

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/23

22<sup>nd</sup> March, 2026

#### VACANCY ANNOUNCEMENT

On behalf of Tanzania Posts Corporation (TPC), Tanzania Bureau of Standards (TBS), University of Dodoma (UDOM), Muhimbili National Hospital (MNH), WATUMISHI HOUSING INVESTMENTS (WHI), Iringa Urban Water Supply and Sanitation Authority (IRUWASA), Njombe Urban Water Supply and Sanitation Authority (NJUWASA), Tanzania Food and Nutrition Centre (TFNC), College of Business Education (CBE), INSTITUTE OF ADULT EDUCATION (IAE), Arusha Technical College (ATC), Mwalimu Nyerere Memorial Academy (MNMA), National Examination Council of Tanzania (NECTA) and Local Government Training Institute (LGTI), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one hundred and fifty-eight (158) vacant posts mentioned below;

#### TANZANIA POSTS CORPORATION (TPC)

##### 1.0 DRIVER II - 20 Posts

##### 1.1 DUTIES AND RESPONSIBILITIES

- i. To drive Cooperation vehicles for administration purposes;
- ii. To maintain log-books for each and every trip;
- iii. Responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- iv. To maintain driver's required discipline;

- v. To maintain cleanliness of the vehicle and tools;
- vi. To report promptly any defects or problems detected in the vehicle;
- vii. To attend minor repair and report;
- viii. To adhere to maintenance schedules; and
- ix. To carry out other duties related to His/her field as assigned by immediate supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate and a Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents.

## **1.3 SALARY SCALE**

TPCSS 2

## **2.0 CLEARING AND FORWARDING OFFICER II - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To sort shipping and clearance documents collected from shippers and consignees;
- ii. To identify necessary available and missing shipping documents of each transaction assigned
- iii. To recommend on the completeness and state of accuracy of shipping documents received from shippers /consignees;
- iv. To recommend HS Code applicable for each shipment for the purpose of customs declaration;
- v. To communicate with shippers/consignees or the required or missing shipping and other documents necessary for a particular shipment; and
- vi. To draft customs declarations for submission to Tanzania Revenue Authority (TRA); and
- vii. To perform any other duty assigned by the supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in a Freight Clearing and Forwarding from a recognized Institution.

## **2.3 SALARY SCALE**

TPCSS 4

## **TANZANIA BUREAU OF STANDARDS (TBS)**

### **1.0 LABORATORY ASSISTANT II - 17 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To preparation of simple reagents;
- ii. To cleaning of laboratory apparatus;
- iii. To general cleanliness of the floors, windows, tables, sinks, coats;
- iv. To dusting of bookshelves, cleaning simple apparatus, equipment and machinery;
- v. To make requests for cleaning materials;
- vi. To may be instructed to prepare samples for testing;
- vii. To implement routine safety measures in the laboratory; and
- viii. Any other duties as may be assigned by the Supervisor.

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate plus Certificate/ Trade Test Grade I or II or NVA Level II or III in Laboratory Science and Technology, Laboratory Assistant, from recognized institutions.

#### **1.3 SALARY SCALE**

TBSS 2

### **2.0 QUALITY ASSURANCE OFFICER II (CHEMISTRY) - 2 Posts**

#### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To study all aspects pertaining to inspection, quality management and

certification;

- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer
- iv. ;To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality system;
- viii. To carry out verification of supplies and services;To carry out corrective and preventive actions;
- ix. To assist in safety and serviceability of equipment and apparatus; and

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Chemistry, or equivalent qualifications from a recognized institution.

## **2.3 SALARY SCALE**

TBSS 4

## **UNIVERSITY OF DODOMA (UDOM)**

### **1.0 DRIVER II - 3 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations.
- ii. To undertake minor mechanical repairs.
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent.
- iv. To maintain motor vehicle log books.
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects.
- vi. To ensure safety and cleanliness of the vehicle at all times.
- vii. To ensure that valid documents and permits are acquired prior commencement of

any journey.

viii. To report promptly accidents or incidents involving the vehicles to the relevant authority

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

## **1.3 SALARY SCALE**

PGSS 2.1

## **2.0 ADMISSION OFFICER II (STATISTICS) - 3 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To oversee admission procedures for all programmes in liaison with the respective Deans, Directors, and Principals.
- ii. To receive applications and shortlist applicants based on the University admission regulations in liaison with the respective Deans, Directors, and Principal.
- iii. To oversee the registration of students in their respective School/Institute/College at the beginning of each semester or academic year.
- iv. To maintain statistics of applicants by year, programme, and gender.
- v. To oversee the preparation of meetings related to the admissions office.
- vi. To implement the bylaws, regulations, and instructions issued on student admission and registration.
- vii. To ensure a File for each student is available and to keep evidence of his/her acceptance and all documents about him/her.
- viii. To ensure all documents, including student transfer from other Universities, Colleges/Schools/Institutes, postponement of study, and dismissal, are kept.
- ix. To correspond with prospective students, applicants, and others seeking information on admissions standards, academic and non-academic programmes,

and student activities.

