

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/182

14th July, 2025

VACANCY ANNOUNCEMENT

On behalf of the College of African Wildlife Management, Mweka (CAWM), the Muhimbili National Hospital, (MNH), Tanzania Wildlife Management Authority (TAWA), Tanzania Broadcasting Corporation (TBC), The Institute of Rural Development Planning (IRDP), and Tanzania Automotive Technology Centre (TATC), The Institute of Adult Education (IAE), The Tanzania Library Services Board (TLSB), Dar es Salaam Institute of Technology (DIT), The National Examinations Council of Tanzania (NECTA) and Tanzania Institute of Education (TIE) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill five hundred twenty six vacancies (**526**) mentioned below;

1.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA (CAWM)

The College Of African Wildlife Management, Mweka (CAWM) is a leading institution in professional and technical training in Wildlife and Tourism Management conducting applied research and offering outreach services in the form of consultancies in Wildlife and Tourism Management fields. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical and Vocational Education and Training (NACTVET) and recognized as a Centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC). The College is located on the southern slopes of Mount Kilimanjaro, 14kms north of Moshi Municipality.

1.1.ASSISTANT LECTURER - WILDLIFE MANAGEMENT- 1 POST

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To supervise student's projects;
- vi. To assist in preparing teaching manuals and compendia;
- vii. To work in cooperation with seniors in specific projects;
- viii. To carry out consultancy and community services under supervision;
- ix. To attend workshops, conferences and symposia; and
- x. Performs any other duties as assigned by supervisor.

1.1.2. QUALIFICATIONS AND EXPERIENCE

Master's Degree in either Ecology and Conservation or Applied Ecology with a minimum GPA of 4.0 and Bachelor Degree in one of the following fields: Wildlife Management, Wildlife Conservation and Wildlife Science and Conservation with a minimum GPA of 3.8 from a recognized Higher Learning Institution.

1.1.3. REMUNARATION

Salary Scale PHTS 2.1

1.2. RANGER II – 1 POST

1.2.1. DUTIES AND RESPONSIBILITIES

- i. To patrol study area to suppress poaching, vandalism and bush fires
- ii. To receive orders to apprehend and evict violators of wildlife laws and regulations in the study area
- iii. To maintain cleanliness and sanitation of the study area
- iv. To undertake animal control activities in order to protect human life and property
- v. To maintain infrastructure and facilities in the study area including side drains, access roads and trails
- vi. To perform any other related duties as may be assigned by supervisor.

1.2.2. QUALIFICATIONS AND EXPERIENCE

Advanced or Ordinary Certificate of Secondary Education with Basic Certificate in Captive Wildlife Management or Community Based Conservation from a recognized institution

1.2.3. RENUMARATION

Salary Scale: PGSS 3.1

2.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialized and super-specialist hospital in Tanzania organized into nine directorates with a bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility, which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

2.1 MEDICAL SPECIALIST II (ORTHOPAEDICS) – 01 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE;

Master of Medicine (M.Med) in Orthopaedics, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.1.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.2 MEDICAL SPECIALIST II (INTERNAL MEDICINE) – 06 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Internal Medicine, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.2.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.3 MEDICAL SPECIALIST II (PAEDIATRICIAN) – 06 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and

- ix. To perform any other related duty assigned by the Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Paediatrics and Child Health, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.3.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.4 MEDICAL SPECIALIST II (PATHOLOGIST) – 03 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Pathologist, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.4.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.5 MEDICAL SPECIALIST II (UROLOGIST) – 02 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;

- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Urology, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.5.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.6 MEDICAL SPECIALIST II (GENERAL SURGERY) – 03 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in General Surgery, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.6.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.7 MEDICAL SPECIALIST II (PSYCHIATRIST) – 01 POST

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.7.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Psychiatric and Mental Health, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.7.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.8 MEDICAL SPECIALIST II (EARS, NOSE AND THROAT) – 01 POST

2.8.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and

- ix. To perform any other related duty assigned by the Supervisor.

2.8.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Otorhinolaryngology, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.8.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.9 MEDICAL SPECIALIST II (OPHTHALMOLOGIST) – 01 POST

2.9.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Ophthalmology, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.9.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.10 MEDICAL SPECIALIST II (OBSTETRICS & GYNAECOLOGIST) – 01 POST

2.10.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;

- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Obstetrics and Gynaecology, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.10.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.11 MEDICAL SPECIALIST II – (PLASTIC & RECONSTRUCTIVE SURGERY) - 01 POST

2.11.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.11.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in General Surgery with special interest in Plastic & Reconstructive Surgery, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.11.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.12 MEDICAL SPECIALIST II (THORACIS SURGERY) – 01 POST

2.12.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.12.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in General Surgery with special interest in Thoracis Surgery, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.12.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.13 MEDICAL SPECIALIST II (PAEDIATRIC SURGERY) – 01 POST

2.13.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialization and publish results for consumption by other experts;

- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duty assigned by the Supervisor.

2.13.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in General Surgery with special interest in Paediatric Surgery, who has registered with the Medical Council of Tanganyika. Must be a holder of Bachelor Degree in Medicine.

2.13.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.14 MEDICAL SPECIALIST II (RADIOLOGIST SPECIAL INTEREST IN CARDIOVASCULAR IMAGING) – 1 POST

2.14.1 DUTIES AND RESPONSIBILITIES

- i. To Perform and interpret a wide range of radiological examinations as well as, with a special focus on cardiovascular imaging (e.g, CT Coronary, CT Cardiac angiography, cardiac MRI),
- ii. To Provide radiological consultation services to other medical and surgical sections,
- iii. To Participate in multidisciplinary team meetings, offering expert cardiovascular radiological input for patient management, particularly for cardiovascular and thoracic cases,
- iv. To Ensure adherence to radiation safety protocols and quality assurance standards in the radiology section,
- v. To Contribute to the training and supervision of junior medical staff, residents, and medical students in radiology,
- vi. To Engage in and support research activities within the radiology section and hospital,
- vii. To Assist in the development and implementation of section policies, procedures, and protocols,
- viii. To Maintain accurate and comprehensive medical records related to radiological procedures and findings,
- ix. To Perform any other related duties that may be assigned by the Head of section from time to time.

2.14.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Radiology who has registered with the Medical Council of Tanganyika and Medical Radiology and Imaging Professionals Council (MRIPC). Must have a strong passion and demonstrable experience in Cardiothoracic Imaging and a holder of bachelor Degree in Medicine.

2.14.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.15 MEDICAL SPECIALIST II (RADIOLOGIST SPECIAL INTEREST IN INTERVENTIONAL RADIOLOGY) – 1 POST

2.15.1 DUTIES AND RESPONSIBILITIES

- i. To Perform and interpret a wide range of diagnostic radiological examinations,
- ii. To Perform a variety of basic and advanced interventional radiology procedures (e.g, biopsies, drainages) under imaging guidance,
- iii. To Provide radiological consultation services to other medical and surgical sections, including pre-procedure assessment and post-procedure care planning for interventional cases,
- iv. To Participate in multidisciplinary team meetings, offering expert radiological input for patient management,
- v. To Ensure adherence to radiation safety protocols, sterile techniques, and quality assurance standards in the radiology department, especially for interventional suites,
- vi. To Contribute to the training and supervision of junior medical staff, residents, and medical students,
- vii. To Engage in and support research activities within the department and hospital, particularly in interventional radiology,
- viii. To Assist in the development and implementation of the section's policies, procedures, and protocols, including those specific to interventional radiology,
- ix. To Maintain accurate and comprehensive medical records related to radiological procedures and findings,
- x. To Perform any other related duties that may be assigned by the Head of Section from time to time.

2.15.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine (M.Med) in Radiology who has registered with the Medical Council of Tanganyika and Medical Radiology and Imaging Professionals Council (MRIPC). Must have experience in performing basic Interventional Radiology procedures and a holder of Bachelor Degree in Medicine.

2.15.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.16 DENTAL SPECIALIT II (MAXILLOFACIAL) – 2 POSTS

2.16.1 DUTIES AND RESPONSIBILITIES;

- i. To provide routine specialized dental services for in-patients and out patients;
- ii. To participate in the training of student doctors in their areas of specialization;
- iii. To plan, supervise and evaluate dental services offered in his field;
- iv. To prepare periodic reports regarding dental services;
- v. To carry out research in the dental field and publish results for consumption by other experts;
- vi. To supervise junior dental doctors and give them technical advice;
- vii. To plan and supervise outreach programmes in their areas; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

2.16.2 QUALIFICATIONS AND EXPERIENCE;

Master in Dentistry (M.Dent) in Maxillofacial from a recognized university and registered with the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS).

2.16.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.17 DENTAL SPECIALIT II (RESTORATIVE DENTIST) –1 POST

2.17.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized dental services for in-patients and out patients;
- ii. To participate in the training of student doctors in their areas of

- iii. specialization;
- iv. To plan, supervise and evaluate dental services offered in his field;
- v. To prepare periodic reports regarding dental services;
- vi. v. To carry out research in the dental field and publish results for consumption by other experts;
- vii. consumption by other experts;
- viii. To supervise junior dental doctors and give them technical advice;
- ix. To plan and supervise outreach programmes in their areas; and
- x. To perform any other related duties as may be assigned by his Supervisor.

2.17.2 QUALIFICATIONS AND EXPERIENCE

Master in Dentistry (M.Dent) in Restorative Dentist from a recognized university and registered with the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS).

2.17.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.18 DENTAL SURGEON II – 9 POSTS

2.18.1 DUTIES AND RESPONSIBILITIES

- i. To perform all types of Dental Surgery;
- ii. To provide dental outreach services;
- iii. To provide routine dental health services to in-patients and out-patients;
- iv. To supervise, train and guide dental staff under him/her;
- v. To carry out investigations, follow-up and recommend measures for preventing dental disease outbreaks;
- vi. To carry out medical audit and quality improvement services; and
- vii. To perform any other related duties as may be assigned by his Supervisor.

2.18.2 QUALIFICATIONS AND EXPERIENCE

Doctor of Dental Surgery Degree from a recognized institution who is registered with the Medical Council of Tanganyika.

2.18.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.19 BIOMEDICAL ENGINEER II- 11 POSTS

2.19.1 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance schedules for all laboratory and hospital equipment;
- ii. To carry out inspection and calibration of theatre equipment;
- iii. To ensure safe custody of workshop tools
- iv. To ensure timely availability of spares for repairs and maintenance; and
- v. To perform any other related duties as may be assigned by his supervisor.

2.19.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Biomedical Engineering field from a reputable institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer.

