

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/323

15th June, 2023

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Water Institute (**WI**) Public Service Recruitment Secretariat (**PSRS**) invites dynamic and suitable qualified Tanzanians to fill Eleven (**11**) vacant posts as mentioned below;

2.0 THE WATER INSTITUTE (WI)

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through Technical education, training, research and consultancy services under the policy guidelines of the Ministry of Water.

1.1 ASSISTANT LECTURER – QUANTITY SURVEYING (1 POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 8 (Bachelor's Degree)
- II. To conduct tutorial and practical exercises for students
- III. To prepare learning resources
- IV. To conduct research and innovation activities
- V. To carry out consultancy and community/outreach services, and

VI. To perform any other duties as assigned by relevant authority at the Institute

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) in Quantity Surveying, Building Economics, Construction Economics and related fields and a Bachelor Degree (NTA Level 8) or its equivalent qualification in Quantity Surveying, Building Economics, Construction Economics and related fields with GPA of 3.5 (out of 5.0) and above in Bachelor Degree. Being registered by Architects and Quantity Surveyors Registration Board (AQRB) as a Quantity Surveyor is an added advantage.

1.1.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.2 ASSISTANT LECTURER – HYDROGEOLOGY (1 POST)

1.2.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 8 (Bachelor's Degree)
- II. To conduct tutorial and practical exercises for students
- III. To prepare learning resources
- IV. To conduct research and innovation activities
- V. To carry out consultancy and community/outreach services, and
- VI. To perform any other duties as assigned by relevant authority at the Institute

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) in Hydrogeology and Drilling, Geology, Applied Geology, Engineering Geology and related fields and Bachelor Degree (NTA Level 8) in Hydrogeology and Drilling, Geology, Applied Geology, Engineering Geology and related fields with GPA of 3.5 (out of 5.0) and above in Bachelor Degree.

1.2.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.3 TUTORIAL ASSISTANT – HYDROGEOLOGY (1 POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- II. To conduct tutorial and practical exercises for students
- III. To prepare learning resources
- IV. To conduct research and innovation activities
- V. To carry out consultancy and community/outreach services
- VI. To perform any other duties as assigned by relevant authority at the Institute

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Hydrogeology and Drilling, Geology, Applied Geology, Engineering Geology and related fields with GPA of 3.5 (out of 5.0) and above.

1.3.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.4 TUTORIAL ASSISTANT – WATER RESOURCES AND IRRIGATION ENGINEERING (2 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- II. To conduct tutorial and practical exercises for students
- III. To prepare learning resources
- IV. To conduct research and innovation activities
- V. To carry out consultancy and community/outreach services
- VI. To perform any other duties as assigned by relevant authority at the Institute

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Water Resources and Irrigation Engineering or related field from recognized Institutions with GPA of 3.5 (out of 5.0) and above.

1.4.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.5. TUTOR II – WATER RESOURCES AND IRRIGATION ENGINEERING (2 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- II. To conduct tutorial and practical exercises for students
- III. To prepare learning resources
- IV. To conduct research and innovation activities
- V. To carry out consultancy and community/outreach services
- VI. To perform any other duties as assigned by relevant authority at the Institute

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Water Resources and Irrigation Engineering or related field from recognized Institutions.

1.5.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.6. ASSISTANT TUTOR II – LAND SURVEYING (2 POSTS)

1.6.1 DUTIES AND RESPONSIBILITIES

- I. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- II. To assist in conducting tutorial and practical exercises for students under close supervisions
- III. To prepare learning resources for tutorial exercises
- IV. To assist in conducting research and innovation activities under close supervision
- V. To carry out consultancy and community/outreach services under close supervision, and
- VI. To perform any other duties as assigned by relevant authority at the Institute

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of a good Ordinary Diploma (NTA Level 6) or its equivalent qualification in Land Surveying, Geomatics, Applied Geomatics and related fields.

1.6.3 REMUNERATION

Attractive remuneration package in accordance to the Institute's salary scale

1.7 ESTATES OFFICER II – (1 POST)

1.7.1 DUTIES AND RESPONSIBILITIES

- I. Supervising maintenance and cleaning of campus grounds and drainage systems.
- II. Participating in drawing-up short and long term programmer for the general improvement of the landscaping of the campus grounds and drainage systems.
- III. Keeping and maintaining relevant equipment in good working order.
- IV. Performing any other Duties and Responsibilities as may be assigned

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of a Degree or Advanced Diploma in Water Resources and Irrigation Engineering or other related field from any recognized Institution.

1.7.3 REMUNARATION

Attractive remuneration package in accordance to institutions salary scale.

1.8. TECHNICIAN II – WATER SUPPLY AND SANITATION ENGINEERING (1 POST)

1.8.1 DUTIES AND RESPONSIBILITIES

- I. Undertaking specified tasks connected with laboratory practical, students projects, research, consultancy and services under supervision
- II. Assists in the repair and maintenance of laboratory or workshop facilities
- III. Assists senior staff in relevant fields of operations
- IV. Performs any other duties assigned.

1.8.2 QUALIFICATION AND EXPERIENCE

Possession of Diploma in Water Supply and Sanitation Engineering or other related field from any recognized Institution.

1.8.3 REMUNARATION

Attractive remuneration package in accordance to institutions salary scale.

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. 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 **22nd June, 2023**;
- xv. Only shortlisted candidates will be informed on a date for 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**