

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/B/166

20th May 2025

On behalf of the Tanzania Forestry Service Agency (TFS), the Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill one hundred and eighty-three (183) vacancies mentioned below;

1.0 TANZANIA FOREST SERVICES (TFS) AGENCY

Tanzania Forest Services (TFS) Agency is a semi-autonomous Government Agency established through Government Notice No. 269 of 30th July, 2010 under Executive Agency Act (Cap. 245) as amended from time to time. The Agency implements the National Forest and Beekeeping Policy of 1998 and the Forest Act (Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources. The agency is among four units forming the Wildlife and Forest Conservation Service established by the Written Laws (Miscellaneous Amendments) (No. 2) Act, 2020.

The Headquarters is located in Dodoma at Mimitu House, Itega nearby Singida Road. TFS operates in seven zones as follows: Eastern zone (Kibaha in Pwani Region), Southern zone (Masasi District in Mtwara Region), Southern Highlands zone (Mbeya City in Mbeya Region), Northern zone (Same District in Kilimanjaro Region), Western zone (Tabora Municipal in Tabora Region), Lake zone (Mwanza City in Mwanza Region) and Central zone (Dodoma City in Dodoma Region). All operational matters of the Agency are handled at the Zones, while the Headquarters deals with strategic management issues.

1.1. CONSERVATION RANGER III - OFFICE MANAGEMENT SECRETARY (5 POSTS)

1.1.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist in handling and word process classified information;
- ii. To assist receiving letters and other forms of correspondence directed to his/her office;
- iii. To assist in receiving visitors and directs them to relevant scheduled officers;
- iv. To assist in keeping records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To assist in receiving calls, files and transmit messages to relevant recipients;
- vi. To assist in providing information to the relevant scheduled officers
- vii. To assist in manage/run the office of the Manager he/she is working under;
- viii. To assist acquiring office goods and supplies; To assist collecting/receive files and deliver to the addressed Manager;
- ix. To assist in preparing documents for departmental meetings;
- x. To assist in facilitating and service official meetings; To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

1.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili with 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. **The candidate shall be required to attend and pass military recruit course**

1.1.4 SALARY SCALE: TFSS 3.1

1.2. CONSERVATION RANGER III – FOREST ASSISTANT (50 POSTS)

1.2.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To collect and maintain good tree seeds keeping;
- ii. To tend tree seedlings and management of tree nurseries;

- iii. To assist in managing trees and forests;
- iv. To undertake patrols within the forests;
- v. To assist in inspection and grade forest products;
- vi. To assist carrying out mensturation in forest;
- vii. To carry out forest extension services;
- viii. To maintain tree seed collection tools and equipment;
- ix. To participate in raising seedlings and maintain tree nurseries;
- x. To prepare and distribute tree seed;
- xi. To provide pre-treatment to tree seed;
- xii. To perform any other related duties as may be assigned from time to time by Supervisor.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI Secondary School Certificate of Education plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, GIS, Forest Industries Technology or equivalent qualifications from a recognized institution. **The candidate shall be required to attend and pass military recruit course**

1.2.1. SALARY SCALE: TFSS 2.1

1.3. CONSERVATION RANGER III- CLINICAL OFFICER (1 POST)

1.3.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist in attending to all common diseases
- ii. To assist conducting community health services
- iii. To assist training auxiliary health worker
- iv. To assist conducting diseases prevention awareness to staff and communities
- v. To assist in providing MCH and primary health services to staff and communities and
- vi. To carry out any other duties as assigned from time to time by Supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Clinical Medicine or its equivalent qualification from recognized Institution. **The candidate shall be required to attend and pass military recruit course**

1.3.4 SALARY SCALE: TFSS 3.1

1.4. CONSERVATION RANGER III-ASSISTANT SUPPLIES OFFICER (5 POSTS)

1.4.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving and issue vouchers, delivery notes and invoices;
- ii. To assist in preparing purchase requisitions/orders upon approval by his/her supervisor;
- iii. To assists in receiving and issuing goods to users;
- iv. To assists in the preparation of the Goods Received Notes (GRN);
- v. To assists in maintaining stock controls and accounts;
- vi. To assist arranging stock and maintain inventories in a store;
- vii. To guides junior staff on matters relating to storekeeping;
- ix. To assists in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- xi. To perform other related duties as assigned by supervisor.

