperative that the service 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, Mtwara, Singida and Tanga. The demand for TPSC's products and services has increased over the years and there is need to staff these campuses with the right candidates, who have the knowledge, skills, attitudes and behaviors (competences) commensurate with a government owned institution. Strong belief in public service values and ethos is a paramount requisite for the right candidates. If you have the required competences for the vacancies below, you are strongly recommended to apply. It has been TPSC's mantle to be an employer of choice. Selection process will be rigorous based on the required set of competences. We have 06 open slots in total for the following positions. Successful candidates should be prepared to be assigned to any of our five campuses. Women are strongly encouraged to apply.

12.1 SENIOR LECTURER- PLANNING, FINANCE AND ADMINISTRATION-1 POST

Job Purpose: The Senior Lecturer is responsible for planning, finance and administration functions of the entire college resources. He/she will advise the CEO on sound Accounting and financial management of the College resources, new developments in the areas of planning for the College expansion, managing of new projects/infrastructures, management of all resources, including, physical and Human),as well as Monitoring and evaluation of performance in the entire College. Employ industry smart practices in sound financial and Accounting management, projects management as we as performing training , research and consulting functions in respective areas of his/her profession as required by the National Accreditation Council of Tanzania (NACTE Standards/principles and policies with regard to academic programmes).

12.1.1 DUTIES AND RESPONSIBILITIES.

- Plan, develop, organize, implement, direct and evaluate the Colleges planning, accounting & financial and administration functions;
- Develop plans, programmes and give advice on planning, finance and accounting matters as well as human resources management in the college;
- Enhance and / or develop, implement and enforce administrative policies, and procedures of the college by way of systems that will improve quality management of all resources in the college (financial, human) including monitoring & evaluation of the college performance);
- Provide strategic inputs and leadership on the decision making process affecting the college performance, to ensure effectiveness in managing the college resources;
- Participate in negotiation of contracts, assessing needs, developing institutions budgets and annual work plans;
- Represents the College in looking for financial resources to increase the capacity of the Institutions performance;
- Develop good and user friendly Accounting, Human Resources and M&E systems for use in the College;
- Responsible for formulating Accounting policies and procedures of the College, prepare Strategic plans and budgets, as well as timely submission of quality financial statements of the college to Auditors;
- Perform any other duties which the Principal may assign him/her.

12.1.2 QUALIFICATIONS AND EXPERIENCE

- PhD with proven work experience of at least 15 years, that includes (10) peer reviewed publications, consultancies and leadership in a training institute; OR
- Master's degree with 20 years' work experience including at least 15 peer review publications/consultancy reports or a combination of training and research (5 being in the public service);

- An experienced leader with training, research and consulting experience, preferably in Accounting/Finance, or Project management as well as General Management;
- An energetic with high ethical standards and appropriate professional image;
- A good educator who is trustworthy and willing to share information and serve as a mentor; and
- A strategic, visionary with sound public / general management, technical skills, analytical ability, good judgment and strong operational focus, well organized and self-directed with excellent communication skills.

12.1.3 REPORTING:
PRINCIPAL & CHIEF EXECUTIVE OFFICER

12.1.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary scale PHTS **13-14.**

12.2 LECTURER (GOVERNANCE & ETHICS, PROCUREMENT MANAGEMENT)-1POST.

12.2.1 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, teaching manuals;
- Coaches junior teaching staff;
- May head on od the academic departments; and
- Perform any other related duties as may be assigned by his/ her supervisor.

12.2.2 QUALIFICATIONS AND EXPERIENCE
- Doctorate (PhD) degree in the field of Education Management, or Records and Archives Management, or Library and Information studies, or Governance and Ethics with good knowledge in Computer applications and eligible for registration as a technical teacher; OR

- Master's 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.

12.2.3 REPORTING:
Head of Department in respective programme

12.2.4 REMUNERATION

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

12.3 TUTORIAL ASSISTANT-1 POSTS

12.3.1 DUTIES AND RESPONSIBILITIES

- Conduct short and long term courses;
- Teaching up to NTA level 6 and may assist in teaching higher NTA levels;
- 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; and
- Perform any other related duties as may be assigned by his/ her supervisor.

12.3.2 QUALIFICATIONS AND EXPERIENCE.

- Bachelor Degree with upper second and above in the field of Procurement & Supplies/Logistics Management or Office Management.
- The candidate should be eligible for registration as a technical teacher.

12.3.3 REPORTING:

Head of Department in respective programme

12.3.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale **PHTS 5-7.**

12.4 ASSISTANT TUTOR GRADE II – 2POSTS

12.4.1 DUTIES AND RESPONSIBILITIES

- Teaching NTA levels 4 & 5 and may assist in conducting tutorials in higher NTA levels;
- Conducts examinations up to NTA level 5;
- Prepares learning resources and for practical exercise;
- Assist in supervision of examinations; and
- Perform any other related duties as may be assigned by his/ her supervisor.

12.4.2 QUALIFICATIONS AND EXPERIENCE.

- Ordinary Diploma with at least upper second class or equivalent in fields of Records and Archives Management, Office Management OR Secretarial studies from any recognized institution
- The candidate should be eligible for registration as a technical teacher.

12.4.3 REPORTING:

Head of Department in respective programme

12.4.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PTSS **8**

13.0 INSTITUTE OF RURAL DEVELOPMENT PLANNING DODOMA

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institute for providing Training, Research and Consultancy services in the fields of Rural Development Planning. The Institute is registered by the National Council for Technical **Education (NACTE).**

18.1 TUTORIAL ASSISTANT IN REGIONAL DEVELOPMENT PLANNING - (1 POSTS)

18.1.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6 (Ordinary Diploma);
- 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;

18.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree /Advanced diploma in the relevant field with a GPA of 3.5 and above.

