

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA.9/259/01/A/95

12<sup>th</sup> November, 2024

### VACANCY ANNOUNCEMENT- RE ADVERTISEMENT

On behalf of the National Institute of Transport (NIT) and Tanzania Government Flight Agency (TGFA), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill eighteen (18) vacant posts mentioned below.

#### **1.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)**

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an Autonomous Higher Learning Institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

#### **1.1 FLIGHT INSTRUCTOR II - 1 POST**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in training of student pilots under close supervision;
- ii. To assist in conducting briefing and debriefing for students pilots under close supervision;
- iii. To assist in conducting tutorial and practical exercises for student pilots under close supervision;
- iv. To assist in preparation of lessons for theoretical, simulator and flight exercises;
- v. To assist in monitoring students during flight checks; and
- vi. To perform any other related duties as may be assigned by the supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor's Degree in one of the following fields; Aircraft Engineering, Aeronautical Engineering, Aerospace Science, Aviation Engineering Management, Mechanical Engineering, Electrical Engineering, Electronics and Telecommunication Engineering, Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, or Transport Management with a GPA of not less than 3.5 from a recognized Institution; plus a valid CPL with ME and IR in Aircraft Category and Class Rating to be used for training, recognized by TCAA and must have logged a total flight time of 250 hours of which a minimum of 150 hours must be logged as flight time on the Aircraft Category and Class Rating to be used for training and 100 hours as PIC on the Aircraft category and Class Rating to be used for training. Possession of Flight Instructor Rating and Type Rating for the aircraft to be used for training will be an added advantage. **OR**

Holder of Advanced Certificate of Secondary Education Examination with passes in Physics and Mathematics or Ordinary Certificate of Secondary Education Examination with passes in Physics, Mathematics and English plus a valid CPL with ME and IR in Aircraft Category and Class Rating to be used for training, recognized by TCAA. Must have logged a total flight time 500 hours of which a minimum of 250 hours as flight time on the Aircraft Category and Class Rating to be used for training and 100 hours as PIC on the Aircraft Type to be used for training. Possession of Flight Instructor Rating and Type Rating for the aircraft to be used for training will be an added advantage.

### **1.1.3 SALARY SCALE - FAVS 4.1**

## **1.2 CABIN CREW INSTRUCTOR II - 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in conducting cabin crew training;
- ii. To Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare material for practical exercises;
- iv. To conduct examination and submits results;
- v. To participate in research work;

- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Transport Management, Tourism Management, Hospitality Management, or Business Administration with a GPA of not less than 3.5 from a recognized institution and must hold a certificate of completion for Cabin Crew Ab-Initio Course with a valid Cabin Crew Licence, recognized by TCAA. An applicant who possesses a vast experience as an Airline Cabin Crew and/or has certificate of completion for Cabin Crew Instructor Course, recognized by TCAA, will be highly considered.

### **1.2.3 SALARY SCALE- FAVS 1.1**

## **1.3 AIRCRAFT MAINTENANCE INSTRUCTOR II - 1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in development and review of curricula;
- ii. To assist in planning, design and review training programmes;
- iii. To prepare lessons for aircraft maintenance engineering;
- iv. To prepare training programmes;
- v. To prepare learning resources;
- vi. To plan and design training exercises for aircraft maintenance engineering students;
- vii. To assist in training of aircraft maintenance engineering trainees;
- viii. To conduct tutorial and practical exercises for aircraft maintenance engineering trainees under close supervision;
- ix. To prepare material for practical exercises;
- x. To assist in conducting research, consultancy, and community services;
- xi. To plan for preventive maintenance for aircraft engines system components, tools and hanger;  
and
- xii. To perform any other related duties as may be assigned by the supervisor.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor's Degree in one of the following fields:- Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science with a GPA of not less than 3.5 from a recognized institution plus a valid Aircraft Maintenance Engineers License (AMEL) recognized by TCAA.

### **1.3.3 SALARY SCALE- FAVS 3 .1**

## **1.4 FLIGHT OPERATIONS INSTRUCTOR II - 1 POST**

### **1.4. 1 DUTIES AND RESPONSIBILITIES**

- i. To assist in training of Flight Operations trainees;
- ii. To assist in conducting tutorial and practical exercises for Flight Operations trainees under close supervision;
- iii. To prepare material for practical exercises; and
- iv. To perform any other related duties as may be assigned by the supervisor.

### **1.4.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, or Transport Management with a GPA of not less than 3.5 from a recognized institution and must hold a certificate of completion for Flight Operations Officer Course with a valid Flight Operations Officer License, recognized by TCAA. Possession of a vast experience as a flight operations officer in an airline will be highly considered.

### **1.4.3 SALARY SCALE- FAVS 2 .1**

## **1.5 AIRCRAFT MAINTENANCE TECHNICIAN II - 1 POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in conducting aircraft maintenance engineering training;
- ii. To assist in conducting tutorial and practical exercises for students in the department under close supervision;
- iii. To prepare material for practical exercises;
- iv. To assist students in building up their practical projects;
- v. To conduct examinations and submits results;

- vi. To participate in research work;
- vii. To constructs/ manufactures / fabricates/ prepares teaching aids;
- viii. To carry out consultancy and service job assignments under close supervision;
- ix. To assist in conducting aircraft maintenance under supervision of Licenced Engineers;
- x. To attend hangar duties as assigned by the Hanger supervisor;
- xi. To perform aircraft checks under supervisor; and
- xii. To perform any other related duties as may be assigned by the supervisor.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

The candidate should possess Diploma in one of the following fields:- Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, Aerospace Science, Mechanical Engineering, Electrical, Electronics and Telecommunications Engineering, from recognized Institution plus a Certificate of completion in aircraft workshop course approved by TCAA. Possession of Aircraft Maintenance Engineers Licence (AMEL) recognized by TCAA will be an added advantage.

