



JAMHURI YA MUUNGANO WA TANZANIA
TUME YA UTUMISHI WA MAHAKAMA



TANGAZO LA NAFASI ZA KAZI

Juni 03, 2025- Dodoma

Tume ya Utumishi wa Mahakama ni chombo kilichoundwa kwa mujibu wa aya ya 112(1) ya Katiba ya Jamhuri ya Muungano wa Tanzania ya mwaka 1977. Aidha, Ibara ya 113 ya Katiba ya Jamhuri ya Muungano wa Tanzania na Sheria ya Usimamizi wa Mahakama Sura 237 vinaipa Tume ya Utumishi wa Mahakama majukumu mbalimbali ikiwa ni pamoja na kuajiri watumishi wa Mahakama ya Tanzania wa kada mbalimbali.. Hivyo, Tume ya Utumishi wa Mahakama inawatangazia Watanzania wenye sifa zilizoainishwa hapa chini kwa kila nafasi ya kazi na ambao wako tayari kufanya kazi Mahakama ya Tanzania katika Mikoa na Wilaya mbalimbali kuleta maombi yao ya kazi:

1.0 Hakimu Mkazi II – TJS II

1.1 Sifa za kuingilia: -

Waombaji wawe na Cheti cha kuhitimu kidato cha Nne/Sita, Shahada ya Sheria “*Bachelor of Laws*” (L.L.B) kutoka Vyuo Vikuu au Taasisi za Elimu ya Juu zinazotambuliwa na Serikali pamoja na Stashahada ya Uzamili ya Mafuzo ya Sheria kwa Vitendo Kutoka Shule ya Mafunzo ya Sheria kwa Vitendo (*The Law school of Tanzania*). Wenye cheti cha kuhitimu mafunzo ya kompyuta watapewa kipaumbele.

1.2 Kazi za kufanya:-

- (i) Kuandaa mpango wa kusikiliza mashauri ya awali ya mashauri ya Jinai na Madai;
- (ii) Kusikiliza mashauri ya awali ya Jinai na Madai;
- (iii) Kusikiliza mashauri ya awali ya ndoa na mirathi;
- (iv) Kuandaa na kutoa hukumu kuhusu mashauri yote aliyosikiliza;
- (v) Kutoa amri mbalimbali za kimahakama anazoruhusiwa kisheria;
- (vi) Kusuluhisha mashauri;
- (vii) Kusikiliza rufani kutoka Mabaraza ya Kata;
- (viii) Kufanya utafiti wa kisheria na kutoa ushauri; na
- (ix) Kufanya kazi zingine atakazopangiwa na msimamizi wake.

2.0 Afisa Utumishi II - TGS D

2.1 Sifa za kuingilia:-

Waombaji wawe na Shahada ya kwanza ya Sayansi ya Jamii au Sanaa kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali ambao wamejiimarisha (major) katika mojawapo ya fani zifuatazo:-

- (i) Menejimenti ya RasilimaliWatu (Human Resource Management)
- (ii) Elimu ya Jamii (Sociology)
- (iii) Utawala na Uongozi (Public Administration)
- (iv) Mipango ya Watumishi (Manpower Planning)
- (v) Wawe na ujuzi wa kutumia kompyuta.

2.2 Kazi za kufanya:-

- (i) Kutunza Kumbukumbu sahihi za watumishi wote
- (ii) Kutafsiri na kushughulikia utekelezaji wa miundo ya utumishi.
- (iii) Kutafiti, kuchanganua, kupanga na kukadiria idadi ya watumishi wanaohitaji mafunzo.
- (iv) Kukusanya, kuchambua na kupanga takwimu na kumbukumbu zote zinazohusu mipango ya watumishi.
- (v) Kushughulikia masuala mbalimbali ya kila siku ya watumishi

3.0 Msaidizi wa Hesabu II – TGS. B

3.1 Sifa za kuingilia:-

Waombaji wawe na cheti cha Astashahada ya Uhasibu kutoka chuo kinachotambulika na Serikali Au au cheti cha ATEC I kinachotolewa na NBAA au sifa nyingine zinazolingana na hizo zinazotambulika na NBAA.

3.2 Kazi za kufanya:-

- (i) Kuandika na kutunza 'register' zinazohusu shughuli za uhasibu.
- (ii) Kutunza kumbukumbu za hesabu.
- (iii) Kupeleka nyaraka za uhasibu benki.
- (iv) Kutunza barua/nyaraka za hati za malipo.
- (v) Kufanya kazi nyingine za fani yake atakazopangiwa na mkuu wake wa kazi.