2.19.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.20 OPTOMETRY SCIENTIST II- 1 POST

2.20.1 DUTIES AND RESPONSIBILITIES

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids, Proper handling, care and maintenance.
- iv. To keep and maintain patients statistics.
- v. To perform any other related duties as may be assigned by his Supervisor.

2.20.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science Degree in Clinical Optometry from a recognized institution.

2.20.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.21 RADIOLOGY SCIENTIST II – 2 POSTS

2.21.1 DUTIES AND RESPONSIBILITIES

- i. To perform all Radiographic and Radio therapeutic procedures;

- ii. To maintain privacy and confidentiality of patients;
- iii. To protect the patients, staff, self and general public against unnecessary radiation;
- iv. To ensure that all equipment and machines in the examination rooms are kept in good working order;
- v. To report any faults in the radiographic equipment; and
- vi. To perform any other related duties as may be assigned by his supervisor.

2.21.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of following fields: Radiography, Diagnostic Radiography, Medical Imaging and registered by the Medical Radiology and Imaging Professional Council.

2.21.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.22 AUDIOMETRIST II – 1 POST

2.22.1 DUTIES AND RESPONSIBILITIES

- i. To conduct audiometric analysis;
- ii. To assist in prescribing audio prescriptions;
- iii. To maintain audio aids;
- iv. To keep and maintain patients statistics; and
- v. To perform any other related duties as may be assigned by his Supervisor.

2.22.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Audiometry from a recognized institution.

2.22.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.23 ICT OFFICER II – (APPLICATION PROGRAMMER/WEB DEVELOPER) 1 POST

2.23.1 DUTIES AND RESPONSIBILITIES

- i. To Design, code, and debug software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.

- ii. To Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment,
- iii. To Design, code, and debug web and mobile based applications in various software languages,
- iv. To conduct Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis,
- v. To Support, maintain, and document software functionality,
- vi. To conduct Installation and configuration of appropriate application servers based on the application programs to be supported,
- vii. To Support, maintain, and prepare technical and user documentation for various software functionalities,
- viii. To conduct Training and support of software users for effective utilization of deployed systems,
- ix. To Assist in troubleshooting and resolving routine software application problems,
- x. To conduct Front end graphical user interface design/programming,
- xi. To conduct Software testing and quality assurance,
- xii. To conduct Performance tuning, improvement, load balancing, usability, automation;
- xiii. To Integrate software with existing systems,
- xiv. To Evaluate and identify new technologies for implementation,
- xv. To work closely with analysts, designers and other staff,
- xvi. To produce detailed technical specifications and software code documentation,
- xvii. To conduct production system maintenance and support,

2.23.2 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor of Science in Computer Science, Computer Engineering or information system from a recognized institution.
- ii. Strong understanding of the Software Development Life Cycle (SDLC) methodologies.
- iii. Technical knowledge in determining end-to-end software requirements specification and design.
- iv. Working knowledge of various software languages [PHP and Java/Python (mandatory)]

- v. Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, and responsive Web Design will be an advantage.
- vi. Practical skills on Object Oriented Design and Analysis (OOA and OOD)
- vii. Hands-on experience with development in Java/JEE environments
- viii. Knowledge in containerization and micro services application development approaches.
- ix. Experience in SOAP/REST/Web Services, Application Servers
- x. Experience in Spring Framework (Spring MVC), Laravel, Django, and other similar application development frameworks.
- xi. Experience/knowledge on JSON, XML, and other similar data exchange protocols.
- xii. Working knowledge of various software languages (e.g. Java, JavaScript, PHP, NET, Python, CSS3, and jQuery).
- xiii. Sound knowledge in: Git, Grid System (Sussy Grid), Node JS, AngularJS, Gulp JS, SASS, Twitter Bootstrap, and Bower will be added advantage.
- xiv. Experience/knowledge on AngularJS and other front-end development languages and tools.
- xv. Strong knowledge on MySQL and PostgreSQL Database Management Systems and other DBMS will be added advantage.
- xvi. Possession of a relevant recognized ICT professional certification will be an added advantage.
- xvii. Practical knowledge and skills relevant to the position will be added advantage
- xviii. Familiarity with software code versioning and repository systems.

2.23.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.24 ICT OFFICER II (SECURITY MANAGEMENT) –1 POST

2.24.1 DUTIES AND RESPONSIBILITIES

- i. To perform audit and security compliance checks, including network penetration testing, vulnerability scans, and other configuration analysis.
- ii. To Lead the ICT team and consult them on the remediation of security vulnerabilities
- iii. To Hunt cybersecurity threats and mitigate them before they compromise the organization.

- iv. To Implement appropriate security tools and systems to uncover potential threats before they turn into attacks.
- v. To Develop cyber threat models and security risk assessments and recommend mitigations and countermeasures to address risks, vulnerabilities, and threats.
- vi. To Conduct Malware monitoring, analysis, and reverse engineering.
- vii. To Perform Information Security Incident Handling and Digital Forensic Investigations.
- viii. To Analyze network traffic for intrusions and cyberattacks in both parameters and internal networks.
- ix. To Monitor and analyse events and alerts from a wide array of security devices and systems (SIEMs, Firewalls, IDS/IPS, WIPS, Systems, Networks, Anti-virus, etc.)
- x. To Administer the Security Incident and Event Management system (SIEM) and ensure all mission-critical systems are well integrated.
- xi. To Take Part in the software development lifecycle and uncover potential flaws before and after deployment.
- xii. To Formulate and review IT Security controls following best practice benchmarks for applications, operating systems, network devices, storage, databases, and endpoints.
- xiii. To Implement Cyber controls as stipulated in the policies and procedures.
- xiv. To Perform cybercrime incident coordination, analysis, and response in collaboration with the authorities and the internal fraud unit.
- xv. To access and document the damage caused by security breaches and report to all stakeholders.
- xvi. To prepare security alerts and warnings to the users and interested parties.
- xvii. To maintain technical knowledge by attending educational workshops; reviewing publications.
- xviii. To be part of the team, support security initiatives through predictive and reactive analysis and articulate emerging trends to management and staff.
- xix. To perform any other related information security duties assigned from time to time.

2.24.2 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor Degree in Information Technology, Computer Science, Computer Engineering, Computer Security, Software Engineering or equivalent degree from a recognized institution.
- ii. Knowledge of industry ICT Security Management System, cyber security regulatory frameworks and best practices,
- iii. Knowledge of ICT Risk Management, Knowledge of Networking, System Administration, Programming and Database Administration,
- iv. Knowledge of SOC, NOC operations, threat vectors and basic mitigation controls such as IPS, IDS, WAF,
- v. Demonstrated proficiency in using various open-source and proprietary cyber security tools,
- vi. Certification in the ICT security field such as CEH, CIH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP will be an added advantage.

2.24.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.25 ACCOUNTANT II – 3 POSTS

2.25.1 DUTIES AND RESPONSIBILITIES

- i. To maintain all books of accounts and allied records;
- ii. To prepare monthly trial balance and bank reconciliation statements
- iii. To verify debtors and creditors statements of accounts;
- iv. To prepare quarterly, half yearly and annual financial statements;
- v. To maintain fixed assets register and prepare schedule of fixed assets for final accounts;
- vi. To ensure that collection of, and accounting for hospital funds is done appropriately and promptly;
- vii. To carry out any other duties as assigned from time to time.

2.25.2 QUALIFICATIONS AND EXPERIENCE;

Bachelor Degree in one of the following fields; Accountancy, Finance, Banking and Finance, Business Administration/Commerce majoring in Accountancy or Finance from recognized institutions plus either of CPA (T), ACCA, ACA, CIA, CIMA or equivalent professional qualification recognized by the NBAA.

2.25.3 REMUNERATION

Attractive package in accordance with hospital salary structure.

2.26 OCCUPATIONAL THERAPIST II – 10 POSTS

2.26.1 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain patients records and statistics.
- ii. To take care of equipment in the Unit/ department and report any malfunctions;
- iii. To carry out occupational Therapist duties under supervision;
- iv. To maintain records and provide written and verbal reports as required;
- v. To maintain an accurate record of the services provided to patients; and
- vi. To perform any other related duties as may be assigned by his Supervisor.

2.26.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Occupational Therapy from recognized institution. Must be registered and possess valid license from the Medical Council of Tanganyika.

2.26.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.27 TECHNICIAN II (WATER SUPPLY & SANITATION) –2 POSTS

2.27.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, masonry, carpentry etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

2.27.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in Water Supply & Sanitation from a reputable institution.

2.27.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.28 TECHNICIAN II (ELECTRICAL) - 2 POSTS

2.28.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, masonry, carpentry etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his supervisor.

2.28.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in electricity from a reputable institution.

2.28.3 REMUNERATION;

Attractive package in accordance with Hospital Salary Structure

2.29 TECHNICIAN II (MECHANICAL) –1 POST

2.29.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, masonry, carpentry etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

2.29.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in Mechanical from a reputable institution.

2.29.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.30 TECHNICIAN II (REFRIDGERATION) –1 POST

2.30.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, masonry, carpentry etc.;

- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

2.30.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in Refrigeration from a reputable institution

2.30.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.31 OFFICE MANAGEMENT SECRETARY II - 4 POSTS

2.31.1 DUTIES AND RESPONSIBILITIES

- i. To handle enquiries and complaints and brief your Manager on issues requiring his attention and prompt decision-making to ensure customer satisfaction;
- ii. To maintain calendar and schedule of appointments, screen requests for meetings, and synchronize office and personal diaries to ensure that appointments do not overlap;
- iii. To assist administration of meetings i.e. taking minutes, typing and circulating them to staff as required; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

2.31.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Studies (NTA Level 6) with shorthand speed of at least 100 words per minute in both English and Swahili, and typing speed of at least 100 words per minute and knowledge of Computer Applications i.e. Microsoft Office, Internet or equivalent qualifications from recognized institutions

2.31.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

2.32 ACCOUNTS ASSISTANT II – 20 POSTS

2.32.1 DUTIES AND RESPONSIBILITIES

- i. To receive and account properly for all cash and cheques from customers;

- ii. To issue bona fide receipts for cash and cheques received from customers;
- iii. To reconcile actual amount of cash received with receipt book totals;
- vi. To keep in safe custody all moneys received under lock and key and ensuring daily banking;
- v. To maintain adequate and accurate records of cheques received;
- vi. To ensure that all order forms are completed daily;
- vii. To keep book copies of used receipts under custody;
- viii. To ensure that all unused receipts are kept under lock and key; and
- ix. To carry out any other related duties assigned by the supervisor.

2.32.2 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the following fields; Accounting, Finance, Business Administration/Commerce majoring in Accounting or Finance.

2.32.3 REMUNERATION;

Attractive package in accordance with Hospital Salary Structure.

