

# **THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/B/172**

**06<sup>th</sup> June, 2025**

### **VACANCY ANNOUNCEMENT**

On behalf of Tabora Water Supply and Sanitation Authority (TUWASA) and Iringa Water Supply & Sanitation Authority (IRUWASA), Ministry of Water, Water Institute (WI) and National Land Use Planning Commission (NLUPC), The Institute of Finance Management (IFM), The Institute of Accountancy Arusha (IAA), The Mining Commission, The National Bureau of Statistics (NBS). Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill fifty-seven (57) vacant posts as mentioned below.

#### **1.0 THE TABORA WATER SUPPLY AND SANITATION AUTHORITY (TUWASA)**

TUWASA is an autonomous Water utility Organization that provides Clean Water and Sanitation Services. It is among the twenty-six Authorities in Tanzania that were declared by the Minister responsible for Water on January 1, 1998; through the authority given to him by Article No. 38 of the Water Act of 1949 and Regulation 3 (1) of the Water Regulations published in Government Announcement no. 371 dated July 25, 1997.

The main activities of the Authority are to supply clean and safe water, the provision of environmental sanitation services and the collection of operating and

maintenance revenue in all service areas including Tabora Municipality, Sikonge town, Urambo town and Isikizya in Uyui District.

## **1.1 ACCOUNTS ASSISTANT II – 1 POST**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in receiving and keeping in proper custody of all incoming bills and claims;
- ii. To assist in maintaining primary books of accounts;
- iii. To assist in preparing payment requisitions;
- iv. To assist in preparing journal voucher/batches;
- v. To assist in posting and balancing ledger accounts;
- vi. To assist in repaying various payments schedules; and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in accounting.

### **1.1.3 SALARY SCALE -TUWASS 2**

## **1.2 ENGINEER II (WATER) - 1 POST**

### **1.2.1 DUTIES & RESPONSIBILITIES**

- i. To maintain records of water network inventory and monitors all factors affecting the network.
- ii. To monitor water flow and networks
- iii. To assist in handling customer complaints relating to water supply.
- iv. To carry out studies for water losses and recommend the corrective measures to solve the problems.
- v. To prepare and maintain record of daily major and minor breakdowns of water distribution system and cause for prompt repair of the same.

- vi. To supervise curbing technical losses of water through leakages, breakages, system overflows etc.
- vii. To perform any other duties as may be assigned by the Supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree in Water Resources Engineering, Water Supply and Sanitation Engineering or equivalent from a recognized Institution and Must be registered as a Graduate Engineer with Engineers Registration Board.

### **1.2.3 SALARY SCALE – TUWASS 5.1**

## **2.0 IRINGA WATER SUPPLY & SANITATION AUTHORITY (IRUWASA)**

Iringa Water Supply and Sanitation Authority (IRUWASA) is a Government Institution which has the duty of providing potable water and sanitation services at affordable prices to the residents of Iringa Municipality for enhancing their health and quality of life.

### **2.1 TECHNICIAN II (Water) - (1 POST)**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To repair all water leakages as they occur;
- ii. To carryout regular inspection of water pipes;
- iii. To inspect water distribution pipelines;
- iv. To prepare and keep records of water distribution;
- v. To monitor the running of air valves, wash outs and flashing;
- vi. To record daily breakdowns of water distribution system and repaired breakdowns;
- vii. To carry out flushing of water distribution lines to remove stagnant water and other sediments;
- viii. To ensure that air valves, wash outs and flashing are properly operating;
- ix. To assist in conducting mapping of water and wastewater infrastructure; and customer connection;

- x. To verify performance of water and waste water meters;
- xi. To participate in maintaining data on production/updated water and waste water systems maps, customer/distribution/collection systems and data on population served;
- xii. To participate in maintaining water source structures;
- xiii. To participate in investigating causes of water loss;
- xiv. To participate in connection of new customers;
- xv. To participate in managing water system pressure;
- xvi. To participate in preparing periodic performance reports of water and wastewater activities; and
- xvii. To perform any other related duties as may be assigned by the supervisor.

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma/FTC in one of the following fields: - Water Resources Engineering, Water Supply and Sanitation Engineering from a recognized institution. Must be registered as Engineering Technician Level II with Engineers Registration Board of Tanzania.

