

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/29

14th September, 2024

VACANCY ANNOUNCEMENT

On behalf of Tanzania Forest Services (TFS) Agency Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill two hundred and fifty-two (**252**) vacant posts as mentioned below;

1.0 THE TANZANIA FOREST SERVICES (TFS) AGENCY

Tanzania Forest Services (TFS) Agency is a semi-autonomous Government Agency established through Government Notice No. 269 of 30th July, 2010 under Executive Agency Act (Cap. 245) as amended from time to time. The Agency implements the National Forest and Beekeeping Policy of 1998 and the Forest Act (Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources. The agency is among four units forming the Wildlife and Forest Conservation Service established by the Written Laws (Miscellaneous Amendments) (No. 2) Act, 2020.

The Headquarters is located in Dodoma at Misitu House, Itega along Singida Road. TFS operates in seven zones as follows: Eastern zone (Kibaha in Pwani Region), Southern zone (Masasi District in Mtwara Region), Southern Highlands zone (Mbeya City in Mbeya Region), Northern zone (Same District in Kilimanjaro Region), Western

zone (Tabora Municipal in Tabora Region), Lake zone (Mwanza City in Mwanza Region) and Central zone (Dodoma City in Dodoma Region). All operational matters of the Agency are handled at the Zones, while the Headquarters deals with strategic management issues.

1.1 CONSERVATION RANGER III- FOREST OFFICER (17 POST)

DUTY STATION: TFS ZONES/PLANTATIONS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in supervising planting and management of natural forests and plantations;
- ii. To assist in conducting research related to forestry or environment;
- iii. To enforce forest policies and legislation;
- iv. To assist in building capacity of staff and stakeholders;
- v. To participate in conducting planning in forest and coordinate collection and analysis of forest products statistics.

1.1.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields; Forestry, Agroforestry, Forest Ecology, Forest Biology, Forest Economics, Natural Resource Management, Forest Engineering, Geographical Information System (GIS), Forest Resources Assessment and Management from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.1.3 AGE LIMIT: Not above 30 years.

1.1.4 SALARY SCALE: TFSS 4.1

1.2 CONSERVATION RANGER III- LEGAL OFFICER (1 POST)

DUTY STATION: TFS ZONES/PLANTATIONS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To safeguard the Agency's legal interest in all matters;
- ii. To assist in preparing periodic legal reports and prosecuting cases in courts of Law
- iii. To assist in reviewing legal documents and draft replies for queries from stakeholders

- iv. To assist dealing with all legal routine correspondences addressed to the Agency.
- v. To draft prescribed legal documents and forms.
- vi. To assist in filing and appearing for criminal proceedings in courts, on behalf of the Agency.
- vii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.2.2 QUALIFICATIONS

Holder of Bachelor Degree in Law (LLB) and holder of Post Graduate Diploma in Law from Law School of Tanzania. **The candidate shall be required to attend and pass military recruit course.**

1.2.3 AGE LIMIT: Not above 30 years.

1.2.4 SALARY SCALE: TFSS 4.1

1.3 CONSERVATION RANGER III – BEEKEEPING OFFICER (6 POSTS)

DUTY STATION: TFS ZONES/PLANTATIONS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the establishment of bee reserves and apiaries;
- ii. To assist in the conduction of research;
- iii. To implement beekeeping policies and enforce legislation;
- iv. To assist in building capacity of staff and stakeholders;
- v. To assist in planning and ensure quality of beekeeping products;
- vi. To participate in setting standards of bee products; and
- vii. To carry out any other duties as assigned from time to time by Supervisor.

1.3.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields; Beekeeping, Beekeeping Science and Technology, Science Bee Resource Management, Botany, Zoology, from recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.3.3 AGE LIMIT: Not above 30 years.

1.3.4 SALARY SCALE: TFSS 4.1

1.4 CONSERVATION RANGER III – TRANSPORT OFFICER (2 POSTS) DUTY STATION: TFS ZONES/PLANTATIONS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist coordinating transport services;
- ii. To assist supervision of issuance/purchase of fuel;
- iii. To assist supervision of maintenance and repair of vehicles;
- iv. To assist in maintaining fuel allocation and vehicle maintenance records;
- v. To participate in controlling the transport fleet and
- vi. To perform other related duties as may be assigned by supervisor.