4.0 Operata wa Kompyuta II – TGS C

4.1 Sifa za kuingilia:-

Waombaji wawe na Stashahada ya masomo ya Kompyuta kutoka kwenye Taasisi/Vyuo vinavyotambuliwa na Serikali wenye uzoefu wa kazi kwa muda usiopungua miaka mitatu (3) katika fani hiyo.

4.2 Kazi za kufanya:-

- (i) Kufanya kazi za Kompyuta/program zenye mifumo migumu kwa usimamizi wa wastani wa Maoperata wa Kompyuta Waandamizi,
- (ii) Kurekebisha mpango wa kazi katika chumba cha Kompyuta,
- (iii) Kutunza vitabu vya matumizi ya kila siku ya Kompyuta,
- (iv) Kuhifadhi data zote zinazoingizwa katika Kompyuta.
- (v) Kuchapa taarifa za mwisho.

5.0 Opereta wa Kompyuta Msaidizi – TGS.B

5.1 Sifa: -

Waombaji waliomaliza kidato cha nne au sita wenye Astashahada ya mwaka mmoja ya masomo ya awali ya Kompyuta yanayojumuisha Uendeshaji wa Kompyuta wa Msingi (Basic Computer Operations), Programu Endeshi (Operating Systems) na Program Tumizi (Applications Program) au Fundi Sanifu wa Kompyuta kutoka kwenye Taasisi/Chuo kinachotambuliwa na Serikali.

5.2 Kazi za kufanya:-

- (i) Kuchambua taarifa zilizopo kwenye nakala ngumu ili ziwe tayari kuingizwa kwenye mifumo ya TEHAMA
- (ii) Kuingiza taarifa kwenye mifumo ya TEHAMA
- (iii) Kuanzisha mchakato wa program za mifumo ya TEHAMA,
- (iv) Kuangalia mwenendo wa utendaji kazi wa mfumo wa TEHAMA,
- (v) Kutoa nakala ngumu na laini ya ripoti mbalimbali kutoka katika mifumo ya TEHAMA,
- (vi) Kuhifadhi taarifa zinazoingizwa kwenye program tumizi,
- (vii) Kutunza kumbukumbu za kazi zilizofanyika katika program tumizi.

6.0 Mkutubi II – TGS D

6.1 Sifa za kuingilia:-

Waombaji wawe na Shahada ya kwanza katika fani ya Ukutubi au sifa inayolingana na hiyo kutoka katika vyuo vikuu vinavyotambuliwa na Serikali.

6.2 Kazi za kufanya:-

- (i) Kupanga ratiba ya kazi kwa watumishi walio chini yake.
- (ii) Kuwaelekeza kazi Wakutubi Wasaidizi.
- (iii) Kuhakikisha kuwa maktaba ni safi.
- (iv) Kufanya kazi nyingine za maktaba atakazopangiwa na Mkuu wa Kituo.

7.0 Msaidizi wa Maktaba II– TGS B

7.1 Sifa za kuingilia:-

Waombaji wawe na cheti cha kidato cha IV ambao wamefaulu mafunzo ya Wasaidizi wa Maktaba (National Library Assistant Certificate Course) yatolewayo na Bodi ya Huduma za Maktaba Tanzania au wenye cheti kinacholingana na hicho.

7.2 Kazi za kufanya: -

- (i) Kuandikisha wasomaji.
- (ii) Kupanga vitabu katika rafu (shelves)
- (iii) Kuazimisha na kupokea vitabu vilivyoazimwa.
- (iv) Kukarabati vitabu vilivyochakaa
- (v) Kufanya kazi nyingine atakazopangiwa na mkuu wa kituo.

8.0 Mpishi – TGS.C

8.1 Sifa: -

Waombaji wawe wahitimu wa kidato cha IV waliofaulu mafunzo ya cheti kwa mwaka mmoja katika fani ya Food Production yatolewayo na vyuo vinavyotambuliwa na Serikali na wenye uzoefu wa kazi kwa muda usiopungua miaka mitatu.

8.2 Kazi za kufanya: -

- (i) Kusafisha jiko,
- (ii) Kupika chakula cha kawaida,
- (iii) Kupika vyakula vya aina mbalimbali na
- (iv) Kuhakikisha vyombo vya kupikia vyakula vipo safi.

