

**THE UNITED REPUBLIC OF TANZANIA**



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

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

**18<sup>th</sup> June, 2023**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania People's Defense Force - Civilian (TPDF), Tanzania Police Force, National Institute for Medical Research (NIMR), Tanzania Food and Nutrition Centre (TFNC), The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), Registration Insolvency and Trusteeship Agency (RITA), Muhimbili National Hospital (MNH), The Government Chemist Laboratory Authority (GCLA), Tanzania Civil Aviation Authority (TCAA), Tanzania Airport Authority (TAA), The National Institute of Transport (NIT), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), The Local Government Training Institute (LGTI), The National Arts Council, National Museum of Tanzania, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill One hundred and thirty-three (133) vacant posts as mentioned below;

**1.0. TANZANIA PEOPLE'S DEFENCE FORCE – CIVILIAN (TPDF)**

The Tanzanian National Defense Force began in early 1964 when a group of several officers were sent to Israel and West Germany at that time to study aviation. However, students who went to learn to fly in West Germany were unable to complete their pilot training due to the breakdown of diplomatic relations between East Germany and West Germany in 1965.

After some efforts, finally the air transport squadron began operations in 1969 with various aircraft, including four OTTER aircraft and the remaining CARRIBOU. Throughout the early days of the air

force, all operational activities involving air defense forces and units were directed by the Operations and Training Branch (COT) of Army Headquarters

## **1.1 DENTAL SURGEON II – 1 POST**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i) To provide routine dental health services to in-patients and out-patients;
- ii) To supervise, train and guide dental staff under him;
- iii) To carry out investigations, follow-up and recommend measures for preventing dental disease outbreaks;
- iv) To carry out research and publish results for consumption by other experts
- v) To design and formulate strategies for improvement of quality in dental services delivery; and
- vi) To perform any other related duties as may be assigned by his supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Doctor of Dental Surgery Degree from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika and must have a valid practicing license.

### **1.1.3 REMUNERATION:**

Attractive package in accordance with Hospital Salary Structure.

## **2.0 TANZANIA POLICE FORCE**

The Tanzania Police Force was officially established on August 25, 1919 by an English Government announcement from the Gazette No.Vol.1 No.21-2583 at that time it was called the Tanganyika Police Force. But the army was legally established by the Police Force Act of 1939 [THE POLICE FORCE AND AUXILIARY SERVICES ACT OF 1939) PRINCIPAL LEGISLATION. This law is in force until now, although it has been amended from time to time.

## **2.1 ASSISTANT DENTAL OFFICER II – 1 POST**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To perform dental work except for crown and bridge, orthodontist, and maxillofacial density;
- ii. To provide primary healthcare;
- iii. To give out Outreach Programmes;
- iv. To teach in the health institutions;
- v. To conduct the removal of teeth;
- vi. To perform dental checks and measurements;
- vii. Procurements and care of Dental working tools and Dental workshop.
- viii. To perform dental prosthesis, partial dentures.
- ix. To perform any other duties related to his/her work as assigned by Supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

National Form IV examination certificate who has attended and passed 3 years Diploma course in Dentistry in a Government recognized Institution.

### **2.1.3 REMUNERATION**

Attractive package in accordance with institution's Salary Structure.

## **3.0 NATIONAL INSTITUTE FOR MEDICAL RESEARCH (NIMR)**

The National Institute for Medical Research (NIMR) is a parastatal organization under the Ministry of Health. NIMR was established by the Parliament Act No. 23 of 1979 and became operational in 1980; holding the following mandates:

- i. To carry out and promote the carrying out of health research designed to alleviate disease among the people of Tanzania;

- ii. To carry out, and promote the carrying out of, medical research into various aspects of local traditional medical practices for the purpose of facilitating the development and application of herbal medicine;
- iii. To promote, or provide facilities for, the training of local personnel for carrying out scientific research into medical problems in co-operation with the Government or any other person or body of persons,
- iv. To monitor, control and co-ordinate medical research carried out within Tanzania, or elsewhere, on behalf of or for the benefit of the Government of Tanzania, and to evaluate the findings of that research, etc.

