

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/113

28<sup>th</sup> December, 2024

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Wildlife Management Authority (TAWA) Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill two (2) vacant posts as mentioned below;

#### 1.0 THE TANZANIA WILDLIFE MANAGEMENT AUTHORITY

The Tanzania Wildlife Management Authority (TAWA) is an autonomous corporate body established in 2014 in compliance with section 8 of the Wildlife Conservation Act CAP 283 through Government Notice (GN) No. 135 of May 2014 and its amendment vide GN. no. 20 of 23rd January 2015. The Authority is responsible for administration and sustainable management of wildlife resources and biodiversity outside National Parks and the Ngorongoro Conservation Area.

#### 1.1 CONSERVATION RANGER II – WILDLIFE MANAGEMENT OFFICER - (1 POST)

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To coordinate wildlife conservation planning;
- ii. To coordinate identification of conservation and wildlife protection needs;
- iii. To coordinate preparation of wildlife conservation medium term plan while ensuring participation of stakeholders;
- iv. To coordinate implementation of conservation infrastructure development plan;
- v. To liaising with other stake holders on tendering for infra-structure development;

- vi. To liaising with other stakeholders to mobilize field gears and equipment delivery; and
- vii. To compile annual conservation operational plan and budget Performing any other related duties that may be assigned by superior.

### **1.1.2 QUALIFICATIONS**

Holder of Bachelor Degree in one of the following fields: Wildlife Management, Range Management, Wildlife Ecology or Zoology from a recognized institution.

**1.1.3 AGE LIMIT:** Not above 30 years.

**1.1.4 REMUNERATION:** Salary Scale: **TAWAS 4.1**

## **1.2 CONSERVATION RANGER II – PILOT - (1 POST)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist (co-piloting) in providing aircraft flight services to Authority;
- ii. To assist in maintaining flight logbook records;
- iii. To assist in keeping record and monitoring routine maintenance services of aircraft;
- iv. To assist in making sure all aviation regulations are abided by;
- v. To perform any other duty as assigned from time to time by the supervisor;

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of ICAQ Commercial Pilot's License who has successfully completed training from approved flying school with instrument rating and type rating on single or multi-engine pistons and turboprops with at least 500 flying hour's experience

**1.2.3 AGE LIMIT:** Not above 30 years.

**1.2.4 REMUNERATION:** Salary Scale: **TAWAS 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.**

- xiv. Deadline for application is **10<sup>th</sup> January, 2025**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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**