PRESIDENT'S OFFICE

PUBLIC SERVICERECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/262   **29th March, 2023**

VACANCY ANNOUNCEMENT

On behalf of Tanzania Institute of Education **(TIE),** Water Institute **(WI)** and National Institute of Transport (NIT), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill fourteen (**14)** vacant posts as mentioned below;

1.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels.

Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

1.1 CURRICULUM DEVELOPER II (FINE ART)- 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

i. To assist designing, developing and trying out instructional materials

ii. To assist in facilitating professional learning and seminars for tutors and teachers

iii. To advise the Head of Directorate on issues related to subject of specialization

iv. To write and authorizes dummies for mass production.

v. To assist in conducting research, monitoring and evaluation of curriculum or any other education activities.

vi. To assist and participates in the provision of consultancy service in education.

vii. To assist writing academic papers and publications

viii. To perform other related duties as may be assigned by supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any educational field of Fine Arts, Music or Theatre Arts or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

1.1.3 REMUNERATION

PHTS 1

1.2 CURRICULUM DEVELOPER II (COMMERCE)- 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

i. To assist designing, developing and trying out instructional materials

ii. To assist in facilitating professional learning and seminars for tutors and teachers

iii. To advise the Head of Directorate on issues related to subject of specialization

iv. To write and authorizes dummies for mass production.

v. To assist in conducting research, monitoring and evaluation of curriculum or any other education activities.

vi. To assist and participates in the provision of consultancy service in education.

vii. To assist writing academic papers and publications

viii. To perform other related duties as may be assigned by supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any educational field of Commerce or Bookkeeping or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

1.2.3 REMUNERATION

PHTS 1

1.3 ASSISTANT PRINTER II- 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

  i. To perform elementary proof-reading,
  ii. To assist in carrying out routine general binding operations of work, half binding, and library binding,
  iii. To prepare document binding or collection,
  iv. To carry out folding or stitching,
  v. To offset printing machine operations and,
  vi. To perform any other related official duties as may be assigned by supervisor

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate (NTA Level 5) in one of the following filed: Printing, Book Binding, Machine Binding, Litho Printing or equivalent qualification from recognized institution.

1.3.3 REMUNERATION

PGSS 3

2.0 WATER INSTITUTE (WI)

Water Institute (WI), formerly known as Water Resources Institute (WRI) was established in the year 1974, being a unit in the Ministry of Water and Energy. The aim was to meet the need for middle-level water technicians under the former National massive 20-years Rural Water Supply Programme (1971-1991). In 1980 the name of the Institute was changed to Rwegarulila Water Resources Institute (RWRI). On 22nd August 2008 former name of the Institute was changed to Water Development and Management Institute (WDMI) following a transformation of organisational status from a unit in the Ministry of Water to an Executive Agency

The aim of Water Development and Management Institute is to develop and provide expertise required in the water sector through training, consultancy, and research under the policy guidelines of the Ministry of Water. WDMI, now officially known as WATER INSTITUTE - WI from 8th July, 2016

2.1 TUTORAL ASSISTANT – QUANTITY SURVEYOR - 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

i. Teaches up to NTA level 6 (Diploma);

ii. Prepares learning resources for tutorial exercises;

iii. Conducts research, seminars and case studies;

iv. Carries out consultancy and community services under supervision;

v. Supervises students project;

vi. Prepares teaching manual; and

vii. Performs any other duties as assigned by supervisor

2.1.2 QUALIFICATION AND EXPERIENCE

Possession Bachelor of Science In Quantity Surveying and Construction Economics and must be Registered with AQRB (Architect and Quantity Surveyor Registration Board) with minimum GPA 3.5 or equivalent from recognized institution.

2.1.3 REMUNERATION

As per institution salary scales.

3.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT) – RE-ADVERTISEMENT

The National Institute of Transport (NIT) was established by the National Institute of Transport Act,No. 24 of 1982 cap 187 Revised Edition 2009 as an autonomous higher learning institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

3.1 LECTURER IN BUSINESS ADMINISTRATION - 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 9 (Master Degree);

ii. To guide and supervises students in research up to NTA level 10 (PhD Degree);

iii. To Prepare learning resources and design training exercises for students;

iv. To Conduct consultancy and community services;

v. To develop and reviews existing curricula;

vi. To undertake individual research and participates in scientific/academic congregations;

vii.   To prepare teaching manuals, simulations and case studies for training;

viii.   To design and conduct short course programs; and

ix.   To perform any other duties as may be assigned by the Supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in Enterprise Management, Master's Degree in Business Administration with G.P.A of not less than 3.8 and Bachelor Degree in International Business with G.P.A not less than 3.5. Teaching experience will be an added advantage.

3.1.3 SALARY SCALE: PHTS 3.1

3.1.4 LECTURER IN COMPUTER NETWORK - 1 POST

3.1.5 DUTIES AND RESPONSIBILITIES

i.   To teach up to NTA level 9 (Master Degree);

ii.   To guide and supervises students in research up to NTA level10 (PhD Degree);

iii.   To prepare learning resources and design training exercises for students;

iv.   To conduct consultancy and community services;

v.   To develop and reviews existing curricula;

vi.   To undertake individual research and participates in scientific/academic congregations;

vii.   To prepare teaching manuals, simulations and case studies for training;

viii.   To design and conduct short course programs;

ix.   To carryout students' academic assessment;

x.   To coach junior teaching staff to conduct research and consultancy; and

xi.   Perform any other duties as assigned by his/her supervisors.

