

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/22

15<sup>th</sup> August, 2024

### VACANCY ANNOUNCEMENT

On behalf of the University of Dar es Salaam (UDSM), The Mwalimu Nyerere Memorial Academy (MNMA), Mbeya University of Science and Technology (MUST), Arusha Technical College (ATC), Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT), Water Institute (WI), Tengeru Institute of Community Development (TICD) and The Institute of Rural Development Planning (IRDPA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill one hundred ninety two (192) vacant posts as mentioned below.

#### 1.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public University in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate College of University of London. The University becomes an affiliate of University of East Africa (UAE) in 1963, shortly after Tanzania gain its independence from United Kingdom. In 1970, UAE split into three independent Universities: Makerere University in Uganda, the University of Nairobi in Kenya and University of Dar es Salaam. The University of Dar es Salaam invites applications from suitably qualified Tanzania to be considered for immediate employment to fill the following vacant posts:

#### 1.1 PHYSIOTHERAPIST II - 1 POST

##### 1.1.1. DUTIES AND RESPONSIBILITIES

- i. To work with patients to identify the physical problem;
- ii. To perform physiotherapist treatment;

- iii. To assist in developing patients' rehabilitation, plan following accidents, injury and strokes;
- iv. To assist in initiating appropriate physiotherapy intervention programs for patients suffering from immobility;
- v. To maintain and update patient records and documents;
- vi. To perform any other duties and responsibilities as may be assigned by his/her senior

#### **1.1.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Physiotherapy Technology from a recognized institution.

#### **1.1.3. SALARY SCALE: PMGSS 4**

### **1.2 LABORATORY TECHNICIAN II – (ZOOLOGY) (ASSISTANT TO ACADEMICIAN) - 1 POST**

#### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation and
- iv. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

#### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Laboratory Technology (Veterinary) or equivalent qualifications from a recognized institution with minimum GPA of Lower Second Class

#### **1.2.3 SALARY SCALE: PUSS 2**

### **1.3 LABORATORY TECHNICIAN II (DENTAL) (ASSISTANT TO ACADEMICIAN) - 1 POST**

#### **1.3.1 WORKING STATION: University of Dar es Salaam Mbeya College of Health and Allied Sciences.**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- i. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- ii. To assist in implementing specified maintenance plans for laboratory facilities;
- iii. To assist in implementing specified technical plans and designs connected with research, students' practical and consultancy work;
- iv. To implement specified maintenance plans for laboratory facilities; and
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

### **1.3.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Dental Health Sciences from a recognized institution.

### **1.3.4 SALARY SCALE: PUSS 2**

## **1.4 WORKSHOP ASSISTANT II – (ELECTRICAL) 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical; and
- v. To perform any other related duties and responsibilities assigned by immediate Supervisor.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Electrical Installation from VETA or other Institutions recognized by VETA.

### **1.4.3 SALARY SCALE: PUSS 1**

## **1.5 RECEPTIONIST II - 1 POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To receive all visitors to the University 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;
- v. To perform any other duties and responsibilities as may be determined from time to time by one's reporting officer.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate of Secondary Education with passes in English and Kiswahili or Form VI certificate of Secondary Education plus Certificate in one of the following: Hospitality, Hotel Management or equivalent qualifications from a recognized institution

### **1.5.3 SALARY SCALE: PGSS 4**

## **1.6 LABORATORY ENGINEER II (INDUSTRIAL ENGINEERING) - 1 POST (ASSISTANT TO ACADEMICIAN)**

### **1.6.1. DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical Duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; Assists in consultancy activities;
- iii. To assist in maintenance of facilities;
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

### **1.6.2. QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in one of the following: Industrial Engineering or equivalent qualification from recognized Institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

### **1.6.3. SALARY SCALE: PUSS 4**

## **1.7 ARTISAN II (PLUMBING) - 3 POSTS**

### **1.7.1. DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of plumbing and sanitary systems;
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

### **1.7.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Plumbing and Pipe fitting from VETA or other Institutions recognized by VETA.

### **1.7.3. SALARY SCALE: PGSS 2**

## **1.8 ARTISAN II (CARPENTRY) - 1 POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of plumbing and sanitary systems;
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Carpentry and Joinery from VETA or other Institutions recognized by VETA.

### **1.8.3 SALARY SCALE: PGSS 2**

## **1.9      TECHNICIAN II (PLUMBING) - 1 POST**

### **1.9.1. DUTIES AND RESPONSIBILITIES**

- i.     To perform daily plumbing works including installation and fixing broken units in the system;
- ii.    To participate in simple repair and maintenance of facilities;
- iii.   To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv.    To identify the likely defects that might cause damage in electric, masonry or plumbing systems;
- v.     To perform any other duties and responsibilities as may be assigned by one's reporting officer.

### **1.9.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6)/FTC in Plumbing or equivalent qualifications from a recognized institution

### **1.9.3. SALARY SCALE: PGSS 5**

## **1.10     TECHNICIAN II (CARPENTRY) - 1 POST**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i.     To perform daily plumbing works including installation and fixing broken units in the system;
- ii.    To participate in simple repair and maintenance of facilities;
- iii.   To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv.    To identify the likely defects that might cause damage in electric, masonry or plumbing systems;
- v.     To perform any other duties and responsibilities as may be assigned by one's reporting officer.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6)/FTC in Carpentry, or equivalent qualifications from a recognized institution

### **1.10.3 SALARY SCALE: PGSS 5**

## **1.11 TECHNICIAN II (MASONRY) - 1 POST**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. To perform daily plumbing works including installation and fixing broken units in the system;
- ii. To participate in simple repair and maintenance of facilities;
- iii. To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. To identify the likely defects that might cause damage in electric, masonry or plumbing systems;
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

### **1.11.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6)/FTC in Masonry or equivalent in relevant subject area.

### **1.11.3. SALARY SCALE: PGSS 5**

## **1.12 INSTRUCTOR II (MINERAL RESOURCES) (ASSISTANT TO ACADEMICIAN) 2 POSTS**

### **1.12.1 WORK STATION: UNIVERSITY OF DAR ES SALAAM MINERAL RESOURCE INSTITUTE**

### **1.12.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs;
- iv. To carry out any other duties and responsibilities assigned by one's reporting Officer.

### **1.12.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor of Science Degree in Petroleum, Geology, or equivalent qualification from any recognized Institution. Candidates with profession requirement should be registered with relevant Registration Board.

### **1.12.4 SALARY SCALE: PUSS 4**

### **1.13 INSTRUCTOR II (ASSISTANT TO ACADEMICIAN) - 2 POSTS**

#### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs;
- iv. To carry out any other duties and responsibilities assigned by one's reporting Officer.

#### **1.13.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in Art and Design, Film and Television or equivalent qualification from any recognized Institution.