1.4.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following: Transport Management, Logistics Management, Logistic and Transport Management or equivalent qualifications from a recognized Institution. **The candidate shall be required to attend and pass military recruit course.**

1.4.3 AGE LIMIT: Not above 30 years.

1.4.4 SALARY SCALE: TFSS 4.1

1.5 CONSERVATION RANGER III – ACCOUNTANT (2 POSTS) DUTY STATION: TFS ZONES/PLANTATIONS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To maintain all books of accounts and allied records;
- ii. To assist in preparation of monthly trial balance and bank reconciliation statements;
- iii. To assist verifying debtors and creditors statements of accounts;
- iv. To assist in verifying assets and reconcile the same between general ledger and fixed assets register; and
- v. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.5.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields: Accountancy, Finance, Tax Management, Commerce/ Business Administration majoring in Accountancy or Finance or any relevant field from a recognized Institution. The candidate must possess CPA (T) from recognized by NBAA. **The candidate shall be required to attend and pass military recruit course.**

1.5.3 AGE LIMIT: Not above 30 years.

1.5.4 SALARY SCALE: TFSS 4.1

1.6 CONSERVATION RANGER III – ACCOUNTS OFFICER (2 POSTS) DUTY STATION: TFS ZONES/PLANTATIONS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in Preparation of Expenditure and Revenue Reports;
- ii. To participate in preparation of revenue reports;
- iii. To assist in the preparation of salaries report;
- iv. To assist in the preparation of Government bills and acknowledgement of receipts;
- v. To assist in the preparation monthly trial balance and bank reconciliation statements;
- vi. To assist in verifying assets and reconcile the same between general ledger and fixed assets register; and
- vii. To perform any other related duties as may be assigned time to time by Immediate Supervise

1.6.2 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Tax Management, Commerce/Business Administration majoring in Accountancy or Finance from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.6.3 AGE LIMIT: Not above 30 years.

1.6.4 SALARY SCALE: TFSS 4.1

1.7 CONSERVATION RANGER III – AGRICULTURAL OFFICER (1 POST)

DUTY STATION: TFS ZONES/PLANTATIONS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the establishment and managing horticulture nurseries;
- ii. To produce and distribute seedlings, fruits, flowers and vegetables;
- iii. To take part in the training of Forest Technicians and Forest Assistants in proper seed testing and handling for horticulture crops;
- iv. To assist in the provision of information to clients on new technologies on horticultural seeds and farming;
- v. To provide advice on raising horticulture seedlings of high market value;
- vi. To prepare implementation reports; and
- vii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.7.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields: Agriculture General, Horticulture, Crop Science and Production from a recognized Institution. **The candidate shall be required to attend and pass military recruit course.**

2.17.2 Main Duties

1.7.3 AGE LIMIT: Not above 30 years.

1.7.4 SALARY SCALE: TFSS 4.1

1.8 CONSERVATION RANGER III – ESTATE- CIVIL ENGINEER (1 POST)

DUTY STATION: TFS ZONES/PLANTATIONS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in overseeing the maintenance and cleaning of Agency's grounds and drainage Systems;
- ii. To participate in drawing up short and long term programmes for the general improvement of the landscaping of the Agency grounds and drainage Systems;
- iii. To Keep and maintain relevant equipment in good working order;

- iv. To assist in Drawing-up short- and long-term programs for the general improvement of the landscaping of the Agency built and un-built drainage systems;
- v. To keep and maintain relevant equipment in good working order;
- vi. To assists in preparing sketches and designs for major modifications to existing buildings;
- vii. To participate in the preparation of various types of estimates for Estates Management projects; and
- viii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.8.2 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in Civil Engineering from a recognized Institutions. The candidate must be registered by ERB as Graduate Graduate Engineer **The candidate shall be required to attend and pass military recruit course.**

1.8.3 AGE LIMIT: Not above 30 years.

1.8.4 SALARY SCALE: TFSS 4.1

1.8.5 ICT OFFICER (PROGRAMING) (1 POST)

DUTY STATION: TFS ZONES/PLANTATIONS

1.8.6 DUTIES AND RESPONSIBILITIES

- i. To carry out day-to-day installation, configuration, update and maintenance of ICT facilities and accessories;
- ii. To assist in providing technical support to staff and other users in the use of IT services and equipment;
- iii. To conduct simple repairs of IT hardware and software systems;
- iv. To assist in the backup of the Agency's data and systems;
- v. To support smooth running of ICT facilities
- vi. To carry out any other duties as assigned from time to time by Supervisor.

