THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/H/17 **13rd November, 2014**

VACANCIES ANNOUNCEMENT

On behalf of Attorney General, Tanzania Investment Centre (TIC), The Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), The Government Chemist Laboratory Agency is an Executive Agency; Tanzania Commission for Science and Technology (COSTECH), The Government Procurement Services Agency (GPSA), The Mineral Resources Institute (MRI), Tanzania Institute of Education (TIE), Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 250 vacant posts in the above Public Institution.**

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
iii. Applicants should apply on the strength of the information given in this advertisement.
iv. **The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.**
v. Applicants must attach their detailed relevant certified copies of academic certificates:

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
- Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
- Form IV and Form VI National Examination Certificates.
- Computer Certificate

- Professional certificates from respective boards
- One recent passport size picture and birth certificate.

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

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

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

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

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

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

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

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

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

xv. **Deadline for application is 27th November, 2014 at 3:30 p.m**

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

xvii. Women are highly encouraged to apply

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

xix. Application letters should be written in Swahili or English

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

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

1.0 TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY

Tanzania Commission for Science and Technology (COSTECH) is a public institution established by an Act of Parliament No. 7 of 1986. By the Act COSTECH is mandated to promote and coordinate research, promote technology development transfer, acquire, store and disseminate scientific and technological information to the general public, the overall objective of the mandate is to stimulate and promote social and economic development. The Commission is undergoing remarkable modernization including structural changes and implementation of new and more attractive scheme of service and competitive salary structure. The following position is vacant and requires to be filled as soon as possible:

1.1 DIRECTOR OF SOCIAL SCIENCES – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- Assist the Director General to formulate long and short term plans and programmes for promotion and development of scientific research in the fields of Economics, Education, Policy, Demography and Sociology;
- Prepare operational plan, budget and document output of the directorate;
- Act as Assistant Secretary to various R&D Committees of the Commission;
- Coordinate, monitor and promote scientific research in fields of Economics, Education, Policy, Demography and Sociology;
- Promote and coordinate cooperation in research between national and foreign research institutions;
- Formulate and prepare research project proposals for the sake of soliciting funds from donors and other sources of funds;
- Work out implementation strategies of the STI policy through R&D Advisory Committees in related fields;
- Organize seminars and workshops in the related fields of Economics, Education, Policy, Demography and Sociology and promote utilization of research results;

- Organize regular meetings of the R&D Advisory Committees and implementation of its recommendation;
- Facilitate process of call and review proposal to NFAST for research grants applications to be submitted to the R&D Advisory Committees on related fields;
- Harmonize the work of the R&D Advisory Committee on related filed in line with other R&D Advisory Committees;
- Any other duties assigned by the Director General.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Economics, Demography, Sociology, Education or other related fields in social sciences;
- Published not less than 10 papers in recognized journal with demonstrated related work experience of at least 8 years in research ideally gained in a business environment where team work and flexibility were paramount.

1.1.3 SALARY SCALE: COSS 14

1.2 CHIEF RESEARCH OFFICER (TECHNOLOGY INNOVATION) – 1 POST-RE-ADVERTIZED

1.2.1 DUTIES AND RESPONSIBILITIES

- Deal with all matters relating to development and transfer of technologies for urban and rural use including formulation and review of related policies;
- Identify and document technology needs for various target groups (stakeholders) and prepare strategies and plans for intervention;
- Mobilize resources by conceptualizing and developing programs/projects for soliciting internal and external fund;
- Scout for new, emerging and imported technologies, identify recipients and set strategies for adoption and scaling purposes;
- Popularize the use of environmentally friendly technologies;
- To coordinate and promote technology innovation activities at all levels in the relevant clusters and fields/sectors of the economy;
- To keep up to date inventory of technology innovations in R&D institutions, academic, government and private sector;

- To be abreast with new and emerging technology and prepare strategies for acquiring and adaptation;
- To mobilize resources to compliment support from the government for supporting technology innovation activities in the country;
- Any other duties as may be assigned by the Director.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Engineering, Economics, Sociology or related discipline with work experience of at least five years;
- Must have published not less than 10 papers in recognized journals with demonstrated skills in technology innovation activities, negotiation and entrepreneurship;
- Must have proven track records of 3 years of innovation projects.