#### **1.13.3 SALARY SCALE - PUSS 4**

### **1.14 LABORATORY ASSISTANT II – (PETROLEUM GEOLOGY) (1 POST)**

#### **1.14.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified laboratory jobs under close supervision.
- ii. To perform general cleaning of laboratory glassware.
- iii. To take care of instruments and equipment in the laboratory.
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

#### **1.14.2 QUALIFICATIONS AND EXPERIENCE:**

Form IV certificate plus NTA level 4 in Petroleum Geology or Petroleum Engineering from a reputable institution

#### **1.14.3 SALARY SCALE: PUSS 1**

### **1.15 LABORATORY SCIENTIST II (BEEKEEPING) (2 POSTS)**

#### **1.15.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; Assists in consultancy activities;
- iii. To assist in maintenance of facilities;



- iv. To perform any other duties and responsibilities assigned by one's reporting officer

**1.15.2 QUALIFICATIONS AND EXPERIENCE:**

Holders of Bachelor of Science in Beekeeping Science and Technology

**1.15.3 SALARY SCALE: PUSS 4**

**1.16 LABORATORY SCIENTIST II (1 POST)**

**1.16.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; Assists in consultancy activities;
- iii. To assist in maintenance of facilities;
  
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

**1.16.2 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor of Science in Molecular Biology and Biotechnology

**1.16.3 SALARY SCALE: PUSS 4**

**2.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

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

vacant posts available in the Institute. The Successful applicant should be willing to work at any Campuses within Mwalimu Nyerere Memorial Academy.

## **2.1 ARTISANS II (MASONRY 1)- 1 POST**

### **2.1.1 WORK STATION (1 KARUME, 1 PEMBA)**

#### **2.1.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in building layout, framing, sheathing, and roofing structures;
- ii. To make follow up during implementation of construction;
- iii. To repair and do maintenance of facilities;
- iv. To assist in designing of drawings of various structure;
- v. To undertake the planning and control of maintenance activities related to masonry; and
- vi. To perform any other related duties as may be assigned by the supervisor.

#### **2.1.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) plus Trade Test/ Level II in Masonry, or equivalent qualifications from a recognized institution.

#### **2.1.4 SALARY SCALE: PGSS 2**

## **2.2 ARTISANS II (CARPENTRY)- 1 POST**

### **2.2.1 WORK STATION (1 PEMBA)**

#### **2.2.2 DUTIES AND RESPONSIBILITIES**

- i. To perform daily carpentry works including installation and fixing broken units in the system;
- ii. To ensure the carpentry system are operating properly;
- iii. To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. To perform craft jobs under close supervision;
- v. To assist in conducting repair and maintenance activities; and
- vi. To perform any other related duties as may be assigned by the supervisor.

### **2.2.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) plus Trade Test/ Level II in Carpentry, or equivalent qualifications from a recognized institution.

### **2.2.4 SALARY SCALE: PGSS 2**

## **2.3 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (2 POSTS) (CYBER SECURITY)**

### **2.3.1 WORK STATION (KIVUKONI)**

### **2.3.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in standard software installation;
- ii. To assist in hardware installation;
- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the daily usage of computers;
- v. Updates and manages web site; and
- vi. To perform any other duty as may be assigned by his superior.

### **2.3.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

### **2.3.4 SALARY SCALE: PGSS 7**

## **2.4 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (2 POSTS) (PROGRAMMING)**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in standard software installation;
- ii. To assist in hardware installation;
- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the daily usage of computers;

- v. Updates and manages web site; and
- vi. To perform any other duty as may be assigned by his superior.

#### **2.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

#### **2.4.3 SALARY SCALE: PGSS 7**

### **2.5 LIBRARY OFFICER II (4 POSTS)**

#### **2.5.1 WORK STATION (KIVUKONI)**

#### **2.5.2 DUTIES AND RESPONSIBILITIES**

- i. To assist readers at the reader's advisory desk;
- ii. To register new library members and conduct regular checks;
- iii. To issue and receive books and periodicals to readers;
- iv. To handle inquiries from readers;
- v. To administer Library records;
- vi. To administer reference and reader services;
- vii. To assist readers in bibliographic searching;
- viii. To compile daily statistical data for borrowers of books and periodicals;
- ix. To develop new library systems and procedures;
- x. To identify materials to be ordered; and
- xi. To perform any other related duties as may be assigned by Supervisor.

#### **2.5.3 QUALIFICATIONS AND EXPERIENCE**

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

#### **2.5.4 SALARY SCALE: PGSS 6**

### **2.6 RECEPTIONIST II (1 POST)**

#### **2.6.1 WORK STATION (KIVUKONI)**

#### **2.6.2 DUTIES AND RESPONSIBILITIES**

- i. To attend incoming calls;
- ii. To collect and compile information for internal directory;
- iii. To ensure proper recording and filing of staff particulars in the internal telephone and office directory;
- iv. To attend visitors and direct them to the respective officers;
- v. To keep visitors records and advise accordingly;
- vi. To make sure visitors gets entrance permission from respective authority;
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **2.6.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) with at least three credits passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Front Office, Front Desk Management or equivalent qualification from recognized institutions. Must be computer literate.

#### **2.6.4 SALARY SCALE: PGSS 2**

### **2.7 TECHNOLOGIST II (LABORATORY) (1 POST)**

#### **2.7.1 WORK STATION (KIVUKONI)**

#### **2.7.2 DUTIES AND RESPONSIBILITIES**

- i. To diagnose various samples in order to determine diseases;
- ii. To keep proper records of various diagnosed samples;
- iii. To ensure that the laboratory and its surroundings are clean and safe;
- iv. To keep in safe custody all laboratory equipment; and
- v. To perform any other related duties as may be assigned by supervisor.

### **2.7.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) in one of the following fields: Medical Laboratory Sciences, Health Laboratory Technology or equivalent qualification from a recognized and reputable institution.

### **2.7.4 SALARY SCALE: PMGSS 4**

## **2.8 ASSISTANT LECTURER (GENDER STUDIES) - 2 POSTS**

### **2.8.1 WORK STATION (1 KARUME, 1 PEMBA)**

### **2.8.2 DUTIES AND RESPONSIBILITIES**

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

### **2.8.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.8.4 SALARY SCALE: PHTS 2.1**

## **2.9 ASSISTANT LECTURER (SOCIAL STUDIES) (1 POST)**

### **2.9.1 WORK STATION (KIVUKONI)**

### **2.9.2 DUTIES AND RESPONSIBILITIES**

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

### **2.9.3 QUALIFICATION AND EXPERIENCE**

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

### **2.9.4 SALARY SCALE: PHTS 2.1**

## **2.10 ASSISTANT LECTURER (PROCUREMENT) 1 POST**

### **2.10.1 WORK STATION (KARUME)**

### **2.10.2 DUTIES AND RESPONSIBILITIES**

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

### **2.10.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.10.4 SALARY SCALE: PHTS 2.1**

## **2.11 ASSISTANT LECTURER (ECONOMIST) 1 POST**

### **2.11.1 WORK STATION (PEMBA)**

### **2.11.2 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and as studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising students' project;

- vi. Performing any other related duties as assigned by supervisor

### **2.11.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.11.4 SALARY SCALE: PHTS 2.1**

## **2.12 ASSISTANT LECTURER (ACCOUNTANCY) -1 POST**

### **2.12.1 WORK STATION (KARUME)**

### **2.12.2 DUTIES AND RESPONSIBILITIES**

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

### **2.12.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.12.4 SALARY SCALE: PHTS 2.1**

## **2.13 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT PUBLIC ADMINISTRATION) 1POST**

### **2.13.1 WORK STATION (KARUME)**

### **2.13.2 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and as studies;
- iv. carrying out consultancy and community services under supervision;
- v. Supervising students project;



- vi. Performing any other related duties as assigned by supervisor.

