

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/K/231**

**6<sup>th</sup> July, 2020**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania Forestry Research Institute (TAFORI), Tanzania Meteorological Authority (TMA), The Small Industries Development Organization (SIDO) and Institute of Accountancy Arusha (IAA) Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **14** vacant posts mentioned below.

**1.0 TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)**

Tanzania Forestry Research Institute (TAFORI) was established by Act No. 5 of 1980. Its history dates back to 1893 when the Germans established a 2.5 ha. tree nursery near Dar es Salaam. The nursery tested over 270 species for tropical plantations, ornamental and other trees. Thereafter, a Biological Agricultural Research Station was established at Amani in 1902 to undertake systematic test of indigenous (Juniper and Podo) and exotic (Cypress, Eucalypts, Teak and Black Wattle) tree species. A number of tree species tested, currently constitute major plantation tree species in Tanzania. During the British Colonial government in 1928 the Biological Agricultural Research Station in Amani was renamed to East African Agricultural Research Station and was subsequently shifted from Amani to Muguga in 1948 to form the East African Agricultural and Forestry Research Organisation (EAAFRO). In the early 1950s the then

Tanganyika Government established Silvicultural and Utilisation Research Stations at Lushoto and Moshi respectively to cater for research problems specific to the country while EAAFRO concentrated on regional research needs. The collapse of the East African Community (EAC) an umbrella organisation embracing EAAFRO activities in 1977, led to the establishment of TAFORI in 1980.

#### **1.0.1 PERSONAL SECRETARY GRADE II - 3 POSTS**

##### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. Typing open and confidential reports, letters and memoranda and documents;
- ii. Receive and guide visitors;
- iii. Keep appointment records;
- iv. Take dictation;
- v. Make sure that all work is done accurately within the required time;
- vi. Facilitate internal and internal telecommunications;
- vii. Typing of all non-confidential letters, minutes, memorandum and all other typing works and filling them properly;
- viii. Ensure that all-working machines and materials are used economically and are safely kept;
- ix. Ensure that copies of letters are filed in proper files;
- x. Ensure that other stationery for typing duties are available; and
- xi. Send messages internally and externally.

##### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE)/ Advanced Certificate of Secondary Education Examination (ACSEE) or its equivalent with Diploma in Secretarial Services from a recognized Institution preferably Tanzania Public Service College (TPSC) or its equivalent with passes in English and Kiswahili; a typing speed of 50 w.p.m; manuscript and tabulation stage III, Secretarial duties and office practice stage II, English or Kiswahili shorthand speed of 80 w.p.m.; computer operating certificate in Ms-(Office) Windows Platform and use of data spread sheets/excel.

##### **1.0.4 RENUMERATION**

## **PGSS 4**

### **1.0.5 LABORATORY TECHNICIAN GRADE II–2 POSTS**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. Assist researchers in carrying out research/technical programmes by conducting laboratory/field tests and keeping proper records of the results;
- ii. Operate and maintain laboratory/field equipment;
- iii. Coordinate and maintain laboratory quality control;
- iv. Receive, extract and record samples for laboratory investigation;
- v. Prepare laboratory equipment and chemicals for laboratory tests and investigation;
- vi. Maintain list of laboratory equipment; and
- vii. Carry out laboratory verification and examination of samples collected from the field and record the results under the supervision of Senior Laboratory Technician.

#### **1.0.7 QUALIFICATION AND EXPERIENCE**

Diploma in Forestry or its equivalent from recognized Institution. Applicant must possess knowledge in Computer programs applicable in research data processing and analysis.

#### **1.0.8 RENUMERATION**

## **PGSS 4**

### **1.0.9 LABORATORY ASSISTANT GRADE II – 1POST**

#### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. Assist in simple routine Laboratory work;
- ii. Operate simple laboratory equipment;
- iii. Maintain routine services to laboratory equipment;
- iv. Collect samples from trial plots for laboratory investigation;
- v. Assist Laboratory Technician in preparing and setting laboratory experiments; and

- vi. Assist Laboratory Technician in conducting laboratory tests and reporting results;  
and

#### **1.0.11 QUALIFICATION AND EXPERIENCE**

Certificate in Forestry or its equivalent from a recognized institution.

#### **1.0.12 RENUMERATION**

**POSS 3**

#### **1.0.13 FORESTRY ASSISTANT GRADE II – 1 POST**

#### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. Undertake sanitary cleaning of experimental plots, arboreta, graveyards, office premises, etc;
- ii. Involvement in layout of experiments, preparation of directional treaties, writing of signposts etc;
- iii. Assist Technicians in supervising and maintenance of experiments;
- iv. Assist in the assessing of experiments;
- v. Carry out some basic repairs Performs specified tasks under close supervision of Senior Forestry Assistants;
- vi. Determine the need for spares and components in his/her section and reports the same to the respective section; and
- vii. Keep discipline and order in trade units.

#### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of Secondary School Certificate with Certificate in Forestry from a recognized Institution.

#### **1.0.16 RENUMERATION**

**POSS 3**

## **2.0 TANZANIA METEOROLOGICAL AUTHORITY (TMA)**

The Tanzania Meteorological Authority was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather events for protection of human life and properties.

