

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/332

7th July, 2023

VACANCY ANNOUNCEMENT

On behalf of Dar es Salaam University College of Education (DUCE), Institute of Adult Education (IAE), University of Dar es salaam (UDSM), Livestock Training Agency (LITA), Tanzania Veterinary Laboratory Agency (TVLA) and Tanzania Fisheries Research Institute (TAFIRI) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill seventeen (17) vacant posts as mentioned below;

1.0. THE DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

Dar es Salaam University College of Education is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College, as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010, are to provide integrated teaching, research and public service.

1.1 TEACHER III B (ENGLISH LANGUAGE), 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To set and mark students' examinations;
- ii. To assess the progress results of the students;
- iii. To prepare and keep records of the continuous assessment of the students;
- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;
- vi. To prepare examination's time table and allocation of rooms; and

- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

1.1.2. QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education majoring in English subject from a recognized Institutions.

1.1.3. SALARY SCALE: PSTS 2.1

1.2 TEACHER III B (COMMERCE AND BOOK KEEPING)-1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To set and mark student's examinations;
- ii. To assess the progress results of the students;
- iii. To prepare and keep records of the continuous assessment of the students;
- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;
- vi. To prepare examination's time table and allocation of rooms; and
- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

1.2.2. QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education majoring in commerce and book keeping subjects from a recognized Institutions.

1.2.3. SALARY SCALE: PSTS 2.1.

1.3. TEACHER III B (FRENCH)-1 POST

1.3.1. DUTIES AND RESPONSIBILITIES

- i. To set and mark student's examinations;
- ii. To assess the progress results of the students;
- iii. To prepare and keep records of the continuous assessment of the students;

- iv. To monitor student's examination;
- v. To prepare and assist in maintaining proper storage of students' performance records;
- vi. To prepare examination's time table and allocation of rooms; and
- vii. To perform any other duties related to his or her work as assigned by his or her supervisor.

1.3.2. QUALIFICATION AND EXPERIENCE

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education majoring in French subject from a recognized Institutions

1.3.3. SALARY SCALE: PSTS 2.1

1.4. TEACHER III C (CIVICS AND KISWAHILI)-1 POST

1.4.1. DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counselling and guidance of student; and
- viii. To perform any other related duties as may be assigned by the supervisor.

1.4.2. QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Education major in Kiswahili as a teaching subject from a recognized Institutions

1.4.3. SALARY SCALE: PSTS 3.1.

2.0 THE INSTITUTE OF ADULT EDUCATION (IAE)

The institute of Adult Education (IAE) was established in 1960 as an extra mural studies section of Makerere University College, under the University of London. In 1963, the

Institute was upgraded into a department and placed under the Dar es Salaam University College. Later on, it became an autonomous Institution established by Parliamentary Act Number 12 of 1975 under then Ministry of National Education, currently, the Ministry of Education, Science and Technology. To-date, the Institute has become a Centre for Learning, Research and Training in Adult Education arena for Certificate, Diploma and Degree courses, Diploma, certificates and post-Primary education learners. Its services have been extended to the grassroots level through regional centres established in 26 regions of Mainland Tanzania.

2.1 ASSISTANT LECTURER - ADULT EDUCATION & CONTINUING EDUCATION – 1 POSTS

2.1.1 DUTY POST: DAR ES SALAAM CAMPUS

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach 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 supervision;
- v. To organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To write and edit literacy and post literacy material;
- ix. To supervise student's project;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as assigned by the Supervisor.

2.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields; Adult Education & Continuing Education or equivalent qualifications from recognized institutions with GPA of at least 3.5 at Undergraduate Level and GPA of at least 3.8 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

2.1.4 SALARY SCALE: PHTS 2

2.2 TUTORIAL ASSISTANT - ADULT EDUCATION & CONTINUING EDUCATION- 2 POSTS

2.2.1 DUTY POST: MWANZA

2.2.2 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 tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision; and
- x. To perform any other related duties as assigned by the Supervisor

2.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Adult Education & Continuing Education, Adult Education & Community Development or equivalent qualifications from recognized institutions with GPA of at least 3.5.

2.2.3. SALARY SCALE: PHTS 1

3.0 UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is the oldest and biggest public university in Tanzania. It is situated on the western side of the city of Dar es Salaam, occupying 1,625 acres on the observation hill, and 13 kilometers from the city centre. It was established on 1st July 1970, through parliament act no. 12 of 1970 and all the enabling legal instruments of the constituent colleges.

3.1 AUXILIARY POLICE - CONSTABLE (2 POSTS)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To guard sensitive areas where security is highly required;
- ii. To search vehicles and suspected visitors or employees;
- iii. To assist in firefighting;
- iv. To report occurrences in his/her area and other matters relating to security to his/her supervisors;
- v. To take preventive measures against possible theft and insecurity; and
- vi. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV/Form VI certificate of Secondary Education/Bachelor Degree/Diploma or Certificate in any field plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be at the age between 18 and 25 with good Physical, Mental and eyesight Health condition who has no criminal records and must be vetted by the Police.