### **2.13.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.13.4 SALARY SCALE: PHTS 2.1**

## **2.14 ASSISTANT LECTURER (STATISTICS) 1POST**

### **2.14.1 WORK STATION (PEMBA)**

### **2.14.2 DUTIES AND RESPONSIBILITIES**

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

### **2.14.3 QUALIFICATIONS AND EXPERIENCE**

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

### **2.14.4 SALARY SCALE: PHTS 2.1**

## **2.15 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) (2 POST)**

### **2.15.1 DUTIES AND RESPONSIBILITIES**

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

## **2.15.2 QUALIFICATIONS AND EXPERIENCE**

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

## **2.15.3 SALARY SCALE: PHTS 2.1**

## **2.16 TUTORIAL ASSISTANT (RECORDS AND ARCHIVE MANAGEMENT) - (2 POSTS)**

### **2.16.1 WORK STATION (1KARUME, 1PEMBA)**

### **2.16.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial 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 related duties as assigned by supervisor;

### **2.16.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Records and Archive Management from recognized Institutions with GPA of at least 3.8.

### **2.16.4 SALARY SCALE: PHTS 1.1**

## **2.17 TUTORIAL ASSISTANT (LIBRARY AND INFORMATION MANAGEMENT) 1 POST**

### **2.17.1 WORK STATION (KARUME)**

### **2.17.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);

- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial 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 related duties as assigned by supervisor;

### **2.17.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Library and Information Management from recognized Institutions with GPA of at least 3.8.

### **2.17.4 SALARY SCALE: PHTS 1.1**

## **2.18 TUTORIAL ASSISTANT (HUMAN RESOURCES MANAGEMENT, PUBLIC ADMINISTRATION) (2 POSTS)**

### **2.18.1 WORK STATION (1KARUME, 1PEMBA)**

### **2.18.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial 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 related duties as assigned by supervisor

### **2.18.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Human Resource Management or Public Administration from recognized Institutions with GPA of at least 3.8.

### **2.18.4 SALARY SCALE: PHTS 1.1**

### **3.0 MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)**

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

### **3.1 ARTISAN II- PAINTING (2 POSTS)**

#### **3.1.1 DUTY STATION- MUST MAIN CAMPUS**

#### **3.1.2 DUTIES AND RESPONSIBILITIES**

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

#### **3.1.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in Painting or equivalent qualifications from recognized institutions.

#### **3.1.4 REMUNERATION- PGSS 2**

### **3.2 LIBRARY ASSISTANT II-(2 POSTS)**

#### **3.2.1. DUTY STATION - (MUST RUKWA CAMPUS COLLEGE)**

#### **3.2.2. DUTIES AND RESPONSIBILITIES**

- i.To perform library clerical duties;
- ii.To register of readers;
- iii.To issue of books to readers;
- iv.To receive books from readers;
- v.To handle simple enquiries from readers;
- vi.To assist readers in bibliographic searching;

- vii. To assist in collection of library statistics;
- viii. To assist in proper shelving of books and periodicals;
- ix. To assist in carrying out cataloguing of books and periodicals;
- x. To assist in copying catalogues with CIP data; and
- xi. To perform any other duties as may be assigned by supervisor.

### **3.2.3. QUALIFICATION AND EXPERIENCE**

Holder of Certificate in Library Studies, Library and Information Science, Information Studies, Documentation and Information Management from a recognized institution plus ICT skills

### **3.2.4. REMUNERATION- PGSS 3.**

## **3.3 TECHNICIAN II – LAND SURVEYING/GEOMATICS (2 POSTS)**

### **3.3.1 DUTY STATION - (MUST MAIN CAMPUS)**

### **3.3.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of college facilities;
- ii. To conduct routine repair and regular maintenance of equipment in the College;
- iii. To assist in production of facilities for students' projects and practical research and consultancy work under close supervision of laboratory scientists and academic staff;
- iv. To implement specified maintenance plans for college facilities;
- v. To implement specified technical plans and designs connected with repair and maintenance work; and
- vi. To perform any other duties assigned to him by his supervisor.

### **3.3.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Geomatics/Land Surveying or equivalent qualifications from recognized institutions

### **3.3.4 REMUNERATION: PGSS 5**

## **3.4 LABORATORY ENGINEER II – MECHANICAL (1 POST)**

### **3.4.1 WORK STATION - (MUST RUKWA CAMPUS)**

### **3.4.2 DUTIES AND RESPONSIBILITIES**

- i.To assist in supervising student practical and projects;
- ii.To assist in research and development activities;
- iii.To assist in consultancy activities;
- iv.To assist in maintenance of facilities; and
- v.To perform any other duties and responsibilities as assigned by supervisor

### **3.4.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Mechanical Engineering/ Mechatronics/Automotive, or equivalent qualifications from recognized institutions.

### **3.4.4 REMUNERATION: PUSS 4**

## **3.5 LABORATORY ENGINEER II – ELECTRICAL (1 POST)**

### **3.5.1 DUTY STATION - (MUST RUKWA CAMPUS)**

### **3.5.2 DUTIES AND RESPONSIBILITIES**

- i.To assist in supervising student practical and projects;
- ii.To assist in research and development activities;
- iii.To assist in consultancy activities;
- iv.To assist in maintenance of facilities; and
- v.To perform any other duties and responsibilities as assigned by supervisor

### **3.5.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Electrical Engineering/ Mechatronics/Automotive, or equivalent qualifications from recognized institutions.

### **3.5.4 REMUNERATION: PUSS 4**

## **3.6 TECHNICIAN II – AIR CONDITION AND REFRIGERATION (1 POST)**

### **3.6.1 DUTY STATION - (MUST RUKWA CAMPUS)**

### **3.6.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of college facilities;
- ii. To conducts routine repair and regular maintenance of equipment in the College;

- iii. To assists in production of facilities for students' projects and practical research and consultancy work under close supervision of laboratory scientists and academic staff;
- iv. To implement specified maintenance plans for college facilities;
- v. To implements specified technical plans and designs connected with repair and maintenance work; and
- vi. To perform any other duties assigned to him by his supervisor.

