

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No JA.9/259/01/A/534

16th May, 2024

VACANCY ANNOUNCEMENT

On behalf of Mwalimu Nyerere Memorial Academy (MNMA), Mbeya University of Science and Technology (MUST), Tanzania Institute of Education (TIE), Vocational Education and Training Authority (VETA), Mzinga Corporation and The University of Dar es Salaam (UDSM), Public Service Recruitment Secretariat (PSRS) invites qualified Tanzanians to fill **fifty-six (56)** vacancies

1.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established on the 1st October, 2005 to provide training in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of Social, Economic, Political and technical development of developing Countries within the Ministry of Education and Vocational training. MNMA main campus is located at Kivukoni Dar es Salaam and other campuses are Karume Campus located at Bububu-Zanzibar and Pemba Campus located at Pujini Chakechake Pemba. The Mwalimu Nyerere Memorial Academy is looking for suitable, qualified and competent candidate from the United Republic of Tanzania to fill the following vacant posts available in the Institute. The Successful applicant should be willing to work at any Campuses within Mwalimu Nyerere Memorial Academy.

1.1 ASSISTANT LECTURER (Gender Studies) -2 POSTS

1.1.1 WORK STATION (1 KARUME, 1PEMBA)

1.1.2 DUTIES AND RESPONSIBILITIE

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To Prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

1.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Gender Studies from recognized institutions with, Bachelor Degree in Gender Studies with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree

1.1.4 SALARY SCALE: PHTS 2.1

1.2 ASSISTANT LECTURER (Procurement) -2 POSTS

1.2.1 WORK STATION (KIVUKONI 1, KARUME 1)

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To Prepare learning resources for tutorial exercises;
- iii. To Conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To Perform any other related duties as assigned by supervisor

1.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Procurement and Supply Chain Management from recognized institutions, Bachelor degree in Procurement and Supply Chain Management with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree

SALARY SCALE: PHTS 2.1

1.3 ASSISTANT LECTURER (Economics) - 1 POST

1.3.1 WORK STATION (PEMBA)

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervising student's project;
- vi. To perform any other related duties as assigned by supervisor

1.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Economics from recognized institutions with GPA 3.8, Bachelor Degree in Economics with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree

1.3.4 SALARY SCALE: PHTS 2.1

1.4 ASSISTANT LECTURER (Accountancy) -1 POST (RE-ADVERTISED)

1.4.1 WORK STATION (KIVUKONI)

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conducting research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Accountancy from recognized institutions, Bachelor Degree in Accountancy with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree

1.4.4 SALARY SCALE: PHTS 2.1

1.5 ASSISTANT LECTURER (Human Resource Management/Public Administration) - 2 POSTS

1.5.1 WORK STATION (KARUME)

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To teaching up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Human Resource Management or Public Administration from recognized institutions, Bachelor Degree in Human Resource Management/ Public Administration with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree.

1.5.4 SALARY SCALE: PHTS 2.1

1.6 ASSISTANT LECTURER (Geography) - 1 POST

1.6.1 WORK STATION (KARUME)

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

1.6.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Geography, Bachelor Degree in Geography with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

1.6.4 SALARY SCALE: PHTS 3.1

1.7 ASSISTANT LECTURER (Mathematics) - 2 POSTS

1.7.1 WORK STATION (KIVUKONI)

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.7.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Mathematics, Bachelor Degree in Mathematics from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

1.7.4 SALARY SCALE: PHTS 2.1

1.8 ASSISTANT LECTURER (Statistics) - 2 POST (RE-ADVERTISEMENT)

1.8.1 WORK STATION (KIVUKONI)

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.8.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Statistics, Bachelor Degree in Statistics from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

1.8.4 SALARY SCALE: PHTS 2.1

1.9 ASSISTANT LECTURER (ICT) - 2 POST

1.9.1 WORK STATION (KIVUKONI)

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

1.9.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in information Communication Technology, Bachelor Degree in Information Communication Technology from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