- x. To perform any other duties as may be assigned by the immediate supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holders of a Bachelor's Degree in one of the following fields: Statistics, or its equivalent qualifications from a recognized institution.

## **2.3 SALARY SCALE**

PGSS 6.1

## **3.0 EXAMINATION OFFICER II (ICT) - 2 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure proper implementation of examination policies, regulations, and procedures.
- ii. To print and photocopy examinations, timed tests, and other assessments.
- iii. To pack examinations, timed tests, and other assessments.
- iv. To perform any other duties as may be assigned by the immediate supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Information and Communication Technology, or its equivalent qualifications from a recognized Institution.

### **3.3 SALARY SCALE**

PGSS 6.1

## **4.0 EXAMINATION OFFICER II (STATISTICS) - 1 Post**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure proper implementation of examination policies, regulations, and procedures.
- ii. To print and photocopy examinations, timed tests, and other assessments.
- iii. To pack examinations, timed tests, and other assessments.

- iv. To perform any other duties as may be assigned by the immediate supervisor.

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Statistics, or its equivalent qualifications from a recognized Institution.

## **4.3 SALARY SCALE**

PGSS 6.1

## **5.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II- SOFTWARE SYSTEMS DEVELOPER - 3 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in capturing the user's Customer Requirement Specifications- CRS.
- ii. To perform system analysis and design.
- iii. To implement software systems (Write and document code).
- iv. To perform systems testing (Software validation & verification) and document test results.
- v. To perform system configurations.
- vi. To assist in conducting user acceptance tests.
- vii. To participate in design review and provide input for user documentation.
- viii. To liaise with user support staff in supporting end users.
- ix. To maintain and support various business process applications.
- x. To perform any other duties as may be assigned by the immediate supervisor.

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in any of the following fields:

Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration or Management, Computer Systems analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration or Management, Informatics, Cyber Security, Information Systems, Computer Applications, Computer Programming or its equivalent qualifications from a recognized Institution.

### **5.3 SALARY SCALE**

Institution's Salary Scale PGSS 7.1

## **6.0 OFFICE MANAGEMENT SECRETARY II - 4 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To handle confidential matters.
- ii. To coordinate office needs and requirements.
- iii. To receive and distribute letters to respective officials.
- iv. To receive and direct visitors. v) To receive telephone calls and take messages.
- v. To handle travel arrangements on duty for senior officers and other members of the unit/department.
- vi. To ensure that copies of letters are properly filed.
- vii. To type confidential letters, circulars, certificates, charts, and stencils.
- viii. To take proper care of work facilities and equipment;
- ix. To ensure that the respective office is punctually open.
- x. To perform other duties as may be assigned by the immediate supervisor.

### **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Diploma in Secretarial Studies who has passed Shorthand (English) and "Hati Mkato" (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution with working experience of at least 7 years. Must sit for and pass the Management Development Examination for Executive Assistants Stage I.

## **6.3 SALARY SCALE**

PGSS 4.1

### **MUHIMBILI NATIONAL HOSPITAL (MNH)**

#### **1.0 MEDICAL SPECIALIST II (PAEDITRICIAN) - 5 Posts**

##### **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.

##### **1.2 QUALIFICATIONS AND EXPERIENCE**

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

##### **1.3 SALARY SCALE**

PMGSS 11

#### **2.0 MEDICAL SPECIALIST II (INTERNAL MEDICINE) - 6 Posts**

##### **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 specialisation 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;
- ix. To perform any other related duty assigned by the Supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in Internal Medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

## **2.3 SALARY SCALE**

PMGSS 11

## **3.0 MEDICAL SPECIALIST II (PATHOLOGIST) - 1 Post**

### **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.

### **3.2 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.

### **3.3 SALARY SCALE**

MNH SCALE

## **4.0 MEDICAL SPECIALIST II (UROLOGY) - 1 Post**

### **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 specialisation 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;
- ix. To perform any other related duty assigned by the Supervisor.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in Urology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **4.3 SALARY SCALE**

PMGSS 11

## **5.0 MEDICAL SPECIALIST II – (GENERAL SURGERY) - 2 Posts**

## **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.

## **5.2 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.

## **5.3 SALARY SCALE**

MNH SCALE

## **6.0 MEDICAL SPECIALIST II (OPHTHALMOLOGIST) - 1 Post**

### **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.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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.

## **6.3 SALARY SCALE**

PMGSS 11

## **7.0 MEDICAL SPECIALIST II (OBSTETRICS & GYNECOLOGY) - 1 Post**

### **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 specialisation 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;
- ix. To perform any other related duty assigned by the Supervisor.

