

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/B/115

2nd January, 2025

VACANCY ANNOUNCEMENT

On behalf of The Institute of Rural Development Planning (IRDP), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill three (3) vacant posts mentioned below.

1.0 INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980s. This Act provides a legal framework for the Institute to be established as an important national Centre for provision of training, research and consultancy services in the field of rural development planning and management with main objective of alleviating qualitative and quantitative shortage of skilled manpower within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development

1.1 ASSISTANT LECTURER (ECONOMICS) - 1 POST RE - ADVERTISED

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Economics and Bachelor Degree in Economics. The candidate must have at least a GPA of 3.5 out of 5 at the bachelor Degree level and GPA of 3.8 out of 5 at the Master Degree level.

1.1.3 REMUNERATION - PHTS 2

1.2 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) - 1 POST - RE - ADVERTISED

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Land Valuation or Land Management and Valuation and Bachelor Degree in Land Valuation or Land Management and Valuation. The candidate must have at least a GPA of 3.5 out of 5 in the Bachelor Degree level and GPA of 3.8 out of 5 at the Master Degree level.

1.2.3 REMUNERATION - PHTS 2

1.3 TUTORIAL ASSISTANT REGIONAL DEVELOPMENT PLANNING 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 Ordinary Diploma
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out Consultancy and Community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Regional Development Planning. The Candidate must have a GPA of at least 3.5 out of 5 at the Bachelor Degree level.

1.3.3 REMUNERATION:

PHTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above **45** years.
- 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/Certificates 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, Public Service Recruitment Secretariat,

P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.

- xiv. Deadline for application is **14th 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 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**