18.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 6/7**

18.2 ASSISTANT LECTURER-3 POSTS

- Development Finance biased in Finance and Accountancy -2 POSTS
- Statistics/Mathematics-**1 POST**

18.2.1 DUTIES AND RESPONSIBILITIES

- Conduct lectures up to NTA level 8 i.e. Bachelor Degree
- Prepares learning resources for tutorial exercises
- Conduct research, seminars and case studies
- Carry out consultancy and community service

- Supervise student projects
- Prepare training manuals

18.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in the relevant fields.
- Should have obtained a GPA of 3.5 and above in the undergraduate degree
- Experience in teaching in higher learning institutions will be an added advantage

18.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 8/9**

14.0 AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM) – BAGAMOYO

The Chief Executive of ADEM invites suitable qualified Tanzanians to fill vacant positions. ADEM mission is to promote qualitative and quantitative improvement of the education sector in the Country through training, research and consultancy in educational leadership, management and administration and hence to produce both effective and efficient professional educational leaders, managers and administrators.

14.1 SENIOR TUTOR II - FINANCE MANAGEMENT -1 POST

14.1.1 DUTIES AND RESPONSIBILITIES:

- Teaches up to NTA level 6
- Coordinates teaching activities and prepares learning resources
- Conducts research and consultancy projects;
- Develops and reviews curricula;
- Supervises students projects and research works up to NTA level 6
- Supervises and assists junior teaching staff; and
- Performs any other duties as assigned by supervisors.

14.1.2 QUALIFICATIONS AND EXPERIENCE

- Masters degree in Business Studies, must possess Bachelor degree in Commerce with Education, B. Com or Bachelor of Finance Management.

14.1.3 COMPETENCES:

- Must be competent in teaching, carrying out Training Needs Assessment, Designing and Developing Training Programs, conducts research and consultancy in Education Management
- Computer literacy is compulsory.

14.1.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PTSS 13**

14.2 SENIOR TUTOR II - INFORMATION MANAGEMENT TECHNOLOGY -1 POST
14.2.1 DUTIES AND RESPONSIBILITIES
- Teaches up to NTA level 6
- Administers examinations up to NTA level 6;
- Supervises and assists students in building up their research/projects;
- Develops and reviews curricula;
- Conducts research, consultancy and community services;
- Performs any other duties as may be assigned by his/her superior

14.2.2 QUALIFICATIONS AND EXPERIENCE
- Masters degree in Information Technology/Information Communication Technology Management,
- Must possess Bachelor Degree in Information Technology/Information Communication Technology.

14.2.3 COMPETENCES
- Must be competent in teaching, carrying out Training Needs Assessment, Designing and Developing Training Programs, conducts research and consultancy in Education Management
- Computer literacy is compulsory.

14.2.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PTSS 13**

14.3 SENIOR TUTOR II - ENTREPRENEURSHIP IN EDUCATION -1 POST
14.3.1 DUTIES AND RESPONSIBILITIES
- Teaches up to NTA level 6
- Administers examinations up to NTA level 6;
- Supervises and assists students in building up their research/projects;
- Develops and reviews curricula;
- Conducts research, consultancy and community services;
- Performs any other duties as may be assign by his/her superior

14.3.2 QUALIFICATIONS AND EXPERIENCE
- Master's Degree in relevant field.
- Must possess Bachelor degree in Commerce with Education

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14.3.3 COMPETENCES
- Must be competent in teaching, carrying out Training Needs Assessment, Designing and Developing Training Programs, conducts research and consultancy in Education Management

- Computer literacy is compulsory.

14.3.4 REMUNERATION
Attractive remuneration package in accordance with the Institution's salary **PTSS 13**

15.0 COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)
The College of African Wildlife Management, MWEKA, founded in 1963 is a center of excellence in professional and technical wildlife and tourism management training in Africa. It is registered with the National Council of Technical Education (NACTE) in Tanzania and recognized by the East African Community (EAC) and the Southern African Development Community (SADC). It is situated 14 km from Moshi town on the slopes of Mount Kilimanjaro.

15.1 TUTORIAL ASSISTANT: 3 POSTS
15.1.1 ATTRIBUTES
- Capacity for academic problem analysis and decision making
- Industrious and willingness to work in remote wildlife areas under demanding environment
- Proactive and visionary
- Understanding training quality principles and procedures
- Must be computer literate
- Customer-inclined individual
- Good interpersonal skills, integrity, role-model and mentor
- Not more than 35 years of age.

15.1.2 DUTIES
- Teaching up to NTA level 6 (Ordinary Diploma);
- 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 relevant duties as assigned by supervisor.

15.1.3 QUALIFICATIONS AND EXPERIANCE

- Bachelor Degree (NTA Level 8) with GPA not less than 3.5 or its equivalent qualifications in a relevant field from a recognised University in the following disciplines; Wildlife ecology, Natural Resources Management, Wildlife Management, Wildlife Tourism or other relevant disciplines.

15.1.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 4-7**

15.2 ASSISTANT LECTURER: 3 POSTS

15.2.1 ATTRIBUTES

- Capacity for academic problem analysis and decision making
- Industrious and willingness to work in remote wildlife areas under demanding environment
- Proactive and visionary
- Understanding training quality principles and procedures
- Customer-inclined individual
- Good interpersonal skills, integrity, role-model and mentor

15.2.2 DUTIES

- Teaching up to NTA level 8 (Bachelors Degree);
- Prepares learning resources for tutorial exercises;
- Conducts research, seminars and case studies;
- Carries out consultancy and community services under close supervision;
- Supervises students project
- Prepare teaching manual; and
- Performs any other relevant duties as assigned by supervisor.

15.2.3 QUALIFICATIONS AND EXPERIANCE

- Masters Degree or equivalent (in the relevant field), with teaching experience of not less than 3 years and having published at least one paper in a recognised and reputable journal.