1.8.7 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.8.8 AGE LIMIT: Not above 30 years.

1.8.9 SALARY SCALE: TFSS 4.1

1.9 CONSERVATION RANGER III – TOURISM OFFICER (3 POSTS)

DUTY STATION: TFS ZONES/PLANTATIONS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To respond to specific information enquiries from stakeholders;
- ii. To participate in providing a range of information on local tourism attractions;
- iii. To participate in guiding tourists to hotels, TFS and other tourist destinations;
- iv. To maintain and update records of tourist hotel rates and bookings, transport systems and other necessary tourist facilities;
- v. To assist visitors with accessing and utilizing IT facilities available in the tourist information centre;
- vi. To assist in collecting of information and updating of tourism publications;
- vii. To assist in distribution of tourism materials and information to tourism information centers;
- viii. To participate in promotional campaigns such as promotional trips, joint publicity campaigns, educational tours, promotional affairs, etc.;
- ix. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.9.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields: Tourism Management, Tourism and Hospitality Management, Cultural Anthropology and Tourism, Business Administration or Commerce majoring in Tourism and Hospitality Management, Cultural Anthropology and Tourism from a recognized Institutions. **The candidate shall be required to attend and pass military recruit course.**

1.9.3 AGE LIMIT: Not above 30 years.

1.9.4 SALARY SCALE: TFSS 4.1

**1.10 CONSERVATION RANGER III – PROCUREMENT OFFICER (2 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.11 DUTIES AND RESPONSIBILITIES

- i. To assist undertaking purchase of supplies,
- ii. To assist in handling acquisitions and ascertain supplies are purchased within price quotations;
- iii. To assist keeping all materials in the store
- iv. To arrange items/materials in the store;
- v. To participate in following up supplies from suppliers;
- vi. To assist receiving and recording new materials from bidders
- vii. To distribute materials to users in the office
- viii. To assist preparation receipt for incoming materials To assist in preparation procurement reports;
- ix. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.11.1 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Materials Management, Procurement and Supplies Management, Logistic Management, Business Administration majoring in Procurement Management or Supplies Management from a recognized Institution. The candidate must be registered by PSPTB as Graduate Procurement Officer. **The candidate shall be required to attend and pass military recruit course.**

1.11.2 AGE LIMIT: Not above 30 years.

1.11.3 SALARY SCALE: TFSS 4.1

1.11.4 CONSERVATION RANGER III- INTERNAL AUDITOR (2 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS

1.11.5 DUTIES AND RESPONSIBILITIES

- i. To assist in reviewing internal controls and submitting recommendations to superiors;
- ii. To Adhere to IPPF;
- iii. To assist in executing audit programs;
- iv. To participate in ensuring that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements;
- v. To assist in preparation audit reports based on the audit findings;
- vi. To assist in reviewing the effectiveness of managerial controls and implementation of systems, policies and practices for the Institute;
- vii. To assist in preparation of internal audit programs in accordance with generally accepted audit standards and international audit standards;
- viii. To prepare progress reports of special audits carried out;
- ix. To ensure adherence to auditing standards, financial regulations, standard operating procedures and TFSS business process; and
- x. To perform other related duties as may be assigned from time to time by Immediate Supervisor.