### **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in Obstetrics and Gynecology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of

Medicine Degree as well.

### **7.3 SALARY SCALE**

PMGSS 11

## **8.0 MEDICAL SPECIALIST II (THORACIC SURGERY) - 1 Post**

### **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.

### **8.2 QUALIFICATIONS AND EXPERIENCE**

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

### **8.3 SALARY SCALE**

PMGSS 11

## **9.0 MEDICAL SPECIALIST II (PAEDIATRIC SURGERY) - 1 Post**

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

## **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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.

## **9.3 SALARY SCALE**

PMGSS 11

## **10.0 OCCUPATIONAL THERAPIST II - 5 Posts**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To keep and maintain patient's records and statistics;
- ii. To take care of equipments in the unit/department and report any
- iii. Malfunctions;
- iv. To carry out occupational therapist duties under supervision;
- v. To maintain records and provide written and verbal reports as required;
- vi. To maintain an accurate record of the services provided to patients;
- vii. To perform any other duties assigned by superior from time to time.

### **10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Occupational Therapy from a recognized university or institution. Computer literacy is an added advantage.

### **10.3 SALARY SCALE**

PMGSS 3

## **WATUMISHI HOUSING INVESTMENTS (WHI)**

### **1.0 QUANTITY SURVEYOR II - 1 Post**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To help Senior Quantity Surveyors to collect data for carrying out feasibility study;
- ii. To prepare preliminary cost estimates (taking off), prepare the schedule of works and draft bills of quantities for building projects;
- iii. To understand and apply current legislation (Policies, Acts, Regulations, Codes, Manuals, etc.) regarding the built environment in building project design work;
- iv. To undertake work valuations at different stages throughout the implementation of design works (at site) to its completion stage;
- v. To compile and review bills of quantities and cost estimates from other disciplines and produce a complete draft bidding document;
- vi. To prepare draft project work programs/ schedules and budgets;
- vii. To carry out physical site data collection in technical audits tasks/ assignments related to building projects;
- viii. To participate with the guidance of Senior Quantity Surveyors in carrying out Conditional surveys for existing structures and preparing financial reports;
- ix. To search and collect building cost control data and submit to Senior Quantity Surveyors before they are used in the preparation of bill of quantities;
- x. To participate in the review process of drawings, reports and documents for cost control to ensure that standards and specifications are adhered to;
- xi. To prepare building projects' financial and project appraisal reports;
- xii. To undertake project and contract management tasks; and
- xiii. To perform any other duties as may be assigned by Superiors from time to time.

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Quantity Surveying, Building Economics, Building Survey, Construction Management, or equivalent qualifications from a recognized institution. The candidate must be registered by AQRB or a graduate Quantity Surveyor.

## **1.3 SALARY SCALE**

WHIS 4

## **2.0 ACCOUNTANT II - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i) To receive/Deposit cash and cheques.
- ii) To issue cheques, petty cash and other payments and issue receipts for payments made.
- iii) To maintain bank deposits slips, receipt book for all transactions and cheque books for all the WHC Bank Accounts.
- iv) To post receipts transactions into accounting system
- v) To prepare and record all payment vouchers and maintains payment voucher file.
- vi) To prepare and record all credit notes and maintains credit notes file.
- vii) To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents.
- viii) Posting of authorized transactions in the system and ensuring that system records portray true and updated financial position of the company on a daily basis.
- ix) To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues.

- x) To maintain and reconcile all accounts payable accounts including statutory dues to ensure correct and timely payment for the good and services obtained by company.
- xi) To maintain Fixed Assets Register of the company.
- xii) Compile monthly revenue related reports including reconciliations of sales and VAT returns.
- xiii) Generating various debtor related reports and following up for overdue debt.
- xiv) Effect periodic financial reports for submission to appropriate authorities;
- xv) To undertake any other related duties as assigned by the supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

- i) Possession of Bachelor degree or Advanced Diploma in Accounting, Finance and investment, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized higher learning institution.
- ii) She/he must have attained CPA (T), ACCA, ACA or its equivalent professional qualifications recognized by NBAA
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- iv) Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles will be an added advantages

v) Possession of one (1) year work experience in a reputable institution(s) will be an added advantage.