9.0 Msaidizi wa Kumbukumbu II - TGS C

9.1 Sifa za Kuingilia:-

Kuajiriwa wahitimu wa kidato cha Nne au Sita wenye Stashahada au NTA Level 6 katika mojawapo ya fani zifuatazo; Utunzaji wa kumbukumbu au Sheria kutoka vyuo vinavyotambuliwa na Serikali na wenye ujuzi wa kompyuta.

9.2 Kazi za kufanya: -

(a) Masjala za Kawaida

- (i) Kuorodhesha barua zinazolingia masjala kwenye rejista.
- (ii) Kuorodhesha barua zinazotoka nje ya Taasisi kwenye rejista.
- (iii) Kusambaza majalada kwa watendaji.

- (iv) Kupokea majalada yanayorushwa masjala kutoka kwa watendaji.
- (v) Kurudisha majalada kwenye kabati la majalada.
- (vi) Kufuatilia mzunguko wa majalada ya Taasisi.

(b) Mahakama

- (i) Kupokea nyaraka au barua zinazohusu ufunguzi wa kesi za jinai na madai.
- (ii) Kuandika samansi (summons) zinazohusu kesi za madai na jinai.
- (iii) Kuandaa orodha ya kesi kila wiki na kutunza mafaili ya kesi zinazoendelea.

10.0 Afisa Mwendesha Ofisi Daraja II – TGS D

10.1 Sifa za kuingilia:-

Kuajiriwa wenye Shahada ya Uhazili kutoka vyuo vinavyotambuliwa na Serikali waliofaulu somo la Hatimkato ya Kiswahili na Kiingereza maneno 120 kwa dakika moja. Wenye ujuzi wa kutumia Kompyuta.

10.2 Kazi za kufanya:-

- (i) Kutoa mapendekezo ya orodha ya mahitaji ya vifaa vya ofisi.
- (ii) Kupokea na kutunza taarifa na kumbukumbu za matukio na miadi ya wageni.
- (iii) Kufuatilia utekelezaji wa maagizo ya Mkuu wake wa sehemu mbalimbali.
- (iv) Kufuatilia utekelezaji wa waelekezo ya Mkuu wake wa kazi.
- (v) Kufuatilia na kumpatia Mkuu wake nyaraka zitakazohitajika: na
- (vi) Kuratibu maandalizi ya vikao mbalimbali mahali pa kazi.

11.0 Mwandishi Mwendesha Ofisi Daraja II - TGS C

11.1 Sifa za kuingilia:-

Kuajiriwa wahitimu wa Kidato cha Nne au Sita wenye Stashahada (Diploma) ya Uhazili au Cheti cha NTA level 6 ya uhazili. Aidha, wawe wamefaulu somo la Hatimkato ya Kiswahili na Kiingereza maneno 100 kwa dakika moja na kupata programu za kompyuta za ofisi kama vile: Word, Excel, Powerpoint, Internet, E-mail na Publisher kutoka chuo chochote kinachotambuliwa na Serikali.

11.2 Kazi za kufanya:-

- (i) Kuchapa barua, taarifa na nyaraka za kawaida na za siri;
- (ii) Kupokea wageni na kuwasaili shida zao, na kuwaelekeza sehemu wanazoweza kushughulikiwa;

- (iii) Kutunza taarifa, kumbukumbu za matukio, miadi, wageni, tarehe za vikao safari za mkuu wake na ratiba ya kazi zingine;
- (iv) Kutafuta majalada na nyaraka zinazohitajika katika utekelezaji wa majukumu ya kazi;
- (v) Kupokea majalada na kusambaza kwa Maofisa walio katika Idara/Kitengo/Sehemu husika;
- (vi) Kukusanya, kutunza na kuyarejesha majalada na nyaraka sehemu zinazohusika;
- (vii) Kupanga dondoo na kufanya maandalizi ya vikao mbalimbali;
- (viii) Kuandaa orodha ya mahitaji ya vifaa vya ofisi.

12.0 Dereva II - TGS B

12.1 Sifa za kuingilia:-

- (i) Waombaji wawe na cheti cha kidato cha nne (Form IV) na Leseni ya Daraja la E au C1 ya uendeshaji Magari ambayo amefanyia kazi kwa muda usiopungua mwaka mmoja bila kusababisha ajali.
- (ii) Wawe wamehudhuria mafunzo ya msingi ya uendeshaji magari (Basic Driving Course) yanayotolewa na Chuo cha Mafunzo ya Ufundi stadi (VETA) au Chuo kingine kinachotambuliwa na Serikali.
- (iii) Waombaji wenye cheti cha majaribio ya Ufundi Daraja la II watafikiriwa kwanza.