### **3.1 RESEARCH OFFICER GRADE II – MOLECULAR BIOLOGY– 1 POST**

#### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;

- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree in Molecular Biology from recognized institutions with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

### **3.1.3 REMUNERATION**

Salary Scale according to Institution's Salary Structure.

## **3.2 RESEARCH OFFICER GRADE II – MEDICAL RESEARCHER – 1 POST**

### **3.2.1. DUTIES AND RESPONSIBILITIES**

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and

- x. To perform other relevant duties as may be assigned by the supervisor.

### **3.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree in Medicine and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

### **3.2.3 REMUNERATION**

Salary Scale according to Institution's Salary Structure.

## **3.3 RESEARCH OFFICER GRADE II – EPIDEMIOLOGY – 1 POST**

### **3.3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

### **3.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree in Epidemiology and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

### **3.3.3 REMUNERATION**

Salary Scale according to Institution's Salary Structure.

## **3.4 RESEARCH OFFICER GRADE II – PUBLIC HEALTH – 1 POST**

### **3.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

### **3.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree in Public Health and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

### **3.4.3 REMUNERATION**

Salary Scale according to Institution's Salary Structure.

## **3.5 CLINICAL OFFICER II – 8 POSTS**

### **3.5.1 . DUTIES AND RESPONSIBILITIES**

- i. To make a proper diagnosis of disease;
- ii. To prescribe treatments;
- iii. To treat wounds;
- iv. To give First Aid to Medical problems;
- v. To give anesthesia during operations;
- vi. To attend general outpatient clinics; and
- vii. To perform any other duties as may be assigned by superior.

### **3.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI certificate plus a Diploma in Clinical Medicine from a recognized institution.

### **3.5.3 REMUNERATION**

Salary Scale according to Institution's Salary Structure.

## **4.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)**

After independency, a strong political support to nutrition work played a vital role in development and extension of activities. In 1963, His Excellency, President Julius K. Nyerere declared the intention of the Government to fight malnutrition; foundation of first Nutrition School in 1966, aiming at building capacity to nurses, agricultural extension officers, social workers and teachers; and the Arusha Declaration in 1967 reiterated the importance of curbing malnutrition to vulnerable groups



at all levels. The efforts prompted for many parties both within and outside to act, and the signs of confusion started to be seen.

At that point, various ideas and activities prevailed within the country, with no mandated institution to coordinate all units established. Eventually the idea of creating an independent food and nutrition institute to coordinate all food and nutrition activities emerged and it was accepted by most people involved in nutrition activities in the country. A team, led by SIDA undertook the task to formulate an institution for these; the team completed its work in 1972 and recommended a more field oriented coordinated Centre which would work hand in hand with the staff of extension services on one side and scientist and leaders on the other. This model was approved and became the Tanzania Food and Nutrition Centre (TFNC) created by an Act of Parliament No. 24 of 1973 and launched in 1974 as a semi - autonomous institution, first under the Ministry of Agriculture then Prime Minister's Office and later the Ministry of Health.

#### **4.1. ARTISAN II (PRINTER) – 1 POST**

##### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in operating printing machines;
- ii. To sort and gather printed work;
- iii. To operate both letter process and offset machines;
- iv. To operate binding machine keyboard, caste operating, and copy makeup;
- v. To provide quality services on plant operation;
- vi. To perform gangway activities; and
- vii. To perform any other related duties as may be assigned by the supervisor.

##### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Certificate of Secondary Education plus Trade Test II in one of the following fields: Printing, Binding and Machine Operation from the recognized Institution.

