

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/139

16<sup>th</sup> March, 2025

### VACANCY ANNOUNCEMENT

On behalf of the Occupational Safety and Health Authority (OSHA), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill seventeen (17) vacant posts mentioned below.

#### **1.0 THE OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)**

Occupational Safety and Health Authority (OSHA) is a Government Executive Agency Established by the Executive Agencies Act No. 30 of 1997. Its main function is to promote a good, sound and a healthy working environment by enforcing the Occupational Safety and Health Act. No.5 of 2003 through inspection of work places to detect hazards which can affect the health of workers, conducting medical examination to workers, providing education and conducting training in Occupational Safety and Health.

#### **1.1 OCCUPATIONAL HYGIENE INSPECTOR II - 4 POSTS**

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

- i. To prepare articles and manuals on Occupational Hygiene and Ergonomics safety
- ii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Occupational Hygiene and Ergonomics Safety.
- iii. To prepare and submit reports timely
- iv. To carry out general walk-through workplace inspections for the purpose of the establishment of compliance status

- v. To carry out specific Occupational Hygiene and Ergonomics inspections and recommend remedial measures for identified problems
- vi. To carry out work environment measurements (Thermal stress, noise, light, dust, gases, fumes, aerosol, mist, vapor, radiation, indoor air quality, ventilation, efficiency etc.)
- vii. To facilitate Occupational Hygiene and Ergonomics trainings to workers and management
- viii. To operate and maintain work environment measuring equipment
- ix. To provide input for and Occupational Hygiene and Ergonomics surveys and researches
- x. To recognize, evaluate and control workplace hazards
- xi. To provide input to Public Relations Office on Occupational Hygiene and Ergonomics issues to be delivered to media, Government agencies, workers and management
- xii. To interpret scientific data collected during investigations and recommend appropriate control methods
- xiii. To operate technical equipment for obtaining samples
- xiv. To conduct follow up inspections to ensure corrective measures have been implemented
- xv. To review relevant documents from workplace
- xvi. To review existing and current Occupational safety and health literature
- xvii. To performing any other related duties as may be assigned by supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Environmental Health Sciences, Industrial Hygiene, Environmental Engineering, Occupational and Environmental Health from a recognized Institution.

### **1.1.3 SALARY SCALE- OSHAS 5**

## **1.2 ENGINEER II (PLANT) – 3 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare articles and manuals on Plant safety
- ii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Plant Safety.
- iii. To prepare and submit reports timely
- iv. To carry out general walkthrough workplace inspections for the purpose of the establishment of compliance status
- v. To carry out specific Plant Safety inspections and recommend remedial measures for identified problems
- vi. To conduct risk assessment
- vii. To plan and implement specific plant and safety programmer
- viii. for both workers and management
- ix. To Keep records of Inspections
- x. To Provide plant safety consultancy services
- xi. To carry out accidents investigations and recommend control measures
- xii. To Provide input for plant surveys and researches
- xiii. To conduct follow up inspections to ensure corrective measures have been implemented
- xiv. To scrutinize and approve drawings and plans for plants
- xv. To review documents from workplace
- xvi. To recognize, evaluate and control workplace mechanical hazards
- xvii. To interpret scientific data collected during investigations and recommend appropriate control methods
- xviii. To review existing and current Occupational safety and health literature
- xix. To participate in the court proceedings on Plant safety matters
- xx. To perform any other related duties as may be assigned by supervisor
- xxi. Assisting in undertaking various types of civil/Engineering/building works.
- xxii. Assisting in undertaking repairs and maintenance.
- xxiii. Assisting in preparation of sketches and plans for making alterations to buildings and equipment.

- xxiv. Assisting preparing schedule of requirements for repairs and constructions.
- xxv. Assisting in preparing various project reports.
- xxvi. Assisting in supervising junior staff.
- xxvii. Performing other related duties as assigned by One's Superior.

## **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Mechanical Engineering from a recognized Institution. Must be registered by ERB as Graduate Engineer.