1.2.3 REMUNERATION

- This position holds salary scale of: COSS 13

1.3 SENIOR OFFICE ASSISTANT – 1 POST-RE-ADVERTIZED

1.3.1 DUTIES AND RESPONSIBILITIES

- Cleaning and tidying up of offices, office buildings, toilets, furniture, equipment and surrounding areas;
- Carries office files and documents from one office to another;
- Dispatch letters and parcels including all types of inter-communication;
- Deliver and collect mail and parcels from and to various people and places;
- Assist in sending and receiving messages;
- Assist in photocopying and printing;
- Opens office doors in time and closes the after office hours;
- Prepare tea for staff and visitors;
- Cleaning cups and teapots;
- Perform any other duties as may be assigned by the immediate supervisor from time to time.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Certificate Secondary Education with passes in English and Kiswahili with at least seven years experience in relevant field;
- Must be fluency in both English and Kiswahili;
- Possession of Trade Test 1 in electricity from a recognized institution will be an added advantage;

1.3.3 REMUNERATION

- This position holds salary scale of salary: **COSS 4**

2.0 THE TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

The Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) is an Agency under the Ministry of Works, established under the authority of the Executive Agencies Act No 30 of 1997 by an Establishment Order by the Minister for Works through Government Notice No.254 of 26th August 2005. TEMESA was created in the spirit of Act of No 30 of 1997, which was to improve services and increase both effectiveness and efficiency of operations. TEMESA was specifically established to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to government institutions and the public at large.

2.1 PRINCIPAL HUMAN RESOURCES OFFICER II (1Posts)

2.1.1 DUTIES AND RESPONSIBILITIES

- Administer and maintain the salary administration and staff benefit programmes;
- Overall in charge of human resources section;
- Provide and interpret policy statements on human resources matters;
- Monitor and evaluate salary increase requests received by the personnel office during the annual merit review;
- Carry out periodic human resources auditing;
- Deal with insurance matters and welfare of schemes;
- Ensure provision of optional personnel services such as salary administration, fringe and terminal benefits and incentive package;
- Deal with human resource wastage on retirement gratuities, pension, severance allowance, engagement contracts, dismissals, terminations, accidents and death;
- Plan, develop and direct administration of schemes of service, compensation and staff benefit programmes to ensure maintenance of integrity of the schemes of service and active worth of jobs in the agency;

- Assist and advise the agency management on the development and modification of basic personnel policies and procedures;
- Monitor decentralized personnel and administrative activities to the agency to ensure compliance with approved policies and procedures;
- Monitor personnel action such as performance appraisals, promotion, merit increases, internal transfers and termination of services and provides advice and other assistance as required to achieve equitable treatment of employees and consistency in the application of the agency's personnel policies;
- Prepare and coordinate short and long term human resources development plan (training);
- Take on all matters concerning industrial relations;
- Maintain constant review and appraisal of the current policies and procedures and cognizance of good practice elsewhere and initiates and conducts studies to develop improved plans, policies and procedures and to resolve problems;
- Coordinate preparation of job list.

2.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree or Postgraduate diploma in Business Administration, Public Administration or Manpower Planning with at least 10 years working experience in the relevant field.

2.1.3 REMUNERATION:

- According to Tanzania Government Scale **TGS G**

2.2 PRINCIPAL INTERNAL AUDITOR II (1 Post)

2.2.1 DUTIES AND RESPONSIBILITIES:

- Prepare annual Audit Plan and programs;
- Carry out both regular and random investigations on departmental accounts;
- Evaluate internal controls to ensure that accounting systems provide adequate, timely and accurate information, protection against loss through negligence, dishonesty or misappropriation of fund;
- Make recommendations about checks and changes in the accounting systems, and security arrangements;

- Auditing inventory of Assets in accordance with the Agency's Policy and Auditing standards;
- Auditing and recommend to budget holders to facilitate the most efficient use of the Agency's financial resources;
- Advise the Management on developing audit guidelines and recommending effective internal control system;
- To build up an effective liaison with the external auditors.

