

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/131

23rd July, 2022

VACANCY ANNOUNCEMENT

On behalf of Ministry of Agriculture, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill five hundred twenty four **(524)** vacant posts mentioned below;

1.0 MINISTRY OF AGRICULTURE

The Ministry of Agriculture is mandated to formulate and monitor implementation of Policies on Agriculture, Food Security and Cooperatives Policies; Agricultural Land-use Management; Agricultural Research and Extension Services, Food Security Management; Crop Warehouse Licensing; Strategic Food Reserve Management; Commodity Exchange; Development of Cooperative Societies and Cooperatives; Cooperative Savings and Credit Societies; Agricultural Infrastructure Development; Marketing and Value Addition for Agriculture; Performance Improvement and Development of Human Resources; Extra-Ministerial Departments, Parastatal Organizations, Agencies and Projects under this Ministry.

1.1 TITLE: AGRICULTURAL TUTOR II – COMMUNICATION SKILLS 5 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach Communication Skills modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes; and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Bachelor of Arts in English, Bachelor of Arts in Language Studies and Bachelor of Arts in English Language and Linguistics from an Institution/University recognized by the Government.

1.1.3 SALARY SCALE – TGS D 1

1.2 TITLE: AGRICULTURAL TUTOR II – COMPUTER SCIENCE- 5 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach computer science related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes and
- x. To perform any other duties as may be assigned from time to time by the

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Bachelor of Education in Science with ICT from an Institution/University recognized by the Government.

1.2.3 SALARY SCALE – TGS D 1

1.3 TITLE: AGRICULTURAL TUTOR II – ENGINEERING – 5 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach Agricultural Engineering, Agricultural Irrigation and Basic Mathematics in Agriculture related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates Programmes and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Bachelor of Science in Irrigation and Water Resources Engineering and Bachelor of Science in Agricultural Engineering from an Institution/University recognized by the Government.

1.3.3 SALARY SCALE – TGS D 1

1.4 TITLE: AGRICULTURAL TUTOR II –AGRICULTURAL LAND USE AND MANAGEMENT-3 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach Remote Sensing and Image Interpretation, Basic Land Survey, Applied Land Survey, Map Production, and Basics of Remote Sensing and GIS related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Bachelor of Science in Land Management & Evaluation and Bachelor of Science in Geographical Information Systems and Remote Sensing from an Institution/University recognized by the Government.

1.4.3 SALARY SCALE – TGS D 1

1.5 TITLE: AGRICULTURAL TUTOR II – FOOD SCIENCE - 5 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach Food Science related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Food Science and Technology from an Institution/University recognized by the Government.

1.5.3 SALARY SCALE – TGS D 1

1.6 TITLE: AGRICULTURAL TUTOR II – COOPERATIVES - 5 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach agricultural cooperatives related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Cooperative Management and Accounting from an Institution/University recognized by the Government.

1.6.3 SALARY SCALE – TGS D 1

1.7 TITLE: AGRICULTURAL TUTOR II – AGRICULTURAL EXTENSION -14 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To read and understand the Curriculum in order to be able to translate them into specific learning and teaching modules;
- ii. To teach agricultural extension related modules in respect to Certificates and Diploma Agricultural programmes;
- iii. To develop a module teaching schedule and conduct test to students;
- iv. To prepare a module teaching program for theory and practical sessions;
- v. To manage practical modules for Diploma and Certificates courses under module moderator;
- vi. To assess students' progress in test, examinations and field practice for Diploma and Certificates programmes;
- vii. To assess students' progress and report its finding to the relevant authorities.
- viii. To compile, manage and mark test, field practical report and semester examinations;
- ix. To maintain students' marks for Diploma and Certificates programmes and
- x. To perform any other duties as may be assigned from time to time by the Supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Applied Agricultural Extension, and Bachelor of Science in Agricultural Education and Extension, Agricultural general from an Institution/University recognized by the Government.