### **4.1.3 REMUNERATION**

Salary Scale of PGSS 2

## **5.0 THE CENTRE FOR AGRICULTURAL MECHANIZATION AND RURAL TECHNOLOGY (CAMARTEC)**

The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC) was established by Act No. 19 of the parliament of the United Republic of Tanzania in November 1981 and started functioning officially in July, 1982. The Centre has objective of undertaking applied research and development promotion, adaptation and dissemination of appropriate technologies in the field of agricultural mechanization and rural technologies with the aim of improving the standard of living and reducing poverty.

### **5.1 ARTISAN II (WELDING AND FABRICATION) – 2 POSTS**

#### **5.1.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To do any other duties as assigned by supervisor.

#### **5.1.2 QUALIFICATIONS AND EXPERIENCE**

Trade Test Grade III or Level I in Welding and Fabrication from accredited institution.

#### **5.1.3 REMUNERATION**

According to Institutions' Salary Scale

### **5.2 ARTISAN II (FITTER & TURNER) – 1 POST**

#### **5.2.1 DUTIES AND RESPONSIBILITIES**

- i. To produce machine parts including gears and shafts;
- ii. To prepare work pieces for further processes;

- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor repair and maintenance of machines and technologies; and
- v. To do any other duties as assigned by supervisor.

### **5.2.2 QUALIFICATIONS AND EXPERIENCE**

Trade Test Grade III or Level I in Fitter and Turner from accredited institution.

### **5.2.3 REMUNERATION**

According to Institutions' Salary Scale

## **5.3 TECHNICIAN II (FITTER & TURNER) – 2 POSTS**

### **5.3.1 DUTIES AND RESPONSIBILITIES**

- i. To setup and adjust machines tools and equipment;
- ii. To maintain workshop machinery and plants;
- iii. To perform repair and maintenance of machines and technologies; and
- iv. To do any other duties as assigned by supervisor.

### **5.3.2 QUALIFICATIONS AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering (Fitter Mechanics) from recognized institution.

### **5.3.3 REMUNERATION**

According to the Institutions' Salary Scale

## **6.0 REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)**

Registration Insolvency and Trusteeship Agency (RITA) was officially launched on the 23rd of June 2006 and replaced what was known as the Administrator Generals Department in the Attorney Generals Chambers, Ministry of Justice and Constitutional Affairs. It is an Executive Agency under the Attorney Generals Chambers in the Ministry of Justice and Constitutional Affairs.

The Registration Insolvency and Trusteeship Agency (RITA) aims at effective and efficient management of information on key life events, incorporation of trustees, safeguarding properties under trust, of deceased persons, insolvents, and minors to enable the law to take its course.

## **6.1 REGISTRATION ASSISTANT II – 20 POSTS**

### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. To register marriage, births, deaths and bond unions and keep their records;
- ii. To collect marriage, births, deaths and bond unions' fees and keep records;
- iii. To prepare marriage, births, and bond unions' index for districts and regions;
- iv. To prepare advertisements for inheritance processes and arrangements to be advertised in the Government's gazette;
- v. To maintain and keep court diary and remind the Government Lawyers on due dates for cases relating to inheritance issues;
- vi. To keep record of Governments' gazettes and Acts Supplements; and
- vii. To direct citizens on how inheritance processes are conducted.

### **6.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma in Law from a recognized institution.

### **6.1.3 REMUNERATION**

According to the Institutions' Salary Scale

## **7.0 MUHIMBILI NATIONAL HOSPITAL (MNH)**

Muhimbili National Hospital (MNH) is a tertiary Specialized and Super Specialist Hospital in Tanzania organized into nine Directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility, which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

## **7.1 MEDICAL SPECIALIST II (ORTHOPAEDICS & TRAUMA) - 1 POST**

### **7.1.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL- MLOGANZILA**

#### **7.1.2 DUTIES AND RESPONSIBILITIES**

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for Consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the supervisor.

#### **7.1.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in Orthopedics & Trauma who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well and must have a valid practicing license.

#### **7.1.4 REMUNERATION**

Attractive package in accordance with Hospital Salary Structure.