2.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree or Postgraduate Diploma in Accountancy.
- CPA or equivalent qualification.
- Should have at least 10 years experience in the related field.
- Must be computer literate with advanced knowledge of Integrated Financial Management Systems and Computer Aided Audit Techniques (CAATs).

2.2.3 REMUNERATION:

- According to Tanzania Government Scale **TGS G**

2.3 PRINCIPAL ECONOMIST II (1 Post)

2.3.1 DUTIES AND RESPONSIBILITIES:

- Coordinate, prepare, implement, monitor and evaluate the strategic plan and other short term plans;
- Carryout project analysis, project appraisal reports, detailed project feasibility studies and capital budget;
- Supervise project implementation;
- Advise the management on appropriate policies related to the improvements of operations;
- Identify significant deviations from agreed plans and recommends the way forward;
- Develop management information system for the planning function;
- Participate in agency projects formulation and management;

- Participate in soliciting external funding of the agency development projects;
- Formulate strategies for increasing revenue and improving service delivery.

2.3.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Planning, Economics, or equivalent qualifications, with at least 10 years working experience in the relevant field.
- Must be a Computer literate.

2.3.3 REMUNERATION:

- According to Tanzania Government Scale **TGS G**

2.4 ENGINEER II - MECHANICAL (3 Posts)

2.4.1 DUTIES AND RESPONSIBILITIES:

- Carry out maintenance, service and repair of Motor Vehicles and Plants;
- Prepare maintenance costs, costing of materials and works, and ensure that bills and debit advice are written properly;
- Ensure that job cards for repair and maintenance are properly raised;
- Ensure proper valuation of jobs to achieve value for money;
- Carry out Planning, designing and fabrication of mechanical works;
- Enforce mechanical work flow procedures and observe compliances;
- Carry out designing, supervision and commissioning of mechanical works/appliances;
- Conduct Site inspections, to attend site meetings and prepare site inspection reports.

2.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Mechanical Engineering.
- Should be a Computer literate with background knowledge on AutoCAD application.

2.4.3 REMUNERATION:

- According to Tanzania Government Scale **TGS E**

2.5 ENGINEER II - ELECTRICAL (1 Posts)

2.5.1 DUTIES AND RESPONSIBILITIES:

- Plan and execute electrical works for electrical installation system in buildings, industries and electrical machinery, appliances and generators;
- Plan and supervise rehabilitation and preventive maintenance of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- Plan and supervise regular inspection of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- Plan and supervise troubleshooting of electrical faults in electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- Carry out designing, supervision and commissioning of new electrical construction works of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- Prepare progressive and completion reports for all electrical activities pertaining to electrical installation system for buildings, industries and electrical machinery, appliances and generators;
- Prepare cost estimates and bill of quantities pertaining to electrical works for electrical installation system for buildings, industries and electrical machinery, appliances and generators;
- Plan and supervise management of electrical materials, hardware and spare parts;
- Conduct conditional survey, load study and prepare reports;
- Conduct site inspections, to attend site meetings and prepare site inspection reports.

2.5.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Electrical Engineering.
- Should be a Computer literate with background knowledge on AutoCAD application.

2.5.3 REMUNERATION:

- According to Tanzania Government Scale **TGS E**

2.6 ENGINEER II - MARINE (3 Posts)

2.6.1 DUTIES AND RESPONSIBILITIES:

- Maintain, service and repair Ferries;
- Inspect propellers/pump jet periodically and rectify deficiencies;
- Install marine engines, propulsion system and other ferry accessories;
- Inspect Marine Vessels for corrective Maintenances.

2.6.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Marine Engineering.
- Should be a Computer literate with background knowledge on AutoCAD application.

2.6.3 REMUNERATION:

- According to Tanzania Government Scale **TGS E**

2.7 TECHNICIAN II – MECHANICAL (34 Posts)

2.7.1 DUTIES AND RESPONSIBILITIES:

- Carry out repairs and maintenance of Vehicles, Plants and Equipment according to mechanical workshop standards and procedures;
- Carry out cleanliness of working tools/equipment and Workshop premises;
- Open and maintain job cards for mechanical works records;
- Prepare sketch drawings and take site measurements.