### **3.6.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Air Condition and Refrigeration Engineering or equivalent qualifications from recognized institutions

### **3.6.4 REMUNERATION: PGSS 5**

## **3.7 LABORATORY ENGINEER II – MECHANICAL (1 POST)**

### **3.7.1 DUTY STATION - (MUST MAIN CAMPUS)**

### **3.7.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in supervising student practical and projects;
- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in maintenance of facilities; and
- v. To perform any other duties and responsibilities as assigned by supervisor.

### **3.7.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Mechanical Engineering/ Mechatronics/Automotive, or equivalent qualifications from recognized institutions.

### **3.7.4 REMUNERATION: PUSS 4**

## **3.8 LABORATORY ENGINEER II – MINING (1 POST)**

### **3.8.1 DUTY STATION - (MUST MAIN CAMPUS)**

### **3.8.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in supervising student practical and projects;

- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in maintenance of facilities; and
- v. To perform any other duties and responsibilities as assigned by supervisor

### **3.8.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Mining engineering/ Mineral Processing Engineering or equivalent qualifications from recognized institutions.

### **3.8.4 REMUNERATION: PUSS 4**

## **3.9 TECHNICIAN II – MINING (1 POST)**

### **3.9.1 DUTY STATION - (MUST MAIN CAMPUS)**

### **3.9.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of college facilities;
- ii. To conducts routine repair and regular maintenance of equipment in the College;
- iii. To assist in production of facilities for students' projects and practical research and consultancy work under close supervision of laboratory scientists and academic staff;
- iv. To implement specified maintenance plans for college facilities;
- v. To implements specified technical plans and designs connected with repair and maintenance work; and
- vi. To perform any other duties assigned to him by his supervisor.

### **3.9.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Mining Engineering or equivalent qualifications from recognized institutions

### **3.9.4 REMUNERATION: PGSS 5**

## **3.10 TECHNICIAN II – TISSUE CULTURE (1 POST)**

### **3.10.1 DUTY STATION- (MUST MAIN CAMPUS)**

### **3.10.2 DUTIES AND RESPONSIBILITIES**

- i. Carries out specified tasks related to laboratory practical, students' projects, research, consultancy and services under supervision;



- ii. Assists in the repair and maintenance of laboratory facilities;
- iii. Assists senior staff in relevant fields of laboratory operations; and
- iv. Performs any other duties as may be assigned by supervisor.

### **3.10.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Plant/Crop Science, Biology, Biotechnology, or Laboratory Science and Technology or equivalent qualifications from recognized institutions.

### **3.10.4 REMUNERATION: PGSS 5**

## **3.11 LABORATORY ENGINEER II – FOOD TECHNOLOGY (1 POST)**

### **3.11.1 DUTY STATION- (MUST MAIN CAMPUS)**

### **3.11.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in supervising student practical and projects;
- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in maintenance of facilities;
- v. To perform any other Duties and Responsibilities as assigned by supervisor

### **3.11.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Food Technology, Chemical and Processing Engineering, Agricultural Engineering, Bioprocess and post-harvest Engineering, and Food packaging or equivalent qualifications from recognized institutions.

### **3.11.4 REMUNERATION: PUSS 4**

## **3.12 TECHNICIAN II – FOOD SCIENCE AND TECHNOLOGY (1 POST)**

### **3.12.1 DUTY STATION- (MUST MAIN CAMPUS)**

### **3.12.2 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks related to laboratory practical, students' projects, research, consultancy and services under supervision;
- ii. To assist in the repair and maintenance of laboratory facilities;
- iii. To assist senior staff in relevant fields of laboratory operations; and

- iv. To performs any other duties as may be assigned by supervisor.

### **3.12.3 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Food Science and Technology or equivalent qualifications from recognized institutions.

### **3.12.4 REMUNERATION: PGSS 5**

## **4.0 THE ARUSHA TECHNICAL COLLEGE (ATC)**

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical and Vocational Education and Training (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30<sup>th</sup> March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical and Vocational Education and Training (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24<sup>th</sup> July, 2015. The College is mainly governed by the National Council for Technical and Vocational Education and Training (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23<sup>rd</sup> October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programs.

## **4.1 TUTORIAL ASSISTANT (COMPUTER NETWORKS AND INFORMATION SECURITY) – 1 POST**

### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision; and

vii. To perform any other duties as assigned by supervisor.

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

Holder of Bachelor's degree (NTA level 8) in Computer networks and Information security, Cyber security and Digital forensic, Computer security or equivalent qualifications from recognized institutions with a minimum GPA of 3.5

#### **4.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PHTS 1.1**

### **4.2 TUTORIAL ASSISTANT (MULTIMEDIA TECHNOLOGY AND ANIMATION) – 1 POST**

#### **4.2.1. DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other duties as assigned by supervisor.

#### **4.2.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA level 8) in Multimedia Technology and Animation, Digital, Graphics, Interactive Multimedia or equivalent qualifications from recognized institutions with a GPA of at least 3.5

#### **4.2.3. REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PHTS 1.1**

### **4.3 TUTORIAL ASSISTANT (Business Administration) –1 POST**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other duties as assigned by supervisor.

#### **4.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA level 8) in Business Administration, Business Management, Microfinance and Enterprise, Economics, Finance, Accounting or equivalent qualifications from recognized institutions with a GPA of at least 3.5.

#### **4.3.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary

#### **PHTS 1.1**

### **4.4 TUTORIAL ASSISTANT (AUTOMATIVE ENGINEERING) –1 POST**

#### **4.4.1 DUTIES AND RESPONSIBILITIES**

- i.To teach up to NTA Level 6 (Ordinary Diploma);
- ii.To assist conducting tutorial, and practical exercise for students under close supervision;
- iii.To prepare learning resources for tutorial exercises;
- iv.To assist in conduction research under close supervision;
- v.To participate in developing and review of curriculum; and
- vi.To assist in carrying out consultancy and community services under close supervision; and
- vii.To perform any other duties as assigned by supervisor.

#### **4.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA level 8) Electronics, Automotive Electronics, Automotive Engineering or equivalent qualifications from a recognized institution with a GPA of at least 3.5

#### **4.4.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PHTS 1.1**

#### **4.5 TUTORIAL ASSISTANT (CIVIL ENGINEERING) –1 POST**

##### **4.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community servic under close supervision; and
- vii. To perform any other duties as assigned by supervisor.

##### **4.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA level 8) in Civil and Highway, Civil Engineering, Civil and Irrigation Engineering or equivalent qualifications from a recognized institution with a GPA of at least 3.5

#### **4.5.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PHTS 1.1**

#### **4.6 TUTORIAL ASSISTANT (Electrical and Biomedical Engineering) –1 POST**

##### **4.6.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;

- iv. To assist in conducting research under close supervision;
- v. To participate in developing and reviewing curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other duties as assigned by supervisor.

