

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/20

12th AUGUST, 2024

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Airport Authority (TAA), National Institute of Transport (NIT), Tanzania Building Agency (TBA) and Tanzania Meteorological Authority (TMA), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), On behalf of the Tanzania Fisheries Research Institute (TAFIRI), Tanzania Livestock Research Institute (TALIRI), Rural Water Supply and Sanitation Agency (RUWASA), The National Council for Technical and Vocational Education and Training (NACTVET), The Tanzania Institute of Education (TIE), Watumishi Housing Investments (WHI), e-GOVERNMENT AUTHORITY (e-GA), The Institute of Accountancy Arusha (IAA), Tanzania Fisheries Corporation (TAFICO), National Arts Council (NAC), Tanzania Wildlife Research Institute (TAWIRI) and The Government Procurement Services Agency (GPSA), The National Environment Management Council (NEMC), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two hundred and twenty four (440) vacant posts as mentioned below

1.0 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.

1.1 ASSISTANT AIRCRAFT MARSHALLER - 20 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist Aircraft Marshaller in marshalling of aircraft activities;
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger Movements; iii. To assist in disseminating aircraft movement information to the public address centre and other users;
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron;
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability;
- vi. To observe and ensure all apron movements (vehicles, equipment's, staff and passengers) comply with developed safety operating procedures;
- vii. To report the occurrence of accident or incidents on airside and apron immediately;
- viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size;
- ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside;
- x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management; and
- xi. To perform other duties as may be assigned by Supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Public Administration, Human Resources, Statistics, Accounts, Business Administration/Banking/Commerce majoring in Finance or Accounting or equivalent qualification from a recognized Institution

1.1.3 SALARY SCALE: TAAS 2.1

1.2 CUSTOMER SERVICE OFFICER II - 20 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To identify customers and their needs;
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided;

- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually;
- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment;
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face etc;
- vi. To facilitate training of other employees in customer care issues and encourage sharing of experience; and
- vii. To perform other duties as may be assigned by supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Commerce/Business Administration (Marketing), Marketing, Mass Communication, Entrepreneurship, Public Relations or equivalent qualifications from a recognized Institution.

1.2.3 SALARY SCALE: TAAS 4.1

1.3 WILDLIFE OFFICER II - 3 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To monitor wildlife control operations to ensure the wildlife programme is implemented within the specified standard;
- ii. To collect data in relation to wildlife control at the airport and ensure properly recorded in the log book;
- iii. To maintain wildlife control records relating to unit's log book, bird counts, wild animal counts, bird strike records and reports, wild animals strike, shooting and habitat management;
- iv. To monitor habitat and habitat changes on and around aerodrome, develop counter measures as necessary and make recommendation to Manager Operation;
- v. To advise the Control Tower whenever a potential bird or other animal hazard exists that cannot be contained within reasonable time vis a vis on aircraft movements;

- vi. To ensure adequate use and safe keeping, safe operation and maintenance of all wildlife control equipment and consumables;
- vii. To carry out regular survey of bird and other wildlife concentration and movement within 5n.m of the airport;
- viii. To liaise with wildlife department on wildlife control issues;
- ix. To liaise with farmers and neighboring the airport especially during the active part of the farming circle;
- x. To liaise with municipal/district Environmental Officer regarding waste disposal; and
- xi. To perform any other duties as may be assigned by supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Wildlife, Management Range Management, Conservation Science, Wildlife Management and Conservation, Wildlife Ecology, Wildlife Management, Zoology Wildlife Ecology or equivalent qualifications from recognized Institution.

1.3.3 SALARY SCALE: TAAS 4.1

1.4 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (NETWORK ADMINISTRATOR) - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure;
- ii. To review LAN and WAN architecture;
- iii. To test network equipment and devices;
- iv. To implement network security plan, ensure network and systems in terms of confidentiality, integrity and availability;
- v. To develop and implement preventive maintenance plan for the network;
- vi. To monitor and maintain software and hardware for optimal network performance;
- vii. To review and update network configuration plan;
- viii. To analyze network problems, traffic and work out appropriate solutions;
- ix. To evaluate and recommend changes to current and future network requirements to meet needs;
- x. To implement the overall strategic goals of the network system;
- xi. To create and prevent reports regarding LAN and WAN performance;
- xii. To troubleshoot network systems and recommend improvement; and

xiii. To perform any other duty as may be assigned by supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Computer Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, and REDHAT is an added advantage.

1.4.3 SALARY SCALE: TAAS 5.1

1.5 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEM ADMINISTRATOR) - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in installing, configuration and supporting new hardware and application software for client/server;
- ii. To cooperate with network administrator and hardware systems sections to establish dependencies;
- iii. To perform maintenance activities, data and system backups and restoration; iv. To create and maintain user accounts;
- v. To propose hardware and software requirements; vi. To prepare systems and technical documentations; vii. To perform quality assurance metrics; and viii. To perform any other duty as may be assigned by supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Computer Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, and REDHAT is an added advantage.

1.5.3 SALARY SCALE: TAAS 5.1

1.6 ELECTRICAL ENGINEER II - 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To oversee the work of lower-level technical support personnel;
- ii. To require broad knowledge of precedence in the specialist area and a solid knowledge of principles and practices of related technical area;
- iii. To require a broad knowledge of the application of engineering to plan and equipment constructability as applied to construction method and materials as well as the economic involved;
- iv. To assign and coordinate works to technician, senior technician, principal technician and graduate engineer or less experience engineer;
- v. To assist in selection of discipline personnel assigned engineering work and projects;
- vi. To require extensive and independent contact with clients, vendor's representatives and project field personnel. Attend and participate in client and airports meetings;
- vii. To provide engineering information by answering questions and requests; viii. Maintains product and company reputation by complying with government regulations;
- ix. To keep equipment operational by coordinating maintenance and repair services; following established procedures; requesting special services;
- x. To provide technical direction and on the job training to subordinates; and xi. To perform any other duties as may be assigned by supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Electrical Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer

1.6.3 SALARY SCALE: TAAS 5.1

1.7 MECHANICAL ENGINEER II - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assemble and test experimental motor-control devices, switch panels, transformers, generator windings, solenoids and other electrical/electromechanical equipment' and components according to engineering data and knowledge of electrical/electro-mechanical principle;
- ii. To coordinate installation, maintenance, repair, overhaul, troubleshooting and modifications and test various types of electrical, and/or electro-mechanical equipment and related devices;
- iii. To discuss, analyze and make recommendations to airport facilities for improvements or modifications as well as providing operations/maintenance instruction to airport staff and stakeholder for project related problem in order to develop solutions;
- iv. To undertake and coordinate periodic inspection of airport infrastructure and facilities to ensure they are in good condition;
- v. To coordinate works/projects and assign works to technician, senior technician, principal technician and graduate engineer or less experience engineer on smaller and less complex projects;
- vi. To prepare and or modify /design of drawings, specification, calculations, charts and graphs, issue drawing packages and make recommendations;
- vii. To prepare and submit accurate annual assessment and product reports by analyzing charts, drawings, tests and other data to plan;
- viii. To summarize information and trends e.g breakdown of spares, materials usage, fast moving materials and parts etc;
- ix. To serve as project engineer and client representative and respond to questions and requests from other airports stakeholders and effectively communicate and coordinate engineering programs, ongoing works and new projects;
- x. To estimate costs for engineering, construction, or extraction projects, and submit to procurement unit;
- xi. To prepare bid documents, participate in bid evaluation, analyze and review bid approvals;

- xii. To organize, monitor, control, test and commission plant or hand over projects using engineering principles and techniques;
- xiii. To establish and coordinate the maintenance and safety procedures service schedule and supply of materials required to maintain machines and equipment in the prescribed condition;
- xiv. To manage, train and develop staff including providing engineering information, technical direction and on the job training; and xv. To perform any other duties as may be assigned by supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Mechanical Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer

1.7.3 SALARY SCALE: TAAS 5.1

1.8 ELECTRO-MECHANICAL/MECHANICAL TECHNICIAN II - 5 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance;
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability;
- iii. To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work;
- iv. To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance;
- v. To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles;

- vi. To assist in the purchase of materials and production equipments including sourcing for quotations on costs of new projects;
- vii. To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous;
- viii. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times;
- ix. To liaise with other airport users interested in making alterations or additions to existing structures;
- x. To collect data for planning, maintain and update records whenever necessary;
- xi. To maintain a high standard of proficiency in own skill areas; and xii. To perform any other duties as may be assigned supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of form IV/VI Secondary School Certificate with Diploma (NTA 6) / Full Technician Certificate (FTC) in Electro Mechanical/Mechanical Engineering. The candidate must be computer literate.

1.8.3 SALARY SCALE: TAAS 3.1

1.9 ASSISTANT AIRPORT SECURITY OFFICER II - 35 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in provide screening services to departing passengers, mails and cargo, aircrew/hostesses, flights and visitors at the airport;
- ii. To assist in 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;

- vi. To report any unattended baggage as per the established SOPs; vii. To assist in search of vehicles at security access areas/gates; viii. To assist in conduct patrol and general surveillance; ix. To assist in escort visitors to security restricted areas; and
- x. To perform any other duties as may be assigned by supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields, Sociology, Public Administration, Linguistics, Public Relations, International Relations, Business Administration or equivalent qualification from a recognized Institution.

1.9.3 SALARY SCALE: TAAS 3.1

1.10 AIRPORT ATTENDANT II - 10 POSTS

1.10.1 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.

1.10.2 QUALIFICATION AND EXPERIENCE

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

1.10.3 SALARY SCALE: TAAS 1.1

2.0 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.

2.1.1 ASSISTANT LECTURER IN LOGISTICS AND TRANSPORT MANAGEMENT - 4 POSTS

2.1.2 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in any of the following specializations; Logistics and Transport Management; International Transport and Logistics Management; International Logistics and Transport Management; Air Transport Management; Rural and Urban Transport

Management; Rail Transport Management; or Maritime Logistic and Shipping Management with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Logistics and Transport Management or Road and Rail Transport Management with GPA of not less than 3.5 from recognized Institution.

2.1.4 SALARY SCALE- PHTS 2.1.

2.2 ASSISTANT LECTURER IN MECHANICAL ENGINEERING - 1 POST

2.2.1 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 conduct 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 perform any other duties assigned by Supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Mechanical Engineering specialization Materials Science and Engineering or Production Engineering with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Mechanical Engineering with GPA of not less than 3.5.

2.2.3 SALARY SCALE- PHTS 2.1.

2.3 ASSISTANT LECTURER IN ROAD AND TRANSPORT MANAGEMENT - 2 POSTS

2.3.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in any of the following specializations; Logistics and Transport Management; International Transport and Logistics Management; International Logistics and Transport Management; Air Transport Management; Rural and Urban Transport Management; Rail Transport Management; or Maritime Logistic and Shipping Management with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Logistics and Transport Management or Road and Rail Transport Management with GPA of not less than 3.5 from recognized Institution.

2.3.3 SALARY SCALE- PHTS 2.1.

2.4 ASSISTANT LECTURER IN PROCUREMENT AND LOGISTICS MANAGEMENT - 3 POSTS

2.4.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.8 and Bachelor Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.5 from a recognized institution.

2.4.3 SALARY SCALE- PHTS 2.1

2.5 ASSISTANT LECTURER IN ACCOUNTING AND TRANSPORT FINANCE - 3 POSTS

2.5.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master Degree in Accounting, Accounting and Finance, Business Administration in Accounting, with a GPA of not less than 3.8 and Bachelor Degree in Accounting and Transport Finance, Accounting and Finance, Accounting with GPA not less than 3.5 from a recognized institution.