2.33 HEALTH ASSISTANT II – 12 POSTS

2.33.1 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipment's;
- ii. To clean and disinfect the mortuary daily;
- iii. To issue bed sheets, blankets, mattresses in the halls of residence;
- iv. To assist patients with disabilities when taking bath or toilets;
- v. To assist in feeding patients who are not able to feed themselves;
- vi. To collect and send clothes of the patients to the laundry and maintain safe custody of cleaning tools and equipment;
- vii. To collect and send patients' test samples to the laboratory; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

2.33.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate and one year Certificate in Health related field including; IPC (Infection Prevention and Control), Quality Improvement for Health, Basic Life Saving Skills, First Aid or equivalent qualifications from a recognized institution.

2.33.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.34 ARTISAN II (PLUMBER) – 1 POST

2.34.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning; and
- vi. To perform any other related duties as may be assigned by the supervisor

2.34.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Plumbing from any recognized institutions.

2.34.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.35 ARTISAN II (CARPENTRY) – 1 POST

2.35.1 DUTIES AND RESPONSIBILITIES

- vii. To perform specified craft jobs under close supervision;
- viii. To perform routine technical cleaning of the work environment;
- ix. To take care of tools and equipment;
- x. To assist in operational repairs of machinery and buildings;
- xi. To assist in fitting and turning; and
- xii. To perform any other related duties as may be assigned by the supervisor.

2.35.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Carpentry from any recognized institutions.

2.35.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.36 ARTISAN II (ELECTRICAL) –1 POST

2.36.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning; and
- vi. To perform any other related duties as may be assigned by the supervisor.

2.36.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Electricity from any recognized institutions.

2.36.3 REMUNERATION;

Attractive package in accordance with Hospital Salary Structure.

2.37 ARTISAN (PAINTER) - 1 POST

2.37.1 DUTIES AND RESPONSIBILITIES

- vii. To perform specified craft jobs under close supervision;
- viii. To perform routine technical cleaning of the work environment;
- ix. To take care of tools and equipment;
- x. To assist in operational repairs of machinery and buildings;
- xi. To assist in fitting and turning; and
- xii. To perform any other related duties as may be assigned by the supervisor.

2.37.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Painting from any recognized institutions.

2.37.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.38 DRIVER II – 3 POSTS

2.38.1 DUTIES AND RESPONSIBILITIES

- i. To drive all types of motor vehicles skilfully towards approved destination;
- ii. To adhere vehicle maintenance schedules;
- iii. To attend minor repairs and reporting faults for repair to Transport Officer;
- iv. To ensure cleanliness of vehicles;
- v. To maintain and keep up to date vehicle Log-Book and valid; documents/tools prior to commencing any journey;
- vi. To perform any other related duties as assigned by the supervisor.

2.38.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate plus a valid Driving License Class C or E, Basic Driving Course and driving experience of at least one (1) year without causing accidents.

2.38.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

3.0 THE TANZANIA WILDLIFE MANAGEMENT AUTHORITY (TAWA)

Tanzania Wildlife Management Authority (TAWA) was established in 2014 through an Establishment Order vide GN. No 135 issued on 9th May, 2014. TAWA was established to take over wildlife management functions that were being performed by the Wildlife Division under the Ministry of Natural Resources and Tourism. The Mandates of TAWA originates from the Section 8 of the Wildlife Conservation Act No. 5 of 2009. The Authority is an autonomous body responsible for protection, management and administration of wildlife resources outside National Parks and Ngorongoro Conservation.

3.1 CONSERVATOR III (WILDLIFE MANAGEMENT OFFICER) - 20 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To Coordinate wildlife conservation planning
- ii. To Coordinate identification of conservation and wildlife protection needs
- iii. To Coordinate preparation of wildlife conservation medium term plan while ensuring participation of stakeholders
- iv. To Coordinate implementation of conservation infrastructure development plan
- v. To Liaise with other stake holders on tendering for infra-structure development

- vi. To Liaise with other stakeholders to mobilize field gears and equipment delivery
- vii. To Compile annual conservation operational plan and budget
- viii. To Perform any other related duties that may be assigned by superior.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Wildlife Management, Range Management, Wildlife Ecology, Zoology from recognized institutions

3.1.3 AGE LIMIT

Not Above 30 Years

3.2 CONSERVATION RANGER III (ASSISTANT WILDLIFE MANAGEMENT OFFICER) - 30 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To Conduct wildlife protection patrols
- ii. To Collect trophies observed during patrol
- iii. To Record poaching incidences, ecological and information
- iv. To Manage crimes scenes and properly collecting exhibits and information
- v. To Arrest suspects
- vi. To Take statements from suspects and charging compound fee for admitted wildlife related crimes
- vii. To Provide written statement and testimony on suspects
- viii. To Receive and sending messages during patrols
- ix. To Clean and safeguarding of firearms
- x. To Support other general operations outside protected areas
- xi. To Combat serious wildlife related crimes such as tourist attack, and armed robbery
- xii. To Conduct special operations against poaching of endangered wild animals.
- xiii. To Conduct problem animal controlling patrols
- xiv. To Assess damage caused by wildlife and preparing report
- xv. To Controll wild fires
- xvi. To Guard base camp
- xvii. To Supervise hunting and photographic tourism activities
- xviii. To Maintain records of tourism activities
- xix. To Perform any other related duties that may be assigned by superior

3.2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Wildlife Management from a recognized institution.

3.2.3 AGE LIMIT

Not Above 25 Years.

3.2.4 REMUNERATION

Salary Scale: **TAWAS 3.1**

3.3 CONSERVATOR III (COMMUNITY DEVELOPMENT OFFICER) - 4 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To implement community extension work programs
- ii. To educate the community on the importance of reserved areas
- iii. To educate the community near reserved areas on how to conduct their activities economic activities.
- iv. To prepare posters and other visual aids to be used during the educational campaigns
- v. To conduct special campaign programs for community development.
- vi. To collaborate with NGO's and CBO's in sensitizing villagers on community development plans and programs.
- vii. To organize and keep information and statistics on community development activities.
- viii. To identify economic opportunities from traditional/cultural settings and activities.
- ix. To perform any other duties as assigned from time to time by Supervisor

3.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Community Development, Development Studies, Rural Development, Sociology, Gender from recognized Institutions

3.3.3 AGE LIMIT

Not above 30 years.

3.3.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.4 CONSERVATOR III (INTERNAL AUDIT OFFICER) - 2 POSTS

3.4.1 DUTIES AND RESPONSIBILITIES

- i To compile departmental audit performance reports;

- ii To manage the development of performance standards;
- iii To advise management on their audit performance
- iv To participate in preparation of quarterly audit reports for the management
- v To participate in execution of audit programs as per approved plan;
- vi To carry out performance audit through review of the divisional quarterly performance reports and provide appropriate guidance.
- vii To enforce established controls over authority's assets;
- viii To check the correctness of primary books of accounts and assess its consistency with principles, policies and procedures;
- ix To conduct audit tests and documents audit issues in working papers;
- x To assist in writing audit reports;
- xi To verify accounting documents for which payments have been made and money received;
- xii To assist in checking adherence to established controls over the Authority's assets;
- xiii To assist to conduct regular checks and ad hoc investigations;
- xiv To assist to respond to external audit queries to allow for accounts to be approved at the end of the financial year; and
- xv To perform any other relevant duties that may be assigned by the supervisor.

3.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following field; Accounting, Finance, Commerce or Business Administration majoring in Accountancy or Finance from recognized institutions

3.4.3 AGE LIMIT

Not above 30 years

3.4.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.5 CONSERVATOR III (LEGAL OFFICER) – 2 POSTS

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To safeguard the Authority's legal interest in all matters
- ii. To prepare periodic legal reports and prosecuting cases in courts of Law
- iii. To review legal documents and draft replies for queries from stakeholders
- iv. To take charge of documents and correspondences on already assigned cases.

- v. To deal with all legal routine correspondences addressed to the Authority.
- vi. To draft prescribed legal documents and forms.
- vii. To file and to appear for criminal proceedings in courts, on behalf of the Authority.

3.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Law (LLB) and must have attended Law School of Tanzania

3.5.3 AGE LIMIT

Not above 30 years.

3.5.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.6 CONSERVATOR III (ESTATE OFFICER) - 1POST

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To Ensure maintenance and cleaning of Authority properties and environment
- ii. To Examine bills of quantities
- iii. To Prepare work schedules
- iv. To Prepare budget for maintenance works
- v. To Participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems
- vi. To Keep and maintain relevant equipment in good working order
- vii. To Assist in innovative approaches to conditioning, maintaining, and upgrading the built and u-built environment
- viii. To Assist in the planning, organizing, implementing and controlling of Estate activities and services
- ix. To Perform any other duties as may be assigned by supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Building Economics from recognized institution. Must be registered as graduate Surveyor with respective Board.

3.6.3 AGE LIMIT

Not above 30 years

3.6.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.7 CONSERVATOR III (TOURISM OFFICER) - 3 POSTS

3.7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare tourism promotion plans and materials
- ii. To provide advice on which and how to develop new tourism products
- iii. To conduct surveys on tourism attractions around TAWA Boundaries
- iv. To participate in tourism promotional activities
- v. To prepare periodic reports on tourism activities
- vi. To participate in the preparation of the General Management Plan (GMP)
- vii. To perform any other duties as may be assigned by the Supervisor

3.7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Tourism Management, Wildlife Tourism, Tour Guiding, Management of Tourist Attractions from a recognized institution

3.7.3 AGE LIMIT

Not above 30 years

3.7.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.8 CONSERVATOR III (GEOGRAPHICAL INFORMATION SYSTEM) - 3 POSTS

3.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in capturing, analysis and conversion of GIS data in different formats using GPS, electronic data recorders, digitizes, and other means.
- ii. To carry out catalogue and inventory of GIS data, including metadata creation.
- iii. To input, update and maintain GIS databases, including backups and also maintaining linkages to other databases.
- iv. To participate in creating map layouts and views and generate TAWA's current and planned wildlife habitats, road networks, archaeological sites, local villages, etc.
- v. To assist in the design, development (implementation) and maintenance of the TAWA's GIS.
- vi. To perform spatial data conversion processes (import/export routines) to disseminate map data and improve map data quality and content

- vii. To provide advice to customers (staff, government agencies, ministries, tourists, conservators, ecologists and contractors) on aspects of the geospatial data and services
- viii. To assist in managing the integrity and security of the geospatial database(s) to ensure the requirements of clients continue to be met
- ix. To assist in training staff in the use of the geospatial system and promoting its application
- x. To assist in monitoring the geospatial system to ensure it operates as per the specification and in a timely manner.
- xi. To carry out complete complex tasks, including the collection, importation, maintenance and validation/verification of geospatial data
- xii. To prepare GIS products and services, in accordance with agreed guidelines and with minimal supervision, that meets client needs
- xiii. To provide primary mapping support to the Authority Plan as required.
- xiv. To provide support when required with the administration, development and day-to-day maintenance of the Authority's geospatial databases and systems.
- xv. To assist in the development of Authority's internal and external GIS system.
- xvi. To support in the development of the new module for support all authority operations on a spatial platform.
- xvii. To provide support for GIS data conversion, systems integration and systems and applications development and implementation.
- xviii. To provide support for cartographic design and high-quality map production.
- xix. To carry out surveys and create TAWA maps using GIS software.
- xx. To carry out diagnosis and "troubleshooting" problems experienced with the use of GIS and related software.
- xxi. To perform any other relevant duties as may be assigned by supervisor.