### **2.0.1 METEOROLOGIST II - 2 POSTS**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. Perform Meteorological, Agrometeorological, Hydro Meteorological, and Environmental analysis;
- ii. Provide general weather forecasting for the general public, media, etc;
- iii. Provide weather forecast product for use in Marine, Aviation, Agriculture, Tourism, Energy, Disasters, etc;
- iv. Provide assistance in issuing of specific weather forecast and warnings;
- v. Provide assistance in issuing Aviation Forecasts for international air navigation;
- vi. Provide assistance provide weather briefings to pilots for international air navigation;
- vii. Assist in conducting climatological data processing; and
- viii. Perform any other duties as may be assigned by the immediate supervisor.

#### **2.0.3 QUALIFICATION AND EXPERIENCE**

- (i) Bachelor of Science degree in one of the following fields: Meteorology, Hydrometeorology, Atmospheric Science, Applied Hydrometeorology, Agrometeorology or equivalent qualifications from a recognized institution.

**OR**

- (ii) Bachelor of Science degree in one of the following fields: Physics and Mathematics, Education, General, Agriculture, Environmental Sciences and

Management, Engineering, Hydrology or equivalent qualifications from a recognized institution. Candidates must have successfully completed Postgraduate Diploma in meteorology.

## **2.0.4 RENUMERATION**

### **TMA 5.1**

## **3.0 THE SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)**

The Small Industries Development Organization (SIDO) was established in 1973 by an Act of Parliament No. 28 its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas. Some of the best-known activities are the Industrial Estates, Technology Development Centres, Training cum Production Centres, hire purchase schemes for equipment, technology development, technology transfer through twinning arrangements and exchanges with industries in Europe and Asia, and direct marketing.

### **3.0.1 TRAINING ASSISTANT II (LEATHER PRODUCTS)-1 POST (RE-ADVERTISED)**

#### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. Conduct on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects;
- ii. Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement;
- iii. Prepare outline of instructional program and training schedule and establishes course goals;
- iv. Administer oral, written, or performance tests to measure progress and to evaluate effectiveness of training; and
- v. Perform any other duty as may be assigned by the Supervisor.

### **3.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV /VI certificate with Vocational Certificate (NVA Level 3) in Leather Products from a recognized institution.

### **3.0.4 RENUMERATION**

**POSS 2**

## **4.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act No.1 of 1990 with its headquarters at Njiro Hill, Arusha City.

### **4.0.1 DRIVER III -1 POST (Main Campus)**

#### **4.0.2 DUTIES AND RESPONSIBILITIES**

- i. Holder of the position is responsible for all assigned duties in ensuring timely execution of driving duties, motor vehicle safety, care and minor maintenance and provision of effective and efficient transport and transportation services for the Institute's functions with big and value adding results with integrity and honesty;
- ii. Drive vehicles towards approved destinations and in accordance with traffic regulations;
- iii. Undertake minor mechanical repairs;
- iv. Take vehicles due for routine maintenance/repair to the appointed service agent;
- v. Maintain motor vehicle log books;
- vi. Make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vii. Ensure safety and cleanliness of the vehicle at all times;
- viii. Ensure that valid documents and permits are acquired prior commencement of any journey; and

- ix. Report promptly accidents or incidents involving the vehicles to the relevant authority.

#### **4.0.3 QUALIFICATION AND EXPERIENCE**

Certificate of Secondary Education, must have a valid Class C driving license of not less than three years without causing accident.

#### **4.0.4 DRIVER II -2 Post (Main Campus and Dar es salaam Campus)**

#### **4.0.5 DUTIES AND RESPONSIBILITIES**

- i. Holder of the position is responsible for all assigned duties in ensuring timely execution of driving duties, motor vehicle safety, care and minor maintenance and provision of effective and efficient transport and transportation services for the Institute's functions with big and value adding results with integrity and honesty;
- ii. Drive vehicles towards approved destinations and in accordance with traffic regulations;
- iii. Undertake minor mechanical repairs;
- iv. Take vehicles due for routine maintenance/repair to the appointed service agent;
- v. Maintain motor vehicle log books;
- vi. Make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vii. Ensure safety and cleanliness of the vehicle at all times;
- viii. Ensure that valid documents and permits are acquired prior commencement of any journey; and
- ix. Report promptly accidents or incidents involving the vehicles to the relevant authority.

#### **4.0.6 QUALIFICATION AND EXPERIENCE**

Certificate of Secondary Education, Must have a valid class C driving license of not less than three years without causing accident and should possess Trade Test Grade II/Driver Grade II Certificate from Recognize Institutions, with three years working Experience.



#### **4.0.7 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) -1 Post (Dar es Salaam - Campus)**

#### **4.0.8 DUTIES AND RESPONSIBILITIES**

- i. Holder of the position is responsible for all assigned duties in ensuring timely execution of Teaching duties up to NTA level 8 (Bachelors Degree), with big and value adding results with integrity and honesty;
- ii. Teach up to Level 8 (Bachelors Degree);
- iii. Prepare learning resources for tutorial exercises;
- iv. Conduct research, seminars and case studies;
- v. Carry out Consultancy and Community services under supervision;
- vi. Supervise student's project;
- vii. Prepare teaching manual; and
- viii. Perform any other duties as assigned by supervisor.

#### **4.0.9 QUALIFICATION AND EXPERIENCE**

Master's Degree or equivalent qualification in the relevant field with a GPA of 3.5 and undergraduate of 3.8 GPA, from any Recognized Institutions.

#### **GENERAL CONDITIONS;**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45 years**;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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**;
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. Overqualified candidates are not expected to apply;

- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants 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) or National Council for Technical Education (NACTE);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, Utumishi House, 8 Kivukoni Road, 11102Dar EsSalaam.*
- xv. **Deadline for application is 20<sup>th</sup> July, 2020.**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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**