2.5.3 SALARY SCALE- PHTS 2.1.

2.6 ASSISTANT LECTURER IN MARKETING AND PUBLIC RELATIONS - 1 POST

2.6.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.6.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Marketing and Public Relations or Public Relations and Marketing with GPA not less than 3.8 and Bachelor Degree in Marketing and Public Relations or Public Relations and Marketing with GPA not less than 3.5 from a recognized institution.

2.6.3 SALARY SCALE- PHTS 2.1

2.7 ASSISTANT LECTURER IN HUMAN RESOURCE MANAGEMENT - 1 POST

2.7.1 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 reviews existing curricula; vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.7.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master Degree in Human Resource Management with GPA not less than 3.8 and Bachelor Degree in Human Resource Management with GPA not less than 3.5 from a recognized institution.

2.7.3 SALARY SCALE- PHTS 2.1.

2.8 ASSISTANT LECTURER IN BUSINESS ADMINISTRATION - 2 POSTS

2.8.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.8.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Business Administration specializing in Marketing or Entrepreneurship with G.P.A of not less than 3. 8, and Bachelor Degree in Business Administration specializing in Marketing or Entrepreneurship with G.P.A not less than 3.5 from a recognized institution.

2.8.3 SALARY SCALE- PHTS 2.1.`

2.9 ASSISTANT LECTURER IN RECORDS, ARCHIVES AND INFORMATION - 1 POST

2.9.1 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 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 perform any other duties assigned by Supervisor.

2.9.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree and Master's degree in Records, archives and information management, Record and archive management or Public Administration in Records and archives Management with minimum GPA of 3.8 in masters and less than 3.5 in Bachelor degree from a recognized institution.

2.9.3 SALARY SCALE- PHTS 2.1.

2.10 ASSISTANT LECTURER IN COMPUTER NETWORKING - 3 POSTS

2.10.1 2.10.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.10.2 2.10.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Computer Science or Information Technology or Telecommunication or Electronics Science with G.P.A of not less than 3. 8 and Bachelor Degree in Computer Science or Information Technology or Telecommunication or Electronics Science with a G.P.A not less than 3.5 at from a recognized institution.

2.10.3 SALARY SCALE- PHTS 2.1.

2.11 ASSISTANT LECTURER IN INFORMATION SECURITY - 3 POSTS

2.11.1 2.11.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.11.2 2.11.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security with G.P.A of not less than 3.8 and Bachelor Degree in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security with a G.P.A not less than 3.5 at from a recognized institution.

2.11.3 SALARY SCALE- PHTS 2.1.

2.12 ASSISTANT LECTURER IN HIGHWAY/STRUCTURAL ENGINEERING - 1 POST

2.12.1 2.12.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.12.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Highway Engineering or Structural Engineering with GPA of not less than **3.8** and Bachelor Degree in Civil Engineering with G.P.A of not less than 3.5 from any recognized Institution.

2.12.3 SALARY SCALE- PHTS 2.1.

2.13 ASSISTANT LECTURER IN RAILWAY SIGNALLING AND TELECOMMUNICATION ENGINEERING - 1 POST

2.13.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.13.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Telecommunication Engineering with GPA not less than 3.8 and Bachelor Degree in Electronics and Telecommunication Engineering with a GPA not less than 3.5 from a recognized institution.

2.13.3 SALARY SCALE- PHTS 2.1.

2.14 ASSISTANT LECTURER IN ELECTRICAL ENGINEERING - 1 POST

2.14.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To performs any other duties assigned by Supervisor.

2.14.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's degree in Electrical Engineering or Electrical and Electronics Engineering with GPA of not less than 3.8 and Bachelor Degree in Electrical Engineering with G.P.A of not less than 3.5 from any recognized Institution.

2.14.3 SALARY SCALE- PHTS 2.1.

2.15 ASSISTANT LECTURER IN MARITIME LAW - 1 POST

2.15.1 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 reviews existing curricula; vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.15.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Law specializing in Maritime Law OR International Maritime Law with G.P.A of not less than 3.8 and Bachelor Degree in Law with a G.P.A not less than 3.5 from a recognized institution.

2.15.3 SALARY SCALE- PHTS 2.1.

2.16 ASSISTANT LECTURER IN INTERNATIONAL LAW - 1 POST

2.16.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.16.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Law specializing in International Law OR International Maritime Law with G.P.A not less than 3.8 and Bachelor Degree in Law with a G.P.A not less than 3.5 from a recognized institution.

2.16.3 SALARY SCALE- PHTS 2.1.

2.17 ASSISTANT LECTURER IN BUSINESS LAW - 1 POST

2.17.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.17.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Law specializing in Corporate and Commercial Relations with G.P.A not less than 3.8 and Bachelor Degree in Law with a G.P.A not less than 3.5 from a recognized institution.

2.17.3 SALARY SCALE- PHTS 2.1.

18.1 ASSISTANT LECTURER IN DEVELOPMENT STUDIES - 2 POSTS

18.1.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

18.1.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Development Studies or Development management with GPA not less than **3.8** and Bachelor Degree of Arts in Heritage Management, Development Studies, Tourism and cultural heritage, Sociology or Education with GPA not less than 3.5 from any recognized Institution.

18.1.3 SALARY SCALE- PHTS 2.1.

**2.19 ASSISTANT LECTURER IN NAVAL ARCHITECTURE AND
MARINE ENGINEERING - 1 POST**

2.19.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and viii. To perform any other duties assigned by Supervisor.

2.19.2 QUALIFICATION AND EXPERIENCE

The candidates should possess Master of Science in ship Operations and Naval Engineering, Naval Architecture and Marine Engineering, Naval Architecture (Offshore Structures), Ocean Engineering, Hydrodynamics, or Marine Engineering with a minimum GPA not less than 3.8; and Bachelor's degree (NTA Level 8) in Marine Engineering Technology or Naval Architecture and Marine Engineering with a GPA not less than 3.5 from a recognized institution.

Knowledge of running CFD simulations and analyses, applying Finite Element methods for structural analysis, and utilizing workstations for naval architecture and modeling and proficiency with software such as Ansys, Rhinoceros, MATLAB, Maxsurf, and Star CCM+ will have an added advantage.

2.19.3 SALARY SCALE- PHTS 2.1.

2.20 ASSISTANT LECTURER IN CUSTOMS MANAGEMENT - 1 POST

2.20.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.20.2 QUALIFICATION AND EXPERIENCE

The candidate should possess a Master's degree in any of the following specializations: Customs Administration, Shipping and Port Management, Shipping Economics and Logistics with GPA of not less than 3.8 and Holder of a Bachelor's degree (NTA Level 8) in Customs Administration, Shipping and Port Management, Shipping Economics and Logistics with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.20.3 SALARY SCALE- PHTS 2.1.

2.21 ASSISTANT LECTURER IN PORT MANAGEMENT - 1 POST

2.21.1 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 reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

2.21.2 QUALIFICATION AND EXPERIENCE

The candidate should possess a Master's degree in any of the following specializations: Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.8 and Bachelor's degree in Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.21.3 SALARY SCALE- PHTS 2.1.

2.22 TUTORIAL ASSISTANT IN ROAD AND RAILWAY TRANSPORT MANAGEMENT - 3 POSTS

2.22.1 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 pperform any other duties assigned by Supervisor.

2.22.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Logistics and Transport Management or Road and Railway Transport Management with GPA not less than 3.5 from any recognized Institution.

2.22.3 SALARY SCALE- PHTS 1.1.

2.23 TUTORIAL ASSISTANT IN MECHANICAL ENGINEERING - 1 POST

2.23.1 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.

2.23.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering with GPA not less than 3.5 from any recognized institution.

2.23.3 SALARY SCALE- PHTS 1.1.

2.24 TUTORIAL ASSISTANT IN AUTOMOBILE ENGINEERING - 1 POST

2.24.1 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.

2.24.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Automobile Engineering with GPA not less than 3.5 from any recognized institution.

2.24.3 SALARY SCALE- PHTS 1.1.

2.25 TUTORIAL ASSISTANT IN RAILWAY ENGINEERING - 1 POST

2.25.1 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.

2.25.2 QUALIFICATION AND EXPERIENCE

★ Holder of Bachelor Degree in Civil Engineering with GPA not less than 3.5 from any recognized institution.

2.25.3 SALARY SCALE- PHTS 1.1.

2.26 TUTORIAL ASSISTANT IN CIVIL ENGINEERING - 1 POST

2.26.1 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.

2.26.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering with GPA not less than 3.5 from any recognized institution.

2.26.3 SALARY SCALE- PHTS 1.1.

2.27 TUTORIAL ASSISTANT IN RAILWAY POWER TRACTION - 1 POST

2.27.1 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; vii. To perform any other duties assigned by Supervisor.

2.27.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Railway Electrification, Electrical Engineering or Electrical and Electronics Engineering with not less than 3.5 from any recognized institution.

2.27.3 SALARY SCALE- PHTS 1.1.

2.28 TUTORIAL ASSISTANT IN ELECTRICAL POWER ENGINEERING - 1 POST

2.28.1 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.

2.28.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Railway Electrification, Electrical Engineering or Electrical and Electronics Engineering with not less than 3.5 from any recognized institution.

2.28.3 SALARY SCALE- PHTS 1.1.

2.29 TUTORIAL ASSISTANT IN TELECOMMUNICATION ENGINEERING - 1 POST

2.29.1 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.

2.29.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Telecommunication Engineering, Electronics and Telecommunication Engineering, Electronics and Communication Engineering with GPA not less than 3.5 from any recognized Institution.

2.29.3 SALARY SCALE- PHTS 1.1.

2.30 TUTORIAL ASSISTANT IN PIPELINES WORKS - 1 POST

2.30.1 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; vii. To perform any other duties assigned by Supervisor.

2.30.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in one of the following fields; Petroleum Engineering, Oil and Gas Engineering, and Petroleum geology with GPA not less than 3.5 from any recognized Institution. Possession of certificate of competence in pipeline is an added advantage.

2.30.3 SALARY SCALE- PHTS 1.1.

2.31 TUTORIAL ASSISTANT IN SHIP BUILDING - 1 POST

2.31.1 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.

2.31.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Marine Engineering Technology, Naval Architecture and marine Engineering with GPA not less than 3.5 from any recognized Institution

2.31.3 SALARY SCALE- PHTS 1.1.

2.32 TUTORIAL ASSISTANT IN FREIGHT CLEARING AND FORWARDING - 1 POST

2.32.1 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; vii. To perform any other duties assigned by Supervisor.

2.32.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Freight Clearing and Forwarding, Customs Management, shipping and Port Logistics Management, International Logistics and Customs Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is added advantage.

2.32.3 SALARY SCALE- PHTS 1.1.

2.33 TUTORIAL ASSISTANT IN SHIPPING MANAGEMENT - 1 POST

2.33.1 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.

2.33.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management or Shipping and Logistics Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by Chartered Institute of Shipbrokers or Institute of Export and International Trade or Chartered Institute of Marine, Port and Terminal Management is added advantage.

2.33.3 SALARY SCALE- PHTS 1.1.

2.34 TUTORIAL ASSISTANT IN PORT MANAGEMENT - 1 POST

2.34.1 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; vii. To perform any other duties assigned by Supervisor.

2.34.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management or Shipping and Logistics Management with a GPA of not less than 3.5 from a recognized Institution.

Possession of professional certificate issued by Chartered Institute of Shipbrokers or Institute of Export and International Trade or Chartered Institute of Marine, Port and Terminal Management is added advantage.

2.34.3 SALARY SCALE- PHTS 1.1.

2.35 TUTOR/ INSTRUCTOR II IN MATERIALS TECHNOLOGY - 1 POST

2.35.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii. To conduct tutorials for NTA 7; iii. To assist in carrying out Research, Consultancy and works; iv. To assists in administering examinations for NTA Level 6 Students; v. To Prepare learning resources; vi. To assists in supervising field training; vii. To supervise and assists Junior Staff; and viii. To performs any other duties as assigned by Supervisor.