1.11.6 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Tax Management, Commerce or Business Administration majoring in Accountancy, Finance from a recognized institution. The candidate must have CPA. **The candidate shall be required to attend and pass military recruit course.**

1.11.7 AGE LIMIT: Not above 30 years.

1.11.8 SALARY SCALE: TFSS 4.1

**1.12 CONSERVATION RANGER III- INTERNAL AUDIT OFFICER (1 POST)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To assist in executing audit programs.
- ii. To assist the preparation and implementation of audit plans
- iii. To ascertain audit queries responses.
- iv. To assist the preparation of auditing reports based on the audit findings
- v. To carry out any other duties as assigned from time to time by Supervisor

1.12.2 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Tax Management, Commerce or Business Administration majoring in Accountancy, Finance from a recognized institutions. **The candidate shall be required to attend and pass military recruit course.**

1.12.3 AGE LIMIT: Not above 30 years.

1.12.4 SALARY SCALE: TFSS 4.1

**1.13 CONSERVATION RANGER III- LABORATORY SCIENTIST (1 POST)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting seed tests with regards to viability, weight, content, geniuses, diseases and pests and keep records;
- ii. To take part in training Laboratory Technicians in laboratory routines;
- iii. To take part in training participants during short courses in seed testing;
- iv. To participate in the collection of samples required for laboratory investigation;
- v. To assist in the preparation of implementation reports; and
- vi. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.13.2 QUALIFICATIONS

Holder of Bachelor Degree in one of the following fields: Laboratory Biotechnology, Plant Laboratory Biotechnology from recognized Institutions. **The candidate shall be required to attend and pass military recruit course.**

1.13.3 AGE LIMIT: Not above 30 years.

1.13.4 SALARY SCALE: TFSS 4.1

1.14 CONSERVATION RANGER III - OFFICE MANAGEMENT SECRETARY (3 POST) DUTY STATION: TFS ZONES/PLANTATIONS

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To assist in handling and word process classified information;
- ii. To assist receiving letters and other forms of correspondence directed to his/her office;
- iii. To assist in receiving visitors and directs them to relevant scheduled officers;
- iv. To assist in keeping records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To assist in receiving calls, files and transmit messages to relevant recipients;
- vi. To assist in providing information to the relevant scheduled officers
- vii. To assist in manage/run the office of the Manager he/she is working under;
- viii. To assist acquiring office goods and supplies; To assist collecting/receive files and deliver to the addressed Manager;
- ix. To assist in preparing documents for departmental meetings;
- x. To assist in facilitating and service official meetings; To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

1.14.2 QUALIFICATIONS

Holder of Form IV Certificate with passes in English and Kiswahili with Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel,

Internet, Email, MS-Publisher from a recognized institution. **The candidate shall be required to attend and pass military recruit course**

1.14.3 AGE LIMIT: Not above 25years.

1.14.4 SALARY SCALE: TFSS 3.1

**1.15 CONSERVATION RANGER III – ASSISTANT FOREST OFFICER (40 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To raise seedlings and maintain tree nurseries;
- ii. To assist carrying out menstruation in forest;
- iii. To maintain agency's tree seed source;
- iv. To assist in providing pre-treatment to tree seed;
- v. To undertake patrols within the forests;
- vi. To assist in collection of revenue; Participate in preparation of station budget;
- vii. To assist in preparing periodic implementation reports; and
- viii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.15.2 QUALIFICATIONS

Holder of Diploma in one of the following fields: Forestry, Forest Management, Geoinformatics for Natural Resource Management (GIS), Urban Forestry and Landscaping, Geoinformatics for Natural Resource Management Nature Conservation, Forestry Industry Technology from recognized Institutions. **The candidate shall be required to attend and pass military recruit course**

1.15.3 AGE LIMIT: Not above 25 years.

1.15.4 SALARY SCALE: TFSS 3.1

**1.16 CONSERVATION RANGER III- CLINICAL OFFICER (2 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To assist in attending to all common diseases
- ii. To assist conducting community health services

- iii. To assist training auxiliary health worker
- iv. To assist conducting diseases prevention awareness to staff and communities
- v. To assist in providing MCH and primary health services to staff and communities and
- vi. To carry out any other duties as assigned from time to time by Supervisor.

1.16.2 QUALIFICATIONS

Holder of Diploma in Clinical Medicine from a recognized Institution. **The candidate shall be required to attend and pass military recruit course**

1.16.3 AGE LIMIT: Not above 25 years.

1.16.4 SALARY SCALE: TFSS 3.1

1.17 CONSERVATION RANGER III - ASSISTANT BEEKEEPING OFFICER (11 POST) DUTY STATION: TFS ZONES/PLANTATIONS

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To assist in managing bee reserves and apiaries;
- ii. To assist in collecting beekeeping statistics;
- iii. To assist in keeping records on beekeeping research work;
- iv. To assist carrying out beekeeping extension services;
- v. To assist managing bee colonies;
- vi. To assist undertaking patrols within the forests/bee reserve and apiaries; and
- vii. To carry out other duties as assigned from time to time by Supervisor.