1.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management from recognized institutions. The candidate must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Technician or Procurement and Supplies Full Technician. **The candidate shall be required to attend and pass military recruit course**

1.4.4 SALARY SCALE: TFSS 3.1

1.5. CONSERVATION RANGER III – MECHANICAL TECHNICIAN (3 POSTS)

1.5.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To assist carrying out detailed inspection of the Institute Motor Vehicles, Plants and equipment;

- ii. To assist in preparation of cost estimates for maintenance of Vehicles, Plants and equipment;
- iii. To assist in carrying out regular preventive maintenance and repairs of Motor vehicles, Plants and Equipment;
- iv. To assist in the repair and maintenance of laboratory or workshop facilities
- v. To assist in the preparation of inspection report; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

1.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical Engineering, from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.5.1. SALARY SCALE: TFSS 3.1

1.6. CONSERVATION RANGER III - DRIVER (22 POSTS)

1.6.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To drive the Agency's vehicles;
- ii. To maintain vehicle logbook and movement records;
- iii. To maintain smooth running of vehicles;
- iv. To assist in making simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

1.6.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate and a Class "C or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents. **The candidate shall be required to attend and pass military recruit course**

1.6.4 SALARY SCALE: TFSS 2.1

1.7. CONSERVATION RANGER III – RECORDS MANAGEMENT ASSISTANT (2 POSTS)

1.7.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To assist entering records and information in the existing computerized system;
- ii. To assist providing availability of records and statistical data as needed;
- iii. To assist maintaining the existing system for numbering, filing, storage and retrieval of files and other documents
- iv. To assist safeguarding equipment and facilities for records keeping
- v. To perform any other related duties as may be assigned from time to time by **Immediate Supervisor.**

1.7.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) in one of the following fields: Records Management from a recognized Institution. **The candidate shall be required to attend and pass military recruit course.**

1.7.4 SALARY SCALE: TFSS 3.1

1.8. CONSERVATION RANGER III – BOAT OPERATOR (5 POSTS)

1.8.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To operate the boat from one point to another in accordance with applicable rules, regulation and acceptable general practices;
- ii. To conduct established schedules for patrol and surveillance;
- iii. To report any deficiencies or irregularities to the Boat in charge.
- iv. To inspect the boat before and after any route/journey in order to identify required maintenances or rehabilitation;
- v. To ensure that a boat and its equipment are available and are in good condition;
- vi. To carry out minor/routine maintenances of the boat;
- vii. To ensure that life jacket and other rescue equipment are available in the boat;
- viii. To record and maintain records pertaining to any journey in the Logbook; and

- ix. To perform any other related duties as may be assigned time to time by immediate Supervisor.

1.8.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form Four Certificate plus Certificate in one of the following fields:

Maritime Transport, Marine Engineering, Shipping and Logistics Management or equivalent qualifications from recognized Institution. The candidate must possess a Mandatory Certificate of navigating ferries approved by Dar es Salaam Maritime Institute or recognized Institution recognized by Government/IMO, Rating forming part of Navigation Watch issued by TASAC or other Institution recognized by Government/IMO and attended at least six (6) months sea time course in Marine/Navigation services. **The candidate shall be required to attend and pass military recruit course.**

1.8.4 SALARY SCALE: TFSS 2.1

1.9 CONSERVATION RANGER III –ASSISTANT PROCUREMENT OFFICER (2 POSTS)

1.9.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of procurement reports;
- ii. To assist in receiving and issuing material goods as per authorized requisition.
- iii. To assist in preparing Goods Received Notes (GRN);
- iv. To assist in maintaining stock control and accounts;
- v. To assist in preparing procurement plans; To assist in drafting tender documents;
- vi. To assist in preparing and maintaining store records; and To perform any other related duties assigned by supervisor.