### **2.1.3 SALARY SCALE - IWAS 3**

## **3.0 THE MINISTRY OF WATER**

The Ministry of Water was established on 5th November 1970 as Ministry of Water Development and Power. However, Water services began to be provided since the colonial era in the 1930s. The construction of water projects in villages began in the late 1950s and were provided in all nine provinces at that time. Water service delivery plans were prepared to meet the needs of the Colonial Government and the service was not provided by policy directives. In 1961, the Department of Water and Irrigation was under the Ministry of Agriculture, and its function was to provide rural water services for humans and livestock; manage water resources and prevent floods; implement irrigation

projects and conduct hydrological surveys and prepare long-term plans for the development of water projects.

Its functions included the development of rural and urban water services. Water services continued to be provided through regional and district water departments under the leadership of regional and district water engineers. In 1971, the government announced a 20-year (1971-1991) ambitious water plan to provide water to rural residents within a distance of no more than 400 meters.

### **3.1 ICT OFFICER II (SOFTWARE DEVELOPER)- 2 POSTS (RE ADVERTISEMENT)**

#### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To research, design, implement and manage software programs;
- ii. To write well-designed, testable, efficient code by using best software development practices;
- iii. To integrate data from various back-end services and databases;
- iv. To create website layout/user interface by using standard HTML/CSS practices and bootstraps;
- v. To gather and refine specifications and requirements based on technical needs, in collaboration with the team;
- vi. To identify areas for modification in existing programs and subsequently develop these modifications;
- vii. To maintain and upgrade existing systems;
- viii. To ensure that all information systems incorporate mechanisms to improve the completeness, timeliness, and accuracy of data;
- ix. To participate in building the capacity of key program staff on the technical knowledge of running and maintaining existing online systems;
- x. To train users to use new or modified software and systems features and functionalities;
- xi. To develop software system testing or validation procedures;

- xii. To develop software programming and development of documentation;
- xiii. To Stay plugged into emerging technologies/industry trends and apply them to operations and activities;
- xiv. To collaborate with the tester about any bugs, defects, or issues found, and work to ensure that bugs are resolved so that website quality will exceed defined standards;
- xv. To Collaborate with testers in code and design reviews;
- xvi. To confer with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions;
- xvii. To create technical documentation for reference and reporting.

### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication from a reputable institution.

### **3.1.3 SALARY SCALE – TGS E**

## **4.0 THE WATER INSTITUTE (WI)**

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through training and consultancy and research services under the policy guidelines of the Ministry of Water. Its objective is to provide quality training, research and consultancy services and other services to all water sector stakeholders to meet national and international standards.

## **4.1 ASSISTANT LECTURER – HYDROGEOLOGY - 3 POSTS - MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS. RE ADVERTISEMENT**

### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)

- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **4.1.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Hydrogeology and Drilling, Geology, Applied Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

**4.1.3 SALARY SCALE - PHTS 2.1**

### **4.2 ASSISTANT LECTURER – LAND SURVEYING/GEOMATICS 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA. RE ADVERTISEMENT**

#### **4.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **4.2.2 QUALIFICATION AND EXPERIENCE**

Holder of a Master's Degree (NTA Level 9) in Land Surveying or Geomatics and Bachelor Degree (NTA Level 8) in Land Surveying or Geomatics with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

**4.2.3 SALARY SCALE - PHTS 2.1**

### **4.3 ASSISTANT LECTURER – LABORATORY TECHNOLOGY 3 POSTS – SINGIDA CAMPUS. RE ADVERTISE**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

#### **4.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree (NTA Level 9) and bachelor degree in one of the following fields: Water Quality and Laboratory Technology, Laboratory Technology, Environmental Laboratory Science and Technology with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

#### **4.3.3 SALARY SCALE - PHTS 2.1**

### **5.0 NATIONAL LAND USE PLANNING COMMISSION (NLUPC)**

The National Land Use Planning Commission (NLUPC) was established by Act of Parliament No. 3 of 1984 and later on repealed by Act No.6 of 2007(Cap.116). The establishment of the Commission was considered necessary after realising that the policy, legal and the Institutional set up had not been effective enough in coordinating various land use related activities and programmes undertaken by different sectoral organizations in the Government, Private sector and Non-Governmental Organisations. The Commission has open vacancies for professional Tanzanians in the following positions: -

#### **5.1 TECHNICIAN II GEOGRAPHICAL INFORMATION SYSTEM (GIS) - 2 POSTS**

##### **5.1.1 DUTIES AND RESPONSIBILITIES**

- i. To code of raw data on source documents by applying established



and clearly defined procedures.