1.7.3 SALARY SCALE – TGS D

2.0 TANZANIA AGRICULTURAL RESEARCH INSTITUTE (TARI)

The Tanzania Agricultural Research Institute (TARI) was established by the Parliamentary Act No. 10 of 2016 to enhance the strengthening of agricultural research system in Tanzania. TARI as a semi-autonomous body under the Ministry of Agriculture is responsible for all agricultural research activities conducted by the National Agricultural Research System (NARS) in the country.

2.1 TITLE: RESEARCH ASSISTANT – ENGINEERING (10 - POSTS)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of an upper second Bachelor of Science in one of the following fields: Agricultural Engineering, Irrigation and Water Resources Engineering, Bio Process and Post-Harvest Engineering, Civil and Irrigation Engineering from Institution/University recognized by the Government. Candidate with at least one-year field experience in agricultural research activities from Research Institution recognized by the Government will have an added advantage.

2.1.3 SALARY SCALE – PRSS 1

2.2 TITLE: RESEARCH ASSISTANT – ECONOMICS (5 - POSTS)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of an upper second Bachelor Degree in one of the following fields: Agricultural Economics and Agribusiness, Agricultural Economics from Institution/University recognized by the Government. Candidate with at least one-year field experience in agricultural research activities from Research Institution recognized by the Government will have an added advantage.

2.2.3 SALARY SCALE – PRSS 1

2.3 TITLE: RESEARCH ASSISTANT – AGRICULTURE (44 - POSTS)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of an upper second Bachelor Degree in one of the following fields: Agriculture General, Horticulture, Agronomy, Soil Science, Natural Resource Management in Agriculture, Sustainable Agriculture and Extension s from Institution/University recognized by the Government. Candidate with at least one-year field experience in agricultural research activities from Research Institution recognized by the Government will have an added advantage.

2.3.3 SALARY SCALE – PRSS 1

2.4 TITLE: RESEARCH ASSISTANT – BIOTECHNOLOGY AND LABORATORY SCIENCES (5 - POSTS)

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of an upper second Bachelor Degree in one of the following fields: Biotechnology and Laboratory Sciences, Molecular Biology and Laboratory Sciences from Institution/University recognized by the Government. Candidate with at least one-year field experience in agricultural research activities from Research Institution recognized by the Government will have an added advantage.

2.4.3 SALARY SCALE – PRSS 1

2.5 TITLE: RESEARCH ASSISTANT – FOOD SCIENCE (4 - POSTS)

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of an upper second Bachelor Degree in one of the following fields: Food Science and Technology, Post-Harvest Management, Bio Process and Post-Harvest Engineering s from Institution/University recognized by the Government. Candidate with at least one-year field experience in agricultural research activities from Research Institution recognized by the Government will have an added advantage.

2.5.3 SALARY SCALE – PRSS 1

3.0 NATIONAL IRRIGATION COMMISSION (NIRC)

3.1 TITLE: AGRICULTURAL ENGINEER II – IRRIGATION (60 POSTS)

3.1.2 DUTIES AND RESPONSIBILITIES

- i. Identify irrigation potential areas in collaboration with Local Government Authorities;
- ii. To prepare irrigation project feasibility studies, detailed designs and tender documents;
- iii. To undertake data collection for irrigation data bank;
- iv. To prepare design and plans for the utilization of ground water and rain water resource for irrigation purposes;
- v. To promote the use of water saving irrigation technologies and use of renewable energies for irrigation and drainage purposes;
- vi. To identify irrigation potential areas in collaboration with Local Government Authorities;
- vii. To promote climate smart agriculture in irrigation and drainage;
- viii. To undertake adaptive and applied research on various irrigation and drainage issues; and
- ix. To perform any other official duties as may be assigned by a supervisor.

3.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in following fields: Civil and Irrigation Engineering, Irrigation Engineering from Institution/University recognized by the Government.

3.1.4 SALARY SCALE – TGS E

3.2 TITLE: AGRICULTURAL ENGINEER II – CIVIL (58 POSTS)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To maintain day to day quality of irrigation and drainage infrastructure;
- ii. To construct and rehabilitate irrigation and drainage works as per standards and specifications;
- iii. To set standard and disseminate construction specifications;
- iv. To integrate environmental and social safeguards in irrigation and drainage construction/ rehabilitation works;
- v. To undertake supervision and contract management for construction or rehabilitation works of irrigation and drainage infrastructure;
- vi. To assist in provision of technical support to private sector on irrigation and drainage construction techniques;
- vii. To undertake data collection for irrigation data bank for contractors undertaking irrigation and drainage works; and
- viii. To perform any other official duties as may be assigned by a supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in following fields: Civil and Irrigation Engineering, Civil Engineering from Institution/University recognized by the Government.