3.8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in GIS, Cartography, Landscape Architecture, Land Surveying, Geography, Geography and Environmental Studies, Remote Sensing, Civil Engineering, ICT, Computer Science, Information System, Land Information Systems from a recognized Institutions.

3.8.3 AGE LIMIT

Not above 30 years.

3.8.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.9 CONSERVATOR III (PROCUREMENT OFFICER) - 4 POSTS

3.9.1 DUTIES AND RESPONSIBILITIES

- i. To attend on a daily basis, the operations on stores, supplies and purchasing and undertake periodic physical stocktaking under the observance of other authorized officers;
- ii. To prepare reports and summarize data on tendering including sales of tender documents;
- iii. To coordinate with user department and suppliers to determine purchasing requirements and timing;
- iv. To assist in the tendering processes for approved procurement plans;
- v. To liaise with suppliers to ensure on-time delivery of approved orders of purchases;
- vi. To monitor and co-ordinate deliveries of items from suppliers to ensure timely delivery of materials and in compliance of approved specifications;
- vii. To plan and manage inventory levels of materials or products; and
- viii. To perform any other related duties as may be assigned by the Supervisor

3.9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Materials Management, Procurement and Supplies Management, Logistics Management, Business Administration majoring in Procurement and Supplies from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

3.9.3 AGE LIMIT

Not above 30 years

3.9.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.10 CONSERVATOR III (PUBLIC RELATION OFFICER) - 1 POST

3.10.1 DUTIES AND RESPONSIBILITIES

- i. To Support in writing of press releases or other media communications to promote the Authority
- ii. To Study the objectives, promotional policies or needs of organizations to develop public relations strategies that will help influence public opinion or promote ideas Authority's products
- iii. To Update and maintain contents posted on the web about developments touching on wildlife management, tourism and conservation trends
- iv. To Assist in routine public relations activities such as writing features for the Authority Newsletter, carrying out photographic assignments.
- v. To Report public criticism and complaints to his or her supervisor.
- vi. To Coordinate awareness activities for Authority.
- vii. To Assist in preparation of reports, booklets, brochures, speeches and prospectus.
- viii. To Assist in organizing official functions and tours for the Authority's visitors.
- ix. To Perform other duties relevant as assigned by the Superior

3.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Mass Communication, Journalism, Public Relations, from a recognized institution.

3.10.3 AGE LIMIT

Not above 30 years

3.10.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.11 CONSERVATOR III (QUANTITY SURVEY) - 2 POSTS

3.11.1 DUTIES AND RESPONSIBILITIES

- i. To calculate the quantity and quality of materials needed, material and labor costs and project completion dates;
- ii. To participate in preparation of contracts, including details regarding quantities of required materials
- iii. To carry out on-going cost analysis of maintenance and repair work
- iv. To carryout feasibility studies of client requests
- v. To carryout analysis of completed work and arranging payment to contractors

- vi. To pay site visits, assessments and projections for future work
- vii. To perform such other related duties as may be assigned by the Supervisor.

3.11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Quantity Survey, Building Economics, Building Survey, Construction Management from recognized institution.

3.11.3 AGE LIMIT

Not above 30 years

3.11.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.12 CONSERVATOR III (RECORDS OFFICER) - 1 POST

3.12.1 DUTIES AND RESPONSIBILITIES

- i. To trace records documents and files once required;
- ii. To receive and registering all documents brought in the registry.
- iii. To arrange documents and files in ranking or cabinets in the registry.
- iv. To file documents in the appropriate files.
- v. To receive record and distribute incoming and internally created mails.
- vi. To record and arranging for the efficient and timely dispatch of all correspondences;
- vii. To maintain flimsy files.
- viii. To maintain and supervise effective procedures for storage and retrieval documents / files.
- ix. To prepare records keeping schedule and retention schemes;
- x. To make good destroyed documents.
- xi. To perform any other duty as assigned by his/her supervisor.

3.12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Records management from recognized institution.

3.12.3 AGE LIMIT

Not above 30 years

3.12.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.13 CONSERVATOR III (SUPPLIES OFFICER) - 2 POSTS

3.13.1 DUTIES AND RESPONSIBILITIES

- i. To prepares schedule of requirements;
- ii. To prepares procedures for receiving goods;
- iii. To collect and keeps record on receiving, storing and issuing of goods;
- iv. To oversee receiving, storing and issuing of goods;
- v. To prepare location index design for goods in the store;
- vi. To prepare various reports regarding goods in the store;
- vii. To prepare stock and inventory reports indicating quantities and value of goods in the store in line with existing procedures;
- viii. To prepare Goods Received Notes (GRN);
- ix. To distributes goods to user department and other users; and
- x. To perform any other related duties as may be assigned by the Supervisor.

3.13.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Materials Management, Procurement and Supplies Management, Logistics Management, Business Administration majoring in Procurement and Supplies from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

3.13.3 AGE LIMIT

Not above 30 years of age

3.13.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.14 CONSERVATOR III (VETERINARY OFFICER) - 3 POSTS

3.14.1 DUTIES AND RESPONSIBILITIES

- i. To Establish a reliable and sustainable reporting and recording system of field cases.
- ii. To Investigate and monitor disease outbreaks affecting wildlife in the ecosystem.
- iii. To Oversee research related to wildlife diseases in the ecosystem.
- iv. To Conduct intervention and rescue of sick, injured or snared wildlife;
- v. To Perform any other duties related to the field as may be assigned by superior

3.14.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Veterinary Medicine from recognized institutions.

3.14.3 AGE LIMIT

Not above 30 years of age

3.14.4 REMUNERATION

Salary Scale: **TAWAS 4.1**

3.15 CONSERVATION RANGER III (AUTOMOTIVE ELECTRONICS TECHNICIAN) - 2 POSTS

3.15.1 DUTIES AND RESPONSIBILITIES

- i. To Troubleshoot and repair malfunctions in vehicle electrical systems, including wiring, sensors, and electronic control units (ECUs).
- ii. To Install new electronic equipment, such as aftermarket audio systems or navigation devices, and perform routine maintenance tasks like checking battery voltage and replacing bulbs.
- iii. To Use diagnostic tools and software to test and calibrate vehicle systems, ensuring they meet factory specifications.
- iv. To Communicate with customers to understand their vehicle's electrical issues, explain repairs, and estimate costs.
- v. To Keep accurate records of repairs, parts used, and diagnostic results.
- vi. To Adhere to all safety regulations and procedures when working with electrical systems.
- vii. To Stay up-to-date with the latest advancements in automotive electronics and diagnostic tools.

3.15.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in one the following fields; Automotive Electronics from a recognized institution

3.15.3 AGE LIMIT

Not above 25 years.

3.15.4 REMUNERATION

Salary Scale: **TAWAS 3.1**

3.16 CONSERVATION RANGER III (BOAT MECHANICS TECHNICIAN) - 2POSTS

3.16.1 DUTIES AND RESPONSIBILITIES

- i. To Inspect and diagnose mechanical and electrical issues, including engines, propulsion systems, and onboard electronics.
- ii. To Perform routine maintenance, such as oil changes, filter replacements, and system checks.
- iii. To Repair or replace engine components, hydraulic and pneumatic systems, and electrical systems.
- iv. To Install new systems and components, including lighting, navigation, and communication devices.
- v. To Maintain detailed records of work performed, parts used, and time spent.
- vi. To Provide customers with estimates, explanations of repairs, and timelines.
- vii. To Ensure compliance with safety regulations and environmental standards.

3.16.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Marine mechanic or equivalent from a recognized institute and must have Deep understanding of marine engines, propulsion systems, and related components

3.16.3 AGE LIMIT:

Not Above 25 years

3.16.4 REMUNERATION

Salary Scale: **TAWAS 3.1**

3.17 CONSERVATION RANGER III (ACCOUNTS ASSISTANT) - 6 POSTS

3.17.1 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving cash deposits from customers.
- ii. To assist in effecting cash payments to customers.
- iii. To assist in recording transactions and reconcile them with cash balance.
- iv. To assist in receiving and keeping proper custody/filing all bills, invoices and other claims pending payment;
- v. To assist in the preparation of various financial statements.
- vi. To assume responsibility for a variety of accounting duties as assigned by the supervisor.
- vii. To prepare payment vouchers and cheque and post them in vote books.
- viii. To prepare credit and loss accounts.

- ix. To perform any other duties as may be assigned by the Supervisor

3.17.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Accountancy, Finance, Commerce majoring in (Accountancy/Finance), Business Administration majoring in (Accountancy/Finance), Intermediate Module C from recognized institution

3.17.3 AGE LIMIT

Not above 25 years

3.17.4 REMUNERATION

Salary Scale: **TAWAS 3.1**

3.18 CONSERVATION RANGER III (RECORDS MANAGEMENT ASSISTANT) - 5 POSTS

3.18.1 DUTIES AND RESPONSIBILITIES

- i. To enter records and information in the existing computerized system;
- ii. To provide availability of records and statistical data as needed;
- iii. To maintain the existing system for numbering, filing, storage and retrieval of files and other documents
- iv. To safeguard equipment and facilities for records keeping

3.18.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in one of the following fields: Records Management, Archives, Health Records from a recognized Institution

3.18.3 AGE LIMIT

Not above 25 years

3.18.4 REMUNERATION

Salary Scale: **TAWAS 3.1**

3.19 CONSERVATION RANGER III (WILDLIFE MANAGEMENT) - 148 POSTS

3.19.1 DUTIES AND RESPONSIBILITIES

- i. To Conduct wildlife protection patrols

- ii. To Collect trophies observed during patrol
- iii. To Record poaching incidences, ecological and information
- iv. To Manage crimes scenes and properly collecting exhibits and information
- v. To Arrest suspects
- vi. To Take statements from suspects and charging compound fee for admitted wildlife related crimes
- vii. To Provide written statement and testimony on suspects
- viii. To Receive and sending messages during patrols
- ix. To Clean and safeguard firearms
- x. To Support other general operations outside protected areas
- xi. To Combat serious wildlife related crimes such as tourist attack, and armed robbery
- xii. To Conduct special operations against poaching of endangered wild animals.
- xiii. To Conduct problem animal controlling patrols
- xiv. To Assess damage caused by wildlife and preparing report
- xv. To Controll wild fires
- xvi. To Guard base camp
- xvii. To Supervise hunting and photographic tourism activities
- xviii. To Maintain records of tourism activities
- xix. To Perform any other related duties that may be assigned by superior.