- ii. To key in data from source documents
- iii. To assist in reviewing data for accuracy and documentation standards and procedures
- iv. To make analysis and preparation of land use maps.
- v. To assist in preparing guidelines and standards for land use planning maps; and
- vi. To perform any other relevant duties as may be assigned by supervisor.

### **5.1.2 MINIMUM QUALIFICATIONS**

Holder of Diploma in one of the following fields: Geomatics, Geographical Information System, Urban Regional Planning, Urban Rural Planning, Infrastructure planning or any equivalent qualifications from a recognized institution

### **5.1.3 SALARY SCALE: NLUPSS 3**

## **5.2 RESEARCH OFFICER II - 1 POST**

### **5.2.1 DUTIES AND RESPONSIBILITIES**

- i. To perform data collection, analysis and gathering relevant literature
- ii. To undertake specific research activities with less supervision from senior researchers or team leader
- iii. To prepare and submit manuscript for peer review process
- iv. To train and supervise technicians
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

### **5.2.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Master Degree in any of the following fields: Urban and Regional Planning, Rural Development Planning, or Natural Resource Management, from any recognized higher learning institution that attained a minimum of an upper second class at Bachelor level.

### **5.2.3 SALARY SCALE: PRSS 2**

## **6.0 THE INSTITUTE OF FINANCE MANAGEMENT (IFM)**

The Institute of Finance Management (IFM) is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines. IFM has the following vacant posts.

### **6.1 ASSISTANT LECTURER – IN BANKING, 3 POST (1 GEITA, 1 SIMIYU, 1 DODOMA)**

#### **6.1.1 DUTIES AND EXPERIENCES**

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff on specific projects such as research and consultancy;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

#### **6.1.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Master Degree in one of the following fields: Banking and Finance, Banking and Information System, Money, Banking and Finance, Finance and Investment, Finance; and a Bachelor Degree in Banking and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees.

### **6.1.3 SALARY**

This position holds a salary scale of PHTS 2

## **6.2 ASSISTANT LECTURER – IN ACCOUNTING, 2 POST (1 SIMIYU, 1 DODOMA)**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff on specific projects.  
such as research and consultancy;
- iv. To supervise students' projects; and
- v. To perform other related duties as may be assigned by Supervisor.

### **6.2.2 QUALIFICATION AND EXPERIENCES**

Holder of Master Degree in one of the following fields: Accounting, Accounting and Finance, Finance and Investment, Finance, Accounting and Information Management System and a Bachelor Degree in one of the following field: Accountancy, Commerce in Accounting, Advanced Diploma in Accounting or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non – classified degrees

### **6.2.3 SALARY**

This position holds salary scale of PHTS 2

## **6.3 TUTORIAL ASSISTANT – IN BANKING, 1 POST - GEITA**

### **6.3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor.

### **6.3.2 QUALIFICATIONS AND EXPERIENCES**

Holder of a bachelor degree in Banking and Finance, Advanced Diploma in Banking or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

### **6.3.3 SALARY**

This position holds salary scale of PHTS 1

## **6.4 TUTORIAL ASSISTANT IN ACCOUNTING –1 POST - GEITA**

### **6.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor.

### **6.4.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in Accountancy, Advanced Diploma in Accounting or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified.

### **6.4.3 SALARY**

This position holds salary scale of PHTS 1

## **6.5 TUTORIAL ASSISTANT IN INSURANCE AND RISK MANAGEMENT – 2 POSTS (1 DAR ES SALAAM, 1 MWANZA)**

### **6.5.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform other related duties as may be assigned by Supervisor

### **6.5.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Insurance and Risk Management, Risk Management or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees.