15.2.4 REMUNERATION

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

16.0 TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

The Tanzania Wildlife Research Institute (TAWIRI) was established by Act of Parliament of the United Republic of Tanzania No. 4 of 1980, under the name "Serengeti Wildlife Research Institute" (SWRI), with the overall responsibility of carrying out, coordinating and supervising all wildlife research in the country. The original name of the Institute was changed from SWRI to TAWIRI in 1999, by the Act of Parliament No.10, to give its broader meaning and mandate on wildlife research throughout the country.

16.1 PRINCIPAL ACCOUNTANT II – 1 POST

16.1.1 DUTIES AND RESPONSIBILITIES

- Supervise debt collection in liaison with departmental managers
- Oversee internal control system, accounting policies and procedures.
- Maintain all books of accounts and allied records.
- Prepare detailed duty roster for the staff in the respective sections and ensure smooth carrying out of duties.
- Co-ordinate the preparation of departmental budgets and monitor financial information systems.
- Perform any other duties assigned.
- Maintain all books of accounts and allied record including stock records.
- Ensure that all revenue of the institute is accounted for and is appropriately recorded.
- Prepare detailed duty roster for the staff in the respective sections and ensure smooth carrying out of duties.
- Co-ordinate the preparation of departmental budgets and monitor financial information systems.
- Provide technical and professional guidance and training to subordinates.

- To do any other duties as may be assigned.

16.1.2 QUALIFICATION AND EXPERIENCE

- CPA (T) Professional Certificate or its equivalent and registered by NBAA under "associate" or "fellow" category.
- Three years working experience in the Public Service.

16.2 PRINCIPAL FIELD ATTENDANT – 1 POST

16.2.1 DUTIES AND RESPONSIBILITIES

- To assist research assistant and laboratory technicians in carrying out their duties in the field and in laboratory in the implementation of agreed research activities.

16.2.2 QUALIFICATION AND EXPERIENCE

- Secondary School education Certificate.
- At least two (2) years work experience.

17.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a Parastatal academic institution established by the Institute of Accountancy Act No.1 of 1990. It offers undergraduate and postgraduate training courses. The Institute envisions becoming an exemplary centre of excellence in modern business management training, research and consultancy services. It endeavours to provide high quality, competence-based training and offer research and consultancy services through applied technology.

17.1 DEAN OF STUDENTS – 1 POST

17.1.1 DUTIES AND RESPONSIBILITIES.

- Head Student Welfare Services;
- Serve as Institute's ambassador to alumni, parents, students, neighbours, community leaders and professional colleagues;
- Oversee provision of counseling services to students;
- Liaise with appropriate officers of the Institute and advice students in respect to personal problems affecting them;
- Liaise with the Deputy Rector Academics and/or such other officers of the Institute as may be appropriate in attending students' problems;
- Resolve students' disciplinary matters in accordance with IAA's students' Disciplinary Code and Procedures.

17.2 QUALIFICATION AND EXPERIENCE

- Masters Degree in Education, Sociology, Home Economics, Management or its equivalent from a recognized University/Institution.
- At least (9) nine years working experience in teaching, students' administration or working in a similar area of specialization, five of which must be in a senior managerial position.

17.3 SENIOR LECTURERS – 2 POSTS

- Emerging Market Finance – 1 post
- Information Systems Security – 1 Post.

17.3.1 DUTIES AND RESPONSIBILITIES.

- Teach students up to NTA level 9 (Masters Degree).
- 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.
- Undertake individual research and participates in scientific/academic congregations.
- Supervise and guide post-graduate students.
- Prepare teaching manuals simulations and case studies for training.
- Coach junior teaching staff.
- Assume managerial leadership roles e.g. coordinate academic programmes or major research projects and consultancy.
- Perform any other duties as assigned by supervisors

17.4 QUALIFICATION AND EXPERIENCE

- Doctorate Degree in emerging marketing/finance or information system security who is eligible for registration as a technical teacher with a working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution and has published at least three peer reviewed papers;
  Or
- Doctorate Degree in emerging marketing/finance or information system security who is eligible for registration as a technical teacher and has proven applicable working experience in research and consultancy of at least 10 years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field;
  Or
- Master's Degree in emerging marketing/finance or information system security, who is eligible for registration as technical teacher and has a proven applicable working experience in research and consultancy of at least 20 years in the industry and have published at least ten consultancy/reports of the Academic and Professional appreciable depth in the relevant field;

- She / he must have attained a B+ (GPA of 4.0/5.0) at Masters degree and a minimum GPA of 3.8/5.0 in the Bachelor's degree

17.5 LECTURERS – 5 POSTS

- Procurement & Supply Chain Management – 1 post;
- Project Management – 1 post;
- Law and Contract Management – 1 post;
- Server Administration – 1 post and;
- Corporate Finance – 1 post.

17.5.1 DUTIES AND RESPONSIBILITIES.

- Teach up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders.
- 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 and review existing curriculum.
- Undertake individual research and participates in scientific/academic congregations.
- Prepare teaching manuals, simulations and case studies for training.
- Coach junior teaching staff.
- Perform any other duties as assigned by supervisors.

17.5.2 QUALIFICATION AND EXPERIENCE

- Doctorate (Ph.D.) degree in relevant field.
  OR
- Masters degree with at least three years at Assistant Lecturer Level plus two peer reviewed publications in relevant field
  OR
- A registered professional with at least 10 years working experience preferably in Research or Consultancy with Masters degree in relevant field 5 consultancy/research reports of the academic and professional appreciable depth.
- She / he must have attained a B+ (GPA of 4.0/5.0) at Masters degree and a minimum GPA of 3.8/5.0 in the Bachelor's degree.

17.6 ASSISTANT LECTURERS – 20 POSTS

- Entrepreneurship – 2 posts;
- Procurement – 2 posts;
- Quantitative Methods – 1 post;
- Development Studies – 1 post;

- Logistics – 1 post;
- Law – 1 post;
- Communication Skills – 1 post;
- Banking and Finance – 3 post;
- Marketing – 1 post;
- Economics – 1 post;
- Human Resources Management – 1 post;
- Strategic Studies – 1 post and;
- Information Technology – 4 posts.