## **7.2 ASSISTANT NURSING OFFICER II - 46 POSTS**

### **7.2.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (34) MUHIMBILI NATIONAL HOSPITAL- MLOGANZILA (12)**

#### **7.2.2 DUTIES AND RESPONSIBILITIES**

- i. To assess patients' conditions and identify their needs;
- ii. To ensure treatments are carried out as prescribed and observe any side effects;
- iii. To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- iv. To maintain personal contact with patients, their relatives and visitors to the patient's quality of life, and the good standing of the hospital;
- v. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- vi. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- vii. To maintain a professional friendly atmosphere and create a dignified Environment;
- viii. To perform any other duty assigned by the Supervisor.

#### **7.2.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Nursing from a recognized Institution who has been registered by the Nursing and Midwives Council and must have a valid practicing license.

#### **7.2.4 REMUNERATION**

Attractive package in accordance with Hospital Salary Structure.

## **8.0 THE GOVERNMENT CHEMIST LABORATORY AGENCY (GCLA)**

The Government Chemist Laboratory Authority (GCLA) is an Executive Authority under the Ministry of Health. The Laboratory is Mandated in carrying out laboratory testing of food, drugs, Industrial and natural products samples; forensic and toxicological samples; Regulates and controls Human

DNA. The Authority is expected to better meet the requirements of its customers and public in general.

## **8.1 CHEMIST II (BIOCHEMISTRY) - 1**

### **8.1.1 DUTIES AND RESPONSIBILITIES**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **8.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Biochemistry or equivalent from a recognized Institution.

### **8.1.3 REMUNERATION**

Attractive package in accordance with Institution's Salary Structure.

## **8.2 CHEMIST II (CHEMISTRY) – 1 POST**

### **8.2.1 DUTIES AND RESPONSIBILITIES**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;

- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **8.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Chemistry or equivalent from a recognized Institution.

### **8.2.3 REMUNERATION**

Attractive package in accordance with Institution's Salary Structure.

## **9.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)**

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the Civil Aviation Industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in Tanzania.

### **9.1 AIRWORTHINESS DEVELOPMENTAL INSPECTOR - 1 POST**

#### **9.1.1 DUTY STATION – DAR ES SALAAM**

#### **9.1.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in enforcement of regulatory requirements and report deficiencies to the Supervisor;
- ii. To assist in accident/incident and complaint investigations;
- iii. To assist in recertification of air operators and Approved Maintenance Organizations;
- iv. To assist in the review of manuals (maintenance, flight) and other documents associated with certification requirements of air operators for accuracy and compliance with Civil Aviation Regulations;



- v. To assist in conducting inspections and evaluation of Approved Maintenance Organizations under supervision of a qualified inspector;
- vi. To assist in evaluation of applications for issue/renewal of certificates of airworthiness;
- vii. To assist in evaluation of applications for AME license issue/extension applications in accordance with procedures in Airworthiness Orders as specified in the Civil Aviation (Personnel Licensing) Regulations and Annex 1 to ICAO convention;
- viii. To assist in carrying out continuous programmed surveillance to aircraft operations, air operators and approved maintenance organizations and make appropriate recommendations to the supervisor;
- ix. To assist in carrying out accident and incident investigations in accordance with procedures ; and
- x. To perform any other related duties as may be assigned by immediate supervisor.
- xi. To assist in carrying out processing of applications for licenses, rating, certificates and validations in line with standards and procedures ;
- xii. To assist in developing and reviewing personnel licensing requirements and Civil Aviation Regulations;
- xiii. To assist in providing an efficient and secure record system that maintains up to date records of licensing and certification actions;
- xiv. To assist in preparing and review of syllabi for license and rating examination for aircraft maintenance engineers and aviation repair specialists, defining the qualifying conditions and standards;
- xv. To assist in preparing and marking examination question papers for licenses and ratings;
- xvi. To assist drafting and promulgating of examination schedules ;
- xvii. To assist in verifying foreign licenses for conversion or validations;
- xviii. To assist in investigating possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
- xix. To assist in carrying out processing of applications and base inspections for Approved Training Organizations in line with standards and procedures; and
- xx. To perform any other related duties as may be assigned by immediate supervisor.