### **6.5.3 SALARY**

This position holds salary scale of PHTS 1

## **6.6 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II – PROGRAMMING 1 POST (DAR ES SALAAM)**

### **6.6.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor data collection, processing and storage in accordance with laid down policies and procedures of Information technology;
- ii. To keep safely all ICT equipment, software and other related materials;
- iii. To provide IT education to users: ensure proper use of computer laboratories;
- iv. To manage of internet, website and local network facilities;
- v. To perform maintenance of ICT equipment;
- vi. To track payments of bills/invoices of service provider;
- vii. To design proper safe system of procurement of ICT equipment;
- viii. To make labs available in time to users and keeping them dissent and clean;
- ix. To monitor adequate power supply for ICT equipment and related functions;
- x. To participate in teaching ICT related subjects wherever required by the academic department; and
- xi. To perform any other duties as may be assigned by Supervisor.

### **6.6.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized Institutions.

### **6.6.3 SALARY**

This position holds salary scale of PGSS 7

## **6.7 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - NETWORKING 1 POST (GEITA)**

### **6.7.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor data collection, processing and storage in accordance with laid down policies and procedures of Information technology;
- ii. To keep safely all ICT equipment, software and other related materials;
- iii. To provide IT education to users: ensure proper use of computer laboratories;
- iv. To manage of internet, website and local network facilities;
- v. To perform maintenance of ICT equipment;
- vi. To track payments of bills/invoices of service provider;
- vii. To design proper safe system of procurement of ICT equipment;
- viii. To make labs available in time to users and keeping them dissent and clean;
- ix. To monitor adequate power supply for ICT equipment's and related functions;
- x. To participate in teaching ICT related subjects wherever required by the academic department; and
- xi. To perform any other duties as may be assigned by Supervisor

### **6.7.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized Institutions.

### **6.7.3 SALARY**

This position holds salary scale of PGSS 7

## **7.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Institute of Accountancy Arusha is a parastatal academic Institution offering Undergraduate and Postgraduate Training Programs. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

### **7.1 ARTISAN II-(PLUMBER) – 4 POSTS**

#### **7.1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct minor repair of pipes bursts and water leaks as they occur.
- ii. To report water pipe bursts and leakage;
- iii. To keep record of maintenance and repair work done;
- iv. To carry out regular inspection of water pumps and prepares report on the operating condition of the pumps;
- v. To remove hard substances and other waste materials from water drainage
- vi. To report sewerage leakage or defects observed;
- vii. To conduct minor repair of pipes and ensures that all sewerage system is running freely;
- viii. To carry out inspection along sewerage networks to identify areas that need maintenance;
- ix. To check and ensure that all meters in the TBA premise are working properly
- x. To report faulty meter to the relevant Officers, and
- xi. To perform any other duties as may be assigned by supervisor.

#### **7.1.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in the field of Plumbing qualifications from recognized institutions.

#### **7.1.3 SALARY**

This position holds salary scale of **PGSS 2**

### **7.2 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (Systems Administrator)- 1 POST**

#### **7.2.1 DUTIES AND RESPONSIBILITIES**

- i. To implement and test data base
- ii. To develop back and front-end data base connectivity
- iii. To implement security policy and access control
- iv. To maintain physical Organization of Database of objects
- v. To provide data base clients and user services
- vi. To perform any other duties as maybe assigned by supervisors

## **7.2.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Computer Security, Informatics or equivalent qualification from a recognized Institution.

## **7.2.3 SALARY**

This position holds salary scale of **PGSS 7**

## **7.3 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (Data base Administrator) – 1Post**

### **7.3.1 DUTIES AND RESPONSIBILITIES**

- i. To administer all application systems in the Institutes including IAA core and supporting system, internet, web site, help desk system and call center system;
- ii. To provide support to users of IAA core and support system, including inter-net, website, helpdesk system and call center system on continuous bases
- iii. To maintain proper documentation related to administration of application system;
- iv. To prepare standards and customize computer system reports
- v. To identify computer system platform and computer system maintenances requirements;
- vi. To supervise out-sourced systems, supports and maintenances services; and
- vii. To perform any other duties as maybe assigned by supervisors

## **7.3.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Computer Security, Informatics or equivalent qualification from a recognized Institution.