17.6.1 DUTIES AND RESPONSIBILITIES.

- Teach up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders.
- 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 and review existing curriculum.
- Undertake individual research and participates in scientific/academic congregations.
- Prepare teaching manuals, simulations and case studies for training.
- Coach junior teaching staff.
- Perform any other duties as assigned by supervisors.

17.6.2 QUALIFICATION AND EXPERIENCE

- Masters degree in relevant field.
- She / he must have attained a B+ (GPA of 4.0/5.0) at Masters degree and a minimum GPA of 3.8 in the Bachelor's degree.

17.7 ACADEMIC ADMINISTRATIVE OFFICER II – 1 POST

17.7.1 DUTIES AND RESPONSIBILITIES.

- Assist in preparing adverts and processing students' admissions;
- Process the supply of examination stationery;
- Assist in the preparation of examination time table and allocation of rooms;
- Assist in preparing examination invigilation plan.

17.7.2 QUALIFICATION AND EXPERIENCE

- Bachelors Degree in Public Administration, Education, Business Administration, Information Technology or its equivalent from a recognized University/Institution.

17.8 LIBRARIAN (ACADEMIC) – 2 POSTS

17.8.1 DUTIES AND RESPONSIBILITIES.

- Supervise classified catalogue books and other library materials including maintaining and index to keywords for retrieval purposes.
- Produce bibliographic information and guides.
- Select and orders information resources.
- Shelve books, periodicals, journals and other library materials
- Plan and administer Library services.
- Maintain relevant websites and e-mail addresses/and facilities access of information from internet.
- Provide technical assistance to users.
- Manage electronic information downloading.
- Supervise and carry out user's instruction in information retrieval systems.
- Maintain a record of Library materials loaned to users.
- Supervise junior staff under his/her unit.
- Participate in divisional budget preparation.
- Prepare library related learning resources and participates in assistance capacity in conducting research, consultancies

17.8.2 QUALIFICATION AND EXPERIENCE

- Masters degree in relevant field.
- She / he must have attained a B+ (GPA of 4.0/5.0) at Masters degree and a minimum GPA of 3.8/5.0 in the Bachelor's degree.

18.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Agency 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 contribute to national development through a fair, efficient and effective national examinations and educational assessment system that provide high quality stakeholders service through competent and motivated staff.

18.1 SENIOR PLANNING OFFICER I - 1 POST

18.1.1 DUTIES AND RESPONSIBILITIES

- Prepares basic statistical and management reports;
- Stores and retrieves inventory information;

- Designs and reviews of data collection instruments
- Interprets and analyses data for plan formulation;
- Participating in monitoring and evaluation of the implementation of strategic plans and report on performance
- Prepare annual recurrent, development and investment budgets
- Facilitating preparations for action plans
- Participating in preparation of annual budgets
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors

18.1.2 QUALIFICATION AND EXPERIENCE

- Degree in Economics, Statistics, Public Policy and Planning, BSc in Agro Economics or any other related field.
- At least (7) seven years working experience in the relevant field.
- Must be computer literate

18.1 PRINCIPAL EXAMINATIONS OFFICER II (1 POST - COODINATOR OF BIOLOGY SUBJECT)

18.1.1 DUTIES AND RESPONSIBILITIES

- Writes conference papers as may be required from time to time;
- Writes well researched papers and represents NECTA in local and international examination bodies from time to time;
- Advises the respective Head of Department or Section on all professional and technical matters pertaining to Examinations designs and development in line with areas of specialty;
- Conducts pre-testing exercise of examinations items;
- Moderates examinations items;
- Proofread examinations items and papers;
- Review examination formats
- Writes various reports related to examinations;
- Prepares various reports related to examinations.
- Typesetting of examinations paper in respective subject
- Responsible for maximum confidentiality and security of examinations
- Supervises marking of examinations administered by NECTA;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

18.1.2 QUALIFICATION AND EXPERIENCE

- MSc Education or equivalent qualification, majoring in Biology.
- At least (8) eight years working experience in an Education Institution with knowledge in conducting research and evaluation;
- Must have good computer knowledge.

18.2 SENIOR EXAMINATIONS OFFICER I (1 POST - COORDINATOR OF ECONOMICS SUBJECT)

18.2.1 DUTIES AND RESPONSIBILITIES

- Advises the respective Head of Department or Section on all professional and technical matters pertaining to Examinations designs and development in line with areas of specialty;
- Conducts pre-testing exercise of examinations questions;
- Moderates examinations items;
- Proofread examinations items and papers;
- Supervises marking of examinations administered by NECTA;
- Responsible for maximum confidentiality and security of examinations
- Review examination formats
- Typesetting of examinations paper in respective subject
- Writes various reports related to examinations;
- Performs any other duties as assigned by his/her superiors.

18.2.2 QUALIFICATION AND EXPERIENCE

- Degree in Social Science, Education or equivalent qualifications from a recognized Institution, majoring in Economics with strong orientation in research , monitoring or evaluation, good report writing skills, ability to use research/analytical/statistics tools.
- At least (7) seven years working experience in Educational institution;
- Must have good computer knowledge.

18.3 SENIOR EXAMINATIONS OFFICER I (1 POST – COORDINATOR OF GEOGRAPHY SUBJECT)

18.3.1 DUTIES AND RESPONSIBILITIES

- Advises the respective Head of Department or Section on all professional and technical matters pertaining to Examinations designs and development in line with areas of specialty;
- Conducts pre-testing exercise of examinations questions;

- Moderates examinations items;
- Proofread examinations items and papers;
- Supervises marking of examinations administered by NECTA;
- Responsible for maximum confidentiality and security of examinations
- Review examination formats
- Typesetting of examinations paper in respective subject
- Writes various reports related to examinations;
- Performs any other duties as assigned by his/her superiors

18.3.2 QUALIFICATION AND EXPERIENCE

- Degree in Social Science, Education or equivalent qualifications from a recognized Institution, majoring in Geography with strong orientation in research , monitoring or evaluation, good report writing skills, ability to use research/analytical/statistics tools and at least seven years working experience in Educational institution; must have good computer knowledge.