3.19.2 QUALIFICATIONS AND EXPERIENCE

Basic or technician certificate in Wildlife Management from a recognized institution.

3.19.3 AGE LIMIT

Not above 25 years.

3.19.4 REMUNERATION

Salary Scale: **TAWAS 2.1**

3.20 CONSERVATION RANGER III (DRIVER) - 10 POSTS

3.20.1 DUTIES AND RESPONSIBILITIES

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

3.20.2 QUALIFICATIONS

Form IV Certificate and a Class “C1 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.

3.20.3 AGE LIMIT

Not above 25 years.

3.20.4 REMUNERATION

Salary Scale: **TAWAS 2.1**

3.21 CONSERVATION RANGER III (PLANT OPERATOR) – 3 POSTS

3.21.1 DUTIES AND RESPONSIBILITIES

- i. To maintain logbook and movement records for heavy duty machines/plants according to regulations.
- ii. To report on technical need/breakdown of heavy machines
- iii. To ensure regular check of heavy-duty machines such as wheel loader, folk lifts and v4 caterpillars are conducted to ensure cleanliness and serviceability.
- iv. To ensure cleanness of the plants/heavy machines.
- v. To perform any other duties as may be assigned by the Supervisor.
- vi. To drive heavy duty machines such as wheel loader, folk lift and v4 caterpillars.

3.21.2 QUALIFICATIONS AND EXPERIENCE

Form four certificate and Certificate of Plants Operation with technical knowledge and experience of operating plants/heavy machinery from recognized institution. Plant Operator candidate should have Class **F** Driving license or its equivalent

3.21.3 AGE LIMIT

Not above 25 years

3.21.4 REMUNERATION

Salary Scale: **TAWAS 2.1**

3.22 CONSERVATION RANGER III (RECEPTIONIST) - 1 POST

3.22.1 DUTIES AND RESPONSIBILITIES

- i. To Welcome guests and directing them to the appropriate persons or department,

- ii. To Manage incoming calls, answering inquires and forwarding calls to the correct recipients
- iii. To Schedule appointments, coordinating meetings and updating calendars
- iv. To Receive, sort and distribute mails and deliveries
- v. To Keep the reception area clean, organized and presentable
- vi. To Assist with clerical tasks like filing, photocopying and data entry,
- vii. To Answer questions about the company, products or service,
- viii. To Handle customer inquires and complaints
- ix. To Order and manage office supplies
- x. To Do any other works as may be directed by the supervisor

3.22.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI certificate with at least two credit passes plus Certificate in one of the following fields; Front Office, Reception, Customer Care from a recognized Institution

3.22.3 AGE LIMIT: 25 years

3.22.4 REMUNERATION

Salary Scale: **TAWAS 2.1**

3.23 CONSERVATION RANGER III (OFFICE MANAGEMENT SECRETARY)- 4 POSTS

3.23.1 DUTIES AND RESPONSIBILITIES

- i. To handle and word process classified information;
- ii. To receive letters and other forms of correspondence directed to his/her office;
- iii. To receive visitors and directs them to relevant scheduled officers;
- iv. To keep records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To receive calls, files and transmit messages to relevant recipients;
- vi. To provide information to the relevant scheduled officers
- vii. To manage/run the office of the Manager he /she is working under;
- viii. To acquire office goods and supplies;
- ix. To collect/receive files and deliver to the addressed Manager;
- x. To prepare documents for departmental meetings;
- xi. To facilitate and service official meetings;
- xii. To report on faulty equipment and follow up on repairs or replacements;

- xiii. To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

3.23.2 QUALIFICATIONS AND EXPERIENCE

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 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution

3.23.3 AGE LIMIT

Not above 25 Years

3.23.4 REMUNERATION

Salary Scale: **TAWAS 2.1**

4.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a public service broadcaster established under section 3 of the Tanzania Broadcasting Corporation Act, no. 3 of 2025. The Act, effectively repeals the application of Government Number 186 of 2007 which was TBC's establishment order.

Prior to this, Tanzania Broadcasting Corporation (TBC) was established under the Public Corporation Act, 1992 by an Establishment Order of 2007, published vide Government Note Number 186 of 2007 (The Tanzania Broadcasting Corporation (Shirika la Utangazaji Tanzania – TBC) (Establishment) Order, 2007). By this Order, signed by the President of the United Republic of Tanzania on 24th of August, 2007, the Tanzania Broadcasting Services (Taasisi ya Utangazaji Tanzania (TUT) (Establishment) Order of 2002) was revoked, and the then TUT ceased to exist.

Tanzania Broadcasting Corporation (TBC) invites applications from suitably qualified Tanzanians to fill the following posts

4.1 PRODUCER II - 5 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking production of television programmes;

- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To selection and production of music programmes;
- iv. To assist in production of education development programmes;
- v. To participate in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To assists in scheduling routine programmes;
- vii. To perform any other related duties as may be assigned by the supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Theatre Arts, Journalism, Fine arts, Mass communication, TV/Radio Film Production, Public Relations, Public Relations and Advertisement or its equivalent from a recognized Institution.

4.1.3 SALARY SCALE TBCSS 4

4.2 PHOTOJOURNALIST II – 7 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES

- I. To photograph newsworthy events, locations, people, or any other illustrative material
- II. To explore relevant photographic and video story concepts alongside writers, reporters, and editors
- III. To capture photographs, audio and videos which will produce news or story
- IV. To write narration to accompany images
- V. To create meaningful news from photographs
- VI. To perform any other duties as may be assigned by the supervisor

4.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Journalism, Mass Communication, Photography, Multimedia or equivalent qualifications from recognized institutions. In addition, the candidate must be competent in Photo-editing, Illustrator or any relevant computer applications

4.2.3 SALARY SCALE TBCSS 4

4.3 ASSISTANT PHOTOJOURNALIST II – 3 POSTS

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To undertake filming/recording of television programmes such as talk shows, education, documentaries, religion etc. in good quality standard and consonant with the requirement of the producer;
- ii. To load and unloads camera, cleans and place lenses, filters, extension tubes and makes;
- iii. To participate in shooting various events;
- iv. To participate in developing a shooting programme;
- v. To determine camera, video tape and lighting equipment to be utilized;
- vi. To direct technical personnel to achieve photographic effects; and
- vii. To performs other related duties as may be assigned by the supervisor

4.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Cinematography, Video shooting, Video production, Journalism, Photography, Multimedia or its equivalent from a recognized Institution. Computer skills are essential.

4.3.3 SALARY SCALE TBCSS 3

5.0 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

5.1 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) - 1 POST

5.1.1 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; and
- vi. To prepare teaching manual.

5.1.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Land Management/Land Valuation/Real Estate/Land Management and Valuation. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.1.3 REMUNERATION: SALARY SCALE PHTS 2.1

5.2 ASSISTANT LECTURER (ENVIRONMENTAL AND NATURAL RESOURCES MANAGEMENT) - 1 POST

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; and
- vi. To prepare teaching manual.

1.2.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Natural Resources Management, Environmental Science, Environmental Planning and Management. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

1.2.3 REMUNERATION: SALARY SCALE PHTS 2

5.3 ASSISTANT LECTURER (ECONOMICS) - 1 POST

5.3.1 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; and
- vi. To prepare teaching manual.

5.3.2 QUALIFICATION AND EXPERIENCE

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

5.3.3 REMUNERATION: SALARY SCALE PHTS 2

5.4 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 2 POSTS

5.4.1 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; and
- vi. To prepare teaching manual.

5.4.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Accounting and Finance. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.4.3 REMUNERATION: SALARY SCALE PHTS 2

5.5 ASSISTANT LECTURER (ICT) - 1 POST

5.5.1 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; and
- vi. To prepare teaching manual.

5.5.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Information Communication Technology. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.5.3 REMUNERATION: SALARY SCALE PHTS 2

5.6 ASSISTANT LECTURER (LAW) - 1 POST

5.6.1 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; and
- vi. To prepare teaching manual

5.6.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Law. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.6.3 REMUNERATION: SALARY SCALE PHTS 2

5.7 ASSISTANT LECTURER (REGIONAL DEVELOPMENT PLANNING) - 1 POST

5.7.1 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; and
- vi. To prepare teaching manual.

5.7.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Regional Development Planning, Development Policy and Planning, Development Planning and Policy Analysis. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.7.3 REMUNERATION - SALARY SCALE PHTS 2

5.8 ASSISTANT LECTURER (PROJECT PLANNING) - 2 POSTS

5.8.1 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; and
- vi. To prepare teaching manual.

5.8.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Project Planning and Management, Project Planning, Monitoring and Evaluation, Project Management and Evaluation, Programme Evaluation. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.8.3 REMUNERATION - SALARY SCALE PHTS 2

5.9 ASSISTANT LECTURER (STATISTICS) - 2 POSTS

5.9.1 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; and
- vi. To prepare teaching manual.

5.9.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Statistics or Official statistics. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.9.3 REMUNERATION: SALARY SCALE PHTS 2

5.10 ASSISTANT LECTURER (MATHEMATICS) - 1 POST

5.10.1 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; and
- vi. To prepare teaching manual.

5.10.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Mathematics or a related field such as; Applied Mathematics, Pure Mathematics, Mathematical Modelling, Mathematical Education or Mathematical Sciences from a recognized university. The candidate must have at least a GPA of 3.5 out of 5 in the Undergraduate Degree and GPA of 3.8 out of 5 in the Master Degree.

5.10.3 REMUNERATION: SALARY SCALE PHTS 2

5.11 TUTORIAL ASSISTANT (GEOGRAPHY) – 1 POST

5.11.1 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.

5.11.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Geography or Geography and Environmental Studies. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

5.11.3 REMUNERATION: SALARY SCALE PHTS 1

5.12 TUTORIAL ASSISTANT (SOCIOLOGY) – 1 POST

5.12.1 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; and
- v. To carry out consultancy and community services under close supervision

5.12.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Sociology. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

5.12.3 REMUNERATION-PHTS 1.1

5.13 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) – 2 POSTS

5.13.1 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; and
- v. To carry out consultancy and community services under close supervision.