### **1.5.3 SALARY SCALE- FAVS 2 .1**

## **1.6 ASSISTANT LECTURER IN LOGISTICS AND TRANSPORT MANAGEMENT - 5 POSTS**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

- The candidate should possess Master's degree in any of the following specializations; Logistics and Transport Management; International Transport and Logistics Management; International Logistics and Transport Management; Air Transport Management; Rural and Urban Transport Management; Rail Transport Management; or Maritime Logistic and Shipping Management with minimum GPA of not less than 3.8; and Holder of Bachelor

degree (NTA Level 8) in Logistics and Transport Management or Road and Rail Transport Management with GPA of not less than 3.5 from recognized Institution.

### **1.6.3 SALARY SCALE- PHTS 2.1.**

## **1.7 ASSISTANT LECTURER IN MECHANICAL ENGINEERING - 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

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

### **1.7.3 SALARY SCALE- PHTS 2.1.**

## **1.8 ASSISTANT LECTURER IN ROAD AND RAILWAY TRANSPORT MANAGEMENT - 2 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

## **1.8.2 QUALIFICATION AND EXPERIENCE**

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

## **1.8.3 SALARY SCALE- PHTS 2.1.**

## **1.9 ASSISTANT LECTURER IN MARITIME LAW - 1 POST**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- To prepare learning resources for tutorial exercises;
- To conduct research, seminars and case studies;
- To carry out consultancy and community services;
- To supervise students' projects;
- To develop and reviews existing curricula;
- To prepare teaching manual and; and
- To perform any other duties assigned by Supervisor.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

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

### **1.9.3 SALARY SCALE- PHTS 2.1.**

## **1.10 ASSISTANT LECTURER IN CUSTOMS MANAGEMENT - 1 POST**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- To prepare learning resources for tutorial exercises;
- To conduct research, seminars and case studies;
- To carry out consultancy and community services;
- To supervise students' projects;
- To develop and reviews existing curricula;

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

### **1.10.2 QUALIFICATION AND EXPERIENCE**

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

### **1.10.3 SALARY SCALE- PHTS 2.1.**

## **1.11 ASSISTANT LECTURER IN PORT MANAGEMENT - 1 POST**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and; and
- viii. To perform any other duties assigned by Supervisor.

### **1.11.2 QUALIFICATION AND EXPERIENCE**

- The candidate should possess a Master's degree in any of the following specializations: Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.8 and Bachelor's degree in Port Management, Shipping and Port Management, Maritime Affairs, International Logistics and Port Management with GPA of not less than 3.5 from a recognized Institution.



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

### **1.11.3 SALARY SCALE- PHTS 2.1.**

## **2.0 TANZANIA GOVERNMENT FLIGHT AGENCY (TGFA)**

Tanzania Government Flight Agency (TGFA) was established under the Executive Agencies Act No. 30 of 1997 (as amended) and came into effect on 17<sup>th</sup> May, 2002 as per the Government Notice No. 193 published on the same date. TGFA took over the functions of the Government Flying Unit under the then Ministry of Communications and Transport (Currently Ministry of Works and Transport) with the purpose of providing air transport services in a more efficient, cost effective and business-like manner to the Government. The Agency was transferred from the Ministry of Works, Transport and Communication to the President's Office, State House through Government Notice No. 252 of 2018.

### **2.1 SENIOR PILOT II - 2 POSTS**

#### **2.1.1 DUTIES AND RESPONSIBILITIES:**

- To make pre-flight preparation and filing the flight plan;
- To supervise refueling of aircraft and enter details in their relevant documents;
- To monitor controls of the Aircraft and check weather conditions and liaise with traffic air control make pre-flight preparation;
- To command the aircraft on instructions from the Pilot-in-command or on incapacitation of Pilot-in-command and assume responsibility for the safety of the aircraft;
- To maintain cabin and cockpit temperatures at comfortable levels during flight;
- To complete Voyage Report forms, Technical Logs entries, computation of take-off, approach and landing speeds and to ensure that the Captain signs them at the end of flights;
- To verify that the control locks, engine locks and any other locks are properly fitted on the aircraft at night stations where night stops are made;
- To prepare and review TGFA Operations Manuals;
- To develop and recommend procedures and policies related to Operations Control activities;

- x. To examine and review operating policies and procedures related to the types of aircraft flown and recommend changes; and
- xi. To perform any other related duties as assigned by the supervisor

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

A holder of A-Level Secondary Education Certificate with at least two principal passes in Physics, Mathematics or Geography or equivalent qualifications who has Airline Transport Pilots License (ATPL) issued by TCAA with Instrument Rating on multi- engine on an initial turboprop or turbojet with an all Up Weight from 41,000 lbs (18,600Kg) to 64,700 lbs (29,400Kg). Must have flying experience of not less than 3,500 hours of which 1,000 must be in command.

### **2.1.3 SALARY SCALE: TGFPS 3**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally 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;**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through

his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **25<sup>th</sup> November, 2024.**
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

***NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**