2.35.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.35.3 SALARY SCALE- PTSS 10.1.

2.36 TUTOR/INSTRUCTOR II IN HYDRAULIC AND PNEUMATIC SYSTEMS - 1 POST

2.36.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii. To conduct tutorials for NTA 7; iii. To assist in carrying out Research, Consultancy and works; iv. To assists in administering examinations for NTA Level 6 Students; v. To Prepare learning resources; vi. To assists in supervising field training; vii. To supervise and assists Junior Staff; and viii. To performs any other duties as assigned by Supervisor.

2.36.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.36.3 SALARY SCALE- PTSS 10.1.

2.37 TUTOR/ INSTRUCTOR II IN FOUNDRY TECHNOLOGY - 1 POST

2.37.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii. To conduct tutorials for NTA 7; iii. To assist in carrying out Research, Consultancy and works; iv. To assists in administering examinations for NTA Level 6 Students; v. To prepare learning resources; vi. To assists in supervising field training; vii. To supervise and assists Junior Staff; and viii. To performs any other duties as assigned by Supervisor.

2.37.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.37.3 SALARY SCALE- PTSS 10.1.

2.38 TUTOR/ INSTRUCTOR II IN AUTOMOBILE ENGINEERING - 2 POSTS

2.38.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii. To conduct tutorials for NTA 7; iii. To assist in carrying out Research, Consultancy and works; iv. To assists in administering examinations for NTA Level 6 Students; v. To prepare learning resources; vi. To assists in supervising field training; vii. To supervise and assists Junior Staff; and
- viii. To performs any other duties as assigned by Supervisor.

2.38.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Automobile or Automotive Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.38.3 SALARY SCALE- PTSS 10.1.

2.39 TUTOR/INSTRUCTOR II IN AIR CONDITIONING AND REFRIGERATION - 1 POST

2.39.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii. To conduct tutorials for NTA 7; iii. To assist in carrying out Research, Consultancy and works; iv. To assists in administering examinations for NTA Level 6 Students; v. To Prepare learning resources; vi. To assists in supervising field training; vii. To supervise and assists Junior Staff; and viii. To performs any other duties as assigned by Supervisor.

2.39.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.39.3 SALARY SCALE- PTSS 10.1.

2.40 TUTOR II IN STRUCTURAL ENGINEERING - 1 POST

2.40.1 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.

2.40.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.40.3 SALARY SCALE- PTSS 10.1.

2.41 TUTOR II IN CIVIL/HIGHWAY ENGINEERING - 1 POST

2.41.1 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.

2.41.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.41.3 SALARY SCALE- PTSS 10.1.

2.42 TUTOR II IN RAILWAY ENGINEERING - 1 POST

2.42.1 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.

2.42.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering (NTA Level 8) with a GPA of not less than 3.5 from any recognized Institution.

2.42.3 SALARY SCALE- PTSS 10.1.

2.43 TUTOR II IN NETWORK ENGINEERING - 1 POST

2.43.1 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.

2.43.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Telecommunication Engineering, Electronics and Telecommunication, Electronic and Communication Engineering with GPA not less than 3.5 from a recognized institution. Experience in Control Engineering will be an added Advantage.

2.43.3 SALARY SCALE- PTSS 10.1.

2.44 TUTOR II IN SHIP BUILDING - 4 POSTS

2.44.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Practical Skills Training; ii. To deliver classroom instruction; iii. To develop curriculum; iv. To ascertain compliance with safety requirements at all times during training; v. To develop and review training programmes; vi. To conduct examinations and submits results; vii. To assist in undertaking research; viii. To support conduction of research and consultancy works; ix. To provide on the job training to junior staff; and
- x. To perform any other duties as may be assigned by a Supervisor.

2.44.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Marine Engineering Technology, Naval Architecture and marine Engineering, Marine and Mechanical Engineering with a GPA of not less than 3.5 from any recognized Institution. Possession of certificate of officer in charge of navigation watch is an added advantage.

2.44.3 SALARY SCALE- PTSS 10.1.

2.45 TUTOR II IN INSTRUMENTATION AND AUTOMATION - 2 POSTS

2.45.1 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 and practical exercises; iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and vi. To perform any other duties assigned by Supervisor.

2.45.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Electrical/Electrical and Electronics Engineering or control Engineering with GPA of 3.5 from any recognized institution.

2.45.3 SALARY SCALE- PTSS 10.1.

2.46 TUTOR II IN RAILWAY POWER TRACTION - 1 POST

2.46.1 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 and practical exercises; iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To perform any other duties assigned by Supervisor.

2.46.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Railway Electrification, Electrical or Electrical and Electronics Engineering or related fields with GPA of 3.5 from any recognized institution.

2.46.3 SALARY SCALE- PTSS 10.1.

2.47 TUTOR II IN SIGNALLING AND TELECOMMUNICATION ENGINEERING

- 1 POST

2.47.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Practical Skills Training; ii. To deliver classroom instruction; iii. To develop curriculum; iv. To ascertain compliance with safety requirements at all times during training;
- v. To develop and review training programmes; vi. To conduct examinations and submits results; vii.

- To assist in undertaking research; viii. To support
conduction of research and consultancy works; ix.
- To provide on the job training to junior staff; and
- x. To perform any other duties as may be assigned by a Supervisor.

2.47.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Railway Signalling, Electronics, and Telecommunication Engineering with a GPA of not less than 3.5 from any recognized Institutions.

2.47.3 SALARY SCALE- PTSS 10.1.

2.48 TUTOR II IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING - 1 POST

2.48.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Practical Skills Training; ii. To deliver classroom instruction; iii. To develop curriculum; iv. To ascertain compliance with safety requirements at all times during training; v. To develop and review training programmes; vi. To conduct examinations and submits results; vii. To assist in undertaking research; viii. To support conduction of research and consultancy works; ix. To provide on the job training to junior staff; and
- x. To perform any other duties as may be assigned by a Supervisor.

2.48.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Electronics and Telecommunication Engineering with a GPA of not less than 3.5 from any recognized Institutions.

2.48.3 SALARY SCALE- PTSS 10.1.

2.49 TUTOR II IN SHIPPING AND LOGISTICS MANAGEMENT - 1 POST

2.49.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma); ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision;
- vii. To perform any other duties assigned by the Supervisor.

2.49.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management, Shipping and Logistics Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.49.3 SALARY SCALE- PTSS 10.1.

2.50 TUTOR II IN FREIGHT CLEARING AND FORWARDING - 2 POSTS

2.50.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

2.50.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Freight Clearing and Forwarding, Customs Management, International Logistics and Customs Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.50.3 SALARY SCALE- PTSS 10.1.

2.51 TUTOR II IN CUSTOMS MANAGEMENT - 2 POSTS

2.51.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma); ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's 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 the Supervisor.

2.51.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Freight Clearing and Forwarding, Customs Management, Customs and Tax Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.51.3 SALARY SCALE- PTSS 10.1.

2.52 TUTOR II IN PORT MANAGEMENT - 1 POST

2.52.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma); ii. To prepare learning resources for tutorials 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 tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; vii. To perform any other duties assigned by the Supervisor.

2.52.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8) in Shipping and Port Logistics Management, Shipping and Logistics Management with a GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by the Chartered Institute of Shipbrokers or the chartered Institute of Export and International Trade or the Chartered Institute of Marine, Port and Terminal Management is an added advantage.

2.52.3 SALARY SCALE- PTSS 10.1.

2.53 LABORATORY TECHNICIAN II IN SOIL/MATERIALS ENGINEERING - 1 POST

2.53.1 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 maintain laboratory/ workshop facilities and equipment; iv.
To supervise junior technicians;
- v. To provide specialized technical services to the public; and vi.
To perform any other duties as may be assigned by Supervisor.

2.53.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Ordinary Diploma (NTA Level 6) in Civil Engineering from a recognized Institution.

2.53.3 SALARY SCALE- PGSS 5.1

2.54 LABORATORY TECHNICIAN II IN CIVIL ENGINEERING - 2 POST (1 LINDI CAMPUS, 1 KIA CAMPUS)

2.54.1 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 maintain laboratory/ workshop facilities and equipment; iv.
To supervise junior technicians;
- v. To provide specialized technical services to the public; and vi.
To perform any other duties as may be assigned by Supervisor.

2.54.2 QUALIFICATION AND EXPERIENCE

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

2.54.3 SALARY SCALE- PGSS 5.1

2.55 LABORATORY TECHNICIAN II IN SHIP BUILDING - 1 POST

2.55.1 2.55.1 DUTIES AND RESPONSIBILITIES

- i. To fabricate or maintain physical models of ships or ship components used for teaching purposes;

- ii. To involve in running computer simulations of ship behavior or stability;
- iii. To assist with maintaining or operating small training pools used for teaching buoyancy or stability concepts;
- iv. To ascertain compliance with safety requirements at all times during training;
- v. To develop and review training programmes;
- vi. To conduct examinations and submits results;
- vii. To assist in undertaking research;
- viii. To support conduction of research and consultancy works;
- ix. To provide on the job training to junior staff; and
- x. To perform any other duties as may be assigned by a Supervisor.

2.55.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields; Marine Engineering Technology, Naval Architecture and marine Engineering, marine and Mechanical Engineering from any recognized Institution.

2.55.3 SALARY SCALE- PGSS 5.1

2.56 LABORATORY TECHNICIAN II IN OIL AND GAS ENGINEERING - 2 POSTS

2.56.1 2.56.1 DUTIES AND RESPONSIBILITIES

- i. Laboratory Techniques and Analysis;
- ii. To ascertain compliance with safety requirements at all times during training;
- iii. To develop and review training programmes;
- iv. To conduct examinations and submits results;
- v. To assist in undertaking research;
- vi. To support conduction of research and consultancy works;
- vii. To provide on the job training to junior staff; and
- viii. To perform any other duties as may be assigned by a supervisor.

2.56.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields; Petroleum Engineering, Oil and Gas Engineering, or Petroleum geology from any recognized Institution. Must have practical skills in installation of piping and pipeline in oil and gas field.

2.56.3 SALARY SCALE- PGSS 5.1.

2.57 LABORATORY TECHNICIAN II IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING - 1 POST

2.57.1 DUTIES AND RESPONSIBILITIES

- i. To carryout specifies tasks connected with laboratory practical's, students' projects, research, consultancy and services under supervision;
- ii. To assist in the repair and maintenance of laboratory facilities; iii. To assist senior staffs in relevant fields of laboratory operations; iv. To Manage routine works of the Laboratory; and
- v. To perform any other duties as assigned by supervisor

2.57.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA Level 6) in Electronics and Telecommunication Engineering from any recognized Institution.

2.57.3 SALARY SCALE- PGSS 5.1.

2.58 LABORATORY TECHNICIAN II IN LAND SURVEYING - 1 POST

2.58.1 DUTIES AND RESPONSIBILITIES

- i. To carryout specifies tasks connected with laboratory practical's, students' projects, research, consultancy and services under supervision;
- ii. To assist in the repair and maintenance of laboratory facilities; iii. To assist senior staffs in relevant fields of laboratory operations; iv. To Manage routine works of the Laboratory; and
- v. To perform any other duties as assigned by supervisor

2.58.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Land Surveying and Mapping, Geomatics or Geoinformatics from a recognized Institution.