### **9.1.3 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in one of the following fields; either aeronautical, Mechanical, Electrical, Electronic or Telecommunication or equivalent academic qualifications from a recognized institution. Must have (3) three years working experience in an Aircraft Maintenance Organization as Aircraft Maintenance Engineer.

- For graduates, except for Aeronautical Engineers, they should have attended or be provided with a basic training in Aircraft Maintenance Engineering;
- For equivalent professional qualifications they should possess Aircraft Maintenance Engineer's Licenses with ratings or appropriate approvals, commensurate with their job responsibilities, i.e., Category A or C (Mechanical) Licenses with airframe and power plant ratings, category X or R (Avionics) License with ratings.

### **9.1.4 REMUNERATION**

**TCAA SS.10.**

## **9.2 AERODROME AND GROUND AIDS DEVELOPMENTAL INSPECTOR – 1 POST**

### **9.2.1 DUTY STATION – DAR ES SALAAM**

### **9.2.2 DUTIES AND RESPONSIBILITIES**

- i. To conduct guided safety oversight of aerodromes including certification and licensing of aerodromes;
- ii. To assist assessment of applications for the initial and renewal of Aerodrome certificates and licenses; and
- iii. To perform any other related duties as may be assigned by immediate supervisor.

### **9.2.3 QUALIFICATIONS AND EXPERIENCE**

- Bachelor Degree in Civil or Electrical engineering from a recognized institution; and
- Registered by the Engineers Registration Board (ERB) as a Professional Engineer with at least 7 (Seven) years working experience in the field of pavements, buildings and structures or electrical systems.

#### **9.2.4 REMUNERATION**

TCAA SS.9.

### **10.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)**

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.

#### **10.1 ASSISTANT LECTURER IN COMPUTER ENGINEERING – 1 POST**

##### **10.1.1 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 review existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

##### **10.1.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess 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.

##### **10.1.3 REMUNERATION**

PHTS 2.1

#### **10.2 ASSISTANT LECTURER IN LAW – 1 POST**

##### **10.2.1 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 conducts 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; and
- viii. To performs any other duties assigned by Supervisor.

### **10.2.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Master's degree in Law with GPA of not less than **3.8** and Bachelor Degree in Law with GPA not less than **3.5** from any recognized Institution.

### **10.2.3 REMUNERATION**

PHTS 2.1

## **10.3 TUTORIAL ASSISTANT IN TELECOMMUNICATION AND RAILWAY SIGNALING ENGINEERING – 1 POST**

### **10.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises under close supervision;
- iii. To prepare learning resources for tutorial and practical exercises;
- iv. To assist in conducting research under close supervision;
- v. To conduct assessments for students up to NTA Level 6;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

### **10.3.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor Degree in Electronics and Telecommunication Engineering with GPA not less than **3.5** from any recognized Institution.

### **10.3.3 REMUNERATION**

PHTS 1.1

## **10.4 TUTORIAL ASSISTANT IN RAILWAY TRANSPORT MANAGEMENT – 1 POST**

### **10.4.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorial and practical exercises;
- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorial for Bachelor Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

### **10.4.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor Degree (NTA Level 8) in Logistics and Transport Management preferably with specialization in Rail Transport Management with GPA not less than **3.5** from any recognized Institution.

### **10.4.3 REMUNERATION**

Salary Scale: PHTS 1.1

## **10.5 ASSISTANT TUTOR II IN AUTOMOBILE ENGINEERING – 2 POSTS**

### **10.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA Levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To perform any other duty as assigned by the Head of Department or senior staff;
- v. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- vi. To prepare material for practical exercises;
- vii. To carry out consultancy and service job assignments under close supervision; and
- viii. To perform any other duties assigned by supervisor.