18.4 SENIOR EXAMINATIONS OFFICER II (1 POST – COORDINATOR OF ISLAMIC KNOWLEDGE)

18.4.1 DUTIES AND RESPONSIBILITIES

- Moderates examinations items in respective subject;
- Supervise marking of examination
- Typesetting of examinations paper in respective subject
- Review examination formats
- Writes various reports related to examinations;
- Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions
- Responsible for maximum confidentiality and security of examinations
- Performs any other duties as assigned by his/her superiors.

18.4.2 QUALIFICATION AND EXPERIENCE

- Degree in Social Science, Education or equivalent qualifications from a recognized Institution, majoring in Islamic Knowledge with good writing and analytical skills
- At least five years working experience in Educational institution;
- Must have good computer knowledge.

18.5 SENIOR EXAMINATIONS OFFICER II (1 POST – COORDINATOR OF ARABIC LANGUAGE)

18.5.1 DUTIES AND RESPONSIBILITIES

- Moderates examinations items in respective subject;
- Supervise marking of examination
- Typesetting of examinations paper in respective subject
- Review examination formats
- Writes various reports related to examinations;
- Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions
- Responsible for maximum confidentiality and security of examinations
- Performs any other duties as assigned by his/her superiors.

18.5.2 QUALIFICATION AND EXPERIENCE

- Degree in Social Science, Education or equivalent qualifications from a recognized Institution, majoring in Arabic Language with good writing and analytical skills.
- at least (5) five years working experience in Educational institution;
- Must have good computer knowledge.

18.6 SENIOR EXAMINATIONS OFFICERS II (2 POSTS – COORDINATOR SPECIAL EDUCATION)

18.6.1 DUTIES AND RESPONSIBILITIES

- Moderates examinations items in respective subject;
- Supervise marking of examination
- Review examination formats
- Writes various reports related to examinations;
- Typesetting of examinations paper in respective subject
- Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions
- Responsible for maximum confidentiality and security of examinations
- Performs any other duties as assigned by his/her superiors.

18.6.2 QUALIFICATION AND EXPERIENCE

- Bachelor of Special Needs Education, Education or equivalent qualifications from a recognized Institution, majoring in Special Education with good writing and analytical skills.
- At least five years working experience in Educational institution;

- Must have good computer knowledge.

18.7 SENIOR EXAMINATIONS OFFICER II (1 POST – COORDINATOR OF PHYSICAL EDUCATION AND SPORTS)

18.7.1 DUTIES AND RESPONSIBILITIES

- Moderates examinations items in respective subject;
- Supervise marking of examination
- Review examination formats
- Writes various reports related to examinations;
- Typesetting of examinations paper in respective subject
- Conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions
- Responsible for maximum confidentiality and security of examinations
- Performs any other duties as assigned by his/her superiors.

18.7.2 QUALIFICATION AND EXPERIENCE

- Degree in Physical Education with education with good writing and analytical skills
- At least (5) five years working experience in Educational institution;
- Must have good computer knowledge.

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18.8 SYSTEMS ANALYST II (2 POSTS)

18.8.1 DUTIES AND RESPONSIBILITIES

- Assists in training technical support staff
- Evaluates, implements and documents enhancements
- Assists in identifying systems platforms, components and dependencies
- Identifies software maintenance requirements
- Performs any other duties as assigned by his/her superiors.

18.8.2 QUALIFICATION AND EXPERIENCE

- Degree in Computer Science/Information Technology or equivalent qualifications from recognized institution.

18.9 SYSTEMS SECURITY SPECIALIST II (1 POST)

18.9.1 DUTIES AND RESPONSIBILITIES

- Applies software security parches in timely manner
- Assists in performing systems audit
- Installs, configures and updates antivirus software

- Implements and manages security mechanism and controls
- Participate in disaster recovery and business continuity process
- Implements data backup security strategies
- Supports and trains users on computer and network security issues
- Performs any other duties as assigned by his/her superiors.

18.9.2 QUALIFICATION AND EXPERIENCE

- Degree in Computer Science, Information Technology or equivalent qualifications from recognized institution.

18.10 DATABASE ADMINISTRATOR II -I POST

18.10.1 DUTIES AND RESPONSIBILITIES

- Implements and tests database;
- Develops back and front – end database connectivity;
- Implements security policy and access control;
- Maintains physical organization of database objects;
- Provides database client and user service;
- Performs database administration and maintenance;
- Supports end users;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.10.2 QUALIFICATION AND EXPERIENCE

- Degree in Computer Science, Information Technology, Software Engineering or equivalent qualifications from a recognized Institution.

18.12. DATA PROCESSING TECHNICIAN II -3 POSTS

18.12.1. DUTIES AND RESPONSIBILITIES

- Performs coding of raw data on source documents by applying established, clearly defined procedures;
- Keys data from source documents;
- Assists in reviewing data processing output for accuracy against systems documentation standards and procedures;
- Validates input data and output from data processing systems;
- Advises programmers on problems related to data entry;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

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18.12.2. QUALIFICATION AND EXPERIENCE

- Diploma in Computer Studies or equivalent qualifications from a vocational training institute or recognised training Institution.

18.11 COMPUTER TECHNICIAN II -2 POSTS

18.11.1 DUTIES AND RESPONSIBILITIES

- Inspect and connect new equipment(s) as approved.
- Configure systems and install/update systems and applications software.
- Install and configure security software such as firewalls and anti-virus tools.
- Install configure and troubleshoot internet connections.
- Connect computers to wired and wireless local area networks.
- Test new systems to ensure that they are in working order.
- Performs any other duties as assigned by his/her superiors.

