

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/229

21<sup>st</sup> February, 2023

### VACANCY ANNOUNCEMENT (RE-ADVERTISEMENT)

On behalf of Institute of Social Work (ISW), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **24** vacant posts as mentioned below.

#### **1.0 THE INSTITUTE OF SOCIAL WORK (ISW)**

The Institute of Social Work (ISW) is a Public Higher Learning Institution accredited by the National Council for Technical Education and Vocational Education (NACTVET) and established by the National Social Welfare Training Institute Act. No. 26 of 1973 (as amended by the Miscellaneous Act. no. 3 of 2002). It offers academic programmes in the fields of Social Work (NTA Level 4 -9), Human Resource Management (NTA Level 4 – 8 and Postgraduate), Business Administration (NTA Level 4 – 8), Industrial Relations and Public Management (NTA levels 4 to 8 and Postgraduate) and Community Work with Children and Youth (NTA level 4).

#### **1.0.1 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 1POST**

#### **1.0.2 WORK STATION – KISANGARA CAMPUS**

#### **1.0.3 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.4 QUALIFICATIONS AND EXPERIENCE**

Master of Science in Information Communication Technology, Master of Science in Informatics, or Master of Computer Science from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Information Communication Technology, Informatics, or Computer Science from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.5 SALARY SCALE: PHTS 2**

#### **1.0.6 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 2 POSTS**

#### **1.0.7 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry out consultancy and community services under close supervision;
- iv. To supervise students project and research;
- v. To prepare teaching manuals; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.9 QUALIFICATIONS AND EXPERIENCE**

Master of Science in Information Communication Technology, Master of Science in Informatics, or Master of Computer Science from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Information Communication Technology, Informatics, or Computer Science from recognized institutions

with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.10 SALARY SCALE: PHTS 2**

#### **1.0.11 ASSISTANT LECTURER (DEVELOPMENT STUDIES) - 1 POST**

#### **1.0.12 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.13 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.14 QUALIFICATIONS AND EXPERIENCE**

Master of Development Studies, Master of Arts in Rural Development, Master of Community Development, or Master of Arts in Sociology from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Development Studies, Rural Development, Community Development, or Sociology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

#### **1.0.15 SALARY SCALE: PHTS 2**

#### **1.0.16 ASSISTANT LECTURER (EARLY CHILDHOOD DEVELOPMENT) - 3 POSTS**

#### **1.0.17 WORK STATION - KISANGARA CAMPUS**

#### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.19 QUALIFICATIONS AND EXPERIENCE**

Master of Arts in Early Childhood Development, Master of Science in Early Childhood and Development, Master of Psychology, Master of Guidance and Counseling, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology or Master of Counselling from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Early Childhood Development, Psychology, Guidance and Counseling, Counselling or Counselling Psychology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.20 SALARY SCALE: PHTS 2**

#### **1.0.21 ASSISTANT LECTURER (COMMUNICATION SKILLS) - 1 POST**

#### **1.0.22 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- viii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.24 QUALIFICATIONS AND EXPERIENCE**

- Master of Arts in Linguistics, Master of Education in Language Education with a major in English Language, or Master of Language Studies with a major in English Language from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Linguistics, Education with a major in English Language, or Language Studies with a major in English Language from recognized institutions with a GPA of 3.5 or above.
- Experience in teaching, research and consultancy will be an added advantage

#### **1.0.25 SALARY SCALE: PHTS 2**

#### **1.0.26 ASSISTANT LECTURER (SOCIAL WORK) - 4 POSTS**

#### **1.0.27 WORK STATION - KISANGARA CAMPUS**

#### **1.0.28 DUTIES AND RESPONSIBILITIES**

- To lecture up to NTA level 8 (Bachelor Degree);
- To prepare learning resources for tutorial exercises;
- To conduct research, seminars and case studies;
- To carry out consultancy and community services under close supervision;
- To supervise students project and research;
- To prepare teaching manual; and
- To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.29 QUALIFICATIONS AND EXPERIENCE**

- Master of Social Work, Master of Psychology, Master of Guidance and Counseling, or Master of Counselling from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Social Work, Psychology, Guidance and Counselling, or Counselling from recognized institutions with a GPA of 3.5 or above.
- Experience in teaching, research and consultancy will be an added advantage.