## **1.2.3 SALARY SCALE- OSHAS 5**

## **1.3 ENGINEER II (ELECTRICAL) – 2 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out general walk-through workplace inspections for the purpose of the establishment of compliance status
- ii. To carry out specific Electrical inspections and recommend remedial measures for identified problems
- iii. To conduct risk assessment
- iv. To prepare and submit reports timely
- v. To plan and implement specific electric safety programmes for both workers and management
- vi. To keep records of Inspections
- vii. To operate and maintain electrical testing equipment
- viii. To carry out electrical safety testing (polarity, insulation, earth continuity, etc.)
- ix. To commission workplace electrical installations
- x. To provide electrical safety consultancy services
- xi. To carry out accidents investigations and recommend control measures
- xii. To provide input for electrical surveys and researches
- xiii. To provide inputs for Business plan, Strategic plan
- xiv. To prepare articles on electrical safety

- xv. To provide input to Public Relations Office on electrical safety issues to be delivered to media, Government agencies, workers and management
- xvi. To interpret scientific data collected during investigations and recommend appropriate control methods
- xvii. To conduct follow up inspections to ensure corrective measures have been implemented
- xviii. To review documents from workplace
- xix. To recognize, evaluate and control workplace electrical hazards
- xx. To review existing and current Occupational safety and health literature
- xxi. To participate in the court proceedings on electrical safety matters
- xxii. To Perform any other related duties as may be assigned by supervisor

### **1.3.2 QUALIFICATION**

Holder of Bachelor Degree in Electrical Engineering, Electronics, from a recognized Institution. Must be registered by ERB as Graduate Engineer.

### **1.3.3 SALARY SCALE- OSHAS 5**

## **1.4 ENGINEER II (BUILDING AND CONSTRUCTION) – 5 POSTS**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out general walk-through workplace inspections for the purpose of the establishment of compliance status
- ii. To carry out specific Building and construction inspections and recommend remedial measures for identified problems
- iii. To conduct risk assessment
- iv. To operate and maintain measuring equipment
- v. To prepare and submit reports timely
- vi. To Plan and implement specific buildings and construction safety programmes for both workers and management
- vii. To keep records of Inspections
- viii. To provide buildings and construction safety consultancy services
- ix. To carry out accidents investigations and recommend control measures

- x. To provide input for surveys and researches
- xi. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Building and Construction Safety.
- xii. To prepare articles and manuals on buildings and construction safety
- xiii. To provide input to Public Relations Office on buildings and construction safety issues to be delivered to media, Government agencies, workers and management
- xiv. To interpret scientific data collected during investigations and recommend appropriate control methods
- xv. To conduct follow up inspections to ensure corrective measures have been implemented
- xvi. To scrutinize and approve drawings and plans for buildings and constructions
- xvii. To review documents from workplace
- xviii. To recognize, evaluate and control buildings and construction hazards
- xix. To review existing and current Occupational safety and health literature
- xx. To participate in the court proceedings on buildings and construction safety matters
- xxi. To perform any other related duties as may be assigned by supervisor

#### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Civil Engineering from a recognized Institution. Must be registered by ERB as Graduate Engineer.

#### **1.4.3 SALARY SCALE- OSHAS 5**

### **1.5 QUALITY ASSURANCE OFFICER II – 2 POSTS**

#### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in carrying out quality assurance inspections;
- ii. To participate in developing quality assurance framework for implementation on regular basis;
- iii. To participate in inspection of quality compliance for all OHS activities performed by OSH inspectors;

- iv. To participate in preparation of quality assurance and inspection reports required for decision making; and
- v. To respond to customers on matters related to occupational safety and health.
- vi. To perform any other related duties as may be assigned by supervisor.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree Electrical Engineering, Mechanical Engineering, Occupational Medicine, Environmental Engineering, Medicine, Environmental Health Sciences, Industrial Hygiene, Occupational and Environmental Health, Public Health, Civil Engineering, Architecture from a recognized institution.

### **1.5.3 SALARY SCALE- OSHAS 5**

## **1.6 OFFICE MANAGEMENT SECRETARY II – 1 POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To type all documents;
- ii. To take care of all office facilities under custody;
- iii. To answer correspondences involving routine matters;
- iv. To check office registers to ensure that they are well maintained;
- v. To receive and direct visitors;
- vi. To keep minutes/records of meetings;
- vii. To take dictations by shorthand;
- viii. To receive, sorting and file mails;
- ix. To prepare agendas and making arrangements for various meetings and
- x. To perform any other duties related to his or her work as may be assigned by Supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

### 1.6.3 SALARY SCALE - OSHAS 3

#### 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 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 Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **25<sup>th</sup> March, 2025.**
- xv. Only short-listed 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**