5.13.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Accounting and Finance, Development Finance and Investment Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

5.13.3 REMUNERATION- SALARY SCALE PHTS 1.1

5.14 TUTORIAL ASSISTANT (ICT) – 2 POSTS

5.14.1 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; and
- v. To carry out consultancy and community services under close supervision.

5.14.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Information and Communication Technology. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

5.14.3 REMUNERATION- SALARY SCALE PHTS 1.1

5.15 LEGAL OFFICER II - 1POST

5.15.1 DUTIES AND RESPONSIBILITIES

- i. To index, filing, registering of Government/Institute notices and all other legal documents and ensuring their safekeeping;
- ii. To compile evidence relevant for court cases involving the Institute;
- iii. To attends to registration of all legal documents and probate matters;
- iv. To assist in interpretation of laws, Government circulars and directives;
- v. To assist in formulating legal defence and prosecution strategies for cases in which the Institute has an interest; and
- vi. To assist in drafting legal documents such as contracts and other agreements.

5.15.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Law (LLB) or equivalent qualifications from any recognised Institution and must have attended and passed Internship or Law School of Tanzania.

5.15.3 REMUNERATION: SALARY SCALE PGSS 7.1

5.16 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (PROGRAMMER) - 1 POST

5.16.1 DUTIES AND RESPONSIBILITIES

- i. To test, install and maintain software and application packages;
- ii. To design and code small system jobs for users;
- iii. To troubleshoot hardware/software problems;
- iv. To develop and maintain Institute's website and internet;
- v. To gather data for analysis;
- vi. To code program instruction;
- vii. To document existing procedures and operating methods;
- viii. To maintain computer systems and networks;
- ix. To repair computers and servers; and
- x. To test and debug written programs.

5.16.2 QUALIFICATION AND EXPERIENCE:

Bachelor Degree in one of the following fields; Computer Science, Information Technology, Computer Engineering from a recognized Institutions

5.16.3 REMUNERATION: SALARY SCALE PGSS 7.1

5.17 ARTISAN II (PLUMBING) – 1 POST

5.17.1 DUTIES AND RESPONSIBILITIES

- i. Tom performs daily plumbing works including installation and fixed broken units in the system;
- ii. To ensure plumbing systems are operating properly;
- iii. To identify and report on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. To perform craft jobs under close supervision; and
- v. To assist in conducting repair and maintenance activities.

5.17.2 QUALIFICATION AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Plumbing or equivalent qualifications from any recognised institutions.

5.17.3 REMUNERATION- SALARY SCALE PGSS 2.1

5.18 ARTISAN II (MECHANICAL) – 1 POST

5.18.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance and repair of motor vehicle and Motor vehicles and motor cycles and heavy plants professionally;
- ii. To complete job cards for every maintained and repaired motor vehicles, motor cycles and heavy plants;
- iii. To carry out mechanical inspection of machinery using established official checklist;
- iv. To carry out proper housekeeping of Motor vehicles, Motor cycles and heavy plants; and
- v. To make sure all motor vehicles and motorcycles are road work.

5.18.2 QUALIFICATION AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Mechanical or equivalent qualifications from any recognised institutions.

5.18.3 REMUNERATION- SALARY SCALE PGSS 2.1

5.19 ARTISAN II (ELECTRICAL) – 1 POST

5.19.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular electrical maintenance and repair of motor starter professionally;
- ii. To complete job card every electrical maintenance and repair carried out;
- iii. To make sure all Motor pumps and its control panel in all pumping stations undergo service twice per months and at least contact cleaning, tightening of both cable terminal to the starter and motor and panel cleaning;
- iv. To prepare daily, weekly and monthly preventive and corrective maintenance report; and
- v. To repair and report electrical faults of buildings, machines and equipments.

5.19.2 QUALIFICATION AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II in Electricity or equivalent qualifications from any recognised institutions.

5.19.3 REMUNERATION- SALARY SCALE PGSS 2

6.0 TANZANIA AUTOMATIVE TECHNOLOGY CENTRE (TATC)

The Tanzania Automotive Technology Centre (TATC) synonymously known as “Shirika la Nyumbu” was formally established on the 14th of December 1985 through a Presidential Order, made under the Public Corporations Act 1969. TATC's mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer, and quality assurance services. TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

6.1 ARTISAN II (FOUNDRY) – 15 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To operate foundry equipment and machinery.
- ii. To pour molten metal into mouldid for casting.
- iii. To repair molds.
- iv. To read and record temperatures of molten metal.
- v. To make molds of simple castings.
- vi. To make molds in green and sodium silicate bonded sands.
- vii. To operate with a high degree of confidence all simple foundry machines.
- viii. To operate heat treatment equipment and machinery.
- ix. To pack and protect parts against decarburization or scaling during treatment.
- x. To set, read and record the temperature of the treatment furnace.
- xi. To carry out heat treatment of simple parts.
- xii. To make protective materials on parts intended for treatment.
- xiii. To operate with a high degree of confidence simple heat treatment furnace, being able to carry out annealing, hardening, and tempering of simple parts.

6.1.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate (CSEE) and NVT A1/ CBET III or Trade Test Grade I in Foundry.

6.1.3 SALARY SCALE: PGSS 2

6.0 INSTITUTE OF ADULT EDUCATION (IAE)

The Parliamentary Act No. 12 established the Institute of Adult Education (IAE) in 1975. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST). The IAE is regulated by the National Council for Technical, Vocational Education, and Training (NACTVET) whose powers are derived from the Act of Parliament Cap. 129. To date, the Institute has become a Centre for Learning, Research and Training in Adult and Non-Formal Education arena for Certificate, Diploma and Degree courses, Diploma, certificates and post-Primary education learners. Its services have been extended to the grassroots level through regional centres established in 26 regions of Mainland Tanzania.

6.1 ASSISTANT LECTURER (ENTREPRENEURSHIP) - 1 POST

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor 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 organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To write and edit literacy and post literacy material;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as assigned by the Supervisor

6.1.2 QUALIFICATION AND EXPERIENCE

Master Degree in one of the following fields; Entrepreneurship or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Undergraduate Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

6.1.3 REMUNERATION: PHTS 2

6.2 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) - 1 POST

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor 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 organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To write and edit literacy and post literacy material;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as assigned by the Supervisor

6.2.2 QUALIFICATION AND EXPERIENCE

Master Degree in Community Development or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Undergraduate Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

6.2.3 REMUNERATION: PHTS 2

6.3 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) - 2 POSTS

6.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor 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 organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To write and edit literacy and post literacy material;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as assigned by the Supervisor

6.3.2 QUALIFICATIONS AND EXPERIENCES

Master Degree in one of the following fields; Computer Science, Information Technology, Computer Engineering, Information Systems or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Undergraduate Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

6.3.3 REMUNERATION: PHTS 2

6.4 TUTORIAL ASSISTANT (SPECIAL NEEDS) - 1 POST

6.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision; and
- x. To perform any other related duties as assigned by the Supervisor.

6.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education (Special Needs) or equivalent qualifications from recognized institutions with minimum of a **GPA of 3.5 out of 5.0**.

6.4.3 REMUNERATION: PHTS 1

6.5 INSTRUCTOR II (ELECTRICAL AND ELECTRONIC ENGINEERING)- 3 POSTS

6.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in engaging learners into competency practice;
- ii. To assist in conducting practical exercise to students under close supervision;
- iii. To present personal professional appearance and attitude;

- iv. To assess learners acquired practical competences;
- v. To guide learners to perform minor repair and maintain practical facilities;
- vi. To assist in preparing instructional resources; and
- vii. To perform any other related duties as assigned by the Supervisor.

6.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Electrical and Electronic Engineering with minimum GPA of 3.0 out of 5.0 or equivalent qualification from an accredited higher learning institution.

6.5.3 REMUNERATION: PTSS 1

6.6 INSTRUCTOR II (CIVIL ENGINEERING-WOOD TECHNOLOGY) - 2 POSTS

6.6.1 DUTIES AND RESPONSIBILITIES

- i. To assist in engaging learners into competency practice;
- ii. To assist in conducting practical exercise to students under close supervision;
- iii. To present personal professional appearance and attitude;
- iv. To assess learners acquired practical competences;
- v. To guide learners to perform minor repair and maintain practical facilities;
- vi. To assist in preparing instructional resources; and
- vii. To perform any other related duties as assigned by the Supervisor.

6.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Civil Engineering with minimum GPA of 3.0 out of 5.0 or equivalent qualification from an accredited higher learning institution.

6.6.3 REMUNERATION: PTSS 1

6.7 ASSISTANT INSTRUCTOR II (FOOD PRODUCTION & PREPARATION) - 3 POSTS

6.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises;
- ii. To assist in conducting practical exercise for participants in the department under close supervision up to NTA level 5;
- iii. To assist in assessing learners acquired practical competences;
- iv. To guide learners to abide with regulations required in the particular practical competence;

- v. To guide learners to perform minor repair and maintain practical facilities;
- vi. To perform any other related duties as assigned by the Supervisor.

6.7.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Food Production & Preparation, Home Economics, Nutrition with minimum GPA of 3.0 out of 5.0 or equivalent qualification from an accredited higher learning institution.

6.7.3 REMUNERATION: PTSS 1

6.8 ASSISTANT INSTRUCTOR II (AUTOMOTIVE) - 3 POSTS

6.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises;
- ii. To assist in conducting practical exercise for participants in the department under close supervision up to NTA level 5;
- iii. To guide learners to abide with regulations required in the particular practical competence;
- iv. To guide learners to perform minor repair and maintain practical facilities;
- v. To perform any other related duties as assigned by the Supervisor.

6.8.2 QUALIFICATION AND EXPERIENCE

Diploma in one of the following fields Automotive Engineering with minimum GPA of 3.0 out of 5.0 or equivalent qualification from an accredited higher learning institution.

6.8.3 REMUNERATION: PTSS 1

6.9 ICT OFFICER II (SECURITY) - 1 POST

6.9.1 DUTIES AND RESPONSIBILITIES

- i. To advise/assist computer users;
- ii. To analyze, design and programme applications of moderate complexity;
- iii. To assist students in design, debugging and programming systems;
- iv. To install application software and computer operating systems;
- v. To install networking hardware/software;
- vi. To install modems and dial-up networking;
- vii. To manage server operating systems;
- viii. To troubleshoot hardware/software problems; and
- ix. To perform any other related duties as assigned by the Supervisor

6.9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering, Information Systems, or equivalent qualifications from recognized institution.