### **1.0.30 SALARY SCALE: PHTS 2**

### **1.0.31 TUTORIAL ASSISTANT (SOCIAL WORK) - 2 POSTS**

### **1.0.32 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.33 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

### **1.0.34 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Social Work, Bachelor of Psychology, Bachelor of Sociology, Bachelor of Guidance and Counseling, Bachelor of Counselling or Bachelor of Counselling Psychology from recognized Institutions with a GPA of 3.5 or above.

### **1.0.35 SALARY SCALE: PHTS 1**

### **1.0.36 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) - 1 POST**

### **1.0.37 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.38 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;

- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.39 QUALIFICATIONS AND EXPERIENCE**

Master of Human Resource Management, Master of Human Resource Development and Planning, or Master of Public Administration from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Human

Resource Management, Human Resource Development and Planning or Public Administration from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.40 SALARY SCALE: PHTS 2**

#### **1.0.41 ASSISTANT LECTURER (COUNSELING) - 1 POST**

#### **1.0.42 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.43 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.44 QUALIFICATIONS AND EXPERIENCE**

Master of Counseling, Master of Guidance and Counseling, Master of Psychology, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Counseling, Guidance and Counseling, Psychology or Counselling

Psychology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.45 SALARY SCALE: PHTS 2**

**1.0.46 ASSISTANT LECTURER (PSYCHOLOGY) - 1 POST**

**1.0.47 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.48 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor

**1.0.49 QUALIFICATIONS AND EXPERIENCE**

Master of Psychology, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology, or Master of Guidance and Counseling from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Psychology, Counselling Psychology or Guidance and Counseling from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.50 SALARY SCALE: PHTS 2**

**1.0.51 ASSISTANT LECTURER (ACCOUNTING) - 1 POST**

**1.0.52 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.53 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;



- iii. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.54 QUALIFICATIONS AND EXPERIENCE**

Master of Accountancy or Finance from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Accountancy or Finance from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.55 SALARY SCALE: PHTS 2**

#### **1.0.56 ASSISTANT LECTURER (FINANCE) 1 POSTS**

#### **1.0.57 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.58 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.59 QUALIFICATIONS AND EXPERIENCE**

Master of Accountancy, Master of Finance, or Master of Financial Management from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Accountancy, Finance or Financial Management from recognized

institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.60 SALARY SCALE: PHTS 2**

**1.0.61 ASSISTANT LECTURER (ENTREPRENEURSHIP) - 1 POST**

**1.0.62 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.63 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.64 QUALIFICATIONS AND EXPERIENCE**

Master of Entrepreneurship or Master of Business Administration from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Entrepreneurship or Business Administration from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.65 SALARY SCALE: PHTS 2**

**1.0.66 ASSISTANT LECTURER (PROCUREMENT) - 1 POST**

**1.0.67 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.68 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;

- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.69 QUALIFICATIONS AND EXPERIENCE**

Master of Procurement and Supplies or Master of Logistics and Supply-Chain Management from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Procurement and Supplies or Logistics and Supply-Chain Management from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.70 SALARY SCALE: PHTS 2**

#### **1.0.71 ASSISTANT LECTURER (LAW) – 2 POSTS**

#### **1.0.72 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.73 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.74 QUALIFICATIONS AND EXPERIENCE**

Master Degree in Law from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in Law from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.75 SALARY SCALE: PHTS 2**

### **1.0.76 ASSISTANT LECTURER (ECONOMICS) - 1 POST**

### **1.0.77 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.78 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by immediate supervisor.

### **1.0.79 QUALIFICATIONS AND EXPERIENCE**

Master of Economics, Master of Economics and Statistics or Master of Economics and Planning from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Economics, Economics and Statistics, or Economics and Planning from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.80 SALARY SCALE: PHTS 2**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years except those who are in public service;
- ii. **People with disabilities are highly encouraged to apply and should indicate 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 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings -  
Dodoma.

xiii. Deadline for application is **6<sup>th</sup> March, 2023**;

xiv. Only shortlisted candidates will be informed on a date for interview and;

xv. Presentation of forged certificates and other information will necessitate 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**