1.9.3 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in one of the following fields; Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management from recognized institutions. Must be registered by PSPTB as Procurement and Supplies Technician or Procurement and Supplies Full Technician. **The candidate shall be required to attend and pass military recruit course.**

1.9.4 SALARY SCALE: TFSS 3.1

1.10 CONSERVATION RANGER III – ESTATE OFFICER (ARCHITECT) (2 POSTS)

1.10.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.10.2 DUTIES AND RESPONSIBILITIES

- i. To assist in overseeing the maintenance and cleaning of Agency's grounds and drainage Systems;
- ii. To participate in drawing up short- and long-term programmes for the general improvement of the landscaping of the Agency grounds and drainage Systems;
- iii. To Keep and maintain relevant equipment in good working order;
- iv. To assist in Drawing-up short- and long-term programs for the general improvement of the landscaping of the Agency built and un-built drainage systems;
- v. To keep and maintain relevant equipment in good working order;
- vi. To assists in preparing sketches and designs for major modifications to existing buildings;
- vii. To participate in the preparation of various types of estimates for Estates Management projects; and
- viii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.10.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Architecture, Building Economics from recognized Institutions. **The candidate shall be required to attend and pass military recruit course.**

1.10.4 SALARY SCALE: TFSS 4.1

1.11 CONSERVATION RANGER III- FOREST GUARD (50 POST)

1.11.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To guard and prevent unauthorized entry into natural or plantation forests
- ii. To assist in carrying out planned and ad hoc patrols of forests

- iii. To assist in monitoring movements of people with suspicious forest products and report them to appropriate authorities
- iv. To assist in arresting illegal forest entrants in conjunction with authorized local authorities
- v. To participate in forest fire management practices and
- vi. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.11.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Secondary education. The candidate must have attended and pass National Service training, Militia, fire and rescue from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.11.4 SALARY SCALE: TFSS 1.1

1.12 CONSERVATION RANGER III - HEALTH ASSISTANT (8 POSTS)

1.12.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To assist carrying out general cleanliness of working environment
- ii. To assist patients
- iii. To assist in taking samples for laboratory test
- iv. To make follow up of medicines
- v. To carry out any other duties as assigned from time to time by Supervisor.

1.12.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate plus one-year Certificate in Health-related field from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.12.4 SALARY SCALE: TFSS 2.1

1.13 CONSERVATION RANGER III- ICT OFFICER (PROGRAMING - 4 POSTS)

1.13.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.13.2 DUTIES AND RESPONSIBILITIES

- i. To carry out day-to-day installation, configuration, update and maintenance of ICT facilities and accessories;
- ii. To assist in providing technical support to staff and other users in the use of IT services and equipment;
- iii. To conduct simple repairs of IT hardware and software systems;
- iv. To assist in the backup of the Agency's data and systems;
- v. To support smooth running of ICT facilities
- vi. To carry out any other duties as assigned from time to time by Supervisor.

1.13.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.13.4 SALARY SCALE: TFSS 4.1

1.14 CONSERVATION RANGER III- LEGAL OFFICER (3 POSTS)

1.14.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.14.2 DUTIES AND RESPONSIBILITIES

- i. To safeguard the Agency's legal interest in all matters;
- ii. To assist in preparing periodic legal reports and prosecuting cases in courts of Law
- iii. To assist in reviewing legal documents and draft replies for queries from stakeholders
- iv. To assist dealing with all legal routine correspondences addressed to the Agency.
- v. To draft prescribed legal documents and forms.
- vi. To assist in filing and appearing for criminal proceedings in courts, on behalf of the Agency.
- vii. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

1.14.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Law (LLB) and holder of Post Graduate Diploma in Law from Law School of Tanzania. **The candidate shall be required to attend and pass military recruit course.**

1.14.4 SALARY SCALE: TFSS 4.1

1.15 CONSERVATION RANGER III – PLANT OPERATOR (5 POSTS)

1.15.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.15.2 DUTIES AND RESPONSIBILITIES

- i. To drive heavy duty machinery (wheel loader, folk lift and caterpillars)
- ii. To assist in maintaining smooth running of heavy-duty machines
- iii. To maintain logbook and movement records
- iv. To maintain machinery cleanliness and service schedule
- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