#### **4.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA level 8) in Electrical and Biomedical Engineering or equivalent qualifications from a recognized institution with a GPA of at least 3.5

#### **4.6.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PHTS 1.1**

### **4.7 TECHNICIAN II (Electrical and Biomedical Engineering) – 2 POSTS**

#### **4.7.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other duties and responsibilities as may be assigned by Supervisor.

#### **4.7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of FTC or Diploma (NTA Level 6) in Electrical and Biomedical or Electronics and Telecommunication Engineering or equivalent qualifications from a recognized institution.

#### **4.7.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 5.1**

#### **4.8 TECHNICIAN II (Soil Science) – 1 POST**

##### **4.8.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor.

##### **4.8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of FTC or Diploma (NTA Level 6) in Soil Science or equivalent qualifications from a recognized institution.

##### **4.8.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 5.1**

#### **4.9 TECHNICIAN II (Pipe works/Oil and Gas) – 1 POST**

##### **4.9.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor.

##### **4.9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of FTC or Diploma (NTA Level 6) in Pipe works/Oil and Gas or equivalent qualifications from a recognized institution

#### **4.9.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 5.1**

#### **4.10 TECHNICIAN II (Automotive Engineering) – 1 POST**

##### **4.10.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- ii. To assist academic staff in their research, teaching and consultancy activities;
- iii. To repair and maintenance of workshop facilities;
- iv. To assist senior staff in relevant fields of operation; and
- v. To perform any other Duties and responsibilities as may be assigned by Supervisor.

##### **4.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of FTC or Diploma (NTA Level 6) in Automotive Engineering or equivalent qualifications from a recognized institution

##### **4.10.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 5.1**

#### **4.11 ARTISAN II (Auto Body repair and Color painting) – 1 POST**

##### **4.11.1 DUTIES AND RESPONSIBILITIES**

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.



#### **4.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Auto Body repair and Color painting or equivalent qualifications from recognized institution.

#### **4.11.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 2.1**

### **4.12 ARTISAN II (Auto Electrical and Motor Vehicle Mechanics) – 1 POST**

#### **4.12.1 DUTIES AND RESPONSIBILITIES**

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

#### **4.12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Auto Electrical and Motor Vehicle Mechanics or equivalent qualifications from recognized institution.

#### **4.12.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary

### **4.13 ARTISAN II (Carpentry and Joinery) – 1 POST**

#### **4.13.1 DUTIES AND RESPONSIBILITIES**

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;

- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

**4.13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Carpentry and Joinery or equivalent qualifications from recognized institution.

**4.13.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 2.1**

**4.14 ARTISAN II (Masonry and Bricklaying) – 1 POST**

**4.14.1 DUTIES AND RESPONSIBILITIES**

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

**4.14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Masonry and Bricklaying or equivalent qualifications from recognized institution.

**4.14.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary  
**PGSS 2.1**

**4.15 ARTISAN II (Plumbing and Pipe Fitting) – 1 POST**

**4.15.1 DUTIES AND RESPONSIBILITIES**

- i. To perform routine specified tasks that demand higher technical skills under supervision.

- ii. To keep the work place tidy;
- iii. To collect and takes care of working tools;
- iv. To carry out minor repairs and maintenance;
- v. To report maintenance problems to senior staff, and;
- vi. To perform any other related duties as assigned by the relevant senior staff.

#### **4.15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Trade Test Grade II or National Vocational Award Level II in Plumbing and Pipe Fitting from recognized institution or equivalent qualifications from recognized institution.

#### **4.15.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary

#### **PGSS 2.1**

### **5.0 THE MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (MJNUAT)**

The Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT) is a Public Institution established in 2014. It has its headquarters in Butiama - Mara Region. The University Urgently require staff to support the development and operations of this institution, including their involvement in the implementation of Higher Education for Economic Transformation (HEET) Project, under the Ministry of Education, Science and Technology (MoEST); which aim to develop the university infrastructure as well as its human resource capital. MJNUAT invites dynamic and suitable qualified Tanzanians to fill the following 34 vacant posts;

#### **5.1 HEALTH LABORATORY ASSISTANT II (1 POST)**

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

- i. To maintain cleanliness in the laboratory, equipment and glassware;
- ii. To keep record of laboratory tests;
- iii. To perform laboratory tests;
- iv. To collect venous blood from patients and preserve specimens;

- v. To keep records of laboratory investigations carried out in the register; and
- vi. To perform any other related duties assigned by supervisor.

### **5.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate who has completed a two (2) years Certificate in Health Laboratory Science or equivalent qualifications from recognized institutions.

### **5.1.3 SALARY SCALE – PMGSS 2**

## **5.2 CATERING OFFICER II (1 POST)**

### **5.2.1 DUTIES AND RESPONSIBILITIES**

- i. To plan and organize catering functions;
- ii. To ensure cleanliness of staff, equipment and surroundings;
- iii. To deal with day to day running of catering services;
- iv. To maintain high quality of food services;
- v. To plan menus and organizes staff;
- vi. To ensure cleanliness in the kitchens, Dining Halls and Canteens;
- vii. To deal with various administrative and supervisory duties; and
- viii. To perform any other duties that may be assigned by supervisor.

### **5.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Hotel Management, Cookery, Catering, Home Economics, Food and Nutrition, Food Science or equivalent qualifications from a recognized institution.

### **5.2.3 SALARY SCALE – PGSS 6**

## **5.3 AUXILLIARY POLICE CONSTABLE (2 POSTS)**

### **5.3.1 QUALIFICATIONS**

Holder of a Form IV/VI certificate with at least two passes at O level, with one of the following trainings; National Service Training or People's Militia Training Phase II. The candidate must be vetted by Police.

### **5.3.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the daily routine beats around the campus so as to maintain peace and order;
- ii. To guard the property of the University;
- iii. To supervise hired security company on daily basis; and
- iv. To perform any other related duties as may be assigned by supervisor.

### **5.3.3 SALARY SCALE – PGSS 2**

## **6.0 THE WATER INSTITUTE (WI)**

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through training and consultancy and research services under the policy guidelines of the Ministry of Water. Its objective is to provide quality training, research and consultancy services and other services to all water sector stakeholders to meet national and international standards.

## **6.1 ASSISTANT LECTURER– LABORATORY TECHNOLOGY 3 POSTS – SINGIDA CAMPUS**

### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree (NTA Level 9) and bachelor degree in one of the following fields: Water Quality and Laboratory Technology, Laboratory Technology, Environmental Laboratory Science and Technology with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

### **6.1.3 REMUNERATION**

Attractive remuneration package in accordance to the Institute's salary scale.

### **6.1.4 SALARY SCALE - PHTS 2.1**

## **6.2 TUTORIAL ASSISTANT – MATHEMATICS 1 POST - SINGIDA CAMPUS**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of following fields: Mathematics, Applied Mathematics or Engineering Mathematics with GPA of 3.5 (out of 5.0) and above.