2.58.3 SALARY SCALE- PGSS 5.1

2.59 LABORATORY TECHNICIAN II IN ELECTRICAL ENGINEERING - 1 POST

2.59.1 DUTIES AND RESPONSIBILITIES

- i. To carryout specifies tasks connected with laboratory practical's, students' projects, research, consultancy and services under supervision;

- ii. To assist in the repair and maintenance of laboratory facilities; iii. To assist senior staffs in relevant fields of laboratory operations; iv. To Manage routine works of the Laboratory; and
- v. To perform any other duties as assigned by supervisor.

2.59.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Electrical Engineering from recognized institution.

2.59.3 SALARY SCALE- PGSS 5.1

2.60 ICT OFFICER II (NETWORK ADMINISTRATOR) - 1 POST

2.60.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure;
- ii. To review LAN and WAN architecture; iii. To test network equipment and devices; iv. To implement network security plan; and v. To perform network troubleshooting.

2.60.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Computer Engineering, Computer Science, Computer Network, Computer Security from recognized institutions.

2.60.3 SALARY SCALE- PGSS 7.1

2.61 ASSISTANT ICT OFFICER II (COMPUTER GRAPHICS/MULTIMEDIA) - 1 POST

2.61.1 2.64.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure;
- ii. To review LAN and WAN architecture;
- iii. To test network equipment and devices;
- iv. To implement network security plan; and
- v. To perform network troubleshooting.

2.61.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA 6) in Computer Science, Information Technology, or Graphic Design/Multimedia, from recognized institutions.

2.61.3 SALARY SCALE- PGSS 4.1

2.62 LIBRARY ASSISTANT II - 1 POST

2.62.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of library clerical duties;
- ii. To assist registration of readers; iii. To assist on issuing of books to readers; iv. To assist receiving books from readers;
- v. To assist in handling of simple inquiries from readers; vi. To assist bibliographical searching; and vii. To perform any other duties as may be assigned by Supervisor.

2.62.2 QUALIFICATION AND EXPERIENCE

Holder of form IV/VI secondary education Certificate plus Certificate in Library Science, Information Studies, Documentation or equivalent from any recognized Institution.

2.62.3 SALARY SCALE- PGSS 3.1

2.63 ARTISAN II IN CARPENTRY AND JOINERY - 1 POST

2.63.1 2.67.1 DUTIES AND RESPONSIBILITIES

- i. To read blueprints, drawings and sketches to fully grasp requirements; ii. To take measurements and calculate the size and amount of material needed for carpentry work; iii. To analyze problem and identify appropriate tools and materials for repair; iv. To choose carpentry materials based on budget, location, and intended uses of building; v. To follow health and safety standards and complies with building codes; vi. To perform inspections to identify and replace worn parts of carpentry work; and vii. To perform any other duties as assigned by the Supervisor.

2.63.2 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with Trade Test Grade I or NVA Level III in Carpentry and Joinery or equivalent t qualification.

2.63.3 SALARY SCALE- PGSS 2.1

2.64 ARTISAN II IN WELDING - 1 POST

2.64.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing specified craft jobs under supervision; ii. To assist in performing routine technical cleaning of the work environment; iii. To assist in taking care of tools and equipment; iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;

- v. To assist in reporting maintenance problems to senior staff; and vi.
To perform any other duties as may be assigned by Supervisor.

2.64.2 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with Trade Test Grade I or NVA Level III in Welding and Fabrication or equivalent t qualification.

2.64.3 SALARY SCALE- PGSS 2.1

2.65 ARTISAN II IN MACHINE TOOLS AND WORKSHOP- 1 POST

2.66 DUTIES AND RESPONSIBILITIES

- i. To assist in performing specified craft jobs under supervision; ii. To assist in performing routine technical cleaning of the work environment; iii. To assist in taking care of tools and equipment; iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To assist in reporting maintenance problems to senior staff; and vi.
To perform any other duties as may be assigned by Supervisor.

2.66.1 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with Trade Test Grade I or NVA Level III in Machine tools repair/maintenance or fitter mechanics or equivalent t qualification.

2.67 SALARY SCALE- PGSS 2.1

3.0 TANZANIA BUILDING AGENCY (TBA)

The Tanzania Buildings Agency is a Government Executive Agency established under the Executive Agencies Act No. 30 of 1997 to deal with Building Consultancy as well as Real Estate Development and Management Services for the Government and public servants. The Agency has the following vacancies in its establishment to be filled immediately.

3.1 TOWN PLANNER II - 2 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect and analyze data for construction of new projects; ii. To participate in the development of project briefs, assess project requirements and their impact on the local environment;

- iii. To maintain all planning records of the TBA projects; iv. To participate in designing layouts of the TBA projects and infrastructures; v. To participate in the scan and digitization processes of all areas where TBA infrastructures will be developed;
- vi. To provide technical support on the planning and design of all new TBA system components; and
- vii. To perform any other related duties as may be assigned by the Supervisor. **3.1.2**

QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Urban and Regional Planning, Rural Development Planning, Housing and Infrastructure Planning or equivalent qualifications from recognized institution.

3.1.3 SALARY SCALE- TBASS 5

3.2 TECHNICIAN II (ARCHITECTURAL) - 2 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in carrying out condition surveys for existing structures; ii. To apply collected building projects design data in drafting architectural drawings; iii. To draft details of architectural drawings; iv. To keep and maintain details and working drawings; and
- v. To take measurement of existing buildings and prepare missing drawings.
- vi. To prepare site report; and vii. To perform other related duties as may be assigned by the supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Architectural, Architectural Engineering or equivalent qualifications from recognized institutions. Computer literacy in design programs will be an added advantage.

3.2.3 SALARY SCALE- TBASS 3

3.2.4 TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also

responsible for issuing warnings and advisories on severe weather events for protection of human life and properties.

4.0 ASSISTANT METEOROLOGICAL OFFICER II - 3 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in the supervision of data collection for analyzing meteorological data and charts;
- ii. To code, decode and transmits meteorological and weather messages;
- iii. To provide plots observations on charts;
- iv. To perform upper air (i.e Operates Radiosondes and Pilot ballon ascent);
- v. To process autographic data and computes simple statistics;
- vi. To receive, edits and transmits meteorological messages, data and products;

- vii. To assist in the supervision of data collection for analyzing meteorological data and chats;
- viii. To check the accuracy of gathered data for provision of meteorological services in the various fields such as Agrometeorology, Hydrometeorology, Marine, Environment, Seismology etc; ix. To collect data for meteorological flight plan and material documentation for aviation;
- x. To communicate and transmit weather information to different users;
- xi. To receive and transmit aeronautical information from/to aircraft and ground stations; and xii. To perform any other duties as may be assigned by the supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Meteorology, World Meteorological Organization (WMO) Meteorological Technician Course (Senior Level) from recognized institutions.

4.1.3 SALARY SCALE: AS PER TMA SCALE.

4.2 TECHNICIAN II (TELECOMMUNICATION) - 1 POST

4.2.1 DUTIES AND RESPONSIBILITIES:

- i. To conduct test, installation, repair and maintenance of Meteorological Instruments i.e. Anemometers, Barometers and Optical Theodolite, Hydrogen Plants;
- ii. To conduct test, installation, repair and maintenance of telecommunication, electrical and electronics equipment such as Intercoms, Receiver/Transmitters (HF, VHF, UHF), Power Supplies, Air conditioners and non-specialized equipment like Tele-printers, Fax machines, Printers and Recorders; and
- iii. To perform any other duties as may be assigned by the supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Telecommunication Engineering from a recognized institution.

4.2.3 SALARY SCALE: AS PER TMA SCALE.

4.3 ARTISAN II (MECHANICAL) - 1 POST

4.3.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in testing, installing, repairing, fabricating and maintaining of electrical and mechanical equipment (machines) such as: workshop machines i.e. slip roll, lathe, press brake, welding machine and woodwork machine etc;
- ii. To assist in fabricating standard rain gauge, evaporation pan, Stevenson screen, mast for wind system, sunshine and cup counter pillars;
- iii. To assist in maintenance of various mechanical, electrical etc. equipment, machines and instruments and perform general basic electrical installations; and
- iv. To Performs any other duties as may be assigned by the supervisors

4.3.2 4.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate PLUS Trade Test III/Level I in one of the following fields: Mechanical from a recognized institution.

4.3.3 SALARY SCALE: AS PER TMA SCALE.

5.0 TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th 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.

5.1.1 ENGINEER II (MARINE) - 2 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To inspect Marine Vessels for corrective Maintenances;
- ii. To conduct maintenance, service and repairs of Marine Vessel;
- iii. To manage the operation of propulsion plant machinery;
- iv. To plan and schedule ferry operations;
- v. To detect and identify the cause of machinery malfunctions and correct faults;
- vi. To maintain safety and security of Marine Vessel, crew and passengers and the operational condition of life-saving, fire-fighting and other safety system;
- vii. To ensure that the engine and the engine components are in good condition and ready to run; and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Marine engineering or equivalent qualification from a recognized Institution. The candidate must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

5.1.3 SALARY SCALE: TMSS 5

5.2 FERRY CAPTAIN II - 10 POSTS

5.2.1 1.2.1 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.

5.2.2 QUALIFICATION AND EXPERIENCE

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.

5.2.3 SALARY SCALE: TMSS 2

5.3 PLANT OPERATOR II - 2 POSTS

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To drive/operate plants and equipment;
- ii. To carry out cleanliness of plants/equipment and their accessories;
- iii. To keep a Log Book and fuel Consumptions;
- iv. To ensure safety of Plants and equipment; and
- v. To perform any other related duties as may be assigned by supervisor.

5.3.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate with Trade test II or level II in Motor Vehicle Mechanics or Basic Driving Course offered by VETA or any recognized Institution with at least one-year experience in related field. The candidate should possess a Driving License Class F.

5.3.3 SALARY SCALE: TMSS 2

5.4 ENGINEER II (ELECTRONICS) - 1 POST

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To execute installation, repair and maintenance of electronics office equipment, traffic lights and street lights, telephone communication networks and computer software;
- ii. To prepare cost estimate for electronics projects and maintenance works; iii. To prepare reports for all electronics works; iv. To prepare cost estimates and bill of quantities pertaining to electronics works for electronics installation system;
- v. To conduct Site inspections and prepare site inspection reports; vi. To carry out regular inspection for preventive maintenance of electronics installations systems, electronic appliances and machinery; and
- vii. To perform any other official duties as may be assigned by the supervisor.

5.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Electronics Engineering or equivalent qualification from a recognized Institution. The candidate must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

5.4.3 SALARY SCALE: TMSS 5

6.0 THE TANZANIA INVESTMENT CENTRE

The Tanzania Investment Centre was established in 1997 by the Tanzania Investment Act, No. 26 of 1997 as a One - Stop Government Agency, responsible for the Coordination, Promotion and Facilitation of Investments in Tanzania and Policy Advisory and Advocacy on investment related matters.