1.15.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form four or form six certificate with Trade Test Grade III or level I in Motor Vehicle Mechanics from recognized institutions. Candidate should have Class F driving license. **The candidate shall be required to attend and pass military recruit course.**

1.15.4 SALARY SCALE: TFSS 2.1

1.16 CONSERVATION RANGER III – LABORATORY ASSISTANT (3 POSTS)

1.16.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.16.2 DUTIES AND RESPONSIBILITIES

- i. To assist in cleaning and maintain laboratory premises;
- ii. To assist looking after working tools/equipment and report to proper authorities in case of defects/breakdown and follow up on replacements;
- iii. To participate in performing minor repairs of laboratory equipment;
- iv. To participate in simple routine laboratory operations; and
- vi. To perform any other related duties as may be assigned time to time by

Immediate Supervisor.

1.16.3 QUALIFICATIONS AND EXPERIENCE

Holder of CSEE or ACSEE plus Certificate in the following fields: Laboratory Science, Laboratory Technology or equivalent qualifications from recognized Institutions. **The candidate shall be required to attend and pass military recruit course.**

1.16.4 SALARY SCALE: TFSS 2.1

1.17 CONSERVATION RANGER III – MECHANICAL ENGINEER (3 POSTS)

1.17.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.17.2 DUTIES AND REPSONSIBILITIES

- i. To oversee the maintenance of machines in the agency including motor vehicles, motor cycles and heavy plants like excavators and tractors.
- ii. To design mechanical systems, machines, and tools;
- iii. To analyse mechanical problems of the agency's machines and develop solutions;
- iv. To conduct thermal and mechanical testing of machines components of the agency;
- v. To provide advice on specifications of machines required by the agency;
- vi. To oversee installation, and maintenance of equipment; and
- vii. To ensure compliance of the designs to safety and quality standards.

1.17.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering from a recognized Institution. Must be registered by ERB as a Graduate or Professional Engineer. **The candidate shall be required to attend and pass military recruit course.**

1.17.4 SALARY SCALE: TFSS 4.1

1.18 CONSERVATION RANGER III – CIVIL ENGINEER (2 POSTS)

1.18.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.18.2 DUTIES AND RESPONSIBILITIES

- i. To design and supervise construction of infrastructure (e.g, roads, bridges, buildings, drainage);
- ii. To conduct site investigations and feasibility studies;
- iii. To prepare drawings, specifications, and cost estimates;
- iv. To manage construction projects, including scheduling and budgeting;
- v. To ensure compliance with environmental, zoning, and safety regulations; and
- vi. To perform structural analysis and material testing.

1.18.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering from a recognized Institution. Must be registered by ERB as a Graduate or Professional Engineer. **The candidate shall be required to attend and pass military recruit course.**

1.18.4 SALARY SCALE: TFSS 4.1

1.19 CONSERVATION RANGER III – ELECTRICAL ENGINEER (2 POSTS)

1.19.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.19.2 DUTIES AND RESPONSIBILITIES

- i. To design, develop, and test electrical systems (e.g., power generation, electronics, wiring);
- ii. To prepare electrical plans and schematics;
- iii. To manage installation and commissioning of electrical components;
- iv. To perform load calculations, fault analysis, and system optimization; and
- v. To ensure compliance with electrical codes and safety standards.

1.19.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electrical Engineering from a recognized Institution. Must be registered by ERB as a Graduate or Professional Engineer. **The candidate shall be required to attend and pass military recruit course.**

1.19.4 SALARY SCALE: TFSS 4.1

1.20 CONSERVATION RANGER III – PUBLIC RELATION OFFICER (1 POST)

1.20.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.20.2 DUTIES AND RESPONSIBILITIES

- i. To assist in the preparation of visual aids for promotion and records;
- ii. To assist in collecting and compiling news relevant to the Agency;
- iii. To assist in collecting and compiling information for publications;
- iv. To keep records and filing of press cuttings related to the Agency;
 - i. To participate in responding to public queries regarding the Agency; and
 - ii. To perform any other related duties that may be assigned by Supervisor.