6.9.3 REMUNERATION: PGSS 7

6.10 ICT OFFICER II (PROGRAMMER) – 2 POSTS

6.10.1 DUTIES AND RESPONSIBILITIES

- i. To advise/assist computer users;
- ii. To analyze, design and programme applications of moderate complexity;
- iii. To assist students in design, debugging and programming systems;
- iv. To install application software and computer operating systems;
- v. To install networking hardware/software;
- vi. To install modems and dial-up networking;
- vii. To manage server operating systems;
- viii. To troubleshoot hardware/software problems; and
- ix. To perform any other related duties as assigned by the Supervisor

6.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering, Information Systems, or equivalent qualifications from recognized institution.

6.10.3 REMUNERATION: PGSS 7

6.11 RECEPTIONIST II - 1 POST

6.11.1 DUTIES AND RESPONSIBILITIES

- i. To keep visitors' records;
- ii. To direct visitors to respective offices;
- iii. To collect and compile information for internal directory;
- iv. To answer calling signals from subscribers within and distant exchanges; and
- v. To perform any other related duties as assigned by the Supervisor.

6.11.2 QUALIFICATION AND EXPERIENCE

Certificate in one of the following fields; Telephone operation, front office, reception operations or its equivalent qualifications from recognized institutions.

6.11.3 REMUNERATION: PGSS 2

7.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania.

7.1 ASSISTANT LECTURER – (OIL AND GAS ENGINEERING) – 1POST

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorial up to NTA 9 Level as part of capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project; and
- ix. To attend workshops, conferences and symposium.

7.1.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) with minimum **GPA of 3.8 out of 5.0** or equivalent and **GPA of 3.5** out of **5.0** or equivalent at Bachelor Degree level (NTA level 8) in Oil and Gas Engineering or equivalent qualification from recognized institution.

7.1.3 REMUNERATION: PHTS 2.1

7.2 ASSISTANT LECTURER – MINING ENGINEERING – 1POST

7.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorial up to NTA 9 Level as part of capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;

- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project; and
- ix. To attend workshops, conferences and symposium.

7.2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) with minimum **GPA of 3.8** out of **5.0** or equivalent and **GPA of 3.5** out of **5.0** or equivalent at Bachelor Degree level (NTA level 8) in Mining Engineering or equivalent qualification from recognized institutions.

7.2.3 REMUNERATION: PHTS 2.1

7.3 ASSISTANT LECTURER (BIOMEDICAL ENGINEERING) – 2 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorial up to NTA 9 Level as part of capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project; and
- ix. To attend workshops, conferences and symposium.

7.3.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) with minimum **GPA of 3.8** out of **5.0** or equivalent and **GPA of 3.5** out of **5.0** or equivalent at Bachelor Degree level (NTA level 8) in Biomedical Engineering or equivalent qualification from recognized institutions.

7.3.3 REMUNERATION: PHTS 2.1

7.4 ASSISTANT LECTURER (RENEWABLE ENERGY) – 1 POST

7.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorial up to NTA 9

Level as part of capacity building;

- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project; and
- ix. To attend workshops, conferences and symposium.

7.4.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) with minimum **GPA of 3.8** out of **5.0** or equivalent and **GPA of 3.5** out of **5.0** or equivalent at Bachelor Degree level (NTA level 8) in Renewable Energy or equivalent qualification from recognized institutions.

7.4.3 REMUNERATION: PHTS 2.1

7.5 TUTORIAL ASSISTANT (OIL AND GAS ENGINEERING) – 1 POST

7.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

7.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Oil and Gas Engineering with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

7.5.3 REMUNERATION: PHTS 1.1

7.6 TUTORIAL ASSISTANT (BIOMEDICAL ENGINEERING) – 2 POSTS

7.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

7.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or equivalent qualification in Biomedical Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

7.6.3 REMUNERATION: PHTS 1.1

7.7 TUTORIAL ASSISTANT (MINING ENGINEERING) – 1 POST

7.7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

7.7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) in Mining Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

7.7.3 REMUNERATION: PHTS 1.1

7.8 TECHNICIAN II (LEATHER PRODUCTS TECHNOLOGY) - 4 POSTS

7.8.1 DUTIES AND RESPONSIBILITIES

- i. carry out detailed inspection of plants and equipment;
- ii. To prepare cost estimates for maintenance of plants and equipment;
- iii. To carry out regular preventive maintenance and repair of plants and equipment;
- iv. To assist students' projects and practical, research and consultancy works;
- v. To assist in repairing and maintenance of laboratory and workshop facilities;
- vi. To assist senior staff in relevant field of operations;
- vii. To assist in preparing engineering drawing and drafting;
- viii. To carry out inspection of equipment, machines and plants;
- ix. To repair breakdown of plants, machines and equipment;
- x. To assist in repairing and maintenance of workshop facilities; and
- xi. To prepare periodical preventive and corrective maintenance reports;
- xii. To ensure prompt and efficient repair of reported faults;
- xiii. To support leather processing and production activities;
- xiv. To perform any other duties as may be assigned by immediate supervisor

7.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of three (3) years' Ordinary Diploma (NTA Level 6) or Full Technician Certificate (FTC) in Diploma in Leather and Product Technology or relevant qualification or field from recognized institution.

7.8.3 REMUNERATION: PGSS 5.1

7.9 ARTISAN II (WELDING) - 1 POST

7.9.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance and repair of motor vehicles, plants and equipment professionally;

- ii. To keep records for maintenance and repair of motor vehicles, plants and equipment;
- iii. To carry out mechanical inspection of machinery using to established official checklist;
- iv. To maintain motor vehicles, plants and equipment;
- v. To perform routine technical cleaning of the work environment; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

7.9.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI with NVA level III/ Trade test grade I in Welding or equivalent qualification from a recognized institution.

7.9.3 REMUNERATION: PGSS 2.1

7.10 ARTISAN II (LEATHER PRODUCT TECHNOLOGY) - 1 POST (Re-Advertised)

7.10.1 DUTIES AND RESPONSIBILITIES

- i. To carryout maintenance and repair of motor vehicles, plants and equipment professionally;
- ii. To keep records for maintenance and repair of motor vehicles, plants and equipment;
- iii. To carry out mechanical inspection of machinery using to established official checklist;
- iv. To maintain motor vehicles, plants and equipment;
- v. To perform routine technical cleaning of the work environment; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

7.10.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI with NVA level III/ Trade test grade I in Leather Technology or equivalent qualification from a recognized institution.

7.10.3 REMUNERATION: PGSS 2.1

8.0 THE TANZANIA LIBRARY SERVICES BOARD (TLSB)

The Tanzania Library Services Board (TLSB) is a public institution under the Ministry of Education, Science and Technology. TLSB was established by the Act of Parliament No.

39 of 1963 and repealed by the Act of Parliament No. 6 of 1975. TLSB was established to provide library and information services to the general public with focus to build reading 13 cultures in Tanzania. The aim of its establishment was to impact education, various knowledge, information and entertainment to the community.

8.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEM ADMINISTRATOR) - 1POST

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Standard Software Installation;
- ii. To assist in Hardware Installation;
- iii. To assist in trouble shooting LAN and Hardware/Software problems;
- iv. To assist Students and other ICT users in the daily usage of computers;
- v. Updates and manages web site;
- vi. To perform any other assigned duties and responsibilities.

8.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree or Advanced Diploma in Computer Science, Information Technology, Computer Engineering, Information Systems, Network Engineering, or equivalent qualification from a recognized institution.

8.1.3 REMUNIRATION: PGSS 7

8.2 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SECURITY) – 2 POSTS

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Standard Software Installation;
- ii. To assist in Hardware Installation;
- iii. To assist in trouble shooting LAN and Hardware/Software problems;
- iv. To assist Students and other ICT users in the daily usage of computers;
- v. Updates and manages web site;
- vi. To perform any other assigned duties and responsibilities.

8.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree or Advanced Diploma in Computer Science, Information Technology, Computer Engineering, Information Systems, or equivalent qualification from a recognized institution.

8.2.3 REMUNERATION: PGSS 7

8.3 TUTOR II (LIBRARY AND INFORMATION MANAGEMENT) - 3 POSTS

8.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in design course programs within one's competence and present them to the school governing council for approval;
- ii. To assist in scanning the content and references of each course that one teaches;
- iii. To assist reviewing periodically lecture/Instruction notes and other illustration materials;
- iv. To provide tutorials/seminars so a means of filling in information gaps arising from lecturing;
- v. To avail times for consultation and provide appropriate guidance to all students requiring individualized assistance;
- vi. To give assignments to students and ensure prompt marking and feedback for each assignment;
- vii. To set examination;
- viii. To write technical papers for presentation in various scholarly for a student's seminar both locally and abroad;
- ix. To write and publish teaching manuals, teaching notes and books within one's area of specialization; and
- x. To perform any other assigned duties and responsibilities.

8.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Library and Information Science, Library and Information Management, Library and Information Studies with a minimum GPA of 3.5 out of 5.0 or equivalent qualification from an accredited higher learning institution

8.3.3 REMMUNIRATION: PTSS 3.1

8.4 LIBRARY ASSISTANT II - 14 POSTS

8.4.1 DUTIES AND RESPONSIBILITIES

- i. To display new books and other reading materials;
- ii. To shelve file and issue books;
- iii. To register readers;
- iv. To upkeep backsets of newspapers and journals;
- v. To repair library publications;
- vi. To assist library users in locating reading materials and retrieving information;
- vii. To prepare cuttings from newspapers of relevance to the Board;
- viii. To handle simple enquiries from readers;
- ix. To undertake bibliographical searching; and
- x. To perform any other assigned duties and responsibilities.

8.4.2 QUALIFICATIONS AND EXPERIENCE

Secondary Education Certificate with Certificate in Library Services or its equivalent qualification from recognized institutions.

8.4.3 REMUNIRATION: PGSS 3

8.5 RECEPTIONIST II - 1 POST

8.5.1 DUTIES AND RESPONSIBILITIES

- i. To attend incoming calls;
- ii. To collect and compile information for internal directory;
- iii. To ensure proper recording and filing of staff particulars in the internal telephone and office directory;
- iv. To attend visitors and direct them to the respective officers;
- v. To keep visitors records and advise accordingly;
- vi. To make sure visitors gets entrance permission from respective authority; and
- vii. To perform any other assigned duties and responsibilities.

8.5.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education or Advanced Secondary Education Certificate and a one-year certificate in front office, reception operations, journalism and mass communication or tourism or equivalent qualifications from a recognized institution. Must be computer literate.

8.5.3 REMUNIRATION: PGSS 4

9.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education, Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 (Re:2019) to undertake the responsibility of examinations administration and certification as provided for in the Act.