6.1 INVESTMENT OFFICER II – (5 POSTS)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To link local investors with potential foreign investors; ii. To recommend modifications to investment policy; iii. To provide guidance to other stakeholders on issues concerning investment promotion as per TIC requirements;
- iv. To provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution;
- v. To participate in preparing research briefs related to investment promotion; vi. To participate in preparing outward and inward business mission; vii. To promote

- Tanzania's local projects and investment opportunities in various international and local exhibitions;
- viii. To participate in international and local investment forums and workshops; ix. To participate in preparing bankable projects profiles of Tanzanians seeking various forms of collaboration with foreign companies;
- x. To participate in conducting investment and entrepreneurship seminars in order to encourage Tanzanians to register their investment projects with TIC, so that they enjoy investment incentives;
- xi. To compile information and prepare various promotion materials such as brochures, booklets, project brief, investor's guide etc to be used in different investment promotion activities in Tanzania and abroad;
- xii. To create a data base of local companies/projects seeking various forms of collaboration from abroad (such as JV, Market access, Technology transfer etc)
- xiii. To participate in preparing and make presentations on Tanzania Investment Climate and opportunities in various forums; xiv. To manage business delegation and facilitate their appointments with various government ministries and institutions;
- xv. To participate in targeting investors in specific sectors to be assigned by the Director of Investment Promotion; xvi. To conduct project visits to established investors as per project visit schedule; xvii. To participate in preparing and submit reports of the site visits in form of matrix, filled questionnaires and where necessary prepare presentation in order to appraise higher Centre in making well informed investment decisions;
- xviii. To coordinate for SME's Intervention Programmes in place (such as workshop/seminars) by putting up clear logistical arrangements with the view of executing the planned activities of the section for the Performance of the Department; xix. To monitor and evaluate investment project implementation status and resolve any existing problems; and
- xx. To perform any other duties as may be assigned by the supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Economics, Commerce in Marketing,

Business Administration (Majoring in Marketing), Agricultural Economics and Agribusiness, Economics and Statistics or equivalent qualifications from recognized institutions. Additional Language such as French, Chinese, Spanish and Indian will be added advantage.

6.1.3 SALARY SCALE TICS – 4

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;**
- 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. 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, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **24th August, 2024;**
- xiv. Only short-listed candidates will be informed on a date for interview and;
- xv. 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

1.0 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 in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centres and one substation: 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.

1.1 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II - AQUACULTURE - 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Aquaculture or equivalent qualifications from a recognized Institution.

1.1.3 REMUNERATION: PRSS 1

1.2 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II- AQUATIC SCIENCE - 1POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Aquatic Sciences or equivalent qualifications from a recognized Institution.

1.2.3 REMUNERATION: PRSS 1

1.3 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II–FISHERIES SCIENCE- 1POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;

- vi. To assist in the planning of specific research projects; vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Fisheries and Aquatic Sciences or equivalent qualifications from a recognized Institution.

1.3.3 REMUNERATION: PRSS 1

1.4 LABORATORY TECHNICIAN II - LABORATORY TECHNOLOGY - 5 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers and Laboratory Scientists in their day-to-day activities;
- ii. To perform general cleanliness of Laboratory Equipment; iii. To take care of equipment in the laboratory; iv. To keep laboratory records and report any fault to immediate supervisor;
- v. To participate on sample analysis; vi. To impose laboratory rules and regulations in the laboratory and report to immediate supervisor any noncompliance; and vii. To perform any other duties as may be assigned by the supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma/NTA level 6 or Full Technician Certificate (FTC) in Laboratory Technology, Laboratory Science and Technology or equivalent qualifications from a recognized Institution.

1.5 LABORATORY TECHNICIAN II – MICROBIOLOGY - 1 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers and Laboratory Scientists in their day-to-day activities;
- ii. To perform general cleanliness of Laboratory Equipment;
- iii. To take care of equipment in the laboratory;
- iv. To keep laboratory records and report any fault to immediate supervisor;
- v. To participate on sample analysis;
- vi. To impose laboratory rules and regulations in the laboratory and report to immediate supervisor any noncompliance; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in Microbiology, or equivalent qualifications from a recognized Institution.

1.5.3 REMUNERATION: PGSS 5

1.6 TECHNICIAN II - RESEARCH TECHNICIAN – FISHERIES 2 POST

1.6.1 DUTIES AND 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.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in Fisheries.

1.6.3 REMUNERATION: PGSS 5

1.7 TECHNICIAN II - RESEARCH TECHNICIAN –AQUACULTURE – 3 POST

1.7.1 DUTIES AND 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.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Aquaculture or Aquatic Science

1.7.3 REMUNERATION: PGSS 5

2.0 TANZANIA LIVESTOCK RESEARCH INSTITUTE (TALIRI)

The Tanzania Livestock Research Institute (TALIRI) is a semi-autonomous Institution established under the Parliamentary Act no. 4 of 2012. Minister for Livestock and Fisheries, TALIRI is required to collate all livestock research findings from different research institutions for review and promotions in line with development and maintenance of National Livestock Research Database (NLRD)

2.1 FIELD ATTENDANT GRADE II – 14 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To clean pens, bomas and equipment;
- ii. To do dipping, dehorning, disbudding, debarking and other related operations;
- iii. To carryout milking and egg collection;
- iv. To take care of experimental animals; and
- v. To perform any other duties as may be assigned by the supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

The applicant should possess Form four (IV) certificate with division four (IV).

2.1.3 REMUNERATION: POSS 2

2.2 PLANT OPERATOR II GRADE II – 3 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To drive plant under supervision of experienced Plant operator;
- ii. To keep safety and maintain plant equipment, machinery and tools;
- iii. To maintain log book;
- iv. To perform any other official duties as may be assigned by supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

The Direct Entry Qualifications Holder of Certificate of Secondary Education Examination (CSEE), with Class “G” driving License, and experience of driving Tractors, Forage Choppers, Boom Sprayers and Mowers for one year without causing accident.

2.2.3 REMUNERATION: PGSS 2

3.0 THE RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

Rural Water Supply and Sanitation Agency (RUWASA) is a Government Executive Agency, which was established under The Water Supply and Sanitation Act, 2019. The agency is working under the Ministry of Water and it was inaugurated on July, 2019.

3.1 CIVIL TECHNICIAN – 30 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in the repair and maintenance of Agency’s buildings and plumbing facilities and systems.
- ii. To conduct routine repair and regular maintenance of water, plumbing and equipment of the Agency.
- iii. To implement specified technical plans and designs connected with repair and maintenance work.

- iv. To participate in building capacity of CBWSOs to prepare and submit monthly reports to the RUWASA Ward office.
- v. To provide technical advice and support to the CBWSOs.
- vi. To mobilize communities in collaboration with Village Council to form CBWSOs for management of rural water supply schemes.
- vii. To assist in water sampling for water quality monitoring of water supply schemes.
- viii. To build capacity of CBWSOs to prepare and submit monthly reports to the RUWASA district office.
- ix. To provide technical advice and support to the CBWSOs.
- x. To collect Water samples for water quality monitoring of water supply schemes.
- xi. To supervise CBWSOs operations and assist maintenance of schemes.
- xii. To participate in preparation of proposal for construction/rehabilitation of excreta treatment facilities.
- xiii. To participate in promotion of appropriate technologies on sanitation facilities.
- xiv. To assist to Collect, process, monitor and disseminate sanitation related information.
- xv. To assist to Promote public awareness on environmental issues through educational programmes.
- xvi. To supervise CBWSOs operations and assist maintenance of schemes. and
- xvii. To perform any other related duties as assigned by supervisor.

3.1.2 QUALIFICATIONS:

Holder of FTC or Diploma in Civil Engineering or equivalent qualification from a recognized institution.

3.1.3 SALARY SCALE – RSS 3.

3.2 WATER TECHNICIAN II (HYDROGEOLOGIST) - 65 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct reconnaissance surveys on water, aquifers rocks and soils
- ii. To assist in collecting and analyses data concerning water depth, flow, and quality.
- iii. To assist in collecting and analyses data related to water, aquifers rocks and soils.
- iv. To assist in making measurements of water flows.
- v. To assist in recording routine measurements of water levels at specified observations wells/dams.
- vi. To assist in collecting water quality samples and making laboratory test of water quality.
- vii. To assist in collecting water samples for chemical analysis.
- viii. To prepare reports on the surveys conducted and submit to supervisor.
- ix. To prepare geophysical equipment to ensure they are in good condition for field work.
- x. To troubleshoot problems of geophysical equipment.
- xi. To perform minor repairs on water level recorders and other equipment used in hydrologic investigations.
- xii. To perform any other related duties as assigned by supervisor.

3.2.2 QUALIFICATIONS

Holder of Diploma in Hydrogeology, Water Supply and Sanitation Engineering, Water Well Drilling or equivalent qualification from a recognized and a recognized Institution.

3.2.3 SALARY SCALE - RSS 3.1

4.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

The Tanzania Institute of Education (TIE) is a government institute under the Ministry of Education, Science and Technology established under Act No.13 of 1975 (CAP 142 RE 2002). Its basic mandate is to interpret Government policies on education into befitting curricula, curricula support materials and programs aiming at facilitating provision of quality

education at pre-primary, primary, secondary and teacher education levels. Specific functions of TIE are to; design, develop and review curricula for Pre-primary, Primary, Secondary, and Teacher Education levels, prepare curricular support materials including textbooks, syllabi and teacher's guides, provide in-service teachers training so as to enable teachers implement the curriculum effectively and efficiently and to Conduct research on various educational related matters including teaching and learning processes and the general quality of education.

4.1 GRAPHIC DESIGNER II: 2 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in overall layout and production of curricula support materials;
- ii. To participate in identifying layout of writing and pictures by using designing software;
- iii. To participate in designing programs by using appropriate software;
- iv. To participate in using various software to design both still and motion graphics;
- v. To participate in creating visual representation of ideas and message in textbook and;
- vi. To perform any other related duties as may be assigned by supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in in one of the following fields: Graphic Design, Software Applications, Web Design and System Design and Analysis, Fine and Performing Artist or equivalent qualification from recognized Institutions.

4.1.3 REMUNERATION

Attractive remuneration package in accordance to TIE Scheme of Service (PGSS 6.1)

4.2 ASSISTANT PRINTER II (4 POSTS)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines; ii. To operate paper cutting machines; iii. To operate (e.g. SORD, SPRS, Goss Web, SPEED MASTER, guillotine and book pressing);
- iv. To operate hydraulic power for lifting reams, etc.; v. To hand Binds; vi. To collate, cut and trim and assemble printed material into finished printed product and;
- vii. To perform any other related duties as may be assigned by supervisor.

4.2.2 QUALIFICATION AND EXPERIENCE

Holder of FTC or Diploma (NTA 6) in one of the following fields: Graphic Art and Printing, Printing Technology, or equivalent qualification from recognized Institution.

4.2.3 REMUNERATION

Attractive remuneration package in accordance to TIE Scheme of Service (PGSS 4.1)

4.3 CURRICULUM DEVELOPER II (THEATRE ART SUBJECT) 1POST READVERTISEMENT

4.3.1 DUTIES & 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; vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and viii. To performs any other duties assigned by immediate supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

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

4.3.3 Salary scale. PTHS 1.1

5.0 THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTVET)

The National Council for Technical and Vocational Education and Training (NACTVET) is a corporate body established by the National Council for Technical and Vocational Education and Training Act, 1997 (Act No. 9 of 1997). The Act provides a legal framework for the Council to coordinate the provision of technical and vocational education and training and establish an efficient national qualifications system that will ensure that products from technical and vocational institutions are of high quality and respond to changing needs as well as technological innovations in the world. Technical and vocational education in this context is defined as "education and training undertaken by students to equip them to play roles requiring higher levels of skills, knowledge and understanding and in which they take responsibility for their areas of specialization". NACTVET is thus, a multidisciplinary and multisectoral body empowered to oversee and coordinate the provision of technical and vocational education and training in Tanzania.

5.1 ICT OFFICER II (PROGRAMMER) 1- POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To guide systems users;
- ii. To install standard software and server operating systems;
- iii. To install standard computer hardware;
- iv. To perform trouble shooting of hardware and software problems;
- v. To maintain and update existing systems.

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Information and Communication Technology, Computer Engineering, Network and Systems Engineering, Graphic Design or equivalent computer qualifications from recognized institutions.'