2.7.2 QUALIFICATIONS AND EXPERIENCE

- VET Level III, Full Technician Certificate (FTC) or Diploma in the respective field.
- Ordinary Certificate of Secondary School with at least a Credit pass in Mathematics
- Computer literate and have knowledge on AutoCAD application.

2.7.3 REMUNERATION:

- According to Tanzania Government Scale **TGS C**

2.8 TECHNICIAN II – MARINE (15 Posts)

2.8.1 DUTIES AND RESPONSIBILITIES:

- Keep Workshop tools and equipment in safe place;
- Maintain and repair Hull and Machinery;
- Carry out general cleanliness of ferry engines;
- Monitor ferry engines while in operation

2.8.2 QUALIFICATIONS AND EXPERIENCE

- Holder of either VET Level III, Full Technician Certificate (FTC) or Diploma in the respective field
- Holder of Ordinary Certificate of Secondary School with at least a Credit pass in Mathematics
- Computer literate and have knowledge on AutoCAD application.

2.8.3 REMUNERATION:

- According to Tanzania Government Scale **TGS C**

2.9 TECHNICIAN II – ELECTRONICS (14 Posts)

2.9.1 DUTIES AND RESPONSIBILITIES:

- Install, repair and maintain Electronics equipment, Traffic Lights, Local Area Network (LAN) and Wide Area Networks (WAN);
- Install, repair and maintain Computer and Telephone communication Networks;
- Prepare sketch drawings and take site measurements.

2.9.2 QUALIFICATIONS AND EXPERIENCE

- Holder of either VET Level III, Full Technician Certificate (FTC) or Diploma in the respective field.
- Ordinary Certificate of Secondary School with at least a Credit pass in Mathematics
- Should be Computer literate and have knowledge on AutoCAD application.

2.9.3 REMUNERATION:

- According to Tanzania Government Scale **TGS C**

2.10 ASSISTANT TECHNICIAN – MECHANICAL (20 Posts)

2.10.1 DUTIES AND RESPONSIBILITIES:

- Arry out repair and maintenance of Vehicles, Plant and Equipment;
- Carry out cleanness of the working Workshops environment;
- Keep working tools, instruments and equipment at safe and clean status.

2.10.2 QUALIFICATIONS AND EXPERIENCE

- VET Level II in respective field.
- Ordinary Level Certificate of Secondary School with at least a Credit Pass in Mathematics.
- Computer literacy is essential.

2.10.3 REMUNERATION:

- According to Tanzania Government Scale **TGS B**

2.11 ASSISTANT TECHNICIAN – ELECTRICAL (12 Posts)

2.11.1 DUTIES AND RESPONSIBILITIES:

- Carry out repair and maintenance of electrical appliances, installation, plants and equipment;
- Carry out cleanliness and housekeeping of workshop environment;
- Keep working tools, measuring instruments and equipment safe and clean.

2.11.2 QUALIFICATIONS AND EXPERIENCE

- VET Level II in respective field.
- Ordinary Level Certificate of Secondary School with at least a Credit Pass in Mathematics.
- Computer literacy is essential.

2.11.3 REMUNERATION:

- According to Tanzania Government Scale **TGS B**

2.12 FERRY/BOAT OPERATOR II (14 Posts)

2.12.1 DUTIES AND RESPONSIBILITIES:

- Inventory personal safety equipment in the ferry;
- Ensure safe navigation of the ferry;
- Ensure that passengers are properly seated in the ferry;
- Operate the navigation equipment;
- Ensure log books are filled on daily basis;

2.12.2 QUALIFICATIONS AND EXPERIENCE

- Form IV Certificate, with knowledge of navigating ferries approved by Dar es Salaam Maritime Institute or any other Institution recognized by the Government.
- Completed a six (6) months course in Swimming, Sea survival and arrangement of passengers and vehicle into the ferry.
- Certificate of Competence of at least Class IV issued by SUMATRA or other Institutions recognized by Government/IMO.
- Working experience of at least 1 year in the relevant field is an added advantage.