## **2.3 SALARY SCALE**

As per WHC Salary Scale

## **3.0 DRIVER II - 1 Post**

### **3.1 DUTIES AND RESPONSIBILITIES**

i) To Drive vehicle safely taking into account traffic laws, safety of passengers and other road user and value of the vehicle;

road users and value of the vehicle;

ii) To Maintain vehicle cleanliness regularly;

iii) To Fill in logbook regularly for effective control of running costs of the vehicle;

iv) To Make regular check up on the condition of motor vehicle and report promptly any noted faults;

v) To ensure that valid documents and permits are acquired prior commencement of any journey;

vi) To Ensure that motor vehicle and their accessories are in good condition; initiate routine vehicle maintenance/repair to the approved service agent;

vii) To Maintain disciplined behavior, smartness and proper conduct in rendering

services;

viii) To perform messengerial duties such as dispatching documents/letters and collecting mails for the company and;

ix) To perform other duties as may be assigned by the superiors.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

i) Holders of Form IV Secondary Education Certificate, having a Valid Driving License

Class C with Basic Driving course.

ii) Possession of Trade Test Grade III/NVA I in Motor Vehicle Maintenance/Mechanics is an added advantage

iii) Possession of clean driving experience of at least three (3) years without accidents

### **3.3 SALARY SCALE**

As per WHC Salary Scale

## **4.0 ARCHITECT II - 1 Post**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To collect and analyses the Client's requirements on building projects;
- ii. To advise and analyze the need and scope of work for various technical services;
- iii. To organize and arrange site visits and carry out initial appraisals;
- iv. To collaborate with other technical teams of the project to analyze and prepare outline proposals for building projects;
- v. To prepare program and presentation of the proposal for the project team meetings;

- vi. To provide all information complete in sufficient detail and arrange for tendering for the project as advised by the Architect;
- vii. To prepare report, schedule of work, correspondences of the project and seek the approval of the Senior Architect;
- viii. To conduct condition surveys of existing buildings; and
- ix. To perform any other duties as may be assigned by superiors from time to time.

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Architecture, Interior Design, Landscape Architecture, Architectural and Building Engineering Technology, Architectural Technology, Architectural Engineering, or equivalent qualifications from a recognized institution. AQRB registration or registered as graduate Architect will be added advantage.

## **4.3 SALARY SCALE**

WHIS 4

# **IRINGA URBAN WATER SUPPLY AND SANITATION AUTHORITY (IRUWASA)**

## **1.0 ARTISAN II (PLUMBER) - 2 Posts**

### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To repair all water leakages as detected:
- ii. To install customers' water meters:
- iii. To participate in rehabilitations of water supply structures:
- iv. To monitor and reports unauthorized water connections:
- v. To report water losses, distribution faults and takes immediate measures to resolve the problems:
- vi. To carry out water disconnections of debtors and connection after payments:
- vii. To maintain proper records of water connections/ disconnections and reconnection carried out:
- viii. To prepare appropriate tools and material required for execution of repairs / or new connections:

- ix. To ensure all pipes installations, repair and maintenances are properly aligned:
- x. To ensure all water pipe bursts are properly repaired:
- xi. To identify the manhole to be repaired:
- xii. To identify whether the steps irons (crampons) in manholes are well secured to avoid slippery inside the manholes:
- xiii. To fix crampons inside the manholes:
- xiv. To strictly implement operating instructions of sewerage machines and equipment:
- xv. To assist in collecting customers sewerage data and information:
- xvi. To report sewerage pipe faults to responsible officers:
- xvii. To prepare and update a list of all customers who are provided with sewer services:
- xviii. To assist in monitoring of sewerage connections and recommend rectification measures:
- xix. To perform other related duties as may be assigned by the respective Supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate with Trade Test Grade II/level II/NVA/VC II/NTA level 4 and 5 in one of the following fields: Plumbing, Plumbing and Pipe Fitting from Recognized Institutos.

## **1.3 SALARY SCALE**

IWAS 2

## **NJOMBE URBAN WATER SUPPLY AND SANITATION AUTHORITY (NJUWASA)**

### **1.0 Water Laboratory Technician II - 1 Post**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out water sample test every day in order to establish the types and quantities of water treatment;
- ii. To collect water samples at different parts of water treatment plant for analysis and recording;
- iii. To perform water and waste water treatment processes;

- iv. To carry out physical, chemical and bacteriological analysis of water and waste water;
- v. To ensure that equipments in the laboratory is in working order;
- vi. To participate in collecting, compiling and evaluating data on water production and distribution and waste water quality works;
- vii. To maintain proper records of laboratory investigations, and
- viii. To perform any other duties as may be assigned by supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma/FTC in one of the following fields: Water Laboratory, Water Laboratory Technology Water Resources Engineering, Water Supply and Sanitation Engineering from a recognized institution.

## **1.3 SALARY SCALE**

NWAS3

## **2.0 Artisan II Pump Operator - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To operate water pumps according to the agreed schedules and ensures that the right quantity of water is pumped from the storage tanks;
- ii. To monitor water levels in the storage water tanks/dams;
- iii. To carries out service and maintenance of water pumps, dosing pumps, water filters and gate valves;
- iv. To monitor availability of electricity and records on electricity power failure;
- v. To ensure that the required dosage of chlorine/chemicals is administered according to the required standards, and
- vi. To perform any other duties as may be assigned by supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate with Trade Test Grade II/ Level II/ NTA Level 5 in one of the following fields: Pump Mechanical, and Domestic or Industrial Electrical Installation from recognized institutions.