5.1.3 REMUNERATION- NACTVET 5

5.2 ADMISSION OFFICER II (2- POSTS)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To compile admissions guidebooks information;

- ii. To update admissions requirements;
- iii. To supervise maintenance of students' admission statistics;
- iv. To prepare logistics for Joint Admission Meetings;
- v. To prepare logistics for Meetings with Admissions Officers of technical and vocational training institutions and centers;
- vi. To attend admissions clients; and
- vii. To update programs in the admissions system

5.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Engineering, Economics, Human Resources Management, Public Administration, Agricultural Economics, Agriculture, Sociology, Computer Science, Information Communication and Technology, Library and Information Studies, Mathematics, Statistics, Tourism and Hospitality, Finance, Accounts, Mass Communication, Journalism, Law, Education, Monitoring and Evaluation, Development Studies or equivalent qualifications from recognized institutions.

5.2.3 REMUNERATION- NACTVET 4

5.3 QUALITY ASSURANCE OFFICER II (4-POSTS)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To maintain records of curricula submitted for validation; ii. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- iii. To provide feedback to technical and vocational institutions on submitted curricula;
- iv. To prepare logistics for validation meetings; and v. To maintain a list of validation experts.

5.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Engineering, Economics, Human Resources Management, Public Administration, Agricultural Economics, Agriculture, Sociology, Computer Science, Information Communication and Technology, Library and Information Studies, Mathematics, Statistics, Bachelor of Arts in Geography and Environmental Studies, Tourism and Hospitality, Finance, Accounts, Mass Communication,

Journalism, Law, Education, Monitoring and Evaluation, Development Studies or equivalent qualifications from recognized institutions.

5.3.3 REMUNERATION- NACTVET 4

6.0 WATUMISHI HOUSING INVESTMENTS (WHI)

Watumishi Housing Investments (WHI) was established in 2013 to implement the Public Servants Housing Scheme (PSHS). WHI is a property developer and a licensed fund manager for the management of the Watumishi Housing REIT (WH-REIT) WH-REIT was licensed by the Capital Market and Security Authority (CMSA) in 2015 and became the first fully-fledged REIT established in Tanzania and East Africa. WHI's main shareholders are Public Service Social Security Fund (PSSSF), National Social Security Fund (NSSF), National Health Insurance Fund (NHIF), and National Housing Corporation (NHC).

6.2 ESTATES OFFICER II (1 POST)

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist the Senior Estate Officer in undertaking optimal use of Government Real Estate; ii. To participate in carrying out a management survey of all Government Properties to establish a benchmark of proper use;
- iii. To undertake recording of all tenant's complaints and oversee tenant's welfare; iv. To implement tenant administration procedures and police;
- v. To conduct regular building inspections for maintenance; and
- vi. To perform any other duties as may be assigned by superiors from time to time.

6.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields; Properties and Facilities Management, Estate Management, Property Management, Land Management, and Valuation or equivalent qualifications from a recognized institution.

6.2.3 SALARY SCALE: WHIS 4

7.0 e-GOVERNMENT AUTHORITY (e-GA) e-Government Authority (e-GA) was established under the e-Government Act No.10 of 2019, with a mandate of coordinating, overseeing and promoting e-government initiatives and enforcing compliance to e-Government Standards and Guidelines to Public institutions. enactment of the e-Government Act came as a way of addressing challenges encountered by the then e-Government Agency in the areas of legal environment and powers to manage duplication of ICT initiatives and silo ICT systems, promotion of sharing of systems by public institutions, and compliance with Standards and Guidelines to ensure effective use of ICT for improved public service delivery.

7.1 ICT OFFICER II (APPLICATION PROGRAMMER) – 6 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To design, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.;
- ii. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iii. To design, coding and debugging web and mobile based applications in various software languages;
- iv. To make software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. To support, maintain and document software functionality;
- vi. To install and configure appropriate application servers based on the application programs to be supported;
- vii. To support, maintain, and preparation of technical and user documentations for various software functionalities;

- viii. To train and support of software users for effective utilization of deployed systems;
- ix. To assist in troubleshooting and resolving routine software application problems;
- x. To model software and simulation;
- xi. To teste software and quality assurance;
- xii. To perform tuning, improvement, load balancing, usability, automation;
- xiii. To integrate software with existing systems;
- xiv. To evaluate and identify new technologies for implementation;
- xv. To work closely with analysts, designers and other staff;
- xvi. To produce detailed technical specifications and software code documentation, and
- xvii. To make maintenance and support production system

7.1.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Strong understanding of the Software Development Life Cycle (SDLC) methodologies, Technical knowledge in determining end-to-end software requirements specification and design, Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python] will be added advantage, Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, jQueryMobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage, Practical skills on Object Oriented Design and Analysis (OOA and OOD), Hands-on experience with development in Java/JEE environments and Knowledge in containerization and micro services application development approaches will be an added advantage

7.1.3 Salary Scale: EGASS 5.1.

7.2 ICT OFFICER II (SYSTEMS ADMINISTRATOR) - 2 POSTS

7.2.1 DUTIES AND RESPONSIBILITIES

- i. To install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure including MS

- Windows, Linux and Unix Server platforms; remote administration, train and support end users;
- ii. To perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data;
 - iii. To administer servers, security systems, databases, business applications, tools, and manage user accounts;
 - iv. To prepare reports and documents for various stakeholders i.e system users and management;
 - v. To troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
 - vi. To provide appropriate infrastructure technology solution to support operations;
 - vii. To prepare systematic documentation for monitoring hosting infrastructure;
 - viii. To be responsible for administration of server virtualization and infrastructure;
 - ix. To manage security access to assigned systems, related records, documents, and data;
 - x. To perform backups and disaster recovery operations;
 - xi. To confer with employees and the project team to provide technical advice, support, and to resolve problems;
 - xii. To create and update procedural and training documents for the assigned systems;
 - xiii. To manage ICT assets, systems diagrams and related documentation,
 - xiv. To manage hardware devices and licenses of all programs in use;
 - xv. To ensure high-availability of infrastructure, products and services.

7.2.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Possession of recognized ICT professional certification such as RHCSE/MCSE/CCNA/CISM/CISSP/CEH will be an added advantage.

7.2.3 Salary Scale: EGASS 5.1.

7.3 ICT OFFICER GRADE II (PROJECT MANAGEMENT) - 2 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To analyze Institutional business processes and model with respects to technology solutions;
- ii. To follow up closely in planning, designing, development and implementation of enterprise-wide application;
- iii. To review e-Government related project concept notes/proposals. Systems requirements specifications, system design document, project implementation progress report etc. as per e- Government standard and Guidelines;
- iv. To act as a bridge between business and Technology groups;
- v. To provide technical guidance and support in the implementation of e-Government initiatives throughout project life;
- vi. To conduct evaluation of e-Government projects and prepare periodic reports;
- vii. To conduct inspection and investigation of e-Government projects in the public institutions;
- viii. To provide technical guidance on business re –engineering, strategic planning or potentially organizational change;
- ix. To assist in the collection and consolidation projects required information and data, and
- x. To monitor implementation of e- Government initiatives and project.

7.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution. Strong skills in Project management, Ability to capture, translate and communicate software business requirement to various project stakeholders, understanding of software engineering concept & modelling techniques and methods, Knowledgeable in Quality Assurance for Developed ICT product /services, and Possession of an ICT and project management related certifications such as PRINCE2, PMP, TOGAF, COBIT5, CISA and SCRUM master will be added advantages.

7.3.3 Salary Scale: EGASS 5.1.

7.4 ICT OFFICER II (DATABASE ADMINISTRATION) - 2 POSTS

7.4.1 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tablets, views, procedures functions triggers etc;
- ii. To perform database performance optimization and tuning;
- iii. To perform administration of systems and database, server's virtualization and server infrastructure;
- iv. To manage security aspects to the assigned system, database, integrity control, related record and documents;
- v. To install, upgrade and maintain software application and database;
- vi. To maintain, administrate, monitor, problem management and production for databases;
- vii. To undertake daily maintenance, testing, backup, and recovery of system and databases;
- viii. To apply patches and upgrade of system and database;
- ix. To install, configure, operate, upgrade and maintain assigned system hardware, software and infrastructure;
- x. To provide appropriate infrastructure technology solution to support operations;
- xi. To assist in Management of hardware devices, licensing and all programs as assigned;
- xii. To produce database reports when requested, and
- xiii. To ensure high – availability of systems and services.

7.4.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Extensive knowledge on Linux and Unix Operating Systems, Extensive knowledge on different virtualization technologies both proprietary and open source, Knowledge on Mailing Systems and Directory Services (Open source preferred), Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security, Knowledge in Security Fundamentals (in multiple vendor/open source environments), Linux and MS Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security, Knowledge in Containers Hosting Infrastructure will be an added advantage and Possession of recognized ICT professional certification such as RHCSE/MCSE/CCNA/CISM/CISSP/CEH will be an added advantage.

7.4.3 Salary Scale: EGASS 5.1.

7.5 ICT OFFICER GRADE II (BUSINESS ANALYST) – 1 POST

7.5.1 DUTIES AND RESPONSIBILITIES

- i. To analyze and perform the Institutional business process modelling as well as their association with technology solutions;
- ii. To analyze and document business processes and translate these into functional specifications;
- iii. To act as a bridge between business groups with need or problem and the technology teams designing/offering a solution to a problem or need;
- iv. To participate in analysis of user requirements, prototyping, and integration of technological components, testing and deployment;
- v. To participate in designing, development and implementation of enterprisewide applications for various channels (Web/Mobile/Desktop etc);
- vi. To ensure business requirements are translated accurately into working technical designs;

- vii. To participate in development of new systems, business processes re-engineering, strategy planning or potentially organizational change;
- viii. To provide support in the implementation of e-Government initiatives throughout project life cycle;
- ix. To involve in solution testing and evaluation as part of quality assurance and control and communicating the deliverables state to the users;
- x. To assist in the collection and consolidation of projects required information and data;
- xi. To prepare and maintain technical and user documentations for various software functionalities, and
- xii. To train and support of software users for effective utilization of deployed systems.

7.5.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor degree in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution. Ability to capture, translate and communicate software business requirements to various project stakeholders, Working knowledge of various software languages PHP, Java, C/C++, .NET, Python will be added advantage, Knowledge on JSON, XML, and other similar data exchange protocols, Knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery and Responsive Web Design will be added advantage, and Possession of an ICT related certifications (CISA, CRISC, CISM etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

7.5.3 Salary Scale: EGASS 5.1.

7.6 ICT OFFICER GRADE II (SECURITY MANAGEMENT) - 1 POSTS

7.6.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement ICT security policies, procedures, standards, and guidelines;
- ii. To integrate ICT security into day-to-day ICT operational activities and provision of periodic security reports;
- iii. To install, configurate and manage security systems/software;
- iv. To provide security advisory on various security risks, threats and vulnerabilities;
- v. To support, monitor and assess ICT security compliance in the Government, and vi. To handle timely ICT security incidents;
- vii. To prepare and deliver cyber security trainings to public institutions;
- viii. To monitor security alerts and incidents, analyze logs and network traffic for suspicious activities using SIEM and other tools, and
- ix. To perform Vulnerability Assessment and Penetration Testing for systems, network infrastructure and mobile devices to identify vulnerabilities and recommend mitigation strategies;

7.6.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Computer Security, Software Engineering or equivalent degree from a recognized institution. Knowledge of industry ICT Security Management System, cyber security regulatory frameworks and best practices, Knowledge of ICT Risk Management, Knowledge of Networking, System Administration, Programming and Database Administration, Knowledge of SOC, NOC operations, threat vectors and basic mitigation controls such as IPS, IDS, WAF, Demonstrated proficiency in using various open-source and proprietary cyber security tools, Certification in ICT security field such as CEH, CIH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP will be an added advantage.