3.2.3 SALARY SCALE – TGS E

3.3 TITLE: AGRICULTURAL ENGINEER II – MECHANICAL (2 POSTS)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare specifications for procurement of irrigation equipment and machinery;
- ii. To facilitate maintenance and repair of irrigation equipment and machinery;
- iii. To prepare database of irrigation equipment and machinery;
- iv. To keep and update records of all irrigation equipment and machinery;
- v. To establish guideline for irrigation equipment and machinery hiring services;
- vi. To facilitate inspection of all irrigation equipment and machinery; and
- vii. To perform any other official duties as may be assigned by a supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in following fields: Mechanical Engineering from Institution/University recognized by the Government.

3.3.3 SALARY SCALE – TGS E

3.4 TITLE: AGRICULTURAL OFFICER GRADE II – 100 POSTS

3.4.2 DUTIES AND RESPONSIBILITIES

- i. To promote opportunities available in investments, service delivery and practices in irrigation and drainage development;
- ii. To facilitate establishment and strengthening of Irrigators' Organization;
- iii. To provide and disseminate guidelines for management of Irrigators' Organization;
- iv. To promote good agronomic and water management practices in irrigated agriculture;
- v. To facilitate establishment of effective irrigation scheme management models for small, medium and large-scale irrigation schemes;

- vi. To promote diversification and intensification of irrigated crops;
- vii. To facilitate irrigation farmers on integrated approach in accessing services from mechanization, supply of agricultural inputs and extension services for enhanced crop production and productivity;
- viii. To facilitate irrigators on access to appropriate technologies for value addition to crop harvested for better markets to realize increased profitability;
- ix. To provide for preparation of policies and strategies on irrigation and drainage development; and
- x. To perform any other duties as may be assigned from time to time by the Supervisor

3.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Agriculture, Agriculture Extension, Agronomy, and Agribusiness from Institution/University recognized by the Government.

3.4.4 SALARY SCALE - TGS D

3.5 TITLE: AGRICULTURAL TECHNICIAN II (97 POSTS)

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist on control of quality of irrigation and drainage infrastructure;
- ii. To assist in maintaining data bank for contractors undertaking irrigation and drainage works;
- iii. To assist in undertaking minor rehabilitation/ construction of irrigation infrastructures;
- iv. To assist in undertaking of maintenance of irrigation infrastructures;
- v. To assist supervision and contract management for construction and rehabilitation works of irrigation and drainage infrastructure; and

- vi. To perform any other duties as may be assigned from time to time by the Supervisor.

3.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) and Ordinary Diploma in one of the following fields: Irrigation, Irrigation Engineering, Agro Mechanization from Institution/University recognized by the Government.

3.5.3 SALARY SCALE - TGS C

3.6 TITTLE: AGRICULTURAL TECHNICIAN II – MECHANICAL (3 POSTS)

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To collect records of irrigation equipment and machinery;
- ii. To undertake servicing of irrigation equipment and machinery;
- iii. To carry out irrigation equipment and machinery testing;
- iv. To perform regular inspection of irrigation equipment and machinery;
- v. To carry out installation of irrigation equipment and machinery;
- vi. To carry out maintenance and repair of irrigation equipment and machinery; and
- vii. To perform any other duties as may be assigned from time to time by the Supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) and Ordinary Diploma in the following field: Mechanical Engineering from Institution/University recognized by the Government.