## **2.3 SALARY SCALE**

NWAS2

### **3.0 Artisan II Plumber - 2 Posts**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To attend and report all water leakages;
- ii. To attend and report water loss distribution faults and recommends necessary action;
- iii. To prepare data for periodical reports to the supervisor;
- iv. To attend and report contamination of water distribution system by customer's services lines.
- v. To develop individual performance objectives targets and standards in consultation with the immediate superior as part of performance agreement and
- vi. To perform any other duties as may assigned by the supervisor.

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificates with Trade Test Grade II / Level II / NTA 5 in one of the following fields: Plumbing and Pipe Fitting and Pump Mechanical from recognized institutions.

## **3.3 SALARY SCALE**

NWAS2

### **TANZANIA FOOD AND NUTRITION CENTRE (TFNC)**

#### **1.0 RESEARCH OFFICER II (MONITORING AND EVALUATION) - 1 Post**

##### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To perform field data collection, Computer data entry, and analysis and in a gathering of relevant literature under close supervision of Senior Researchers;
- ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service

- announcements, preparation of printed materials and online resources;
- iii. To undertake specific research activities with less supervision from Senior Researchers or Team Leaders;
  - iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;
  - v. To train and supervise Junior Researchers;
  - vi. To assist in preparing research progress reports according to the respective work plans;
  - vii. To assist in the planning of specific research projects;
  - viii. To assist in preparing fundable research proposals and Consultancy; and
  - ix. To perform any other official duties as may be assigned by one's supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree with a minimum of upper second class at a Bachelor's Degree in Monitoring and Evaluation from a recognized Institution.

## **1.3 SALARY SCALE**

PRSS 2

## **2.0 RESEARCH OFFICER II (FOOD SCIENCE) - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To perform field data collection, Computer data entry, and analysis, and in a gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To assist in disseminating food and nutrition information, including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;
- iii. To undertake specific research activities with less supervision from Senior Researchers or Team Leaders;
- iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;

- v. To train and supervise Junior Researchers;
- vi. To assist in preparing research progress reports according to the respective work plans;
- vii. To assist in the planning of specific research projects;
- viii. To assist in preparing fundable research proposals and Consultancy; and
- ix. To perform any other official duties as may be assigned by one's supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's Degree with a minimum of upper second class at a Bachelor's Degree (or an overall minimum pass of grade B+ for a classified Degree such as Doctor of Medicine) in one of the following: Food Biotechnology, Food Engineering, Food Safety, Food Science, Food Science and Technology, Food-Technology from a recognized Institution.

## **2.3 SALARY SCALE**

PRSS 2

## **3.0 RESEARCH ASSISTANT (MEDICINE) - 2 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the field data collection, Computer data entry, and analysis and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;
- iii. To prepare and submit a technical report to the respective Supervisor;
- iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;
- v. To assist in drafting guidelines, data collection tools and protocols;
- vi. To make a presentation of the research findings at local seminars and workshops;
- vii. To conduct literature, search, and prepare research materials for writing research

manuscripts, books, technical reports, training materials, guidelines, and protocol for publications;

- viii. To train and supervise other Junior Researchers;
- ix. To assist in preparing research progress reports according to the respective work plans;
- x. To assist in the planning of specific research projects;
- xi. To assist in preparing fundable research proposals and Consultancies; and
- xii. To perform any other official duties as may be assigned by one's supervisor

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's degree with a minimum of upper second class (or an overall minimum pass of grade B+ for a classified Degree (Doctor of Medicine) in Medicine from a recognized Institution.

### **3.3 SALARY SCALE**

PRSS 1

## **COLLEGE OF BUSINESS EDUCATION (CBE)**

### **1.0 ASSISTANT LECTURER (ACCOUNTANCY) - 4 Posts**

#### **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

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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.

### **1.3 SALARY SCALE**

PHTS 2.1

## **2.0 ASSISTANT LECTURER (EDUCATION - COMMERCE) - 2 Posts**

### **2.1 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

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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 at Masters Level and a minimum GPA of 3.8 points at Undergraduate Level.

### **2.3 SALARY SCALE**

PHTS 2.1

## **3.0 ASSISTANT LECTURER (TRANSPORT AND LOGISTICS MANAGEMENT) - 1 Post**

### **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

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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.

### **3.3 SALARY SCALE**

PHTS. 2

## **4.0 ASSISTANT LECTURER (ACCOUNTING AND TAXATION) - 1 Post**

### **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 tutorials up to NTA level 9 as part of the 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;
- vii. To work in cooperation with seniors in specific projects; and
- viii. To attend workshops, conferences and symposium.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Accounting, Taxation, Accounting and Taxation. The

GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Master's Degree.