7.6.3 Salary Scale: EGASS 5.1.

7.7 ICT OFFICER GRADE II (STANDARDS AND COMPLIANCE) – 2 POSTS

7.7.1 DUTIES AND RESPONSIBILITIES

- i. To develop, implement and maintain e-Government Standards and Guidelines;
- ii. To undertake monitoring and compliance to e-Government Standards and Guidelines;
- iii. To coordinate the Preparation of hardware and Software Specifications for e-Government implementation;
- iv. To coordinate preparation of e-government enterprise architecture standards;
- v. To study and evaluate new global trends in e-Government Standards and Practices;
- vi. Plan and execute compliance audit and prepare reports, and
- vii. To provide awareness to Public Institutions on e-Government Standards and Guidelines.

7.7.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution. Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000, Knowledge of multiple technology domains including software development; Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred, Knowledge of e-Government Standards and Guidelines will be an added advantage, Possession of recognized Information System certifications such as CISA, CISM, CISSP, CEH, TOGAF and CCNA will be an added advantage.

7.7.3 Salary Scale: EGASS 5.1.

7.8 ICT OFFICER GRADE II (HELPDESK) - 2 POST

7.8.1 DUTIES AND RESPONSIBILITIES

- i. To develop and implement efficient and effective customer support processes;

- ii. To implement proper methodologies to improve first call resolution and technical assistance / support for incoming queries from the Public Institutions;
- iii. To conduct analysis of helpdesk activities and make recommendation for increased organizational efficiency and effectiveness;
- iv. To co-ordinate collection, analysis, interpretation and presentation of data and statistics;
- v. To design, develop and manage an enhanced reporting structure which ensures the early identification of reported service faults/breakdown/problem and ensure minimum risk to the business;
- vi. To log, maintain and take ownership of issues reported by the Public Institutions and provide the appropriate reporting information;
- vii. To provide first Level ICT Technical Support and ensure fast resolution of queries from Public Institutions in compliance with Client Service charter and Service Level Agreements, and
- viii. To maintain reliable and secured network and personal computing environment including hardware and software.

7.8.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from a recognized institution. Ability to plan actions and steps to carry out goals to ensure that the agreed targets are met, Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred, Knowledge in Data Analytics, statistical data and interpretations, Knowledge in Quality Assurance for developed ICT products / services, Possession of an ICT related certifications (ITIL, CISA, etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

7.8.3 Salary Scale: EGASS 5.1.

7.9 ICT OFFICER GRADE II (DATA ANALYST) - 1 POSTS

7.9.1 UTIES AND RESPONSIBILITIES

- i. To identify valuable data sources and automate collection processes;
- ii. To undertake preprocessing of structured, semi structured and unstructured data:
- iii. To coordinate the designing, building and deployment of business intelligence (BI) solutions (e.g reporting tools) and tools to store data (e.g OLAP cubes);
- iv. To analyze large amount of information to discover trends and patterns;
- v. To present information using data visualization techniques;
- vi. To initiate solution and strategies to business challenges;
- vii. To perform Data translation and produce useful reports;
- viii. To assess the effectiveness, quality and accuracy of new data sources and data gathering techniques;
- ix. To develop tools to monitor and analyses system performance and data accuracy, and
- x. To monitor performance against targets for various system and business metrics;

7.9.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Data science, or equivalent degree from a recognized institution. Knowledge of industry Data Warehouse tools for reporting, Integration and Analysis such as SQL, R, Perl, Python etc, Background in data warehouse design (e.g Dimensional modelling) and data mining, in depth understanding of database management systems, online analytical processing (OLAP), ETL (Extract, transform, load) framework, Experience using business intelligence tools (e.g Tableau) and big data framework, Advance numerical skills (e.g. statistics, algebra), Working Knowledge of various programming languages (e.g Java, C/C++, scala etc) and Knowledge of machine-learning, artificial intelligence and operations research will be an added advantage.

7.9.3 Salary Scale: EGASS 5.1.

8.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic Institution offering Undergraduate and Postgraduate Training Programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers SouthernEast of Arusha City.

8.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SECURITY) - 1 POST (ARUSHA)

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To ensure security of all application systems and network infrastructure;
- ii. To maintain proper documentation related to security of application and network systems;
- iii. To carryout routing security assessment of application and network systems and advise accordingly;
- iv. To assist in development and updating of processes and procedures regarding security of application and network systems;
- v. To perform systems and network risk assessment and profiling and advise accordingly;
- vi. To assist in design and implementation of enhanced security measures;
- vii. To manage security compliance to all stakeholders of application and network systems;
- viii. To champ review and implementation of information security policies;
- ix. To perform any other duties assigned by the supervisor.

8.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Cyber Security or equivalent qualification from a recognized Institution.

SALARY SCALE This position holds salary scale of **PGSS:7.1**

8.2 LIBRARY ASSISTANT II – 4 Post (SONGEA, DAR-ES- SALAAM, BABATI, DODOMA)

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To register of library users; ii. To arrange books in a logical order; iii. To keep proper records of users, including lending and receiving books; iv. To amend torn books; v. To file library cards; vi. To repair torn books; vii. To stamp library books; viii. To prepare over dues and reminders; ix. To shelve library books; and
- x. To perform any other related duties as may be assigned by supervisor.

8.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Diploma in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

8.2.3 SALARY SCALE

This position holds salary scale of **PGSS:3.1**

8.3 PLANNING OFFICER II - 1 POST (ARUSHA)

8.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in issues related to planning and budgeting; ii. To assist in planning and control development projects; iii. To assist to identify income generation activities; iv. To assist in the preparation of short- and long-term plan and strategies;
- v. To prepare guidelines for planning and assist in the coordination, preparation, implementation, monitoring and evaluation of the strategic plan; and
- vi. To perform any other related duties as may be assigned by the supervisor.

8.3.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Economics, or Agricultural Economics and agribusiness or Statistics, or Project planning and Management, Economics planning or planning and investment or equivalent qualification from recognized institution.

8.3.3 SALARY SCALE, this position holds salary scale of **PGSS:6.1**

8.4 RECEPTIONIST II - 2 POST (ARUSHA, DODOMA)

8.4.1 DUTIES AND RESPONSIBILITIES

- i. To receive all visitors and directs them to the appropriate officials as may be necessary;
- ii. To attend all incoming telephone calls and directs them to the right officials;
- iii. To receive all incoming mail and submits them to secretaries or respective officials;
- iv. To maintain register of various activities; and
- v. To perform any other duties and responsibilities as may be assigned by supervisor.

8.4.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV or VI certificate with credit passes in English, Swahili plus Certificate in Front Office, Reception, Customer Care or equivalent qualifications from a recognized Institution.

8.4.3 SALARY SCALE

This position holds salary scale of **PGSS:2.1**

9.0 TANZANIA FISHERIES CORPORATION (TAFICO)

Tanzania Fisheries Corporation (TAFICO) is established under the President Establishment Order, 2019 following the Government decision to revoke the Tanzania Fisheries Corporation which has been in operation for the past 23 years. Initially, TAFICO was established through Public Corporation Act No. 17 of 1969 that was published in the Government Gazette Notice No. 58 of 1st March 1974 under Government Order No. 11 of

14th February 1974. The objective of re -establishing TAFICO is to develop the fishing industry in the country.

9.1 ENGINEER II - MARINE - 1 POST

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance, service and repair of marine vessel, floating jetty and Plants;
- ii. To review maintenance costs and costing of materials;
- iii. To review records of regular repair and maintenance;
- iv. To carry out servicing of marine vessel systems
- v. To provide technical support to the marine vessel equipment;
- vi. To carry out planning, designing and fabrication of mechanical parts; and
- vii. To monitor corporation projects planning and implementations.

9.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Marine Engineering, Naval Architect, Marine Propulsion Engineering, Marine Electrical Engineering or equivalent from a recognized institution. Must be Registered by ERB under Graduate Category.

9.1.3 REMUNERATION: PGSS.7

9.2 ENGINEER II – REFRIGERATION - 1POST

9.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out installation, maintenance and repair of ventilation and air conditioning systems and equipment;
- ii. To diagnose mechanical and electrical faults on refrigeration system and plants;
- iii. To ensure services, adjusting, calibration and repairing systems;
- iv. To ensure proper functioning of refrigeration equipment and other facilities;
- v. To overview daily records of all refrigeration plants and other equipment;

- vi. To plan, fabrication, positioning and alignment of Refrigeration parts;
- vii. To provide technical support to on board vessels;
- viii. To participate in designing of new projects;
- ix. To carry out duct design and other flow controls; and
- x. To ensure compliance with appliance standards and Occupational Health and Safety.

9.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Refrigeration Engineering or Heating, Ventilation, Air Conditioning or equivalent from a recognized Institution.

9.2.3 REMUNERATION: PGSS.7

9.3 ENGINEER II - MECHANICAL – 1 POST

9.3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance, service and repair of floating jetty and Plants; ii. To prepare maintenance costs and costing of materials;
- iii. To keep records of regular repair and maintenance;
- iv. To carry out servicing of refrigeration systems and ice plants;
- v. To provide technical support to the marine vessel equipment;
- vi. To carry out planning, designing and fabrication of mechanical works;
- vii. To manage Corporation projects and organise for the full implementation;
- viii. To initiate new projects design proposals for Corporation.

9.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Mechanical Engineering, Mechatronics Engineering or equivalent from a recognized Institution. Must be Registered by ERB under Graduate Category.

9.3.3

REMUNERATION: PGSS.7

9.4 TECHNICIAN II - MARINE – 1 POST

9.4.1 DUTIES AND RESPONSIBILITIES

- i.To attend engine room and machinery watch keeping under close supervision;
- ii.To perform routine technical cleaning of the work environment;
- iii.To perform greasing under supervision of in charge of watch under close supervision;
- iv.To assist transfer fuel from tank to daily service tank;
- v.To monitor level of fuel in the daily service tank;
- vi.To monitor running of refrigeration system;
- vii.To take care of tools and equipment in the engine room;
- viii.To assist in conducting repair and maintenance activities;
- ix.To perform duties as assigned by in charge of engine room watch keeping

9.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields: Mechanical Engineering, Marine Engineering or equivalent qualifications from recognized institutions.

9.4.3 REMUNERATION: PGSS 5

9.5 TECHNICIAN II – REFRIGERATION – 1 POST

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To work in refrigeration system under supervision;
- ii. To monitor general operation of refrigeration system;
- iii. To take daily records of plant system operations;
- iv. To monitor gauges, alarms, electrical power, water supply system refrigerant and oil levels in the refrigeration plant;
- v. To perform cleanliness of the plant and its premises;

- vi. To ensure compliance with appliance standards and Occupational Health and Safety.

9.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields: Mechanical Engineering, Refrigeration Engineering or equivalent qualifications from recognized institutions.

9.5.3 REMUNERATION: PGSS. 5

9.6 ARTISAN II – MARINE – 1 POST

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine technical cleaning of the work environment;
- ii. To assist in conducting repair and maintenance activities;
- iii. To record engine room parameter in the log book;
- iv. To assist Engine Room watch keeping;
- v. To report immediately identified faults to the in charge of watch keeping in Engine Room;
- vi. To take care of tools and equipment;
- vii. To perform any other related assigned duties.

9.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Plus Trade Test II in one of the following fields: Mechanical Engineering, Marine Engineering, Automotive Engineering, Refrigeration Engineering or equivalent qualifications from a recognized institution.

9.6.3 REMUNERATION: PGSS. 5

9.7 DECKHAND AUXILIARY II – 2 POSTS

9.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist navigation and watch keeping duties in all conditions;
- ii. To repair and fabricate all fishing gears;
- iii. To prepare monthly inspections of all safety equipment on board

and ashore;

- iv. To carry out minor vessel repairs;
- v. To upkeep and maintains cleanliness on deck;
- vi. To check and repair mooring lines.