2.12.3 REMUNERATION:

- According to Tanzania Government Scale **TGOS A**

2.13 PLANT OPERATOR II (2 Posts)

2.13.1 DUTIES AND RESPONSIBILITIES:

- Operate equipment as assigned by Superior officers;
- Carry out cleanliness of equipment and accessories of plants;
- Keep a Log Book for all jobs done.

2.13.2 QUALIFICATIONS AND EXPERIENCE

- Possession of Form IV certificate.
- Possession of Driving license Class F.
- Holder of at least VET level II in the relevant field from VETA recognized Institution.

2.13.3 REMUNERATION:

- According to Tanzania Government Scale **TGOS A**

2.14 DRIVER II (15 Posts)

2.14.1 DUTIES AND RESPONSIBILITIES:

- Drive Agency's vehicles to approved destinations and in accordance with traffic regulations;
- Report defects, repair or maintenance needs for vehicle;
- Maintain the vehicle log-book;
- Collect and deliver Mails for the Agency.

2.14.2 QUALIFICATIONS AND EXPERIENCE

- The candidate must have successfully completed Form IV Secondary Education with passes in English and Kiswahili,
- Must have a valid Class C Driving Licence,
- VET Level II certificate from recognized Institutions such as NIT or VETA, and working experience of not less than three years without causing accidents.

2.14.3 REMUNERATION:

- According to Tanzania Government Scale **TGOS A**

2.15 SECURITY GUARD (12 Posts)

2.15.1 DUTIES AND RESPONSIBILITIES:

- Guard the Agency's properties and maintain peace and order;
- Provide security for Agency and staff properties;
- Monitor and control all properties entering and outgoing of the Agency;
- Ascertain the authenticity of items coming in and going out of the Agency premises;
- Check and make sure that all doors and windows are properly closed and all lights are switched off after office hours and report for any irregularities.

2.15.2 QUALIFICATIONS AND EXPERIENCE

- Form IV/VI Certificates with either National Service training or peoples Militia training, or successful completion of special Police course.
- At least two years of relevant working experience.

2.15.3 REMUNERATION:

- According to Tanzania Government Scale **TGOS A**

3.0 GOVERNMENT CHEMIST LABORATORY AGENCY

The Government Chemist Laboratory Agency is an Executive Agency under the Ministry of Health and Social Welfare. The Laboratory is Mandated in carrying out laboratory testing, Industrial and natural products samples; Forensic and Toxicological samples; regulate and control Human DNA (regulations) Act.Cap 182. The Agency is expected to better meet the requirements of its customers and public in general.

In order to meet the above obligations Government Chemist Laboratory Agency wishes to recruit qualified Tanzanians to fill various posts on permanent & pensionable terms as follows:

3.1 CHEMIST II - 4 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- Analyze chemical and microbiological quality samples.
- Analyze forensic and toxicological samples.

- Prepare and standardize chemicals and reagents.
- Draft analytical reports.
- Collect samples for laboratory analysis.

3.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Chemistry

3.1.3 SALARY SCALE: GCS 5.1

3.2 CHEMIST II - 3 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- Analyze chemical and microbiological quality samples.
- Analyze forensic and toxicological samples.
- Prepare and standardize chemicals and reagents.
- Draft analytical reports.
- Collect samples for laboratory analysis.

3.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of science in Molecular Biology

3.2.3 SALARY SCALE: GCS 5.1

3.3 CHEMIST II - 2 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES

- Analyze chemical and microbiological quality samples.
- Analyze forensic and toxicological samples.
- Prepare and standardize chemicals and reagents.
- Draft analytical reports.
- Collect samples for laboratory analysis.

3.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Biotechnology and Laboratory Sciences,

3.3.3 SALARY SCALE: GCS 5.1

3.4 CHEMIST II - 3 POSTS

3.4.1 DUTIES AND RESPONSIBILITIES

- Analyze chemical and microbiological quality samples.
- Analyze forensic and toxicological samples.
- Prepare and standardize chemicals and reagents.
- Draft analytical reports.
- Collect samples for laboratory analysis.