#### **4.3 SALARY SCALE**

PHTS. 2

### **5.0 ASSISTANT LECTURER (FLOW MEASUREMENT/PROCESS ENGINEERING) - 1 Post**

#### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the 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;

#### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in Metrology/Measurement Science or Applied Measurement Science. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

#### **5.3 SALARY SCALE**

PHTS. 2

### **INSTITUTE OF ADULT EDUCATION (IAE)**

#### **1.0 ASSISTANT LECTURER (ADULT EDUCATION) - 2 Posts**

## **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 and non-formal 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 materials;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as may be assigned by the Supervisor

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in one of the following fields; Adult and Continuing Education, Adult Education and Community Development, or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Bachelor Degree Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree level. Master Degree must relate with Bachelor Degree.

## **1.3 SALARY SCALE**

PHTS 2

## **2.0 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) - 1 Post**

### **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 project;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as assigned by the Supervisor

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in one of the following fields; Community Development, Adult Education & Community Development or equivalent qualifications from recognized institutions with GPA of at least 3.5 at undergraduate level and GPA of at least 3.8 or Average of B+ at Master Degree. Master Degree must be related to his/her Bachelor Degree.

## **2.3 SALARY SCALE**

PHTS 2

## **3.0 ASSISTANT LECTURER (HISTORY) - 2 Posts**

### **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 materials;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as may be assigned by the Supervisor

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in one of the following fields; History 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 relate with Bachelor Degree.

### **3.3 SALARY SCALE**

PHTS 2

## **4.0 ASSISTANT LECTURER (KISWAHILI) - 2 Posts**

### **4.1 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 materials;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as may be assigned by the Supervisor

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in one of the following fields; Kiswahili or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Bachelor Degree Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree level. Master Degree must relate with Bachelor Degree.

### **4.3 SALARY SCALE**

PHTS 2

**5.0 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) - 1 Post**

**5.1 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.

**5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of 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.

**5.3 SALARY SCALE**

PHTS 2

**6.0 ASSISTANT LECTURER (COUNSELING & PSYCHOLOGY) - 1 Post**

**6.1 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 materials;
- ix. To supervise students' projects;
- x. To prepare teaching manuals; and
- xi. To perform any other related duties as may be assigned by the Supervisor

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in one of the following fields; Social Psychology, Counseling & Psychology or equivalent qualifications from recognized institutions with GPA of at least 3.5 out of 5.0 at Bachelor Degree Level and GPA of at least 3.8 out of 5.0 or Average of B+ at Master Degree level. Master Degree must relate with Bachelor Degree

## **6.3 SALARY SCALE**

PHTS 2

## **7.0 ACCOUNTANT II - 1 Post**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare revenue and expenditure reports;
- ii. To perform bank reconciliation;
- iii. To pre audit payment voucher;
- iv. To perform a variety of accounting tasks including preparation of voucher, receiving and paying out cash and cheques;
- v. To post transaction in ledger accounts;
- vi. To prepare various accounts reports; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accounting, Finance, Commerce, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions with CPA (T).

## **7.3 SALARY SCALE**

PGSS 7

## **8.0 ACCOUNTS ASSISTANT II - 1 Post**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To keep register and records related to financial issues;
- ii. To dispatch financial documents to banks and other organization;
- iii. To maintain petty cash; and
- iv. To perform any other related duties as may be assigned by the Supervisor.

### **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate in one of the following fields; Accounting, Finance, Commerce, Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized institutions or ATEC I from NBAA.

### **8.3 SALARY SCALE**

PGSS 3

## **9.0 INSTRUCTOR II (AUTOMOTIVE ENGINEERING) - 2 Posts**

### **9.1 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 assess learners acquired practical competences;
- iv. To guide learners to perform minor repair and maintain practical facilities;
- v. To assist in preparing instructional resources; and

- vi. To perform any other related duties as assigned by the Supervisor.

## **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Automotive Engineering or equivalent qualification with minimum GPA of 3.0 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

## **9.3 SALARY SCALE**

PTSS 3

## **ARUSHA TECHNICAL COLLEGE (ATC)**

### **1.0 ASSISTANT LECTURER (CIVIL ENGINEERING) - 2 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

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

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's degree in Water resources/Irrigation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

#### **1.3 SALARY SCALE**

SALARY SCALE- PHTS 2.1

### **2.0 ASSISTANT LECTURER (MECHANICAL ENGINEERING) - 1 Post**

## **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 carries out consultancy and community services under supervision
- v. To supervise students 'project
- vi. To prepare teaching manual and
- vii. Tp performs any other duties as assigned by supervisor

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's degree either in Mechanical Engineering, Mechatronics Engineering, Production Engineering or Oil and Gas Processing Engineering with GPA of at least 3.8 and Bachelor's degree either Mechanical Engineering, Mechatronics Engineering, Production Engineering or Oil and Gas Processing Engineering with GPA of 3.5 and above.