3.1.3. SALARY SCALE: PGSS 2

4.0. LIVESTOCK TRAINING AGENCY (LITA)

Livestock Training Agency (LITA) was established as a Government Executive Agency under the Ministry of Livestock and Fisheries in accordance with the Executive Agency Act No. 30 (Cap. 245) of the year 1997 and its subsequent amendments. The agency was established on 1st September, 2011 and started to execute its core functions in the financial year 2012/2013. LITA is mandated with provision of high-quality livestock trainings, applied research, consultancy services and production of livestock products and by products to serve the Tanzanian community

4.1. ASSISTANT TUTOR I (ICT) – 2 POSTS

4.1.1. DUTIES & RESPONSIBILITIES

- i. To prepare training material and provide training to NTA level IV and V, short course and farmers;
- ii. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- iii. To administer practical and practical examinations for up to NTA level 6(Ordinary Diploma) students;

- iv. To participate in research and consultancy works;
- v. To manufacture, fabricates and prepare teaching aids;
- vi. To assist in conducting tutorial and practical exercises for students and conduct tutorial sessions for students with academic deficiencies;
- vii. Prepares material for practical exercises;
- viii. To set examinations and assignments;
- ix. To identify student's needs and provide counselling;
- x. To conduct and supervise presentations to classes and tutorials;
- xi. Supervise student during field practical;
- xii. Train farmers on various disciplines of livestock; and
- xiii. To performs any other duties assigned by Superiors.

4.1.2. QUALIFICATIONS AND EXPERIENCE

Holder of Higher Diploma (NTA Level 7 or equivalent) in Information and Communication Technology from a recognized Institution.

4.1.3. SALARY SCALE: PTSS 9

4.2. ASSISTANT TUTOR II (AGRO ENGINEERING/AGRO MECHANICS) – 2 POSTS

4.2.1. DUTIES & RESPONSIBILITIES

- i. To assist in conducting practical exercises for students in the department under close supervision up to NTA level 5;
- ii. To assist in carrying out consultancy service and job assignments;
- iii. To prepare training material and provide training to NTA level IV and V, short course and farmers;
- iv. To conduct tutorial sessions for students with academic deficiencies;
- v. To set examinations and assignments;
- vi. To identify student's needs and provide counselling;
- vii. To conduct and supervise presentations to classes and tutorials.
- viii. To prepare material for practical exercises;
- ix. Supervise student during field practical;
- x. Train farmers on livestock production/Animal Health practices; and
- xi. To performs any other duties assigned by Superiors.

4.2.2. QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6 or equivalent) in one of the following fields; Agro-engineering, or Agro-mechanics from a recognized Institution.

4.2.3. SALARY SCALE: PTSS 7

5.0. TANZANIA VETERINARY LABORATORY AGENCY (TVLA)

Tanzania Veterinary Laboratory Agency (TVLA) is an Executive Agency of the Ministry of Livestock and Fisheries (MLF) that was established under the Executive Agency Act Cap 245 (Revised Edition; R.E 2009), gazetted on GN number 74 of 9th March, 2012 supplement No. 8 and instated by the Chief Permanent Secretary on 11th July, 2012. The Agency was established to work and meet the following objectives: - Developing and marketing appropriate technological packages and biologicals. Institutionalizing the Management systems. Undertaking and strengthening surveillance and diagnostic services. Improving infrastructures and facilities. Strengthen Financial and Human Resource management systems Strengthen institutional arrangement. Addressing crosscutting issues

5.1. VETERINARY RESEARCH OFFICER II – 1 POST

5.1.1. DUTIES & RESPONSIBILITIES

- i. To conduct research on animal diseases;
- ii. To keep records of research findings on animal diseases;
- iii. To undertake diagnostic test for various animal diseases;
- iv. To provide input in developing research proposals;
- v. To collect and analyse data of ongoing research projects; and
- vi. To train laboratory technicians on laboratory management techniques;

5.1.2. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Veterinary Medicine Veterinary Science or equivalent qualification from a recognized institution. The candidate must be registered by the Veterinary Council of Tanzania.

5.1.3. SALARY SCALE: TVLA 7

6.0. TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No.6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries Research in Tanzania. The Institute is governed by the Board of Directors. This Institute comprises of four Centers and one substation: the Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

6.1. TECHNICIAN II (RESEARCH TECHNICIAN) – (2 POSTS)

6.1.1. DUTIES & RESPONSIBILITIES

- i. To assist Research and Fisheries Officers in their day-to-day activities
- ii. To clean research equipment before and after field works;
- iii. To participate in data collection during the field works
- iv. To keep and handle samples properly before analysis;
- v. To participate on sample analysis;
- vi. To take care of research equipment during field works; and
- vii. To perform any other duties as may be assigned.

6.1.2. QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Fisheries, Aquaculture, Aquatic Science, Aquaculture and Aquatic Sciences, or equivalent qualifications from a recognized Institution.

6.1.3. SALARY SCALE: PGSS 5

6.2. DECKHAND AUXILLARY II - (1 POSTS)

6.2.1. DUTIES AND RESPONSIBILITIES

- i. To perform manual skilled duties like painting of the vessel, mending and repairing of fishing gears and deck equipment under the supervision and training of Senior Crew Members;
- ii. To perform general cleanliness duties;
- iii. To assist handling and operation of deck machinery;
- iv. To ferry research equipment, to and from research vessel;
- v. To participate in the lubrication duties of the vessel and carry out minor repair under guidance of senior crew members; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

6.2.2. QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Certificate (NTA level 4) in one of the following fields: Navigation and fishing Science, Fishing and Fisheries Technology, Master-fisherman, Nautical Science or equivalent qualifications from a recognized Institution. Must have Basic Mandatory Safety Certificates

6.2.3. SALARY SCALE: PGSS 3

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 and where specified;
- 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. 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 **13th July, 2023**;
- xvi. Only shortlisted 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
PUBLIC SERVICE RECRUITMENT SECRETARIAT**