### **10.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Automobile Engineering from a recognized Institution.

### **10.5.3 REMUNERATION**

PTSS 8.1

## **10.6 PRINTING OFFICER II – 1 POST**

### **10.6.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in specified printing works in the Unit;
- ii. To carry out minor machine repairs;
- iii. To print photographs and other jobs involving colour illustrations;
- iv. To assist in conducting research in printing related issues;
- v. To assist in desktop publishing;
- vi. To perform any other related duties as may be assigned by one's reporting officer.

### **10.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Printing Technology or equivalent qualification from a recognized Institutions plus ICT skill.

### **10.6.3 REMUNERATION**

PGSS 6.1

## **10.7 LABORATORY TECHNICIAN II (SHIP BUILDING ENGINEERING) – 1 POST**

### **10.7.1 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;

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

### **10.7.2 QUALIFICATION AND EXPERIENCE**

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

### **10.7.3 REMUNERATION**

PGSS 5.1

## **11.0 TANZANIA AIRPORT AUTHORITY (TAA)**

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style. As of implementing its Organizational Structure, TAA hereby invites applications from suitably qualified, creative and results driven candidates to fill the following vacant posts.

## **11.1 ASSISTANT AIRPORTS SECURITY OFFICER- 5 POSTS**

### **11.1.1 DUTIES AND RESPONSIBILITIES**

- i. To provide screening services to departing passengers and cargo;
- ii. To control movement of people, vehicles and animals in the protected areas;
- iii. To prevent and spot any suspicious of theft and burglary at the airport;
- iv. To ensure security of passengers, aircrew/hostesses, flights and visitors at the airport;
- v. To ensure that passengers adhere to security procedures before boarding or disembarking the plane/flight; and
- vi. To perform any other duties as may be assigned by supervisor.

### **11.1.2 QUALIFICATIONS**

Holder of Diploma in Law, Sociology, Human Resources, Public Administration, International Relations and Business Administration of equivalent qualifications from a recognized Institutions with age limit of 35 years.

### **11.1.3 REMUNERATION**

TAAS 3

## **11.2 AIRPORT ATTENDANT II – 3 POSTS**

### **11.2.1 DUTIES AND RESPONSIBILITIES**

- i. To collect statistical data on aircraft movements, passengers and cargo tonnage that passes through the airport accurately and in a timely manner;
- ii. To record aircraft landings and departures accurately;
- iii. To collect revenue where necessary following the approved procedures including landing and parking charges and passenger service charge from ad-hoc flights, and ensure safe custody until it is remitted to the finance office or banked;
- iv. To prepare monthly reports detailing information on the airfield's performance and status;
- v. To ensure cleanliness of air field and protection of the airfield and conducts 24 hours runway inspection before any aircraft landing and takeoff;
- vi. To ensure that grass is cut to approved height and that the general upkeep of the airfield is according to approved standards;
- vii. To monitor community activities regularly to ensure reduction in bird population around the airport and encroachment on airport land;
- viii. To contribute to any community activities that could lead directly or indirectly, to bird control;
- ix. To liaise with aviation security in ensuring safety of the airfield and airport users;
- x. To liaise with district authorities regarding VIP visits and condition of the airport; and
- xi. To perform other duties as may be assigned by Supervisor.

### **11.2.2 QUALIFICATIONS**

Holder of Form IV or VI Secondary School Certificate with passes in English and Kiswahili subjects.

### **11.2.3 REMUNERATION**

TAAS 1



## **12. TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY**

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26<sup>th</sup> August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. The aim of the Agency is to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to Government institutions and the public at large.

### **12.1 TECHNICIAN II (REFRIGERATION AND AIR CONDITIONING) - 2 POSTS**

#### **12.1.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out inspection of air conditioning equipment and plants;
- ii. To repair breakdown of air conditioning, systems, Refrigeration, plants and equipment;
- iii. To conduct on job training of refrigeration equipment in the Workshop;
- iv. To prepare Engineering drawings and AutoCAD drafting;
- v. To prepare sketch drawing and take site measurement;
- vi. To attend site meetings and site inspection; and
- vii. To perform any other official duties as may be assigned by the supervisor.