12.2 Kazi za kufanya:-

- (i) Kukagua gari kabla na baada ya safari ili kubaini hali ya usalama wa gari,
- (ii) Kuwapeleka watumishi maeneo mbalimbali kwenye safari za kikazi,
- (iii) Kufanya matengenezo madogo madogo ya gari,
- (iv) Kukusanya na kusambaza nyaraka mbalimbali,
- (v) Kujaza na kutunza taarifa za safari zote katika daftari la safari,
- (vi) Kufanya usafi wa gari, na
- (vii) Kufanya kazi nyingine kadri atakavyoelekezwa na Msimamizi wake.

13.0 Mlinzi - TGOS A

13.1 Sifa za kuingilia:-

Waombaji wawe wamehitimu kidato cha nne, waliofuzu mafunzo ya Mgambo au JKT na kupata cheti.

13.2 Kazi za kufanya:

- (i) Kuhakikisha kwamba mali yoyote ya ofisi inayotolewa langoni (nje ya ofisi) ina hati ya idhini;
- (ii) Kuhakikisha kuwa mali yote inayoingizwa langoni inazo hati za uhalali wake;

- (iii) Kulinda usalama wa majengo, ofisi na mali za ofisi mchana na usiku;
- (iv) Kuhakikisha kwamba milango na madirisha yote yamefungwa ipasavyo mwisho wa saa za kazi;
- (v) Kuhakikisha kwamba wageni wote wanaoingia katika eneo la ofisi wanaidhini ya kufanya hivyo;
- (vi) Kupambana na majanga yoyote yatakayotokea katika sehemu ya kazi kama vile moto, mafuriko n.k. na kutoa taarifa katika vyombo vinavyohusika kama vile polisi na zimamoto;
- (vii) Kutoa ushauri wa jinsi ya kuboresha huduma ya ulinzi mahali pa kazi.

14.0 Msaidizi wa Ofisi - TGOS. A

14.1 *Sifa za Kuingilia;*

Waombaji wawe wamehitimu kidato cha nne waliofaulu vizuri katika masomo ya Kiingereza, Kiswahili na Hisabati.

14.2 *Kazi za kufanya;*

- (i) Kufanya usafi wa ofisi na mazingira ya nje na ndani ikiwa ni pamoja na kufagia, kufuta vumbi, kupiga deki, kukata majani kupalilia bustani, kumwagilia maji bustani, kupanda maua au miti na kusafisha vyoo;
- (ii) Kuchukua na kupeleka majalada na hati nyingine kwa maofisa wanaohusika na kuyarudisha sehemu zinazohusika;
- (iii) Kusambaza barua za ofisi kama jinsi atakavyoelekezwa;
- (iv) Kutayarisha chai ya ofisi;
- (v) Kupeleka mfuko wa posta na kuchukua barua kutoka Posta;
- (vi) Kuhakikisha kwamba vifaa vya ofisi vinawekwa sehemu inayostahili;
- (vii) Kufungua milango na madirisha ya ofisi wakati wa asubuhi na jioni kuyafunga baada ya saa za kazi;
- (viii) Kudurufu barua au machapisho kwenye mashine za kudurufia;
- (ix) Kuweka majalada nakala za barua zilizochapwa katika ofisi walizomo;
- (x) Kutunza vifaa vya ofisi na kutoa ripoti kila vinapoharibika.

15.0 Maelezo Muhimu kwa waombaji wa kada zote.

- (i) Muombaji awe Raia wa Tanzania.
- (ii) Maombi yote ya kazi yatumwe kwa njia ya kielektroniki kupitia tovuti ya Tume: www.jsc.go.tz (Nakala ngumu hazitapokelewa).
- (iii) Barua ya maombi ya kazi iandikwe kwa **Katibu, Tume ya Utumishi wa Mahakama, S.L.P 2705, Dodoma.**