3.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science either in Food, Biochemical Engineering or Bachelor of Science Biochemistry,

3.4.3 SALARY SCALE: GCS 5.1

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3.5 CHEMIST II - 1 POSTS

3.5.1 DUTIES AND RESPONSIBILITIES

- Analyze chemical and microbiological quality samples.
- Analyze forensic and toxicological samples.
- Prepare and standardize chemicals and reagents.
- Draft analytical reports.
- Collect samples for laboratory analysis.

3.5.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Chemistry and Microbiology

3.5.3 SALARY SCALE: GCS 5.1

3.6 CHEMICAL LABORATORY ATTENDANT– 4 POSTS

3.6.1 DUTIES AND RESPONSIBILITIES

- Keep laboratories and surroundings clean
- Maintain safety/security of the working tools and utilities

- Facilitate movement of samples and/or exhibits.
- Perform other duties as may be assigned by immediate supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCE

- Secondary Education Certificate who has attained a one year Laboratory training course from recognized Institutions.

3.6.3 SALARY SCALE: GCS 1.1

4.0 TANZANIA TREE SEED AGENCY

Tanzania Tree Seed Agency (TTSA) is a semi-autonomous body within the ambit of the Ministry of Natural Resources and Tourism. The Chief Executive who reports to the Permanent Secretary, Ministry of Natural Resources and Tourism is the overall in charge of all TTSA activities.

The aim of TTSA is “To enhance sustainable supply of forest products and environmental conservation by producing, procuring and marketing high quality tree seeds and other propagating materials”.

4.1 PERSONAL SECRETARY III-3 POSTS

4.1.1 RESPONSIBILITIES AND DUTIES:

- Type letters, minutes, memoranda, circulars and other documents.
- Make appointments and travel arrangements for superiors and inform them appropriately.
- Process and maintain reports and information of events, appointments dates for meetings, travel dates and itinerary, and work schedules.
- Receive and send emails and faxes. Convey work directives from the superior to desk officers.
- Receive files and distribute them to desk officers.
- Develop and maintain records of files movement to and from the registry and other offices

- Any other duties as may be assigned by his/her supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

- Form IV or VI Secondary School Education certificate with a Secretarial certificate obtained from a recognized institution.
- Applicant must be computer literate and also have Shorthand Speed of not less than 80 words per minute.

4.1.3 SALARY SCALE: TGS B.

4.2 DRIVER-2 P0STS

4.2.1 DUTY STATION: Morogoro Headquarters or Lushoto Zonal Centre.

4.2.2 RESPONSIBILITIES AND DUTIES:

- Drive all types of Motor Vehicles and attend minor mechanical faults.
- Ensure that vehicles are in good running condition at all times.
- Inspect vehicles before and after journey to verify their road worthiness. Safeguard the vehicle and its tools under his/her possession.
- Report on the vehicle's defaults/breakdowns to proper authorities and follow up on the repairs.
- Maintain and update logbook of vehicle movement.
- Any other related duties as may be assigned by supervisor.

4.2.3 QUALIFICATIONS AND EXPERIENCE

- Form IV Secondary School Certificate plus a Class 'C' valid driving license and a holder Basic Driving Course from a recognized institution.

4.2.4 SALARY SCALE: TGOS A.

5.0 THE GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

The Government Procurement Services Agency (GPSA) was established under the Executive Agency Act CAP 245 R.E 2009 and came into effect through

Government Notice (GN). No. 235 of 7th December 2007 and its amendments through Government Notice No. 133 of 13th, April, 2012

The Chief Executive Officer of Government Procurement Services Agency announces vacancy posts in different area of specialization. Any Tanzanian with minimum qualifications mentioned hereunder is encouraged to apply.