18.11.2 QUALIFICATION AND EXPERIENCE

- Diploma in Computer Studies or equivalent qualifications from a vocational training institute or recognised training Institution.

18.12 SENIOR REGISTRATION ASSISTANT II -2 POSTS

18.12.1 DUTIES AND RESPONSIBILITIES

- Processes examination results;
- Proofreads and posts certificates;
- Compiles and updates lists of disqualified candidates of all centres;
- Assists in checking and verifying accuracy of subject summaries for each centre and Master Summaries for examinations;
- Custodian and distributor of registration of stationery and files;
- Performs any other duties as assigned by his/her superiors.

18.12.2 QUALIFICATION AND EXPERIENCE

- CSEE or ACSEE with two principal passes and a Diploma in Education from a recognized Institution.
- At least four years teaching experience;
- Must be computer literate.

18.13 REGISTRATION ASSISTANT II - 4 POSTS

18.13.1 DUTIES AND RESPONSIBILITIES

- Dispatches registration forms and examinations instructions to examination centres;
- Receives and verifies registration forms from centres and individual candidates;
- Provides total number of candidates for each subject for examinations packing;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

18.13.2 QUALIFICATION AND EXPERIENCE

- CSEE or ACSEE with at least two principal passes and a Diploma in Education from a recognized Institution or equivalent.
- Must be computer literate.

18.14 BINDING SUPERVISOR II - 1 POST

18.14.1 DUTIES AND RESPONSIBILITIES

- Operates, sets and runs stitching machines;
- Operates stitching-cum-trimming machines;
- Operates paper cutting machines and knives;
- Undertakes gluing, thread paper wire stitching and perfect binding;
- Operates various machines in the finishing section on folding, cutting, stitching, binding of examination, examinations stationery and office stationery;
- Performs the recording of examination papers which have been printed and folded;
- Packages folded examination papers in boxes ready for centring;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.14.2 QUALIFICATION AND EXPERIENCE

- CSEE and Certificate in Graphics Art & Printing, Diploma in Binding Technology or equivalent qualifications from a recognized Institution.
- At least seven (5) years working experience in a related field.

18.15 SENIOR BINDER II - 1 POST

18.15.1 DUTIES AND RESPONSIBILITIES

- Trims books to size with power cutting machines;
- Fabricates covers for books;
- Embosses designs and tiles on covers and decorates books edges with plain or mixed colour;
- Assembles all printed materials into finished printed products

- Operates various machines in the finishing section on folding, cutting, stitching, binding of examination, examinations stationery and office stationery;
- Performs any other duties as assigned by his/her supervisor.

18.15.2 QUALIFICATION AND EXPERIENCE

- CSEE and Certificate in Graphics Art & Printing, Diploma in Binding Technology, or equivalent qualifications from a recognized Institution
- at least four years (4) working experience in a related field.

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18.16 PRINTING SUPERVISOR II – 1 POST

18.16.1 DUTIES AND RESPONSIBILITIES

- Assists in planning and implementing various printing tasks;
- Supervises printing activities;
- Prepares an inventory of printing requirements, supply of printing materials and chemicals;
- Maintains a register for incoming/outgoing jobs;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.16.2 QUALIFICATION AND EXPERIENCE

- CSEE and Certificate in Graphic Art and Printing, Diploma in Printing Technology or equivalent qualifications from a recognized Institution.
- at least six years (6) working experience in similar roles.

18.17 SENIOR PRINTER II - 2 POSTS

18.17.1 DUTIES AND RESPONSIBILITIES

- Operates printing machines of different kinds for the purpose of printing various institutional documents.
- Works on coloured and colour separation;
- Operates cutting machines;
- Performs any other duties as assigned by his/her supervisor.

18.17.2 QUALIFICATION AND EXPERIENCE

- CSEE with Certificate in Graphic Art and Printing or Diploma in Printing Technology .
- At least four years working experience in the related field.

18.18 PERSONAL SECRETARY I - 3 POSTS

18.18.1 DUTIES AND RESPONSIBILITIES

- Types letters and other documents;
- Receives visitors, ascertains the nature of their business and relays information to the executive concerned;
- Maintains a diary of appointments, meetings, occasions for executives and informs/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 facilitates departmental and other meetings and processes records of the proceedings;
- Ensures cleanliness of the office(s)
- Performs any other duties relevant to the functions of NECTA assigned by his/her superiors.

18.18.2 QUALIFICATION AND EXPERIENCE

- CSEE with credit passes in English and Kiswahili and Diploma in Secretarial Studies or equivalent qualifications from a recognised Institution with three years working experience.

18.19 PERSONAL SECRETARY II -1 POST

18.19.1 DUTIES AND RESPONSIBILITIES

- Types letters and other documents;
- Receives visitors, ascertains the nature of their business and relays information to the executive concerned;
- Maintains a diary of appointments, meetings, occasions for executives and informs/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 facilitates departmental and other meetings and processes records of the proceedings;
- Ensures cleanliness of the office(s)
- Performs any other duties relevant to the functions of NECTA assigned by his/her superiors.

18.19.2 QUALIFICATION AND EXPERIENCE

- CSEE with credit passes in English and Kiswahili and Diploma in Secretarial Studies or equivalent qualifications from a recognised Institution
- At least (2) two years working experience.

18.20 DRIVER II - 4 POSTS

18.20.1 DUTIES AND RESPONSIBILITIES

- Drives NECTA vehicles skillfully;
- Maintains and keeps up-to-date log-books;
- Adheres to maintenance schedules;
- Keeps motor vehicles in good running conditions and reports faults and defects to head of department;
- Ensures that valid documents are obtained prior to commencing any journey;
- Ensures safety and cleanliness of the vehicles at all times;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.20.2 QUALIFICATION AND EXPERIENCE

- CSEE with Trade Test III in motor vehicle maintenance/mechanics or equivalent..
- Must have a valid class ‘C’ Driving License .
- At least three (3) years continuous driving experience.
- Must have a certificate from a recognized driving school.