## **7.3.3 SALARY**

This position holds salary scale of **PGSS 7**

## **7.4 LIBRARY OFFICER II - 4 POST**

### **7.4.1 DUTIES AND RESPONSIBILITIES**



- i. To assist readers at the reader's advisory desk;
- ii. To register new library members and conduct regular checks;
- iii. To issue and receive books and periodicals to readers;
- iv. To handle inquiries from readers;
- v. To administer Library records;
- vi. To administer reference and reader services;
- vii. To assist readers in bibliographic searching;
- viii. To compile daily statistical data for borrowers of books and periodicals;
- ix. To develop new library systems and procedures;
- x. To identify materials to be ordered; and
- xi. To perform any other related duties as may be assigned by high authority

#### **7.4.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

#### **7.4.3 SALARY**

This position holds salary scale of **PGSS 6**

### **8.0 THE MINING COMMISSION**

The Mining Commission was established under the Mining Act 2010 as amended by the Written Laws (Miscellaneous Amendment) Act 2017. The Commission came into existence through the Government Notice No. 27 issued on 7th July 2017. The Commission has taken over all operational functions that were being performed by the Minerals Division under the Ministry of Energy and Minerals and all functions that were being performed by the Tanzania Minerals Audit Agency (TMAA) and Tanzania Diamond Sorting Organization (TANSORT). The responsibility of the Minerals Division shall now be advising the Minister on all matters related to the mining sector. The Commission aims to enhance the management of the Mining Sector and to ensure that the Government is benefiting from the income generated sustainably.

#### **8.1 TECHNICIAN (GEMMOLOGIST) – 3 POSTS.**

##### **8.1.1 DUTIES AND RESPONSIBILITIES**

- i. To sort and grade gemstones according to various aspects;
- ii. To identify and certify gemstones using appropriate equipment and \_ tools;

- iii. To maintain laboratory equipment, tools and materials;
- iv. To maintain testing statistics are kept in safe custody;
- v. To collect and prepare specimens for laboratory testing;
- vi. To prepare and submit performance reports on execution of gemmological and lapidary activities;
- vii. To perform gemstone valuation according to the gemstone valuation guide;
- viii. To ensure the guidelines for laboratory activities are in place and adhered;
- ix. To perform any other related duties as may be assigned by the immediate supervisor.

### **8.1.2 QUALIFICATION AND EXPERIENCE**

Holder of a Diploma in Gemmology, Germ and Jewellery Technology or related qualifications from a recognized Institutions.

### **8.1.3 SALARY SCALE – MCSS 4.**

## **9.0 NATIONAL BUREAU OF STATISTICS (NBS)**

The National Bureau of Statistics is an autonomous public office established by the Statistics Act Cap. 351 to provide official statistics to the Government, business community and the public at large. The Act also gives NBS mandate to coordinate and supervise National Statistical System to ensure that quality official statistics are produced in line with Fundamental Principles of Official Statistics.

### **9.1.1 STATISTICIAN II - 20 POSTS**

#### **9.1.2 DUTIES AND RESPONSIBILITIES**

- ii. To collect official statistical data;
- iii. To design survey instruments and quality control measures;
- iv. To prepare and compile periodic official statistical reports;
- v. To disseminate official statistical products according to plans;
- vi. To prepare periodic performance reports; and
- vii. To perform any other related duties as may be assigned by supervisor.

### 9.1.3 QUALIFICATIONS AND EXPERIENCES

Holder of a Bachelor Degree in one of the following fields: Official Statistics, Statistics, Data Science, or equivalent qualifications from recognized Institutions.

### 9.1.4 SALARY

This position holds salary scale of **PGSS 6.1**

### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- ii. **Applicants with disabilities are highly encouraged to apply and are advised to clearly indicate their status in the recruitment portal for the attention of the Public Service Recruitment Secretariat."**
- 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. Applicants employed in the Public Service are strictly not allowed to apply, they should adhere to **Circular Na. CAC. 45/257/01/D/140 of 30th November, 2010.**
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. **Deadline for application is 16<sup>th</sup> June, 2025;**
- xv. Only shortlisted candidates will be informed on the date of 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**