### **6.2.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.3 TUTORIAL ASSISTANT –LAND SURVEYING/GEOMATICS 1 POST – SINGIDA CAMPUS**

### **6.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Land Surveying, or Geomatics with GPA of 3.5 (out of 5.0) and above.

### **6.3.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.4 TUTORIAL ASSISTANT – ENVIRONMENTAL ENGINEERING 1 POST – SINGIDA CAMPUS**

### **6.4.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of following fields: Environmental Engineering, Environmental Science and Management or Sanitation Engineering with GPA of 3.5 (out of 5.0) and above.

### **6.4.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.5 TUTORIAL ASSISTANT – COMMUNICATION SKILLS 1 POST – SINGIDA CAMPUS**

### **6.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities

- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Linguistics or Communication Skills with GPA of 3.5 (out of 5.0) and above.

### **6.5.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.6 TUTORIAL ASSISTANT–ENGINEERING DRAWING 1 POST – SINGIDA CAMPUS**

### **6.6.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in either Civil Engineering, Architecture or Cartography with GPA of 3.5 (out of 5.0) and above.

### **6.6.3 REMUNERATION. - SALARY SCALE - PHTS 1.1**

## **6.7 ASSISTANT LECTURER – QUANTITY SURVEYING 3 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.7.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)



- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.7.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) and Bachelor Degree (NTA Level 8) in one of the following fields: Quantity Surveying, Building Economics or Construction Economics with GPA of 3.5 (out of 5.0). Being registered by Architects and Quantity Surveyors Registration Board (AQRB) as a Quantity Surveyor is an added advantage.

### **6.7.3 REMUNERATION - SALARY SCALE - PHTS 2.1**

## **6.8 ASSISTANT LECTURER – HYDROGEOLOGY 3 POSTS - MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS**

### **6.8.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.8.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Hydrogeology and Drilling, Geology, Applied Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

### **6.8.3 REMUNERATION - SALARY SCALE - PHTS 2.1**

## **6.9 ASSISTANT LECTURER –LAND SURVEYING/GEOMATICS 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA**

### **6.9.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor’s Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.9.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master’s Degree (NTA Level 9) in Land Surveying or Geomatics and Bachelor Degree (NTA Level 8) in Land Surveying or Geomatics with GPA of 3.5 (out of 5.0) and above in both Master’s Degree and Bachelor Degree.

### **6.9.3 REMUNERATION. - SALARY SCALE - PHTS 2.1**

## **6.10 ASSISTANT LECTURER – HYDROLOGY 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.10.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor’s Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.10.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master’s Degree (NTA Level 9) and Bachelor degree in one of the following fields: Engineering Hydrology, Hydrology and Water Resources, Civil

and Water Resources Engineering, Water Resources Engineering with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

### **6.10.3 REMUNERATION - SALARY SCALE - PHTS 2.1**

## **6.11 ASSISTANT LECTURER – COMMUNITY DEVELOPMENT 4 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.11.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.11.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Community Development, Gender and Development, Community Development for Water and Sanitation, Sociology or Social Work with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

### **6.11.3 REMUNERATION. - SALARY SCALE - PHTS 2.1**

## **6.12 ASSISTANT LECTURER – SERVICE ENGINEERING 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.12.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and

- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.12.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Service Engineering, Mechanical Engineering, Electrical Engineering or Pump Mechanics with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

#### **6.12.3 REMUNERATION - SALARY SCALE - PHTS 2.1**

### **6.13 TUTORIAL ASSISTANT – HYDROLOGY 1 POST – MAIN CAMPUS DAR ES SALAAM**

#### **6.13.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.13.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Engineering Hydrology, Hydrology and Water Resources, Civil and Water Resources Engineering, Water Resources Engineering with GPA of 3.5 (out of 5.0) and above.

#### **6.13.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

### **6.14 TUTORIAL ASSISTANT – ICT 1 POST – MAIN CAMPUS DAR ES SALAAM**

#### **6.14.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.14.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Computer Engineering, Computer Science, Information Technology, or Computer Systems and Networks with GPA of 3.5 (out of 5.0) and above.

#### **6.14.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

### **6.15 TUTORIAL ASSISTANT – PHYSICS 1 POST– MAIN CAMPUS DAR ES SALAAM**

#### **6.15.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.15.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Physics, Applied Physics or Quantum Physics with GPA of 3.5 (out of 5.0) and above.

### **6.15.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.16 TUTORIAL ASSISTANT – MECHANICAL ENGINEERING 1 POST – MAIN CAMPUS DAR ES SALAAM**

### **6.16.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.16.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Mechanical Engineering, Pump Mechanics or Service Engineering with GPA of 3.5 (out of 5.0) and above.

### **6.16.3 REMUNERATION. - SALARY SCALE - PHTS 1.1**

## **6.17 TUTORIAL ASSISTANT – STRUCTURAL ENGINEERING 1 POST – MAIN CAMPUS DAR ES SALAAM**

### **6.17.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.17.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Structural Engineering or Civil Engineering with GPA of 3.5 (out of 5.0) and above.

### **6.17.3 REMUNERATION. - SALARY SCALE - PHTS 1.1**

## **6.18 TUTORIAL ASSISTANT – WATER SUPPLY 2 POSTS – MAIN CUMPUS DAR ES SALAAM AND SINGIDA**

### **6.18.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.18.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Water Supply Engineering, Water Resources Engineering or Water Resources and Irrigation Engineering with GPA of 3.5 (out of 5.0) and above.

### **6.18.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.19 TUTORIAL ASSISTANT – ENTREPRENEURSHIP 1 POST – MAIN CAMPUS DAR ES SALAAM**

### **6.19.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources

- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.19.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Entrepreneurship, Business Administration, Business Management, Business and Investments or Economics with GPA of 3.5 (out of 5.0) and above.

### **6.19.3 REMUNERATION - SALARY SCALE - PHTS 1.1**

## **6.20 TUTORIAL ASSISTANT –SOIL MECHANICS 1 POST – MAIN CAMPUS DAR ES SALAAM**

### **6.20.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.20.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Soil Mechanics, Geotechnical Engineering, Soil Science, Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above.

### **6.20.3 REMUNERATION - SALARY SCALE - PHTS 1.1**



## **6.21 TUTORIAL ASSISTANT – QUANTITY SURVEYING 1 POST – MAIN CAMPUS DAR ES SALAAM**

### **6.21.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.21.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Quantity Surveying and Construction Economics, Quantity Surveying or Building Economics with GPA of 3.5 (out of 5.0) and above.

### **6.21.3 REMUNERATION. - SALARY SCALE - PHTS 1.1**

## **6.22 TUTOR II – QUANTITY SURVEYING 2 POSTS – MAIN CAMPUS DAR-ES SALAAM**

### **6.22.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

### **6.22.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Quantity Surveying and Construction Economics, Quantity Surveying or Building Economics.

### **6.22.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

## **6.23 TUTOR II – ICT 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.23.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.23.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or Telecommunication Engineering.