1.17.2 QUALIFICATIONS

Holder of Diploma in one of the following fields; Bee Resources Management, Beekeeping Science and Technology, Zoology from recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.17.3 AGE LIMIT: Not above 25 years

1.17.4 SALARY SCALE: TFSS 3.1

1.18 CONSERVATION RANGER III – ICT TECHNICIAN (1 POST)
DUTY STATION: TFS ZONES/PLANTATIONS

1.18.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out day-to-day installation, configuration, update and maintenance of ICT facilities and accessories.
- ii. To assist in provision of technical support to staff and other users in the use of IT services and equipment.
- iii. To conduct simple repairs of IT hardware and software systems
- iv. To assist in the backup of the Agency's data and systems.
- v. To support smooth running of IT facilities
- vi. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.18.2 QUALIFICATIONS

Holder of Ordinary Diploma in one of the following fields; Computer Science, Information Systems, Information Technology, Cyber Security, Computer Engineering from recognized institutions. **The candidate shall be required to attend and pass military recruit course.**

1.18.3 AGE LIMIT: Not above 25 years.

1.18.4 SALARY SCALE: TFSS 3.1

1.19 CONSERVATION RANGER III – LABORATORY TECHNICIAN (1 POST)
DUTY STATION: TFS ZONES/PLANTATIONS

1.19.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintaining laboratory equipment;
- ii. To assist in developing and maintain laboratory statistics and information;
- iii. To assist identifying, confirm and maintain statistics records on seed testing for viability, diseases, content, pests, weight and geniuses;
- iv. To assist collecting samples required in laboratory investigation;
- v. To assist preparation of laboratory investigation/implementation reports;
- vi. To take part in experimental work by forest officers; and

- vii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.19.2 QUALIFICATIONS

Holder of Diploma in one of the following fields: Laboratory Science, Laboratory Technology from a recognized Institutions. **The candidate shall be required to attend and pass military recruit course.**

1.19.3 AGE LIMIT: Not above 25 years.

1.19.4 SALARY SCALE: TFSS 3.1

1.20 CONSERVATION RANGER III – TECHNICIAN (MECHANICAL) (2 POST) **DUTY STATION: TFS ZONES/PLANTATIONS**

1.20.1 DUTIES AND RESPONSIBILITIES

- i. To assist carrying out detailed inspection of the Institute Motor Vehicles, Plants and equipment;
- ii. To assist in preparation of cost estimates for maintenance of Vehicles, Plants and equipment;
- iii. To assist in carrying out regular preventive maintenance and repairs of Motor vehicles, Plants and Equipment;
- iv. To assist in the repair and maintenance of laboratory or workshop facilities
- v. To assist in the preparation of inspection report; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

1.20.2 QUALIFICATIONS

Holder of Diploma in one the following fields; Mechanical, from a recognized institution.

1.20.3 AGE LIMIT: Not above 25 years.

1.20.4 SALARY SCALE: TFSS 3.1

1.21 CONSERVATION RANGER III –ASSISTANT PROCUREMENT OFFICER (2 POSTS)

1.21.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.21.2 DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of procurement reports;
- ii. To assist in receiving and issuing material goods as per authorized requisition.
- iii. To assist in preparing Goods Received Notes (GRN);
- iv. To assist in maintaining stock control and accounts;
- v. To assist in preparing procurement plans; To assist in drafting tender documents;
- vi. To assist in preparing and maintaining store records; and To perform any other related duties assigned by supervisor.