1.20.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Mass Communication, Journalism, Public Relations from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.20.4 SALARY SCALE: TFSS 4.1

1.21 CONSERVATION RANGER III – QUANTITY SURVEYOR (2 POSTS)

1.21.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.21.2 DUTIES AND RESPONSIBILITIES

- i. To help Senior Quantity Surveyors to collect data for carrying out feasibility study;
- ii. To assist in the preparation preliminary costs estimates (taking off), prepare schedule of works and draft bills of quantities for building projects;

- iii. To understand and apply current legislation (Policies, Acts, Regulations, Codes, Manuals etc.) regarding built environment in building project design work;
- iv. To undertake work valuations at different stages throughout the implementation of design works (at site) to its completion stage;
- v. To participate in preparation of draft project work programs/ schedules and budgets;
- vi. To assist in carrying out physical site data collection in technical audits tasks/ assignments related to building projects.
- vii. To participate with the guidance of Senior Quantity Surveyors in carrying out Conditional surveys for existing structures and prepare financial reports;
- viii. To participate in searching and collect building cost control data and submit to Senior Quantity Surveyors before they are used in the preparation of bill of quantities;
- iii. To participate in the review process of drawings, reports and documents for cost control to ensure that standards and specifications are adhered to; and
- ix. To assist in undertaking project and contract management tasks.

1.21.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Quantity Survey, Building Economics, Building Survey, Construction Management from recognized institution. Must be registered by AQRB as a Graduate or Professional Quantity Surveyor. **The candidate shall be required to attend and pass military recruit course.**

1.21.4 SALARY SCALE: TFSS 4.1

1.22 CONSERVATION RANGER III – MARINE ENGINEER (1 POST)

1.22.1 DUTY STATION: TFS ZONES

1.22.2 DUTIES AND RESPONSIBILITIES

- i. To assist in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To assist in recording fuel consumption and lubricants;
- iii. To assist in enforcing applicable marine engineering rules and regulations during watch keeping;
- iv. To assist maintaining the log book;
- v. To assist in emergency scene; and
- vi. To perform any other duties as may be assigned by the superior.

1.22.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate of Secondary Education (CSEE) or Form VI Advanced Certificate of Secondary Education (ACSEE) or Bachelor Degree /Advanced Diploma in Marine Engineering. with basic mandatory Certificate as per STCW95 and Rating Forming Part of Engineering Watch (RFPEW) with Class 4 Certificate of Competence (COC). Must be registered by ERB as a Graduate or Professional Engineer. **The candidate shall be required to attend and pass military recruit course.**

1.22.4 SALARY SCALE: TFSS 4.1

1.23 CONSERVATION RANGER III - HUMAN RESOURCE OFFICER (2 POSTS)

1.23.1 DUTY STATION: TFS ZONES/PLANTATIONS

1.23.2 DUTIES AND RESPONSIBILITIES

- i. To assist in recruitment, placement, confirmation, promotion and internal
- ii. transfer of staff;
- iii. To participate in managing payroll and making daily amendments of salary issues
- iv. To participate in preparation of performance reports;
- v. To assist in conducting orientation/induction programs;
- vi. To assist in educating/creating awareness to the Agency's staff on approved training programs for their respective cadres;
- vii. To assist in handling staff welfare issues including grievances, leave transfer and terminal benefits
- viii. To implement schemes of service relevant to the Agency;
- ix. To assist in collection, analysing, and maintaining statistics and information on staff management and development.
- x. To perform any other duties as may be assigned by Supervisor

1.23.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields; Human Resources Management, Public Administration, Human Resources Planning, Industrial Relations, Business Administration or Commerce majoring in Human Resource Management from a recognized institution. **The candidate shall be required to attend and pass military recruit course.**

1.23.4 SALARY SCALE: TFSS 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 who is retired from the Public Service for whatever reason should not apply.
- ix. An applicant should indicate three reputable referees with their reliable contacts
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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).
- xii. 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 **31st May, 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 legalaction;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <https://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