### **6.23.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

## **6.24 TUTOR II – PROCUREMENT MANAGEMENT 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.24.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and

- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.24.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Procurement and Logistic Management, Procurement and Supplies Management or Material Management from recognized institutions. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies.

#### **6.24.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

#### **6.25 TUTOR II – PLUMBING 2 POSTS - MAIN CAMPUS DAR ES SALAAM**

##### **6.25.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

##### **6.25.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Plumbing Engineering, Plumbing, Mechanical Engineering, Water Supply and Sanitation Engineering, or Water Supply Engineering.

##### **6.25.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

## **6.26 TUTOR II – COMMUNITY DEVELOPMENT 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.26.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.26.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Community Development, Social Work, Gender and Development or Community and Development.

### **6.26.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

## **6.27 TUTOR II – LAND SURVEYING/GEOMATICS 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.27.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.27.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Land Surveying or Geomatics.

### **6.27.3 REMUNERATION - SALARY SCALE - PTSS 10.1`**

## **6.28 TUTOR II–PUMP MECHANICS 3 POSTS - MAIN CAMPUS DAR ES SALAAM**

### **6.28.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

### **6.28.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Pump Mechanics Engineering or Mechanical Engineering.

### **6.28.3 REMUNERATION - SALARY SCALE - PTSS 10.1**

## **6.29 ASSISTANT INSTRUCTOR II – LAND SURVEYING/GEOMATICS 2 POSTS - MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS**

### **6.29.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.29.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Land Surveying, Geomatics, or Applied Geomatics.

### **6.29.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.30 ASSISTANT INSTRUCTOR II – PLUMBING 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS**

### **6.30.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.30.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Plumbing, Mechanical Engineering, Water Supply Engineering or Water Supply and Sanitation Engineering.

### **6.30.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.31 ASSISTANT INSTRUCTOR II – HYDROGEOLOGY 3 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.31.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions

- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.31.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Hydrogeology, Geology, Applied Geology or Hydrogeology and Water Well Drilling.

### **6.31.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.32 ASSISTANT INSTRUCTOR II – PUMP MECHANICS 3 POSTS - MAIN CAMPUS DAR ES SALAAM**

### **6.32.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.32.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Pump Mechanics, Mechanical Engineering or Service Engineering.

### **6.32.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

### **6.33 ASSISTANT INSTRUCTOR II – GIS AND REMOTE SENSING 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

#### **6.33.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.33.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in one of the following fields: Geographical Information Systems and Remote Sensing, Geographical Information System, Remote Sensing or Water Supply and Sanitation Engineering.

#### **6.33.3 REMUNERATION. - SALARY SCALE - PTSS 7.1**

### **6.34 ASSISTANT INSTRUCTOR II – MASONRY 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS**

#### **6.34.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision



- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.34.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in one of the following fields: Masonry, Brick Laying, Building Construction, Structural Engineering, or Civil Engineering.

#### **6.34.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

### **6.35 ASSISTANT INSTRUCTOR II – WATER QUALITY 1 POST – MAIN CAMPUS DAR ES SALAAM**

#### **6.35.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.35.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology.

#### **6.35.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.36 ASSISTANT TUTOR II – WATER SUPPLY AND SANITATION ENGINEERING 5 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.36.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.36.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Supply and Sanitation Engineering.

### **6.36.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.37 ASSISTANT TUTOR II–IRRIGATION ENGINEERING 3 POSTS - MAIN CAMPUS DAR ES SALAAM**

### **6.37.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and

- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.37.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Irrigation Engineering.

### **6.37.3 REMUNERATION SALARY SCALE - PTSS 7.1**

## **6.38 ASSISTANT TUTOR II – METEOROLOGY 3 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.38.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.38.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Meteorology, Climatology or Hydrology and Meteorology.

### **6.38.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.39 ASSISTANT TUTOR II – STATISTICS - 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.39.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

### **6.39.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Official Statistics, Applied Statistics, Statistics or Data Science.

### **6.39.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

## **6.40 ASSISTANT TUTOR II – COMPUTER SCIENCE 2 POSTS – MAIN CAMPUS DAR ES SALAAM**

### **6.40.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **6.40.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Computer Science, Computer Engineering or Information Technology.

#### **6.40.3 REMUNERATION - SALARY SCALE - PTSS 7.1**

### **6.41 ICT OFFICER II – NETWORK ADMINISTRATOR 1 POST - MAIN CAMPUS DAR ES SALAAM**

#### **6.41.1 DUTIES AND RESPONSIBILITIES**

- i. To design, install and configuring 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.
- vi. To perform other Duties and Responsibilities as may be assigned

#### **6.41.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or Telecommunication Engineering from recognized institutions and demonstrated experience in network administration and ILMS in Water Supply and Infrastructure

#### **6.41.3 REMUNARATION - SALARY SCALE - WDMS 5.1**

### **6.42 ICT OFFICER II – WEB APPLICATIONS DEVELOPERS 1 POST - MAIN CAMPUS DAR ES SALAAM**

#### **6.42.1 DUTES AND RESPONSIBILITIES**

- i. To test web pages;
- ii. To update and manage web site;
- iii. To manage web server;
- iv. To implement security policy for web site and
- v. To support end users; and
- vi. To perform other Duties and Responsibilities as may be assigned

### **6.42.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or Telecommunication Engineering from recognized institutions and demonstrated experience in the web applications and development and ILMS in Water Supply and Infrastructure

### **6.42.3 REMUNARATION - SALARY SCALE - WDMS 5.1**

## **7.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

The Institute of Rural Development Planning was established by the Act No. 8 of 1980 for the purpose of promoting social and economic development in the United Republic of Tanzania, particularly in the rural areas, charged with duty of training manpower in practical skills of development planning, conducting research and providing advisory and consultancy services.

### **7.1 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) – 1 POSTS**

#### **7.1.1 DUTIES AND RESPONSIBILITIES**

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

#### **7.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Land Valuation or Land Management and Valuation. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.

### **7.1.3 REMUNERATION - PHTS 2.1**

## **7.2 ASSISTANT LECTURER (PROJECT PLANNING AND MANAGEMENT)– 1 POST**

### **7.2.1 DUTIES AND RESPONSIBILITIES**

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

### **7.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Project Planning Management or Project Monitoring and Valuation. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.

### **7.2.3 REMUNERATION - PHTS 2.1**

## **7.3 ASSISTANT LECTURER (STATISTICS) – 1 POST**

### **7.3.1 DUTIES AND RESPONSIBILITIES**

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

### **7.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Statistics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.

### **7.3.3 REMUNERATION- PHTS 2.1**

## **7.4 ASSISTANT LECTURER (DEVELOPMENT STUDIES) – 1 POST**

### **7.4.1 DUTIES AND RESPONSIBILITIES**

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

### **7.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Development Studies or Rural Development. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.

### **7.4.3 REMUNERATION - PHTS 2.1**

## **7.5 ASSISTANT LECTURER (LAW) – 1 POST**

### **7.5.1 DUTIES AND RESPONSIBILITIES**

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

### **7.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Law. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and 3.8 in Master Degree.



