



REF. NO.: CB.349/408/01/05

DATE: 02/06/2023

## TRANSFER VACANCIES

Tanzania Official Seed Certification Institute (TOSCI) is a government institute under the Ministry of Agriculture (MoA) established under the Seed Act No. 18 of 2003. TOSCI is responsible for certification, quality control and promotion of quality agricultural seeds produced or imported into the country for sale. It is also entrusted with safeguarding farming community from procuring poor quality or fake seeds from vendors of farm inputs. TOSCI's headquarters is located in Morogoro town. TOSCI has four (5) Zone Offices which are Northern Zone, Southern Highlands Zone, Lake Zone, Southern Zone and Western Zone.

Tanzania Official Seed Certification Institute (TOSCI) invites applications from suitably qualified, committed, dedicated **Public Servants** who are interested to be **transferred** to TOSCI in the following positions:

S/N	POSITION	POSTS	QUALIFICATION AND EXPERIENCE
1.	Planning Officer II	1	Holder of a Bachelor Degree in one of the following fields: Economics, Statistics, Project Planning Management, Agricultural Economics or equivalent qualifications from a recognized Institution.
2.	Transport Officer II	1	Holder of Bachelor Degree in one of the following fields: Transport Management, Logistics Management or equivalent qualifications from a recognized Institution, a clean driving license Class C is an added advantage.
3.	Agricultural Officer II	2	Holder of Bachelor Degree in one of the following fields: Crop Science, Agriculture General, Horticulture, Agronomy, Seed Science and Technology, Soil Science and Land Management, Agricultural Extension and Education or equivalent qualifications from a recognized Institutions.
4.	Estates Officer II	1	Holder of a Bachelor Degree in one of the following fields: Estate Management, Land Economics, Building

			Economics, Property and Facilities Management, Environmental Engineering, Civil Engineering, Real Estate or Land Management and Valuation or equivalent qualifications from recognized Institutions and registered by their respective board under graduate category.
5.	Personal Secretary II	3	Holder of Certificate in one of the following fields: secretarial studies, Office Practice or equivalent qualifications from recognized institution with Typing Speed of 50 w.p.m., English and Kiswahili Shorthand with a speed of at least 80 w.p.m. and computer knowledge.
6.	Office Assistant I	3	Holder of Form IV/VI Certificate with passes in Kiswahili and English plus a Certificate in Office Operation or its equivalent from a recognized institution with at least four (4) years working experience in the relevant field.

#### NOTE: GENERAL CONDITIONS

1. Applicant must be a **Public Servant**
2. Signed application letters should be written in either Swahili or English
3. Applicants must channel their application letters through their respective employers
4. Applicants should attach up-to-date detailed Curriculum Vitae having reliable contacts: Post address, e-mail, and telephone numbers
5. Applicant should attach certified copies of academic certificates and transcripts
6. The position applied for by an applicant must be the same as the position he/she currently holds
7. Certificate from the foreign universities must be verified by relevant authorities: TCU, NACTE or NECTA
8. Applicant should indicate their willingness to cover the transfer costs
9. Applicant should be ready to work at any of the TOSCI Zone Offices situated in Njombe, Arusha, Mwanza and Mtwara
10. Only successful candidate will be contacted for further procedures
11. Deadline for application will be on 14<sup>th</sup> June, 2023
12. All applications should be addressed to:

Director General,  
 Tanzania Official Seed Certification Institute (TOSCI),  
 P. O. Box 1056,  
**Morogoro.**  
**TANZANIA**

Send applications through the above postal address or [info@tosci.go.tz](mailto:info@tosci.go.tz)