9.1 EXAMINATIONS OFFICER II (CHINESE LANGUAGE SUBJECT) - 1 POST(Re-Advertised)

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

9.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Chinese.

OR

Bachelor Degree in Chinese Language plus Postgraduate Diploma in Education (PGDE).

9.1.3 REMUNERATION: NECTASS 5/1

9.2 EXAMINATIONS OFFICER II (ELECTRICAL ENGINEERING) - 1 POST(Re-Advertised)

9.2.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;

- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

9.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Electrical Engineering.

OR

Bachelor Degree in Electrical Engineering plus Postgraduate Diploma in Education (PGDE).

9.2.3 REMUNIRATION: NECTASS 5/1

9.3 EXAMINATIONS OFFICER II (ELECTRONICS AND TELECOMMUNICATION ENGINEERING) - 1 POST(Re-Advertised)

9.3.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

9.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Electronics and Telecommunication Engineering.

OR

Bachelor Degree in Electronics and Telecommunication Engineering plus Postgraduate Diploma in Education (PGDE).

9.3.3 REMUNIRATION: NECTASS 5/1

9.4 EXAMINATIONS OFFICER II (MECHANICAL ENGINEERING) - 1 POST(Re-Advertised)

9.4.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

9.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Mechanical Engineering.

OR

Bachelor Degree in Mechanical Engineering plus Postgraduate Diploma in Education (PGDE).

9.4.3 REMUNIRATION: NECTASS 5/1

9.5 EXAMINATIONS OFFICER II (PROFESSIONAL COMMUNICATION) - 1 POST(Re-Advertised)

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;

- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

9.5.2 QUALIFICATION AND EXPERIENCE

Bachelor of Education Special Needs or equivalent qualifications from a recognized Institution, majoring in Hearing Impairment.

OR

Bachelor Degree in Education (Special Needs) Plus Postgraduate Diploma in Education (PGDE).

9.5.3 REMUNIRATION: NECTASS 5/1

9.6 ICT OFFICER II (SYSTEM ADMISTRATOR) - 1 POST(Re-Advertised)

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To advise/assist computer users;
- ii. To analyze, design and programme applications of moderate complexity;
- iii. To assist students in design, debugging and programming systems;
- iv. To install application software and computer operating systems;
- v. To install networking hardware/software;
- vi. To install moderns and dial-up networking;
- vii. To manage server operating systems;
- viii. To troubleshoot hardware/software problems; and
- ix. To perform any other related duties as assigned by the Supervisor

9.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering, Information Systems, or equivalent qualifications from recognized institution.

9.6.3 REMUNERATION: NECTASS 5/1

10.0 THE TANZANIA INSTITUTE OF EDUCATION (TIE)

The Tanzania Institute of Education (TIE) is a government institute under the Ministry of Education, Science and Technology established under Act No.13 of 1975 (CAP 142 RE 2002). Its basic mandate is to interpret Government policies on education into befitting curricula, curricula support materials and programs aiming at facilitating provision of quality education at pre-primary, primary, secondary and teacher education levels. Specific functions of TIE are to; design, develop and review curricula for Pre-primary, Primary, Secondary, and Teacher Education levels, prepare curricular support materials including textbooks, syllabi and teacher's guides, provide in-service teachers training so as to enable teachers implement the curriculum effectively and efficiently and to Conduct research on various educational related matters including teaching and learning processes and the general quality of education.

10.1 CURRICULUM DEVELOPER II (BUSINESS STUDIES) – 1 POST

10.1.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education field of study major Business Studies, Commerce or Bookkeeping from recognized Institution with at least a GPA of 3.5.

OR

Bachelor Degree of Business Studies, Commerce or Bookkeeping with at least GPA of 3.5 and must have Post graduate Diploma in Education.

10.1.3 Salary Scale: PHTS 1.1

10.2 CURRICULUM DEVELOPER II (COMPUTER SCIENCE) - 2 POSTS

10.2.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education field of study major Computer Science subject from recognized Institution with at least a GPA of 3.5

OR

Bachelor Degree of Computer Science with at least GPA of 3.5 and must have Post graduate Diploma in Education.

10.2.3 Salary Scale: PHTS 1.1

10.3 CURRICULUM DEVELOPER II (TOURISM) - 2 POSTS

10.3.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education field of study major Tourism subject from recognized Institution with at least a GPA of 3.5

OR

Bachelor Degree of Tourism with at least GPA of 3.5 and must have Post graduate Diploma in Education

10.3.3 Salary Scale: PHTS 1.1

10.4 CURRICULUM DEVELOPER II (AGRICULTURE) – 1POST

10.4.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.4.2 QUALIFICATIONS AND EPERIENCE

Bachelor Degree in Education field of study major Agriculture subject from recognized Institution with at least a GPA of 3.5.

OR

Bachelor Degree of Agriculture with at least GPA of 3.5 and must have Post graduate Diploma in Education

10.4.3 Salary Scale: PHTS 1.1

10.5 CURRICULUM DEVELOPER II (MUSIC) – 1 POST

10.5.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;

- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education field of study major Music subject from recognized Institution with at least a GPA of 3.5.

OR

Bachelor Degree in Music with at least GPA of 3.5 and must have Post graduate Diploma in Education

10.5.3 Salary Scale: PHTS 1.1

10.6 CURRICULUM DEVELOPER II (FINE ARTS SUBJECT) – 1 POST

10.6.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor.

10.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education field of study major Fine arts Subject from recognized Institution with at least a GPA of 3.5.

OR

Bachelor Degree in Fine arts with at least GPA of 3.5 and must have Post graduate Diploma in Education.

10.6.3 Salary Scale: PHTS 1.1

11.COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the Act of Parliament No. 31 of 1965. It is an autonomous institution wholly owned by the Government with full accreditation of the National Council of Technical Education (NACTE). The Mission and Vision, are to provide demand-driven and competence-based business education and to offer quality public services through applied researches and consultancies.

11.1 ASSISTANT LECTURER –DIGITAL SIGNAL PROCESSING (1 POST)

11.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.1.2 QUALIFICATIONS AND EXPERIENCE

Master of Science degree in Signal Processing, Electronics, Electrical or Computer Engineering and a Bachelor of Science in Electronics, Electrical or Computer Engineering from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

11.1.3 SALARY SCALE: PHTS 2.1

11.2 ASSISTANT LECTURER – MARKETING (1 POST)

11.2.1 DUTIES AND RESPONSIBILITIES

- i. i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision

- v. Performs any other relevant duties as assigned by supervisor

11.2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Business Administration Majoring Marketing, Master of International Business, Master of Marketing Management, Master of International Trade and Investment and a Bachelor of Business Administration Majoring Marketing, Bachelor of Commerce majoring Marketing and Bachelor of Marketing from recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

11.2.3 SALARY SCALE: PHTS 2.1

11.3 ASSISTANT LECTURER - TOURISM (2 POST)

11.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.3.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Tourism, Tourism and Marketing and a Bachelor Degree in Tourism, Tourism and Marketing, Business Administration majoring in Tourism from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

11.3.3 SALARY SCALE: PHTS 2.1

11.4 ASSISTANT LECTURER- ACCOUNTANCY (5 POSTS)

11.4.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.4.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Accountancy, Accounting and Finance, or Master of Business Administration majoring in Accountancy, Accounting and Finance, and a Bachelor degree in Accountancy, Accounting and Finance, or related field from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

11.4.3 SALARY SCALE: PHTS 2.1

11.5 ASSISTANT LECTURER (RECORDS AND ARCHIVES MANAGEMENT) - 1 POST

11.5.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.5.2 QUALIFICATIONS AND EXPERIENCES

Master Degree in Records Management and Archive, Archive and Documentation, Records and Information Management, and a Bachelor's degree in Records Management and Archives, Archive and Documentation, Records and Information Management field from recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

SALARY SCALE: PHTS 2.1

11.6 ASSISTANT LECTURER (TRANSPORT AND LOGISTICS MANAGEMENT) - 2 POSTS

11.6.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision

- v. Performs any other relevant duties as assigned by supervisor

11.6.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Transport and Logistics Management or Logistics Management and a Bachelor Degree in Transport and Logistics Management or Logistics Management or related field from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

11.6.3 SALARY SCALE: PHTS 2.1

11.7 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 1 POST

11.7.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.7.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Business Administration and a Bachelor Degree in Business Administration from a recognized institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master's Degree and a minimum GPA of 3.8 points in Bachelor Degree.

11.7.3 SALARY SCALE: PHTS 2.1

11.8 ASSISTANT LECTURER (EDUCATION - COMMERCE) -2 POSTS

11.8.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

11.8.2 QUALIFICATIONS AND EXPERIENCE

Master of Education in Commerce, Master of Education Management and Administration. The applicant must have studied Bachelor of Education in Commerce or Bachelor of

Business Studies with Education or relevant qualification from recognized institution. The applicant should possess a GPA of at least 4.0 points (out of 5 points) at Masters Level and a minimum GPA of 3.8 points (out of 5 points) at Undergraduate Level.

11.8.3 SALARY SCALE: PHTS 2.1

11.9 TUTORIAL ASSISTANT (RECORDS AND ARCHIVES MANAGEMENT) - 1 POST

11.9.1 DUTIES AND RESPONSIBILITIES

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

11.9.2 QUALIFICATIONS AND EXPERIENCES

Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management with GPA of 3.8 and above from recognized academic institutions.

11.9.3 SALARY SCALE: PHTS 1.1

11.10 TUTORIAL ASSISTANT (LAW) - 1 POST

11.10.1 DUTIES AND RESPONSIBILITIES

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

11.10.2 QUALIFICATIONS AND EXPERIENCES

Bachelor Degree (NTA Level 8) or its equivalent qualification in the following fields: Laws (LL. B) with GPA of 3.8 and above from recognized institutions

11.10.3 SALARY SCALE: PHTS 1.1

11.11 TUTORIAL ASSISTANT (TRANSPORT AND LOGISTICS MANAGEMENT) - 2 POSTS

11.11.1 DUTIES AND RESPONSIBILITIES

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

11.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree in Transport and Logistics Management from a recognized academic institution with a minimum GPA of 3.8 points.

11.11.3 SALARY SCALE: PHTS 1.1

11.12 TUTORIAL ASSISTANT ENGINEERING (INDUSTRIAL ENGINEERING) -1 POST

11.12.1 DUTIES AND RESPONSIBILITIES

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

11.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Science in Industrial Engineering from a recognized institution with a minimum GPA of 3.8 points (out of 5 points).

11.12.3 SALARY SCALE: PHTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45.
- 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. **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, Mahakama Street, Tambukareli Area.**
- xiv. **Deadline for application is 27th July, 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