- (iv) Zingatia mambo yafuatayo wakati wa kujaza fomu ya maombi ya kazi:-
- Pakia kielektoniki (upload) vyeti vyote vya elimu na mafunzo pamoja na matokeo ya vyeti hivyo kadiri utakavyohitajika kwenye fomu ya maombi;
 - Pakia cheti cha kuzaliwa;
 - Pakia picha ya rangi (passport size) ya hivi karibu kwenye fomu ya maombi;
 - Pakia kitambulisho cha Taifa (NIDA);
 - Pakia nyaraka nyingine kadiri fomu itakavyokuelekeza kutegemea na kazi.
- (v) Hizi ni nafasi za Ajira mpya kwa hiyo watumishi ambao tayari wana ajira za kudumu katika utumishi wa Umma hawastahili kuomba nafasi hizi;
- (vi) Waombaji wawe na umri usiopungua miaka 18 na usiozidi miaka 45 na awe hajawahi kupatikana na kosa lolote la jinai au kufungwa jela;
- (vii) Waombaji watakaoshinda usaili na kuajiriwa watakuwa watumishi wa Mahakama ya Tanzania na wawe tayari kupangiwa kwenye kituo chochote chenye nafasi wazi;
- (viii) Waombaji waliosoma nje ya nchi vyeti vyao vithibitishwe na TCU/NACTE wakishindwa kutekeleza hili maombi yao hayatashughulikiwa;
- (ix) Waombaji waliowahi kuachishwa/kufukuzwa kazi katika Utumishi wa Umma wasiombe;
- (x) Waombaji wasio na sifa zilizotajwa na ambao hawatazingatia masharti yaliyotajwa hapo juu maombi yao hayatashughulikiwa;
- (xi) Waombaji watakaotoa taarifa za uongo mfano kuhusu umri wao, elimu yao au sehemu walizowahi kufanyia kazi na ikagundulika hata kama watakuwa wameshaajiriwa wataondolewa kazini ikiwa ni pamoja na kuchukuliwa hatua kali za kisheria.
- (xii) Waombaji wenye ulemavu watapewa kipaumbele. Mwombaji abainishe aina ya ulemavu alionao kwenye barua ya maombi.
- (xiii) Kwa maelezo zaidi au msaada wasaliana kupitia simu ya maulizo: **0734219821** na **0738 247341** au barua pepe: maulizo.ajira@jsc.go.tz
- (xiv) Mwisho wa kupokea maombi ya kazi ni tarehe 17 Juni, 2025.

Imetolewa na :



Lydia M. Churi

**Kaimu Mkuu wa Kitengo cha Mawasiliano Serikalini
TUME YA UTUMISHI WA MAHAKAMA**



THE UNITED REPUBLIC OF TANZANIA

JUDICIAL SERVICE COMMISSION



VACANCY ANNOUNCEMENT

June 03, 2025- Dodoma

The Judicial Service Commission is an independent entity established under article 112 (1) of the Constitution of United Republic of Tanzania, 1977 and the Judiciary Administration Act CAP 237. The mandates of Judicial Service Commission include undertaking recruitment for judiciary staff.

The Judicial Service Commission wishes to inform the qualified Tanzanians of available vacancies for **Technician** in the field of **Welding and Fabrication, Plumbing, Air Condition, Civil (Carpenter or Painter) and Electrical**. Interested candidates who wish to work within Judiciary of Tanzania are invited to submit their applications to the **Judicial Service Commission**. General conditions of these positions and information's regarding application processes please, visit Judicial Service Commission website through www.jsc.go.tz

1.0 TECHNICIANS

1.1 TECHNICIAN II (WELDING AND FABRICATION TECHNICIAN) - TGS C

1.1.1 Duties and responsibilities

- (i) Using various tools and machinery to cut, shape, and assemble metal parts according to set specifications. This may involve techniques like drilling, grinding, and sawing.
- (ii) Reading and interpreting technical drawings to understand project requirements and dimensions.
- (iii) Ensuring the quality and accuracy of fabricated parts through inspections and measurements.
- (iv) Employing different welding techniques (e.g., arc welding, MIG welding) to join pieces of metal securely.
- (v) Selecting the appropriate welding method based on the type of metal and the desired outcome.
- (vi) Operating welding equipment safely and efficiently.
- (vii) Inspecting welds for defects and performing corrections as necessary.

1.1.2 Qualifications and experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Welding and Fabrication, Welding Mechanics or equivalent qualifications from a recognized Institute.

