

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/137**

**05<sup>th</sup> August, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of Ardhi University (ARU), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (6) vacant posts mentioned below;

**1.0 ARDHI UNIVERSITY (ARU)**

**1.1 TECHNICIAN II (ASSISTANT TO ACADEMICIANS) HIGH WAY ENGINEERING  
- 1 POST**

**1.1.1 INSTITUTE OF BUILDING RESEARCH**

**1.1.2 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical and,
- v. To perform any other duties as may be assigned by Supervisor.

**1.1.3 QUALIFICATIONS AND EXPERIENCES**

The candidate MUST have Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Highway Engineering

**1.1.4 REMUNERATION-PUSS 2**

## **1.2 TECHNICIAN II (ASSISTANT TO ACADEMICIANS) GEOTECHNICAL ENGINEERING) - 1 POST**

### **1.2.1 INSTITUTE OF BUILDING RESEARCH**

#### **1.2.2 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical and,
- v. To perform any other duties as may be assigned by Supervisor.

#### **1.2.3 QUALIFICATIONS AND EXPERIENCES**

The candidate MUST have Ordinary Diploma (NTA 6) or Full Technical Certificate (FTC) in Geotechnical Engineering

### **1.2.4 REMUNERATION-PUSS 2**

## **1.3 TECHNICIAN II (ASSISTANT TO ACADEMICIANS) ELECTRICAL ENGINEERING - 1 POST**

### **1.3.1 INSTITUTE OF BUILDING RESEARCH**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical and,
- v. To perform any other duties as may be assigned by Supervisor.

#### **1.3.3 QUALIFICATIONS AND EXPERIENCES**

The candidate MUST have Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Electrical Engineering

### **1.3.4 REMUNERATION-PUSS 2**

## **1.4 TECHNICIAN II (ASSISTANT TO ACADEMICIANS) CHEMISTRY - 1 POST**

### **1.4.1 INSTITUTE OF BUILDING RESEARCH**

#### **1.4.2 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical and,
- v. To perform any other duties as may be assigned by Supervisor.

#### **1.4.3 QUALIFICATIONS AND EXPERIENCES**

The candidate MUST have Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Chemistry

#### **1.4.4 REMUNERATION-PUSS 2**

## **1.5 TECHNICIAN II (ASSISTANT TO ACADEMICIANS) CHEMISTRY - 1 POST**

### **1.5.1 SCHOOL OF ENGINEERING AND ENVIRONMENT STUDIES**

#### **1.5.2 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical and,
- v. To perform any other duties as may be assigned by Supervisor.

#### **1.5.3 QUALIFICATIONS AND EXPERIENCES**

The candidate MUST have Full Technician Certificate (FTC) / City & Guilds I & II/Higher National Certificate (HNC)/NTA Level 6 in Water Laboratory Technology or Environmental Laboratory Science and Technology or Environmental Chemistry

#### **1.5.4 REMUNERATION-PUSS 2**

## 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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);

- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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.**
- xv. Deadline for application is **18<sup>th</sup> August, 2022;**
- xvi. Only shortlisted candidates will be informed on the date of interview and;
- xvii. 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*