#### **12.1.2 QUALIFICATIONS**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning or equivalent qualification from a recognized Institution.

#### **12.1.3 REMUNERATION**

TMSS 3

### **12.2 TECHNICIAN II (MARINE) - 5 POSTS**

#### **12.2.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out preventive maintenance of Marine Vessel;
- ii. To manage the operation of propulsion units;
- iii. To manage fuel, lubrication and ballast operation;
- iv. To manage safe and effective maintenance and repair procedures;

- v. To detect and identify the cause of machinery malfunctions and correct faults;
- vi. To perform any other official duties as may be assigned by the supervisor.

### **12.2.2 QUALIFICATIONS**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Marine or equivalent qualification from a recognized Institution.

### **12.2.3 REMUNERATION**

TMSS 3

## **12.3 FERRY CAPTAIN II - 9 POSTS**

### **12.4.1 DUTIES AND RESPONSIBILITIES**

- i. To operate the ferry (Pontoon) from one point to another in accordance to applicable rules, regulation and acceptable general practices;
- ii. To safely depart, navigate, berth and communicate in accordance with the applicable rules and regulations;
- iii. To adhere to established schedules of departure and arrived;
- iv. To monitor the performance of all crew members, report exemplary and unsatisfactory conducts to the Ferry in charge;
- v. To report any deficiencies or irregularities to the Ferry in charge; and
- vi. To do such other duties as may be assigned by immediate supervisor.

### **12.4.2 QUALIFICATIONS**

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with basic mandatory Certificate as per STCW95 and Rating Forming Part of Navigation Watch (RFPAW). Possession of Bachelor Degree/Advanced Diploma/Diploma in one of the following fields; Nautical Science, Marine Engineering, Mechanical/Civil Engineering, Electronic/Electrical Engineering, or any other related field is an added advantage.

### **12.3.3 REMUNERATION**

TMSS 2

### **13.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)**

The Local Government Training Institute (LGTI) is situated in the outskirts of Dodoma Municipality. The Institute is 42 Kilometers away from Dodoma Municipal Centre off the high way to Dar es Salaam which is 26 Kilometers away from Ihumwa junction. In the West it borders the famous Hombolo Dam and Hombolo Village. From the Institute one can enjoy magnificent scenery of Makulu and Mkoyo ranges in the North West. In the eastern side LGTI borders a wine factory- CETAWICO, Hombolo Irrigation Scheme and Hombolo Agricultural Research Centre. The Local Government Training Institute offers a unique and conducive environment for learning, conferences, seminars and workshops.

#### **13.1 ASSISTANT LECTURERS (COMMUNITY DEVELOPMENT) – 2 POSTS**

##### **13.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8;
- 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 supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

##### **13.1.2 QUALIFICATIONS AND EXPERIENCE**

Master's Degree and Bachelor Degree in Community Development with an upper second class (at least 4.0 GPA) and a minimum GPA of 3.5 in first degree from a recognized higher learning institution. Must be potentially good academically.

##### **13.1.3 REMUNERATION**

PHTS 2.1

#### **13.2 TUTORIAL ASSISTANT (LOCAL GOVERNMENT ADMINISTRATION) – 1 POST**

##### **13.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6;

- ii. Assists in conducting tutorial and practical exercises for students under close supervision
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision, and;
- vi. To perform any other duties as assigned by the Supervisor.

### **13.2.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree (NTA Level 8) in Local Government Administration with an upper second class (not less than 3.5 GPA) from a recognized higher learning Institution. Must be potentially good academically.

### **13.2.3 REMUNERATION**

PHTS 2.1

## **14.0 THE NATIONAL MUSEUM OF TANZANIA**

The National Museum of Tanzania is a body corporate established by the National Museum of Tanzania Act, No. 7 of 1980 (Cap. 281). It is an educational and cultural institution for the collection, preservation and research of scientific and cultural objects relating to Tanzania's cultural and natural heritage. NMT is a government institution under the Ministry of Natural Resources and Tourism (MNRT). The Management of the NMT is vested to the Board of NMT. The Director General is the Secretary to the Board and the overseer of day-to-day operations of the NMT.