1.9.4 SALARY SCALE: PHTS 2.1

1.10 ASSISTANT LECTURER (Education in Psychology) - 3 POSTS

1.10.1 WORK STATION (KARUME)

1.10.2 DUTIES AND RESPONSIBILITIES

- vii. To teach up to NTA level 8 (Bachelor's Degree);
- viii. To prepare learning resources for tutorial exercises;
- ix. To conduct research, seminars and as studies;
- x. To carry out consultancy and community services under supervision;
- xi. To supervise student's project;
- xii. To perform any other related duties as assigned by supervisor

1.10.3 QUALIFICATIONS AND EXPERIENCE

1.10.4 Holder of Master's Degree in Education (Psychology), Bachelor Degree in Education (Psychology) from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

SALARY SCALE: PHTS 2.1

1.11 ASSISTANT LECTURER (Sociology) - 1 POST

1.11.1 WORK STATION (PEMBA)

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. carrying out consultancy and community services under supervision;
- v. Supervising students project;
- vi. Performing any other related duties as assigned by supervisor

1.11.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Sociology from recognized institutions, Bachelor Degree in Sociology with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree.

1.11.4 SALARY SCALE: PHTS 2.1

1.12 ASSISTANT LECTURER (Community Development) - 2 POSTS

1.12.1 WORK STATION (1 KARUME, 1 PEMBA)

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

1.12.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Community Development, Bachelor Degree in Community Development from recognized institutions with GPA 3.8 with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree.

1.12.4 SALARY SCALE: PHTS 2.1

2.0 MZINGA CORPORATION

Mzinga Corporation was established in January 1974 as a Project under the Tanzania People Defence Forces Headquarters (TPDF) under the name of Mzinga Ordinance Factory. On 13th September 1974, the Mzinga TPDF Project was legally declared a Public Corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF Project to Present Mzinga Corporation.

2.1 MARKETING OFFICER II – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To record new job orders;
- ii. To record finished jobs;
- iii. To raise profoma invoices for customers;
- iv. To prepare delivery notes before goods are issued to customer;
- v. To execute daily sales and recording;
- vi. To maintain customer's order book;
- vii. To maintain customer sales ledger;
- viii. To issue profoma invoices
- ix. To ensure timely payments by customers;
- x. To maintain the customers, complaint file;
- xi. To execute Daily sales and recording;
- xii. To perform any other related duties as assigned by his/her superior.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and Bachelor Degree in one of the following fields: Marketing, Entrepreneurship, Commerce or Business Administration majoring in Marketing or equivalent qualifications from recognized institution.

2.1.3 SALARY SCALE: PGSS 6

2.2 ARTISAN GRADE II (PATTERN MAKING AND FOUNDRY) – 1 POST (RE-ADVERTISED)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To translate detail drawings and make patterns;
- ii. To prepare patterns as required in order to produce different components/parts;
- iii. To move foundry materials and cleaning work areas;
- iv. To melt metals pouring metal into moulds and remove casts from moulds; and
- v. To perform any other related duties as assigned by his/her superior.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II certificate in Pattern Making and Foundry.

2.2.3 SALARY SCALE: PGSS 2

3.0 MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with the aim of becoming the leading Centre of excellence for knowledge, skills and applied education in science and technology.

3.1 DENTAL LABORATORY TECHNOLOGIST II - 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Handles plastic prosthodontic appliances and normal laboratory procedures;
- ii. Maintains a record of all patients with dental problems;
- iii. Prepares artificial teeth and mouth parts as required;
- iv. Takes the size of patient's teeth as instructed and work on them accordingly; and
- v. Performs any other duties as may be directed by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Dental Laboratory Technology or equivalent qualifications from recognized institutions.

3.1.3 SALARY SCALE: PMGSS 4

4.0 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 programs 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.

4.1 CURRICULUM DEVELOPER II (FINE ART SUBJECT) - 1 POST (RE-ADVERTISED)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To assists to design, develop and to try out instructional materials;
- ii. To assists to conduct professional learning and seminars for tutors and teachers;
- iii. To advices the Head of Department on issues related to subject of specialization;
- iv. To Writes and authorizes dummy for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vii. To assists and participates in the provision of consultancy services in education;
- viii. To assists to write academic papers and publications; and
- ix. To performs any other duties assigned by immediate supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in any educational field of study majoring in Fine Art or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

4.1.3 SALARY SCALE: PHTS 1.1

5.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2219. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of VET system in the Country. VETA is envisioned to have “Tanzania with sufficient and competent artisans”. The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