18.21 SENIOR SECURITY GUARD I - 2 POSTS

18.21.1 DUTIES AND RESPONSIBILITIES

- Reports on any unusual movement in the terminal or office premises;
- Reports unauthorized entry into prohibited areas;
- Prepares day to day security report;
- Performs duties of Junior Security Guards with additional responsibilities;
- Ensure attendance of schedules for Security Guards;
- Ensure that day to day security reports are properly prepared;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.21.2 QUALIFICATION AND EXPERIENCE

- CSEE/ACSEE and training in militia, National Service or related training.
- At least four (4) years working experience in the related field.

18.22 SECURITY GUARD II - 6 POSTS

18.22.1 DUTIES AND RESPONSIBILITIES

- Checks incoming and outgoing vehicles and visitors at main Gate;
- Keeps watch on the area of work and NECTA surroundings;
- Reports on any unusual movement in the terminal or office premises;
- Reports unauthorized entry into prohibited areas;
- Prepares day to day security report;
- Performs any other duties relevant to the functions of NECTA as assigned by his/her superior.

18.22.2 QUALIFICATION AND EXPERIENCE

- CSEE and must have passed a militia stage 1 certificate, National Service training or equivalent training.

19.0 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 Council has a chairperson appointed by the President of the United Republic of Tanzania and 11 members appointed by the Minister responsible for Science and Technology. The Chief Executive of the Institute is the Principal who is appointed by the Minister. The Principal is also the Secretary of the DIT Council. The Principal in executing his/her administration functions is supported by the Deputy Principal (Academic, Research and Consultancy) who is responsible for the operations of academic related departments and the Deputy Principal (Administration and Finance) who oversees the operations of supporting departments.

19.1 TUTORIAL ASSISTANT-17 POSTS

19.1.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6 (Ordinary Diploma).
- Conduct tutorial and practical exercises for students.
- Prepares learning resources for tutorial exercise
- Assists in conducting research under close supervision of supervisor
- Carries out Consultancy and Community Services under close supervision.
- Perform any other duties as assigned by supervisor.

19.1.2 QUALIFICATIONS AND EXPERIENCE:

19.1.2.1 SCIENCE AND LABORATORY TECHNOLOGY - 4 POSTS

- Bachelor of Science (Molecular Biology/Biotechnology), BSc (Education) Majoring in Biology and Chemistry or BSc in Zoology or Botany (GPA 3.5 and above).

19.1.2.2 BUILDING AND CIVIL ENGINEERING -2 POSTS

- Bachelor of Science /Bachelor of Engineering/ Advanced Diploma in Mining/ Geotechnical Engineering(GPA 3.5 and above) (1 Post)
- Bachelor of Science /Bachelor of Engineering /Advance Diploma in Civil Majoring in Highway(GPA 3.5 and above).(1 Post)

19.1.2.3 ELECTRICAL ENGINEERING – 2 POSTS

- Bachelor of Science /Bachelor of Engineering /Advanced Diploma in Engineering Majoring in Renewable Energy Technology (GPA 3.5 and above) (1 Post)
- Bachelor of Science /Bachelor of Engineering /Advance Diploma in Biomedical Engineering (GPA 3.5 and above) (1 Post)

19.1.2.4 GENERAL STUDIES DEPERTMENT-2 POSTS

- Bachelor of Science (Education) Majoring in Mathematics.
- At least three (3) years working experience with GPA 3.5 and above.

19.1.2.5 MECHANICAL ENGINEERING- 2 POSTS

- Bachelor of Science /Bachelor of Engineering /in Mechanical Engineering with GPA 3.5 and above.

19.1.2.6 COMPUTER ENGINEERING- 2 POSTS

- Bachelor of Science /Bachelor of Engineering in Computer with two of the following Courses, Multimedia Technology, Animation and Film Technology, Video Technology and Production, Audio/ Sound Engineering and Video Production, TV Production and Broadcasting, Graphic Design and Production,

Animation and Computer Games and Visual Effects (GPA 3.5 and above) or equivalent qualification from a recognized Institution.

19.1.2.7 ELECTRONICS AND TELECOMMUNICATION- 3 POSTS

- Master of Science /Bachelor of Engineering in Electronics and Telecommunications Engineering with GPA 3.5 and above or equivalent qualification from a recognized Institution.

19.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PHTS 4-5.**

19.2 INSTRUCTOR II – 7 POSTS

19.2.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 6 and assist teaching in higher NTA levels.
- Administers examinations up to NTA level 8.
- Supervises and assists students in building up their research/ projects.
- Prepare learning resources.
- Conducts research, consultancy and community services.
- Supervises field training.
- Supervises and assist junior staff
- Perform any other duties as assigned by supervisor.

19.2.2 QUALIFICATIONS AND EXPERIENCE

19.2.2.1 ELECTRICAL ENGINEERING – 1 POST

- Bachelor of Science/Bachelor of Engineering/Advanced Diploma in engineering majoring in Renewable Energy/ Bachelor of Science in Biomedical Engineering.
- at least three (3) year working experience.

19.2.2.2 BUILDING AND CIVIL ENGINEERING -1 POST

- Bachelor of Science/Bachelor of Engineering /Advanced Diploma in Geotechnical /Oil/Gas.
- With at least three (3) year experience.

19.2.2.3 SCIENCE AND LABORATORY TECHNOLOGY- 1 POST

- Bachelor of Science (Education) Majoring in physics and Chemistry.
- At least three (3) year working experience.

19.2.2.4 ELECTRONICS AND TELECOMMUNICATION ENGINEERING- 1 POST

- Bachelor of Science/Bachelor of Engineering in Electronics and Telecommunications Engineering
- At least three (3) year working experience.