### **14.1. CURATOR II- ARCHAEOLOGIST (2 POSTS)**

#### **14.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in collection and acquisition of museum collections
- ii. To assist in documentation and register museum collections;
- iii. To assist in storing and conserving museum collections;
- iv. To assist in evaluation and report the status of museum collections;
- v. To participate in preparation of display and publicize collections;

- vi. To participate in preparation of public education kits in area of specialization;
- vii. To conduct programs of temporary, special and permanent exhibitions;
- viii. To execute installation of exhibitions;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

#### **14.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Archaeology from a recognized institution.

#### **14.1.3 REMUNERATION**

**PGSS 6**

### **14.2 CURATOR II- ANTHROPOLOGIST (1POST)**

#### **14.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in documentation and register museum collections;
- iii. To assist in storing and conserving museum collections;
- iv. To assist in evaluation and report the status of museum collections;
- v. To participate in preparation of display and publicize collections;
- vi. To participate in preparation of public education kits in area of specialization;
- vii. To conduct programs of temporary, special and permanent exhibitions;
- viii. To execute installation of exhibitions;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. x. To prepare exhibition plans and reports;

- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

#### **14.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Anthropology from a recognized institution.

#### **14.2.3 REMUNERATION**

**PGSS 6**

### **15.0 THE NATIONAL ARTS COUNCIL**

The National Arts Council is a corporate public institution established under the National Arts Act, No. 23 of 1984 as amended by Miscellaneous Amendment Act No. 5 of 2019. The Act repealed the National Arts Council and the National Music Council Act, both of 1974, to pave the way for the establishment of one Council responsible for all the arts.

#### **15.1 ARTS OFFICER II (ART AND DESIGN) - 2 POST**

##### **15.1.1 DUTIES AND RESPONSIBILITIES**

- i. To provide advisory services and technical assistance necessary for or incidental to the proper development to the government and parastatal organization and other stakeholders engaged in such enterprises that dealing with fine art; arts and craft and design;
- ii. To plan management regulation/guidelines for coordinating Arts and Craft Sector, fusion shows art and design exhibitions;
- iii. To visit and meet Fine Artists and Craftsman in their working areas to discuss interpretations of their works;

- iv. To interpret, inspect, and observe the quality and ethics of Fine Arts and Crafts works or Fine artists and Craftsman for productions;
- v. To arrange for the delivery and setup of Fine Arts and Crafts through Medias (e.g. Internet, WhatsApp, You Tube, etc.);
- vi. To coordinate, organize, attend or participate in Fine Arts and Crafts events. (awards, festivals, competitions, shows, concerts); and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **15.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Arts and Designs, Fine Arts, or equivalent qualifications from recognized institutions.

### **15.1.3 REMUNERATION**

PGSS 6

## **15.2 ASSISTANT ARTS OFFICER (ART AND DESIGN) 2 POST**

### **15.2.1 DUTIES AND RESPONSIBILITIES**

- i. To schedule a clear calendar and lists of Fine Arts and Crafts events;
- ii. To participate in Fine Arts and Crafts events (festivals, Performances, Competitions and Awards);
- iii. To implement training programmes for fine arts and crafts;
- iv. To attend or participate in fine arts and crafts events (festivals, Competitions, Performances and Awards);
- v. To collect fine arts and crafts information;
- vi. To develop positive working relationships with artists; and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **15.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields; Arts and Designs, Fine Arts, or equivalent qualifications from recognized institutions.

### **15.2.3 REMUNERATION**

PGSS 4

## **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;
- 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 **24<sup>th</sup> 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/> <http://portal.ajira.go.tz/> and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click **'Recruitment Portal'**)**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