### **7.5.3 REMUNERATION - PHTS 2**

## **8.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)**

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order, 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

### **8.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (WEBSITE AND GRAPHICS DESIGN) – 1 POST**

#### **8.1.1 DUTIES AND RESPONSIBILITIES.**

- i. To test web pages;
- ii. To update and manage web site;
- iii. To manage web server;
- iv. To implement security policy for web site; and
- v. To support end users;

#### **8.1.2 QUALIFICATION AND EXPERIENCE.**

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology or Information and Communication Systems Management from a recognized Institution.

#### **8.1.3 REMUNERATION: SALARY SCALE: PGSS 7/1**

## **8.2 RECEPTIONIST II – 3 POSTS**

### **8.2.1 DUTIES AND RESPONSIBILITIES**

- i. To answer calling signals from subscribers within and distant exchanges;
- ii. To connect calls within the exchange area and outside and raises appropriate charges where required;
- iii. To make bookings for international exchange and prepares necessary records and report to his/her Supervisor;
- iv. To arrange telephone repairs; and
- v. To perform any other Duties and Responsibilities as may be determined from time to time by one's reporting officer.

### **8.2.2 QUALIFICATION AND EXPERIENCE.**

Holder of Form IV or Form VI certificate with passes in English and Kiswahili who has Certificate in Telephone Operation, Reception, Front Office from a recognized institution.

### **8.2.3 REMUNERATION: SALARY SCALE: PGSS 2/1**

## **8.3 ASSISTANT LECTURER (SOCIOLOGY) – 2 POSTS**

### **8.3.1 DUTIES AND RESPONSIBILITIES**

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

### **8.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Sociology from recognized institutions with a GPA of 3.8 or above. In addition, and Bachelor Degree in Sociology from recognized institutions with a GPA of 3.5 or above.

### **8.3.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.4 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 3 POSTS**

### **8.4.1 DUTIES AND RESPONSIBILITIES**

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

### **8.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Community Development from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Community Development from recognized institutions with a GPA of 3.5 or above.

### **8.4.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.5 ASSISTANT LECTURER (COMMUNICATION SKILLS) – 1 POST**

### **8.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;

- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **8.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Language or Linguistics. from recognized institutions with a GPA of 3.8 or above and Bachelor Degree in Language or Linguistics from recognized institutions with a GPA of 3.5 or above.

### **8.5.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.6 ASSISTANT LECTURER (PSYCHOLOGY) – 1 POST**

### **8.6.1 DUTIES AND RESPONSIBILITIES**

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

### **8.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Psychology from recognized institutions with a GPA of 3.8 or above and Bachelor Degree in Psychology from recognized institutions with a GPA of 3.5 or above.

### **8.6.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.7 ASSISTANT LECTURER (SOCIAL WORK) – 2 POSTS**

### **8.7.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **8.7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Social Work from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Social Work from recognized institutions with a GPA of 3.5 or above.

### **8.7.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.8 ASSISTANT LECTURER (GENDER AND DEVELOPMENT) – 3 POSTS**

### **8.8.1 DUTIES AND RESPONSIBILITIES**

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

### **8.8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master in one of the following fields: Gender and Development, Gender Studies or Gender and Human Rights from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in one of the following fields: Gender and Development, Gender Studies, Gender and Human Rights or Gender and Community Development from recognized institutions with a GPA of 3.5 or above.

### **8.8.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.9 ASSISTANT LECTURER (PROJECT PLANNING AND MANAGEMENT) - 2 POSTS**

### **8.9.1 DUTIES AND RESPONSIBILITIES**

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

### **8.9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Project Planning and Management or Monitoring and Evaluation, from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in one of the following fields: Participatory Project Planning and Management, Project Planning and Management or Project Planning for Community Development from recognized institutions with a GPA of 3.5 or above.

### **8.9.3 REMUNERATION: SALARY SCALE: PHTS 2/1**

## **8.10 TUTORIAL ASSISTANT (ENVIRONMENTAL HEALTH) – 1 POST**

### **8.10.1 DUTIES AND RESPONSIBILITIES**

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

### **8.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with a GPA of 3.5 or above in the following fields; Environmental Health, Public Health, Community Health or Environmental Science and Management from recognized institutions.

### **8.10.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

## **8.11 TUTORIAL ASSISTANT (SOCIAL WORK) – 2 POSTS**

### **8.11.1 DUTIES AND RESPONSIBILITIES**

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

### **8.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Social Work from recognized Institutions with a GPA of 3.5.

### **8.11.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

## **8.12 TUTORIAL ASSISTANT (GENDER STUDIES) – 2 POSTS**

### **8.12.1 DUTIES AND RESPONSIBILITIES**

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

### **8.12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Gender Studies, Gender and Community Development or Gender and Development from recognized Institutions with a GPA of 3.5.

### **8.12.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

## **8.13 TUTORIAL ASSISTANT (PROJECT PLANNING AND MANAGEMENT) – 1 POST**

### **8.13.1 DUTIES AND RESPONSIBILITIES**

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

### **8.13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Participatory Project Planning and Management, Project Planning and Management or Project Planning for Community Development from recognized Institutions with a GPA of 3.5.

### **8.13.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

## **8.14 TUTORIAL ASSISTANT (PUBLIC POLICY MANAGEMENT) – 1 POST**

### **8.14.1 DUTIES AND RESPONSIBILITIES**

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



#### **8.14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Bachelor of Public Administration from recognized Institutions with a GPA of 3.5.

#### **8.14.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

### **8.15 TUTORIAL ASSISTANT (STATISTICS) – 1 POST**

#### **8.15.1 DUTIES AND RESPONSIBILITIES**

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

#### **8.15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Statistics from recognized Institutions with a GPA of 3.5.

#### **8.15.3 REMUNERATION: SALARY SCALE: PHSS 1/1**

### **8.16 EXAMINATIONS OFFICER II (SPECIAL NEEDS – BRAILLE/SIGN LANGUAGE) – 1 POST**

#### **8.16.1 DUTIES AND RESPONSIBILITIES**

- i. To administer and supervise examinations according to examination regulations of the Institute;
- ii. To make sure that examinations timetable is prepared and adhered to by all parties;
- iii. To keep all examinations documents in good and safe condition;
- iv. To make sure examinations are conducted effectively and efficiently;

- v. To deal with all problems related to examination matters;
- vi. To report to the proper authority any examination irregularity;
- vii. To keep proper records of examinations and course work result; and
- viii. To carry out any other duties as may be assigned by his/her supervisor.

### **8.16.2 QUALIFICATION AND EXPERIENCE.**

Holder of Bachelor of Education in Special Needs – Braille/Sign Language from a recognized Institution.

### **8.16.3 REMUNERATION: SALARY SCALE: PGSS 6**

#### **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 **26<sup>th</sup> 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:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**