## **2.3 SALARY SCALE**

ATTRACTIVE REMUNATION PACKAGE.

## **3.0 ASSISTANT LECTURER (PHYSICS) - 1 Post**

### **3.1 DUTIES AND RESPONSIBILITIES**

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

- ix. To perform any other related duties as may be assigned by her/his supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree (NTA level 9) in Physics or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent at undergraduate level, and 3.8 out of 5.0 or equivalent at Master Degree level

### **3.3 SALARY SCALE**

PGSS 2.1

## **MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

### **1.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 1 Post**

#### **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 related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's and Bachelor Degree in Business Administration or International Business from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Bachelor degree must relate with Masters degree.

#### **1.3 SALARY SCALE**

PHTS 2.1

### **2.0 ASSISTANT LECTURER (TOURISM) - 1 Post**

#### **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 related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master and Bachelor Degree in Tourism from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

## **2.3 SALARY SCALE**

PHTS 2.1

## **NATIONAL EXAMINATION COUNCIL OF TANZANIA (NECTA)**

### **1.0 EXAMINATIONS OFFICER II (PERFORMING ARTS SUBJECT) - 1 Post**

#### **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.

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

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

Degree in Performing Arts plus Postgraduate Diploma in Education (PGDE).

### **1.3 SALARY SCALE**

NECTASS 5

## **2.0 EXAMINATIONS OFFICER II (HOME ECONOMICS SUBJECT) - 2 Posts**

### **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

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Home Economics. Or Bachelor Degree in Home Economics plus Postgraduate Diploma in Education (PGDE).

### **2.3 SALARY SCALE**

NECTASS 5

## **3.0 EXAMINATIONS OFFICER II (FOOD AND BEVERAGE SERVICES AND SALES SUBJECT) - 1 Post**

### **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;

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

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Food and Beverage Services and Sales. Or Bachelor Degree in Food and Beverage Services and Sales plus Postgraduate Diploma in Education (PGDE).

### **3.3 SALARY SCALE**

NECTA SS 5

## **4.0 EXAMINATIONS OFFICER II (FINE ARTS SUBJECT) - 1 Post**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To supervise settings and moderation of items for the respective subject;
- ii. To supervise marking of examination;
- iii. To typeset examinations paper and marking schemes for respective subject;
- iv. To review examination formats;
- v. To write various reports related to examinations;
- vi. To conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education or equivalent qualifications from a recognized Institution, majoring in Fine Art with good writing and analytical skills; must be computer literate.

### **4.3 SALARY SCALE**

NECTA SS 5

## **5.0 EXAMINATIONS OFFICER II (MUSIC PERFORMANCE SUBJECT) - 1 Post**

### **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.

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Music Performance. Or Bachelor Degree in Music Performance plus Postgraduate Diploma in Education (PGDE).

### **5.3 SALARY SCALE**

NECTASS 5

## **LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)**

### **1.0 ASSISTANT LECTURER (PUBLIC ADMINISTRATION) - 2 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

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 resource for tutorial exercise;

v. 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 attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Public Administration (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree Level.

## **1.3 SALARY SCALE**

PHTS 2.1

## **2.0 ASSISTANT LECTURER (LAWS) - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Bachelor Degree)
- ii. To prepare learning resource for tutorial exercise
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To supervise student's project
- vi. To preparing teaching manual and compendium
- vii. To perform other duties as assigned by Supervisor

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Laws (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA of 3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA of 3.8** out of **5.0** or equivalent at Master Degree Level.

### **2.3 SALARY SCALE**

PHTS 2

### **3.0 1.3. ASSISTANT LECTURER (RECORDS, ARCHIVES AND INFORMATION TECHNOLOGY - 1 Post**

#### **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 resource 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 attend workshops, conferences and symposium
- ix. To perform other duties as assigned by Supervisor

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Master of Arts in Records, Archives and Information Management (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree Level.

#### **3.3 SALARY SCALE**

PHTS 2.1

### **4.0 TUTORIAL ASSISTANT – ( RECORDS MANAGEMENT) - 1 Post**

#### **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 assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To participate in developing and review of curriculum

#### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Records Management (NTA Level 8) or Equivalent qualification with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

#### **4.3 SALARY SCALE**

PHTS 1

### **5.0 TUTORIAL ASSISTANT (LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT) - 2 Posts**

#### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum; and
- vii. To perform any other duties as assigned by the supervisor.

#### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in Local Government Administration and Management ) or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from

recognized Institution.

### **5.3 SALARY SCALE**

PHTS 1.1

## **6.0 TUTORIAL ASSISTANT (Human Resources Management) - 1 Post**

### **6.1 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 assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

### **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Human Resource Management with not less than 3.5 GPA.

### **6.3 SALARY SCALE**

PHTS 1.1

## **7.0 1.8.ASSISTANT LECTURER (CLIMATE CHANGE AND ENVIRONMENTAL MANAGEMENT) - 1 Post**

### **7.1 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 resource 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;

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Master in Environmental Management (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree Level.