3.1.6 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in one of the following fields:-Information and Communication Science and Engineering, Computer Science or Computer Engineering, Master's Degree in Computer Science or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science or Computer Engineering with GPA not less than 3.5 .Teaching experience will be an added advantage

3.1.7 SALARY SCALE: PHTS 3.1

3.1.8 LECTURER IN LAW - 1 POST

3.1.9 DUTIES AND RESPONSIBILITIES

xii.   To teach up to NTA level 9 (Master Degree);

xiii.   To guide and supervises students in research up to NTA level 10 (PhD Degree);

xiv.   To prepare learning resources and design training exercises for students;

xv.   To conduct consultancy and community services;

xvi.   To develop and reviews existing curricula;

xvii.   To undertake individual research and participates in scientific/academic congregations;

xviii.   To prepare teaching manuals, simulations and case studies for training;

xix.   To design and conduct short course programs;

xx.   To carryout students' academic assessment;

xxi.   To coach junior teaching staff to conduct research and consultancy; and

xxii.   To perform any other duties as may be assigned by the Supervisor.

3.1.10 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in Law, Master's Degree in Law with G.P.A of not less than 3. 8 (for unclassified degrees, overall average of not less than B grade from a recognized institution), Bachelor Degree in Law, with G.P.A of not less than 3.5. Teaching experience is an added advantage.

3.1.11 SALARY SCALE: PHTS 3.1

3.1.12 LECTURER - COMMUNICATION SKILLS -1 POST

3.1.13 DUTIES AND RESPONSIBILITIES

i.   To teach up to NTA Level 9 (Master Degree);

ii.   To guide and supervise students in research up to NTA Level 10 (PhD Degree);

iii.   To prepare learning resources and design training exercises for students;

iv.   To conduct consultancy and community services;

v.   To develop and reviews existing curricula;

vi.   To undertake individual research and participate in scientific/academic congregations;

vii.   To prepare teaching manuals, simulations and case studies for training;

viii.   To design and conduct short course programs;

ix.   To carry out students' academic assessment;

x.   To coach junior teaching staff; and

xi.   To perform any other duties as assigned by his/her supervisors.

3.1.14 QUALIFICATION AND EXPERIENCE

The candidate should possess Doctorate (PhD) Degree specializing in Linguistics or Education in Language Management who is eligible for registration as a Technical Teacher or registered Technical Teacher, holder of Master's Degree with G.P.A of not less than 3.8, plus three (3) years teaching experience and obtain at least Upper Second Class, and G.P.A not less than 3.5 at Bachelor Degree in respectively or above for unclassified degrees, overall average of not less than B grade from a recognized institution.

3.1.15 SALARY SCALE- PHTS 3.1.

3.1.16 ASSISTANT LECTURER IN ELECTRONICS SCIENCES – 1 POST

3.1.17 DUTIES AND RESPONSIBILITIES

i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);

ii.   To prepare learning resources for tutorial exercises;

iii.   To conduct research, seminars and case studies;

iv.   To carryout consultancy and community services;

v.   To supervise students' projects;

vi.   To develop and reviews existing curricula;

vii.   To prepare teaching manual; and

viii.   To perform any other duties assigned by Supervisor.

3.1.18 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in any of the following specializations, Electronics Science, Embedded and Mobile Systems or Electronic Communication Engineering with GPA not less than 3.8 and Bachelor's degree in one of the following fields:- Computer Science, Electronics Science, Embedded and Mobile Systems, or Electronic Communication Engineering with GPA not less than 3.5 from any recognized Institution

3.1.19 SALARY SCALE: PHTS 2.1

3.1.20 ASSISTANT LECTURER IN COMPUTER NETWORKING – 3 POSTS

3.1.21 DUTIES AND RESPONSIBILITIES

i.   To teach up to Bachelor Degree (NTA Level 8 or equivalent);

ii.   To prepare learning resources for tutorial exercises;

iii.   To conduct research, seminars and case studies;

iv.   To carry out consultancy and community services;

v.   To supervise students' projects;

vi.   To develop and reviews existing curricula;

vii.   To prepare teaching manual; and

viii.   To perform any other duties assigned by Supervisor.

3.1.22 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in Computer Science or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science or Computer Engineering with GPA not less than 3.5 from any recognized Institution.

SALARY SCALE: PHTS 2.1

3.1.23 ASSISTANT   LECTURER   IN   PROCUREMENT   AND   LOGISTICS MANAGEMENT - 1 POST

3.1.24   DUTIES AND RESPONSIBILITIES

i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);

ii. To prepare learning resources for tutorial exercises;

iii. To conduct research, seminars and case studies;

iv. To carry out consultancy and community services;

v. To supervise students' projects;

vi. To develop and reviews existing curricula;

vii. To prepare teaching manual; and

viii. To perform any other duties assigned by Supervisor.

3.1.25 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.8 and Bachelor Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.5 from any recognized Institution.

3.1.26 SALARY SCALE: PHTS 2.1

3.1.27 LABORATORY TECHNICIAN II – IN CIVIL ENGINEERING - 1 POST

3.1.28 DUTIES AND RESPONSIBILITIES

      i. To implement specified maintenance plans for Institute facilities;

      ii. To implement specified technical plans and designs connected with repair and maintenance work;

      iii. To assist in laboratory practical training session;

      iv. To maintain laboratory/ workshop facilities and equipment;

      v. To supervise junior technicians;

      vi. To provide specialized technical services to the public; and

      vii. To perform any other duties as may be assigned by Supervisor.

3.1.29 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Civil Engineering or its equivalent qualification from a recognized Institution.

3.1.30 SALARY SCALE: PGSS 5.1

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;**

  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 **11th April, 2023;**

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

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