19.2.2.5 COMPUTER STUDIES DEPERTMENT- 1 POST

- Bachelor of Science/Bachelor of Engineering /Advanced Diploma in Computer with two of the following Courses, Multimedia Technology, Animation and Film Technology, Video Technology and Production, Audio/Sound Engineering and Video Production, TV Production and Broadcasting, Graphics Design and Production, Film Production Technology, Digital Media, Animations and Computer Games, Music Technology and Production, Digital TV Management and Production, or equivalent qualification from a recognized Institution
- At least three (3) year working experience.

19.2.2.6 GENERAL STUDIES DEPARTMENT- 1 POST

- Bachelor of Science (Education) Majoring in Mathematics or MSc (Education) Majoring in Mathematics is added advantage with or equivalent qualification from recognized Institution
- At least three (3) year working experience

19.2.2.7 MECHANICAL ENGINEERING DEPARTMENT- 1 POST

- Bachelor of Science/Bachelor of Engineering in Mechanical Engineering (Majoring in manufacturing)
- At least three (3) year working experience

19.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary **PTSS 11.**

19.3 ASSISTANTS LECTURER -12 POSTS

19.3.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 (Bachelor Degree).
- Prepares learning resources for tutorial exercise.
- Conducts research, seminars and Case studies.
- Supervises students' project.
- Prepares teaching manual and;
- Performs any other duties as assigned by Supervisor.

19.3.2 QUALIFICATIONS AND EXPERIENCE:

19.3.2.1 ELECTRICAL ENGINEERING DEPARTMENT- 1 POST

- Master Science/Master Engineering in Electrical Engineering with Bachelor of Science./Bachelor of Engineering/Advanced Diploma with GPA 3.5 and above Majoring in Biomedical Engineering.

19.3.2.2 GENERAL STUDIES DEPARTMENT - 3 POSTS

- Master Degree in Entrepreneurship and (MEED) with Bachelor Degree/ Advanced Diploma with GPA 3.5 and above or equivalent qualification from recognized Institution – (1 Post)
- Master Degree in Education (Majoring in Linguistics-Communications Skills) with Bachelor Degree of GPA 3.5 and above or equivalent qualification from recognized Institution – (2 Posts)

19.3.2.3 MECHANICAL ENGINEERING DEPARTMENT-1 POST

- Master of Science / Master of Mechanical Engineering with Bachelor Degree/Advanced Diploma in Mechanical Engineering (Majoring in Manufacturing/ Energy) of GPA 3.5 and above .

19.3.2.4 BUILDING AND CIVIL ENGINEERING DEPARTMENT-1 POST

- Master of Science/Master Engineering in Civil Engineering with Bachelor of Science/Bachelor of Engineering/Advanced Diploma in Civil (Highway) Engineering of GPA 3.5 and above.

19.3.2.5 SCIENCE AND LABORATORY TECHNOLOGY DEPARTMENT- 2 POSTS

- Master of Science in Physics or Physical Sciences with Bachelor Degree in Physics or Physical Sciences of GPA 3.5 and above – (1 Post)
- Master of Science in Biological Science with Bachelor Degree in Biological Science of GPA 3.5 and above – (1 Post).

19.3.2.6 COMPUTER STUDIES DEPARTMENT- 2 POSTS

- Master of Science/Master Engineering in Computer with Bachelor of Science/Bachelor of Engineering with GPA 3.5 and above.

19.3.2.7 ELECTRONICS AND TELECOMMUNICATION-2 POSTS

- Master of Science/Master Engineering in Electronics and Telecommunications Engineering with BSc./BEng/Advanced Diploma in Electronics and Telecommunications Engineering of GPA 3.5 and above .

19.3.3 REMUNERATION

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

19.4 ADMISSION OFFICER II- 1 POST

19.4.1 DUTIES AND RESPONSIBILITIES

- Process application for Admission of Students.
- Ensures availability of stationeries for admission purposes
- Assist in preparing admission advertisements
- Keeps proper records of all students' admission matters.

19.4.2 QUALIFICATIONS AND EXPERIENCE

- First Degree/ Advanced Diploma in Educational Management, Administration or Statistics.

19.4.3 REMUNERATION

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

19.5 EXAMINATION OFFICER II – 1 POST

19.5.1 DUTIES AND RESPONSIBILITIES

- Ensures availability of examination stationeries
- Prepares examinations timetable and allocation of rooms.
- Keeps proper records of all examination results, minutes' rules and regulations.
- Arranges examination invigilation.
- Performs any other related duties as may be assigned by immediate supervisor

19.5.2 QUALIFICATIONS AND EXPERIENCE

- First Degree/ Advanced Diploma in Educational, Management, Administration or Statistics..

19.5.3 REMUNERATION

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

19.6 HEAD OF PLANNING UNIT - 1 POST

19.6.1 DUTIES AND RESPONSIBILITIES

- Chief advisor to the Deputy Rector (administration and Finance) on all matters pertaining to planning, finance and management information system of the Institute.
- Head of Planning Unit
- Formulates and co-ordinates corporate plans and strategies based upon priorities for resources allocation to various functional programmes.
- Prepares estimates for capital development.
- Liaises with Government Ministry and departments on all issues concerning Institutes Education developments.
- Liaises with Chief Accountant's office in preparing recurrent budget.
- Compiles project profiles including sources of funding, custodian of agreements with donors and monitors reports.
- Reviews and evaluates reports on plan performance.
- Co-ordinates preparation of recurrent and capital development budgets and prepares mid- term cost adjustments.

19.6.2 QUALIFICATIONS AND EXPERIENCE

- Master Degree in Economics, Educational Planning, Engineering/ General Management, Statistics, and any other relevant field from recognized Institution
- At least 10 years working experience, of which five (5) years should be in a senior administrative

19.6.3 REMUNERATION

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