## **7.3 SALARY SCALE**

PHTS 2.1

## **8.0 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) - 2 Posts**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma)
- ii. Assist in conducting tutorial and practical exercises for students under close supervision
- iii. Prepare learning resources for tutorial exercises
- iv. Assist in conducting research under close supervision
- v. Carry out consultancy and community services under close supervision
- vi. To participate in developing and review of curriculum

### **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Community Development (NTA Level 8) or Equivalent qualification with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

### **8.3 SALARY SCALE**

## **9.0 TUTORIAL ASSISTANTS (MATHEMATICS) - 2 Posts**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To teaches up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To take part in preparation of learning resources for tutorial exercises;
- iv. To assists in conducting research under close supervision;
- v. To conducts short courses under the guidance of senior fellows

### **9.2 QUALIFICATIONS AND EXPERIENCE**

Holders of a Bachelor Degree in Mathermatics with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

### **9.3 SALARY SCALE**

ACCORDING TO LGTI SALARY SCALE

## **10.0 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) - 1 Post**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;

- vi. To participate in developing and review of curriculum; and
- vii. To perform any other duties as assigned by the supervisor.

Holder of Bachelor Degree (NTA Level 8) in Accounting and Finance or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

**10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in Accounting and Finance or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

**10.3 SALARY SCALE**

PHTS 1.1

**11.0 TUTORIAL ASSISTANT (COMPUTER AND INFORMATION TECHNOLOGY) - 1 Post**

**11.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum; and
- vii. To perform any other duties as assigned by the supervisor.

**11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in Computing and Information Technology or

Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

### **11.3 SALARY SCALE**

PHTS 1.1

## **12.0 TUTORIAL ASSISTANT (Law) - 1 Post**

### **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 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 duties as assigned by supervisor

### **12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree of Law with not less than 3.5 GPA in the field of Law.

### **12.3 SALARY SCALE**

PHTS 1.1

## **13.0 TUTORIAL ASSISTANT (GENDER AND DEVELOPMENT) - 1 Post**

### **13.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;

- v. Carry out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum; and
- vii. To perform any other duties as assigned by the supervisor.

### **13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in Gender and Development or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

### **13.3 SALARY SCALE**

PHTS 1.1

## **14.0 TUTORIAL ASSISTANT ( ECONOMICS) - 1 Post**

### **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 under close supervision
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision
- vi. To participate in developing and review of curriculum and
- vii. To perform any other duties as assigned by the supervisor

### **14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Economics (NTA Level 8) or Equivalent qualification with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

### **14.3 SALARY SCALE**

PHTS 1

## **15.0 TUTORIAL ASSISTANT- (INTERNATIONAL RELATIONS) - 1 Post**

### **15.1 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 students 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;

### **15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in International Relations or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

### **15.3 SALARY SCALE**

PHTS 1.1

## **16.0 ASSISTANT LECTURER (COMPUTING AND INFORMATION TECHNOLOGY) - 2 Posts**

### **16.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA lever 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 resource for tutorial exercise;
- v. 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 attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor

## **16.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Computing and Information Technology (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree Level.

## **16.3 SALARY SCALE**

PHTS 2.1

## **17.0 ASSISTANT LECTURER (ECONOMICS) - 3 Posts**

### **17.1 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 and
- v. To perform any other duties as assigned by the Supervisor

### **17.2 QUALIFICATIONS AND EXPERIENCE**

Master's Degree in relevant field and obtained an upper second (4.0 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

### **17.3 SALARY SCALE**

PHTS 2.1

## **18.0 ASSISTANT LECTURER (PROCUREMENT AND SUPPLY CHAIN MANAGEMENT)**

### **- 3 Posts**

#### **18.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA lever 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 resource 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;

#### **18.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Procurement and Supply Chain Management (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree Level.

#### **18.3 SALARY SCALE**

PHTS 2.1

## **19.0 ASSISTANT LECTURER (PROJECT MONITORING EVALUATION AND LEARNING) - 1 Post**

#### **19.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA lever 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 resource 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;

## **19.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Project Monitoring, Evaluation and Learning (NTA Level 9) with a minimum GPA of 3.5 out of 5.0 or equivalent at Bachelor Degree Level and a minimum GPA of 3.8 out of 5.0 or equivalent at Master Degree

## **19.3 SALARY SCALE**

PHTS 2.1

## **GENERAL CONDITIONS**

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
  - Applicants for non-degree posts must not exceed 25 years of age.
  - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
  - Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
  - Form IV and Form VI results slips;
  - Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.

6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,  
Dodoma.**

11. Deadline for application is **04<sup>th</sup> April, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**