1.21.3 QUALIFICATIONS

Holder of Ordinary Diploma in one of the following fields; Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management from a recognized institutions. Must be registered by PSPBT as Procurement and Supplies Technician or Procurement and Supplies Full Technician. **The candidate shall be required to attend and pass military recruit course.**

1.21.4 AGE LIMIT: Not above 25 years.

1.21.5 SALARY SCALE: TFSS 3.1

1.21.6 CONSERVATION RANGER III – RECORDS MANAGEMENT ASSISTANT (3 POSTS)

DUTY STATION: TFS ZONES/PLANTATIONS

1.21.7 DUTIES AND RESPONSIBILITIES

- i. To assist entering records and information in the existing computerized system;
- ii. To assist providing availability of records and statistical data as needed;

- iii. To assist maintaining the existing system for numbering, filing, storage and retrieval of files and other documents
- iv. To assist safeguarding equipment and facilities for records keeping
- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.21.8 QUALIFICATIONS

Holder of Diploma (NTA level 6) in one of the following fields: Records Management, Archives, Health Records from a recognized Institution. **The candidate shall be required to attend and pass military recruit course.**

1.21.9 AGE LIMIT: Not above 25 years.

1.21.10 SALARY SCALE: TFSS 3.1

**1.21.11 CONSERVATION RANGER III-ACCOUNTS ASSISTANT (3 POST)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.21.12 DUTIES AND RESPONSIBILITIES

- i.To record and keep financial registry;
- ii.To assist keeping files with accounts records;
- iii.To assist recording and prepare payment vouchers and cheque and Post them in vote books;
- iv.To assist in sending accounts documents and letters to the bank;
- v.To assist preparing bank reconciliation statements; and
- vi.To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.21.13 QUALIFICATIONS

Holder of Diploma in one of the following fields: Accountancy, Finance from recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.21.14 AGE LIMIT: Not above 25 years.

1.21.15 SALARY SCALE: TFSS 3.1

**1.21.16 CONSERVATION RANGER III – FOREST ASSISTANT (9 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.21.17 DUTIES AND RESPONSIBILITIES

- i. To collect and maintain good tree seeds keeping;
- ii. To tend tree seedlings and management of tree nurseries;
- iii. To assist in managing trees and forests;
- iv. To undertake patrols within the forests;
- v. To assist in inspection and grade forest products;
- vi. To assist carrying out menstruation in forest;
- vii. To carry out forest extension services;
- viii. To maintain tree seed collection tools and equipment;
- ix. To participate in raising seedlings and maintain tree nurseries;
- x. To prepare and distribute tree seed;
- xi. To provide pre-treatment to tree seed;
- xii. To perform any other related duties as may be assigned from time to time by Supervisor.

1.21.18 QUALIFICATIONS

Holder of Form IV or Form VI Secondary School Certificate of Education plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, GIS, Forest Industries Technology from a recognized institution. **The candidate shall be required to attend and pass military recruit course**

1.21.19 AGE LIMIT: Not above 25 years.

1.21.20 SALARY SCALE: TFSS 2.1

**1.21.21 CONSERVATION RANGER III - DRIVER (12 POSTS)
DUTY STATION: TFS ZONES/PLANTATIONS**

1.21.22 DUTIES AND RESPONSIBILITIES

- i. To drive the Agency's vehicles;
- ii. To maintain vehicle logbook and movement records;

- iii. To maintain smooth running of vehicles;
- iv. To assist in making simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

1.21.23 QUALIFICATIONS

Holder of Form IV Certificate and a Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents. **The candidate shall be required to attend and pass military recruit course**

1.21.24 AGE LIMIT: Not above 25 years.

1.21.25 SALARY SCALE: TFSS 2.1

1.21.26 CONSERVATION RANGER III – BEEKEEPING ASSISTANT (10 POSTS) DUTY STATION: TFS ZONES/PLANTATIONS

1.21.27 DUTIES AND RESPONSIBILITIES

- i. To assist in managing apiaries and bee reserves;
- ii. To assist in collection of beekeeping data;
- iii. To assist in keeping beekeeping records;
- iv. To participate in handling harmful bee swarms;
- v. To prepare implementation reports;
- vi. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.21.28 QUALIFICATIONS

Holder of Form IV/VI with Certificate in one of the following fields; Bee Resources Management, Beekeeping Science and Technology, Zoology from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.21.29 AGE LIMIT: Not above 25 years.