5.1 VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITIONING – 3 POSTS (RE-ADVERTISED)

5.1.1 DUTIES AND RESPONSIBILITIES

- (i) To prepare instructional plans and schemes of training;
- (ii) To prepare appropriate tools and equipment required for presentations or demonstrations;
- (iii) To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- (iv) To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- (v) To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vi) To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee’s assessment forms in order to evaluate training status;

- (vii) To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (viii) To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- (ix) To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- (x) To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior;
- (xi) To perform any other duties as may be assigned by immediate supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Refrigeration Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.2 VOCATIONAL TEACHER II – PLUMBING AND PIPE FITTING – 4 POSTS (RE-ADVERTISED)

5.2.1 DUTIES AND RESPONSIBILITIES

- (i) To prepare instructional plans and schemes of training;
- (ii) To prepare appropriate tools and equipment required for presentations or demonstrations;
- (iii) To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

(iv) To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

(v) To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

(vi) To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

(vii) To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

(viii) To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

(ix) To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

(x) To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

(xi) To perform any other duties as may be assigned by immediate supervisor.

5.2.2 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil or Building Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

5.2.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.3 VOCATIONAL TEACHER II – FITTER MECHANICS – 1 POST (RE-ADVERTISE)

5.3.1 DUTIES AND RESPONSIBILITIES

- (i) To prepare instructional plans and schemes of training;
- (ii) To prepare appropriate tools and equipment required for presentations or demonstrations;
- (iii) To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- (iv) To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- (v) To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vi) To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- (vii) To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (viii) To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- (ix) To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- (x) To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- (xi) To perform any other duties as may be assigned by immediate supervisor.

5.3.2 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Mechanical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

5.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.4 VOCATIONAL TEACHER II – DESIGN SEWING AND CLOTH TECHNOLOGY– 18 POSTS (RE-ADVERTISED)

5.4.1 DUTIES AND RESPONSIBILITIES

- (i) To prepare instructional plans and schemes of training;
- (ii) To prepare appropriate tools and equipment required for presentations or demonstrations;
- (iii) To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- (iv) To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- (v) To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vi) To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- (vii) To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

(viii) To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

(ix) To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;

(x) To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

(xi) To perform any other duties as may be assigned by immediate supervisor.

5.4.2 QUALIFICATION AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

5.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.5 ASSISTANT VOCATIONAL TEACHER – SECRETARIAL STUDIES – 3 POSTS (RE-ADVERTISED)

5.5.1 DUTIES AND RESPONSIBILITIES

(i) To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;

(ii) To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;

(iii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;

(iv) To perform any other duties as may be assigned by her/his supervisor.

5.5.2 QUALIFICATIONS AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.5.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.6 ASSISTANT VOCATIONAL TEACHER - HANDLOOM WEAVING – 1 POST (RE-ADVERTISED)

5.6.1 DUTIES AND RESPONSIBILITIES

- (v) To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- (vi) To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- (vii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same;
- (viii) To perform any other duties as may be assigned by her/his supervisor.

5.6.2 QUALIFICATIONS AND EXPERIENCE

Holders of National Vocational Award Level 3 or Trade Test Grade I Certificate in Handloom Weaving. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.6.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

6.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public university in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate college of the University of London. The university became an affiliate of the University of East Africa (UEA) in 1963, shortly after Tanzania gained its independence from the

United Kingdom. In 1970, UEA split into three independent universities: Makerere University in Uganda, the University of Nairobi in Kenya, and the University of Dar es Salaam.

6.1 RECORDS OFFICER II – (3 Posts)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in identifying and analyzing personnel records for storage;
- ii. To assist in the execution of the records management system including safe keeping, accessibility and usage;
- iii. To assist to identify and retrieve relevant records from registries and archives;
- iv. To assist in controlling computer generated records, oversees their safe keeping and usage; and
- v. To perform any other duties assigned by the immediate supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following: Records Management, Records and Archives Management, Corporate Information Management, or equivalent qualifications from a recognized Institution.

6.1.3 RENUMERATION: PGSS 6

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. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **29th May, 2024.**
- xv. Only shortlisted candidates will be informed on the date of 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:

**ACTING SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**