3.6.3 SALARY SCALE - TGS C

4.0 AGRICULTURAL SEED AGENCY (ASA)

4.1 TITLE: AGRICULTURAL OFFICER II (13 - POSTS)

4.1.2 DUTIES AND RESPONSIBILITIES

a. Seed Production

- i. To assist in plans production and multiplication of Basic and Certified seeds
- ii. To apply proper agronomic practice in seeds production.
- iii. To manage seed farms at highest standard required by regulations.
- iv. To perform any other related duties as may be assigned by Supervisor.

b. Seed Quality

- i. To perform field inspection before planting and advice on Isolation and other minimum standards required by regulation.
- ii. To perform inspection of field during growing season to maintain genetic purity.
- iii. To perform internal seed sampling and seed testing and advice accordingly.
- iv. To analyze genetic quality and physical quality of seed produced by ASA.
- v. To assist in seed storage and processing activities
- vi. To conduct purity, germination, vigor, tetrazolium, herbicide bioassay and other tests according to current TOSCI, OECD or ISTA regulations.
- vii. To assist in preparation of ASA quality plans;
- viii. To assist in the implementation quality procedures;
- ix. To check if ASA services respond to customers' expectations
- x. To calibrate and maintain of lab equipment.
- xi. To assist proper plan for amount of pre-basic seed to be ordered from TARI, produce Basic and Certified seeds.
- xii. To perform any other related duties as may be assigned by Supervisor.

4.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Agriculture General, Seed Technology, Agriculture Education and Extension, Agronomy, Horticulture, Crop Science, Crop Science and Technology or equivalent qualifications from Institution/University recognized by the Government.

4.1.4 SALARY SCALE – ASASS 4

4.2 TITLE: AGRICULTURAL FIELD OFFICER II (55 - POSTS)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To plan for field labor force for various field activities;
- ii. To allocate and supervise daily tasks to the field laborers;
- iii. To carry out daily field activities such as land preparation, planting, weeding, and harvesting;
- iv. To prepare field laborers attendance report; and
- v. To perform any other related duties as may be assigned by Supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Agriculture General, Agricultural Education and Extension, Crop Science, Agriculture production or equivalent qualifications from Institution/University recognized by the Government.

4.2.3 SALARY SCALE – ASASS 3

4.3 TITLE: TECHNICIAN II (15 - POSTS)

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To ensure proper arrangements, cleanness and maintenance of machinery, equipment and tools.
- ii. To assist in training of Plant Operators,
- iii. To assist in preparation of work procedures and reports.
- iv. To ensure timely availability of required materials.
- v. To perform any other duties as may be assigned by supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Plus Diploma/FTC in one of the following fields: Agro mechanization, Agricultural Engineering, Mechanical Engineering, Water resources Engineering, Irrigation Engineering or equivalent qualifications from Institution/University recognized by the Government.

4.3.3 SALARY SCALE – ASASS 3

4.4 TITLE: PLANT OPERATORS II (10 - POSTS)

4.4.1 DUTIES AND RESPONSIBILITIES

- i. To operate ASA plants and equipment and in accordance with ASA regulations;
- ii. To inspect plants and equipment for defects before and after work and submit report indicating plants condition to the Supervisor;
- iii. To maintain plant and equipment log book according to laid down regulations;
- iv. To check and ensure that, the plants are properly locked and secure at all times;
and
- v. To perform any other related duties as may be assigned by Supervisor.

4.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary School Education having a valid Driving License Class “F” or “G” plus driving experience of at least 300 hours without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

4.4.3 SALARY SCALE – ASASS 2

4.5 TITLE: ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER (1 - POST)

4.5.1 DUTIES AND RESPONSIBILITIES

- i. To respond to issues that could not be handled by Technicians;
- ii. To provide telephone, face-to-face and online ICT support to users;
- iii. To record details of the ICT equipment in the asset register and make sure it is up to date;
- iv. To record user problems accurately into the computer system/manual documents;
- v. To receive report on a faulty situation, analyze the fault and identify the problem;
- vi. To keep constant watch on the performance of the server and the network and to ensure that they operate in the required level of performance;
- vii. To undertake action to ensure that the network is up at all times;
- viii. To ensure that all the necessary applications on line are working;
- ix. To ensure that storage devices and databases are on line at all times; and
- x. To perform any other related official duties as assigned by the immediate supervisor.

4.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from Institution/University recognized by the Government.

4.5.3 SALARY SCALE – ASASS 3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;

- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **5th August, 2022;**
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**



Jiandae kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022