5.1 MARKETING AND SALES MANAGER -1 POST-RE-ADVERTIZED

5.1.1 DUTY STATION: Dar es Salaam

5.1.2 DUTIES AND RESPONSIBILITIES

- Analyze marketing trends and identify market opportunities and threats of the Agency;
- Supervise all matters pertaining to Marketing functions of the agency;
- Prepare sales/service forecasts, monitor and evaluate business performance;
- Prepare and implement GPSA marketing and promotion strategy and undertake regular review of the same;
- Visit potential customers for marketing purposes and assess required demand
- Prepare customer requirements report;
- Coordinate customer care on issues pertaining to the Agency;
- Prepare quarterly and annual marketing report of the Agency;
- Supervise marketing and promotion activities in the Agency;
- Conduct researches and surveys nationally and internationally on marketing and procurement matters;
- Write research reports, publications and submit to ICT section for loading updated information to GPSA website;
- Make supervision of Research and Documentation in the agency;
- Be custodian of various documents, literature, and reference materials relating to procurement practice, activities and knowledge within and outside the country;
- Manage and document procurement related data collected and generated by the Agency;
- Disseminate research information to stakeholders;
- Maintain a register of suppliers and service providers for common use items and services;
- Compile and keep records of a list of common use items and services;
- Maintain a database for CUIS specifications and statements of requirements; and
- Perform any other related duties as may be assigned.

5.1.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma either in Commerce with bias in marketing or entrepreneurship, Business Administration with bias in marketing from recognized institution.
- Masters or Postgraduate Diploma in similar fields will be an added advantage;
- Should have at least 5 years relevant working experience in public service; and
- Must be computer literate.

5.1.4 SALARY SCALE: GPSA 9

5.2 CLEARING AND FORWARDING MANAGER -1 POST - RE-ADVERTIZED

5.2.1 DUTY STATION: Dar es Salaam

5.2.2 DUTIES AND RESPONSIBILITIES

- Manage and handle all clearing activities for Government imported goods;
- Supervise, plan, coordinate and control mode of transport of Imported goods;
- Liaise with other relevant clearing authorities;
- Plan, coordinate supervise cost for clearing and forwarding activities;
- Workout the relevant costs pertaining to a particular consignment;
- Organize and arrange transport and relevant handling equipment for clearing and forwarding goods;
- Monitor, supervise, inspect, clear goods and store from Port and Airport;
- Verify incoming consignment from port/airport and do daily physical follow-up rejected documents;
- Supervise perpetual stock checking, design location Index in warehouse and manage physical verification of imported goods; and
- Perform other duties as may be assigned by one's reporting officer.

5.2.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Freight Clearing and Forwarding from recognized institution.
- Masters Degree in similar field will be an added advantage
- Should have at least 7 years relevant working experience in similar field; and
- Must be computer literate.

5.2.4 SALARY: GPSA 9

6.0 MINERAL RESOURCES INSTITUTE (MRI).

The Mineral Resources Institute (MRI) which is old as more than three decades since its establishment in 1982 is based in Dodoma Municipal. It is an academic

institute that operates under the auspices of Ministry of Energy and Minerals. The institute trains technicians under Competence Based Education Training System (CBET), conducts research and consultancy services in geosciences.

It is the source of manpower at level of Technicians that serve in mining and petroleum (oil and gas) industries at all stages from upstream to downstream in Tanzania. The training programme is audited by the National Council of Technical Education of Tanzania (NACTE). It offers National Technical Award (NTA) from Level 4 to level 6 that is equivalent to Diploma by training Geology and Mineral Exploration, Mining Engineering, Mineral Processing Engineering, Petroleum Geoscience and Environmental Engineering and Management in Mines.

The Institute has opportunities of being located at favorable geological environment in mining and petroleum industries. It is unique in sub-Saharan region for its strong training middle cadre professionals (Technicians) in earth sciences, mineral extraction, petroleum geosciences industries.

6.1 TUTOR II (PETROLEUM GEOLOGY) – 3 POSTS-RE-ADVERTIZED

6.1.1 DUTIES AND RESPONSIBILITIES

- Interpret training program and manuals in certificate and diploma courses in geology/ petroleum.
- Conduct training in certificate and diploma courses in geology/ petroleum
- Prepare and conduct extension services training program for the small-scale miners.
- Prepare modules for short courses training program
- Participate in research and consultancy programs in geology/ petroleum
- Conduct continuous assessment of the students in the training process.
- Supervise and assess industrial practical training of the students.
- Perform any other official duties as may be assigned by the immediate Supervisor

6.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Petroleum Geology from a recognized Institution

6.2 TUTOR II (PETROLEUM CHEMISTRY) – 2 POSTS-RE-ADVERTIZED

6.2.1 DUTIES AND RESPONSIBILITIES

- Interpret training program and manuals in certificate and diploma courses in geology/ petroleum
- Conduct training in certificate and diploma courses in geology/ petroleum