9.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV and Certificate in one of the following fields: Master-fisherman, Nautical Science (NTA Level 4) with Mandatory Safety Certificate or Small Vessel Operators Safety Certificate or equivalent qualifications from recognized institutions

9.7.3 REMUNERATION: PGSS.2

9.8 SKIPPER II – 2 POSTS

9.8.1 DUTIES AND RESPONSIBILITIES

- i. To maintain watch keeping schedule on board when vessel at sea, anchorage or port;
- ii. To fill daily fishing log book;
- iii. To take every precaution to prevent pollution of the environment in vessel and its surroundings;
- iv. To take necessary precaution to prevent accidents;
- v. To enter in the appropriate log book all important events affecting the vessel;
- vi. To prepare vessel maintenance schedule on board;
- vii. To perform fishing and repair fishing gear;
- viii. To supervise crew on board vessels;
- ix. To pay attention to condition and fastening of Gangway, anchor chain or mooring especially at turn of the tides in berth with larger rise and fall; and
- x. To ensure the vessel is in a balance position during cargo handling or ballasting.

9.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields: Master Fisherman, Nautical Science or equivalent qualifications from recognized institutions. Must possess Certificate of Competence Class IV/III or Small Vessel Operators Safety Certificate.

9.8.3 REMUNERATION: PGSS 4

10.0 THE NATIONAL ARTS COUNCIL (NAC)

The National Arts Council (NAC) 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 Arts. The National Arts Council invites applications from suitably qualified Tanzanians to fill the following nine (9) advertised posts:

10.1 ARTS OFFICER II (Art and Design) - 4 POSTS

10.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide advisory services and technical assistance to proper development of art and design sector including paintings, drawings, woodcuts, works of sculpture, handcraft, textile and graphic designs, fashion, beauty, modelling, photographs, works of architecture, and industrial art;
- ii. To organize, attend, design and oversee art and design programs including exhibitions, fashion shows, competitions, and other events coordinated by the NAC or its stakeholders;
- iii. To prepare and develop write up and strategic projects that stimulate and promote the art and design sector;
- iv. To engage in programs for formalizing, registering, and issuing permits to art and design artists and stakeholders;
- v. To maintain accurate records and documentation of all art and design related activities and achievements;

- vi. To prepare regular reports on the progress and outcomes of the art and design sector;
- vii. To conduct research on trends, challenges, and opportunities in the art and design sector; and,
- viii. To perform any other relevant duties as may be assigned by the supervisor.

10.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in one of the following fields; Art and Design, Fine and Performing Arts (Majoring in Fine Arts), Textile Art and Design, Textile Design and Technology or any other equivalent qualifications from recognized institutions.

10.1.3 SALARY SCALE: PGSS 6.1

11.1 ARTS OFFICER II (Music) - 4 POSTS

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide advisory services and technical assistance to proper development of the Music sector;
- ii. To design and oversee the planning, coordination, and execution of music related projects and initiatives implemented by the Council and stakeholders;
- iii. To prepare and develop write up and strategic Projects that stimulate, promote and support the growth and development of the Music sector; iv. To engage in programs for formalizing, registering, and issuing permits to music artists and stakeholders;
- v. To maintain accurate records and documentation of all musicrelated activities and achievements;
- vi. To prepare regular reports on the progress and outcomes of music programs, projects and providing insights for continuous improvement;

- vii. To conduct research on trends, challenges, and opportunities in the music industry; and
- viii. To perform any other related duties as may be assigned by the supervisor.

11.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Fine and Performing Arts (Music), Music, Music Business or other equivalent qualifications from recognized institutions.

11.1.3 SALARY SCALE: PGSS 6.1

11.0 THE TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal organization under the Ministry of Natural Resources and Tourism established in 1980 by Act of the Parliament of the United Republic of Tanzania No. 4 (CAP 260 R.E. 2021). TAWIRI has a national mandate for conducting and coordinating wildlife research and sharing scientific information with stakeholders for sustainable biodiversity conservation. In order to carry out and promote the carrying out of quality research in wildlife, the Institute has to attract and retain high-level and motivated scientists and supporting staff. Currently, the Institute comprises of five Wildlife Research Centers Namely Western, Kingupira, Njiro, Southern Highlands and Serengeti.

11.1 RESEARCH OFFICER II (WILDLIFE MANAGEMENT) – 3 POSTS (Head Office, Njiro and Southern Highlands)

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect, process and analyze data related to wildlife management;
- ii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iii. To gather relevant literature and write up research reports;
- iv. To assist in gathering relevant information on disease surveillance and writing up reports;

- v. To prepare protocols for wildlife immobilization and handling of wildlife for disease investigation and rescue of snared animals;
- vi. To develop a research proposal for fundraising;
- vii. To publish research results in peer-reviewed journals/publishers; and
- viii. To perform any other related duties as may be assigned by the immediate supervisor.

11.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree and Bachelor Degree in Wildlife Management or Wildlife Science and Conservation from recognized institutions with a minimum of an Upper Second Class for Undergraduate Degree.

11.1.3 REMUNERATION – PRSS 2

11.2 RESEARCH ASSISTANT (WILDLIFE MANAGEMENT) – 5 POSTS (Head Office, Kingupira, Southern Highlands, Njiro and Serengeti)

11.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and write up research reports;
- iii. To assist Senior Research Officers in collection, processing and analyzing data related to wildlife management;
- iv. To assist Senior Research Officers in the dissemination of research findings;
- v. To participate in sample collection in collaboration with veterinary and laboratory specialists; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

11.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree of Science in Wildlife Management or Wildlife Science and Conservation from recognized institutions with a minimum of an Upper Second Class.

11.2.3 REMUNERATION – PRSS 1

11.3 RESEARCH ASSISTANT (GEOGRAPHICAL INFORMATION SYSTEM) – 1 POST (Head Office - ARUSHA)

11.3.1 DUTIES AND RESPONSIBILITIES

- i. To collect, manage, and maintain spatial data from various sources;
- ii. To perform spatial analysis and create maps to support research projects;
- iii. To assist in the development and maintenance of GIS databases;
- iv. To create high-quality maps and visualizations for research reports and presentations;
- v. To ensure accuracy and consistency in map production;
- vi. To assist researchers with GIS-related tasks and provide technical support; and
- vii. To collaborate with team members to integrate GIS data into research workflows.

11.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Geographical Information System and Geo-informatics from recognized institutions with a minimum of an Upper Second Class. Proficiency in GIS software such as ArcGIS, QGIS or similar tools is an added advantage.

11.3.3 REMUNERATION – PRSS 1

12.0 THE GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

The Government Procurement Services Agency (GPSA) was established under the Executive Agency Act CAP 245 R.E 2009 and came into effect through Government Notice (GN). No. 235 of 7th December 2007 and its amendments through Government Notice No. 133 of 13th, April, 2012.

12.1 CLEARING AND FORWARDING OFFICER GRADE II - 5 POSTS

12.1.1 DUTIES AND RESPONSIBILITIES

- i. To clear goods from Port and Airport;
- ii. To inspect and verify imported goods;
- iii. To hand over cleared goods to warehouse in charge;
- iv. To liaise with relevant clearing authorities on matters related to clearing and forwarding activities
- v. To arrange transport and relevant handling equipment for clearing and forwarding goods
- vi. To perform other duties as may be assigned by one's reporting officer.

12.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in one of the following fields; Clearing and Forwarding, Materials Management, Logistics Management or equivalent qualifications from recognized Institution and must be Computer Literate.

12.1.3 SALARY

This position holds salary scale of **GPSA 4**

12.2 ASSISTANT CLEARING AND FORWARDING OFFICER GRADE II -10 POSTS

12.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in clearing goods from port, airport and borders;
- ii. To verify incoming consignment from port/airport;
- iii. To keep records of cleared goods; and
- iv. To perform other related duties as may be directed.

12.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following Fields; Clearing and Forwarding, Materials Management, Logistics Management or equivalent qualifications from recognized Institution and Must be computer literate.

12.2.3 SALARY

This position holds salary scale of **GPSA 3**

13.0 THE NATIONAL ENVIRONMENT MANAGEMENT COUNCIL (NEMC)

The National Environment Management Council (NEMC) is a national environmental regulatory and enforcement institution responsible for controlling, managing and protecting environment in Tanzania. The purpose for which the Council was established is stipulated in Section 17(1) of EMA Cap.191 of 2004 and inter alia includes: to undertake enforcement, compliance, review and monitoring of environmental impact assessment, facilitation of public participation in environmental decision making, exercise general supervision and coordinate overall matters relating to the environment. NEMC therefore invites applications from suitably qualified Tanzanians for the following nine (9) positions: -

13.1 ENVIRONMENTAL MANAGEMENT OFFICER II (Geology) - 2 Posts

13.1.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior

to disposal or any other measures to ensure enforcement of environmental legislation,

- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To collect and document data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.
- viii. To assist in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- ix. To conduct site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.

- xi. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Geology or equivalent qualifications from recognised Institutions

13.1.3 SALARY SCALE PGSS 6

13.2 ENVIRONMENTAL MANAGEMENT OFFICER II (AQUATIC SCIENCE) - 2 POSTS

13.2.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.

- iv. Assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. Assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. Collects and documents data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. Assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve. Assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact

Assessment (EIA) and Audit reports viii. Conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process

- ix. Assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.

- x. Prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. Provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. Assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Aquatic Science or equivalent qualifications from recognised Institutions

13.2.3 SALARY SCALE PGSS 6

13.3 ENVIRONMENTAL MANAGEMENT OFFICER II (ENVIRONMENTAL SCIENCE) – 4 POSTS

13.3.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions,

discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.

- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To collect and document data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.
- viii. To assist in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- ix. To conduct site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process

- x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- xi. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Environment Science and Management, or equivalent qualifications from recognised Institutions.

13.3.3 SALARY SCALE PGSS 6

13.4 ENVIRONMENTAL MANAGEMENT OFFICER II (WILD LIFE MANAGEMENT) – 1 POST

13.4.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and

- pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
 - iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
 - v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
 - vi. To collect and document data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
 - vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.
 - viii. To assist in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
 - ix. To conduct site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
 - x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
 - xi. To prepare documents for recommendation to the Minister

- responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
 - xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in wildlife management or equivalent qualifications from recognised Institutions

13.4.3 SALARY SCALE PGSS 6

13.5 ENGINEER II (OIL AND GAS ENGINEERING) - 1 POST

13.5.1 DUTIES AND RESPONSIBILITIES

- i. Undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. Assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. Attend to environmental incidences and public complaints and takes appropriate action.
- iv. Assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,

- v. Assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. Assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. Assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- viii. Conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. Assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. Prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. Provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. Assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.
- xiii. Performs any other duties as may be assigned superiors.

13.5.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Oil and Gas Engineering, or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.5.3 SALARY SCALE PGSS 7

13.6 ENGINEER II (WATER RESOURCE ENGINEERING) – 1 POST

13.6.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- viii. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process

- ix. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.
- xiii. To performs any other duties as may be assigned superiors.

13.6.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Water Resource Engineering or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.6.3 SALARY SCALE of PGSS 7

13.7 ENGINEER II (INDUSTRIAL ENGINEERING MANAGEMENT) – 1 POST

13.7.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions,

discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.

- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- viii. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.

- xii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.
- xiii. To performs any other duties as may be assigned superiors.

13.7.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Industrial Engineering Management or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.7.3 SALARY SCALE PGSS 7

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates. ○
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts. ○
 - Form IV and Form VI National Examination Certificates.
 - Professional Registration and Training Certificates from respective
 - Registration or Regulatory Bodies, (where applicable). ○
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips.

- Testimonials and all Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **24th August, 2024;**
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. 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:

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