1.2 TECHNICIAN II (AIR CONDITION (HVAC)) - TGS C

1.2.1 Duties and responsibilities

- (i) Installing new heating and cooling systems, including furnaces, air conditioners, heat pumps, refrigerators and ventilation equipment.
- (ii) Adhering to safety regulations during the installation process.
- (iii) Testing and commissioning of newly installed systems to ensure proper functionality.
- (iv) Performing routine maintenance on existing HVAC systems to prevent problems and optimize efficiency.
- (v) Cleaning and inspecting system components like filters, ductwork, and coils.
- (vi) Topping up refrigerants or replacing them if necessary.
- (vii) Prioritizing emergency repairs to ensure occupants' comfort and safety, especially during extreme weather conditions.

1.2.2 Qualifications and experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning or equivalent qualification from a recognized Institution.

1.3 TECHNICIAN II (PLUMBING) - TGS C

1.3.1 Duties and responsibilities

- (i) To attend and report all water leakage;
- (ii) To attend and report water loss, distribution faults and recommends necessary action;
- (iii) To prepare data for periodical reports to the supervisor;
- (iv) To attend and report contamination of water distribution system by customer's service lines;
- (v) To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement
- (vi) To perform any other duties as may be assigned by the Supervisor.

1.3.2 Qualifications and Experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in the Plumbing and Pipe Fitting from recognized Institutions.

1.4 TECHNICIAN II (ELECTRICAL) - TGS C

1.4.1 Duties and responsibilities

- (i) To assemble, install, test and maintain electrical or electronic wiring, equipment, apparatus and fixtures.
- (ii) To inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- (iii) To test electrical system and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system;
- (iv) To read and interpret electrical schematics to demonstrate the initiative, investigate and offer improvements to our plant/machine's operation;

- (v) To assisting to identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety;
- (vi) To perform any other duties as may be assigned by supervisor.

1.4.2 Qualification and experience

Holder of Diploma or Full Technician Certificate (FTC) in Electrical engineering from recognized Institutions.

1.5 CIVIL TECHNICIAN II (PAINTER) - TGS C

1.5.1 Duties and responsibilities

- (i) To undertake maintenance of building and track works;
- (ii) To read and review project drawings and plans to determine the sizes of structures;
- (iii) To prepare track maintenance plans and submit the same to Supervisor;
- (iv) To take part in testing construction materials;
- (v) To ensure that project construction conforms to design specifications and applicable permanent way requirements; and
- (vi) To perform any other duties as may be assigned by supervisor.

1.5.2 Qualifications and experience

Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology/Engineering or equivalent from recognized institution.

1.6 CIVIL TECHNICIAN II (CARPENTER) - TGS C

1.6.1 Duties and responsibilities

- (i) To undertake maintenance of building and track works;
- (ii) To read and review project drawings and plans to determine the sizes of structures;
- (iii) To prepare track maintenance plans and submit the same to Supervisor;
- (iv) To take part in testing construction materials;
- (v) To ensure that project construction conforms to design specifications and applicable permanent way requirements; and
- (vi) To perform any other duties as may be assigned by supervisor.

1.6.2 Qualifications and experience

Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology/Engineering or equivalent from recognized institution.

2.0 GENERAL CONDITIONS

- (i) All applicants must be citizens of Tanzania with an age not above 45 years
- (ii) Applicants with disabilities are highly encouraged to apply.
- (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) Civil technician applicant should specify job category (carpenter or painter) on the application letter.
- (vi) 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 bodies.
 - Registration or Regulatory Bodies, (where applicable).
 - Birth certificate.
 - Citizen identity card (NIDA)
- (vii) Attaching copies of the following certificates is strictly not accepted: -
- Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- (viii) An applicant must upload recent Passport Size Photo in the JSC electronic form.
- (ix) An applicant employed in the Public Service should route his application letter through his respective employer.
- (x) An applicant who is retired from the Public Service for whatever reason should not apply.
- (xi) An applicant should indicate three reputable referees with their reliable contacts
- (xii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- (xiii) 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).
- (xiv) A signed application letter should be written either in Swahili or English and Addressed to the **Secretary, Judicial Service Commission P.O. Box 2705, - Dodoma.**
- (xv) For inquiry and technical support please contact through mobile number **0734219821 and 0738 247341** or email: maulizo.ajira@jsc.go.tz
- (xvi) Deadline for application is **17th June, 2025;**
- (xvii) Only shortlisted candidates will be informed on a date for interview and;
- (xviii) Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through electronic form using a web address <https://oas.judiciary.go.tz> accessed through www.jsc.go.tz and not otherwise

Released by:



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