- Prepare and conduct extension services training program for the small-scale miners
- Prepare modules for short courses training program
- Participate in research and consultancy programs in geology/ petroleum
- Conduct continuous assessment of the students in the training process.
- Supervise and assess industrial practical training of the students.
- Perform any other official duties as may be assigned by the immediate Supervisor

6.2.2 QUALIFICATIONS AND EXPERIENCE

●Bachelor of Science in Petroleum Chemistry from a recognized Institution

6.3 TUTOR II (PETROLEUM ENGINEERING) - 3-RE-ADVERTIZED

6.3.1 DUTIES AND RESPONSIBILITIES

- Interpret training program in mining / environmental engineering
- Prepare and implement both theoretical and practical training Programs.
- Conduct training in certificate and diploma courses in mining/ environmental engineering.
- Prepare and conduct extension services for small miners.
- Prepare and conduct practical training for the students.
- Conduct continuous assessment of the students in the training process.
- Supervise and assess industrial practical training of the students.
- Performs any other official duties as may be assigned by the immediate Supervisor.

6.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Petroleum Engineering from a recognized Institution

7.0 TANZANIA INSTITUTE OF EDUCATION

Tanzania Institute of Education (TIE) is a Government Institution established by Act No. 13 of 1975. The Institute's main responsibility is to interpret Government policy on education into befittingly sound curricula, curriculum support materials and education programmes aiming to provide quality education at pre-primary, primary, secondary and teacher education levels. Tanzania Institute of Education invites suitably qualified Tanzanians, with women strongly encouraged to apply, to fill the following vacant position:

7.1 CURRICULUM COORDINATOR I (ECONOMICS) – 1 POST.

7.1.1 DUTIES AND RESPONSIBILITIES

- Develops and tries out instructional materials;
- Formulates and conducts courses and seminars for tutors, teachers and other stakeholders;
- Participates in research, monitoring and evaluation of curriculum and similar activities in both the area of specialization and general education programmes;
- Participates in the provision of consultancy services in education;
- Writes academic papers and publications;
- Performs any other duties as may be assigned by immediate supervisor.

7.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree (Hons) in Education majoring in Economics subject or equivalent qualifications in a related education field

7.1.3 SALARY SCALE: PTHS 1.1-1.8

7.2 SENIOR LEGAL COUNSELOR – 1 POST

7.2.1 DUTIES AND RESPONSIBILITIES

- Plays the role of Legal Advisor to the Director General;
- Renders legal services to the Institute;
- Registers all properties of the Institute;
- Maintains all legal documents of the Institute;
- Appears and represents the Institute in court (s) of law;
- Assists the Director General in his capacity as the Secretary to the Council;
- Reviews the Institute's Act and Regulations and recommends amendments to the Director General;
- Formulates and recommends reviews of contracts in which the Institute is a party;
- Performs any other duties as may be assigned by the Director General from time to time.

7.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree in Laws (LLM)
- Registered advocate with a minimum of 5 years of working experience in a relevant field.

7.2.3 SALARY SCALE: PGSS 16

8.0 STATE ATTORNEY II - 66 POSTS

8.1 DUTIES AND RESPONSIBILITIES

- To provide Legal opinion in respect of simple criminal cases under the Supervision of State Attorney In-charge,
- To conduct prosecutions of simple cases in District courts, Resident Magistrate and the High Court,
- To handle appeals in the High Court,
- To provide Legal opinion/advice to the government on legal matters under the supervision of State Attorney In-charge,
- To conduct legal research on various Legal matters, and
- To perform any other official duties as may be assigned by State Attorney In charge.

8.2 QUALIFICATION AND EXPERIENCE

- LLB degree from recognized Institutions.
- Must have completed and passed the Internship or externship programme supervised by the Attorney General's Chambers or Legal Practical training conducted by the Law School of Tanzania.
- Fluency in both English & Swahili Languages.

8.3 REMUNERATION: According to Government Salary Scale - AGCS 3

X.M. DAUDI
Secretary
Public Service Recruitment Secretariat