

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/112

23rd December, 2024

VACANCY ANNOUNCEMENT

On behalf of Weight and Measures Agency (WMA), Fair Competition Commission (FCC) and Tanzania Standard Newspapers Limited (TSN), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill Forty-one (41) vacant post as mentioned below;

1.0 WEIGHTS AND MEASURES BUREAU AGENCY (WMA)

The Weights and Measures Agency (WMA) is an Executive Agency responsible for fair trade transactions, through Legal Metrological Control. It was established in 2002 in pursuance to the Executive Agencies Act Cap 245 to replace the then Weights and Measures Bureau under the Ministry of Industry and Trade. The move was part of the Public Service Reform Program (PSRP) of which its objective was to improve efficiency and effectiveness of public service delivery. Currently WMA is operating under the Weights and Measures Act Cap. 340 (R.E. 2002) and Executive Agencies Act Cap. 245 (R.E.2002).

1.1 WEIGHTS AND MEASURES OFFICER II (20 POSTS)

1.2 DUTIES AND RESPONSIBILITIES

- i. To inspect, verify and adjust measuring instruments;
- ii. To keep and maintain working standards;
- iii. To advice on verification and use of measuring instruments;
- iv. To investigate on non-compliance of statutory requirements; and
- v. Perform any other duties as may be assigned by his superior.

1.2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Legal and Industrial Metrology or any other equivalent qualifications from recognized institution.

1.2.2 SALARY SCALE: WMAS 4

1.3 ASSISTANT WEIGHTS AND MEASURES OFFICER II (10 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES:

- i. To adjust measuring instruments;
- ii. To care for working standards;
- iii. To mobilize working tools and equipment before and after field work;
- iv. Performs daily systems initialization and backups to computer systems;
and
- v. Perform any related duties as may be assigned by his superiors.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Legal and Industrial Metrology or any other equivalent qualifications from recognized institution.

1.3.3 SALARY SCALE: WMAS 3

2.0 THE FAIR COMPETITION COMMISSION (FCC)

The Fair Competition Commission is an independent Government Body established under the Fair Competition Act, 2003 (No. 8 of 2003) to promote and protect effective competition in trade and commerce and to protect the consumer from unfair and misleading market conduct. The ultimate goal of the Act is to increase efficiency in the production, distribution, and supply of goods and services.

2.1 ASSISTANT COUNTERFEIT SURVEILLANCE OFFICER II (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To trace counterfeits at entry points, Inland Container Depots (ICDs), shops and go downs;
- ii. To collect, collate and analyzing data from the field and compiling monthly, quarterly and annual reports;

- iii. To conduct raids in go downs, retail shops and private premises suspected to harbour counterfeits;
- iv. To inspect premises or vehicles and any person suspected to harbour or manufacture counterfeits;
- v. To seizer, detaining, removing and storing any suspected counterfeit goods in a designated place;
- vi. To take samples for laboratory testing; and
- vii. To perform any other related duties as may be assigned by supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in Law from recognized Institutions.

2.1.3 SALARY SCALE: FCCSS 3

2.2 CONSUMER PROTECTION OFFICER II (1 POST)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To investigate misleading, deceptive market conducts and unfair business practices;
- ii. To assist the Manager in the enforcement of relevant parts of the FCA;
- iii. To receive and act on complaints from consumers;
- iv. To collaborate with national, regional and international organizations in protecting consumers;
- v. To assist the Manager in promoting fair trade between the consumer and the supplier of goods or service provider;
- vi. To educate consumers about their rights and obligations;
- vii. To develop and implementing consumer redress mechanisms;
- viii. To assist in enforcing product recalls and issuance of warning notices to the public on product safety.
- ix. To conduct inquiries, studies and researches on Consumer issues; and
- x. To perform any other related duties as may be assigned by supervisor.

2.2.2 DIRECT ENTRY QUALIFICATIONS

Holder of a Bachelor Degree in Civil Engineering from recognized Institutions and must be registered by ERB as Graduate Engineer.

2.2.3 SALARY SCALE: FCCSS 4

3.0 TANZANIA STANDARD NEWSPAPERS LIMITED (TSN)

Tanzania Standard Newspapers Limited, a wholly-owned Government's media house, was established under the Companies Act, 2002. The Company is the oldest media house in Tanzania, and its operation dates back in the 1930s. The Company publishes the Daily News, Sunday News, Habari LEO and Spoti LEO as well as online editions of these newspapers. As part of its structural transformation and business expansion in pursuit of more market share in East Africa and beyond, the Company operates Commercial Printing Plant. The plant undertakes wide variety of printing works to produce items such as diaries, calendars and books.

3.1 ASSISTANT GRAPHIC DESIGNER II – 5 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To design attractive pages and advertising art work;
- ii. To prepare and apply infographics and data;
- iii. To receive and prepare pages printing layout;
- iv. To ensure accuracy in final product;
- v. To advise the News Desk on the best page design;
- vi. To prepare plates for printing; and
- vii. To perform any other related duties as may be assigned by the supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) PLUS Certificate in Graphic Design or equivalent qualification from recognized Institutions.

3.1.3 SALARY SCALE TSN 2

3.2 PROOF READER II – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To check on grammar and language Structure;
- ii. To advise the News Desk in case of doubtful stories e.g. names, years or repetition;
- iii. To call the attention of the News Desk to an issue which s/he deems not clear;
- iv. To ensure that all corrections are made correctly;

- v. To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- vi. To perform any other duties related to the field as assigned by the supervisors.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Linguistics, English, Literature, Swahili, Education majoring in Linguistics, English, Literature or Swahili or equivalent qualification from recognized institution.

3.2.3 SALARY SCALE: TSN 4

3.3 ASSISTANT PRINTER II – 3 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES

- i To conduct routine printing machine service;
- ii To examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences;
- iii To inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects;
- iv To input instructions in order to program automated machinery, using a computer keyboard;
- v To load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms;
- vi To monitor feeding, printing, and racking processes of presses in order to maintain specified operating levels and to detect malfunctions; make any necessary adjustments;
- vii To monitor stocks of materials such as paper, ink, and metal in order to maintain supplies during equipment operation
- viii To ensure the cleanliness of printing floor, machinery and equipment
- ix To ensure that material wastage is minimal and
- x To perform any other duties as assigned by the supervisors.

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus Certificate in Printing or equivalent qualification from recognized institutions.

3.3.3 SALARY SCALE: TSN 2

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 **2nd January, 2025**;
- 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**