1.21.30 SALARY SCALE: TFSS 2.1

1.22 CONSERVATION RANGER III – ARTISAN PLUMBING (1 POST)
DUTY STATION: TFS ZONES/PLANTATIONS

1.22.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking minor maintenance and repair works;
- ii. To identify and maintain smooth and safe operation of machines and equipment;
- iii. To assist in insurance of safe working tools and environment;
- iv. To comply with industrial safety regulations; and
- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.22.2 QUALIFICATIONS

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II Plumbing or Trade Test Grade II Plumbing from VETA or other Institutions.
The candidate shall be required to attend and pass military recruit course.

1.22.3 AGE LIMIT: Not above 25 years.

1.22.4 SALARY SCALE: TFSS 2.1

1.23 CONSERVATION RANGER III- FOREST GUARD (105 POST)
DUTY STATION: TFS ZONES/PLANTATIONS

1.23.1 DUTIES AND RESPONSIBILITIES

- i. To guard and prevent unauthorized entry into natural or plantation forests
- ii. To assist in carrying out planned and ad hoc patrols of forests
- iii. To assist in monitoring movements of people with suspicious forest products and report them to appropriate authorities
- iv. To assist in arresting illegal forest entrants in conjunction with authorized local authorities
- v. To participate in forest fire management practices and;
- vi. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.23.2 QUALIFICATIONS

Holder of Form IV/VI Secondary education. The candidate must have attended and pass National Service training, Militia, fire and rescue from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.23.3 AGE LIMIT: Not above 25 years.

1.23.4 SALARY SCALE: TFSS 2.1

1.23.5 CONSERVATION RANGER III - HEALTH ASSISTANT (2 POSTS) DUTY STATION: TFS ZONES/PLANTATIONS

1.23.6 DUTIES AND RESPONSIBILITIES

- i. To assist carrying out general cleanliness of working environment
- ii. To assist patients
- iii. To assist in taking samples for laboratory test
- iv. To make follow up of medicines
- v. To carry out any other duties as assigned from time to time by Supervisor.

1.23.7 QUALIFICATIONS

Holder of Form IV/VI Certificate plus one-year Certificate in Health from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.23.8 AGE LIMIT: Not above 25 years.

1.23.9 SALARY SCALE: TFSS 2.1

1.23.10 CONSERVATION RANGER III – PLANT OPERATOR (2 POST) DUTY STATION: TFS ZONES/PLANTATIONS

1.23.11 DUTIES AND RESPONSIBILITIES

- i. To drive heavy duty machinery (wheel loader, folk lift and caterpillars)
- ii. To assist in maintaining smooth running of heavy-duty machines
- iii. To maintain logbook and movement records
- iv. To maintain machinery cleanliness and service schedule

- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.23.12 QUALIFICATIONS

Holder of Form four or six with trade test grade III Motor Vehicle Mechanics from a recognized institutions. Candidate should have Class *F* driving license. **The candidate shall be required to attend and pass military recruit course.**

1.23.13 AGE LIMIT: Not above 25 years.

1.23.14 SALARY SCALE: TFSS 2.1

1.24 CONSERVATION RANGER III – ESTATE OFFICER II- (ARCHITECTURE) (1 POST) DUTY STATION: TFS ZONES/PLANTATIONS

1.24.1 DUTIES AND RESPONSIBILITIES

- i. To assist in overseeing the maintenance and cleaning of Agency's grounds and drainage Systems;
- ii. To participate in drawing up short and long term programmes for the general improvement of the landscaping of the Agency grounds and drainage Systems;
- iii. To Keep and maintain relevant equipment in good working order;
- iv. To assist in Drawing-up short- and long-term programs for the general improvement of the landscaping of the Agency built and un-built drainage systems;
- v. To keep and maintain relevant equipment in good working order;
- vi. To assists in preparing sketches and designs for major modifications to existing buildings;
- vii. To participate in the preparation of various types of estimates for Estates Management projects; and
- viii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.24.2 QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in Architecture from recognized Institutions, The candidate must be registered by AQRB as Graduate Graduate Architecture Technologist. **The candidate shall be required to attend and pass military recruit course.**

1.24.3 AGE LIMIT: Not above 30 years.

1.24.4 SALARY SCALE: TFSS 4.1

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with **age not above 30 years for Bachelor degree posts and 25 years for non-degree posts;**
- ii. **Applicants should be ready to attend and successfully complete six months of Paramilitary Recruits Course before issued with appointment letter.**
- 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 **27th September, 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; <https://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**