

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/K/233**

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

**VACANCIES ANNOUNCEMENT**

On behalf of Mzinga Corporation Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **6** vacant posts mentioned below.

**1.0 MZINGA CORPORATION**

Mzinga Corporation is a Government Institution under the Ministry of Defence and National Service. Mzinga Corporation was established in January 1971 as a Project under the Tanzania people's Defence Forces Headquarters (TPDF) under the name of Mzinga Ordnance Factory. On **13<sup>th</sup>** September, 1974 the Mzinga TPDF project was legally declared a public corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF Project to the present Mzinga Corporation.

**1.0.1 TECHNICIAN GRADE II – 1 POST**

**1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To operate, maintain and assist to repair production machines;
- ii. To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;

- iii. To assist to test equipment for proper operation; and
- iv. To Supervise cleanliness of working tools/equipment and Workshop premises;
- v. To carry out repair and maintenance of Vehicles, Plants and Equipment.
- vi. To undertake technical inspection of Vehicles, Plants and equipment;
- vii. To open and maintain job cards for mechanical works records;

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of form four Certificate and Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering or related field from a recognized Institution.

### **1.0.4 RENUMERATION**

**PGSS 5**

### **1.0.5 SUPPLIES ASSISTANT –1 POST**

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

- i. To Maintain stock records;
- ii. To Assist in establishing claims for lost or shorthanded goods with relevant authorities;
- iii. To prepare relevant periodic report;
- iv. To fill of documents for future retrieval/reference;
- v. Reconcile bin card and stores ledger to establish discrepancies and advise immediate superior for corrective action;
- vi. To expedite deliveries for all orders placed;
- vii. To maintain the main Stores and ancillary stores in a clean and tidy manner at all times;
- viii. To perform any other duties as may be assigned the by his/her supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Form IV or VI Certificate and Certificate either in Material Management, Procurement and Supplies Management or equivalent qualification from a recognized Institution.

## **1.0.8 RENUMERATION**

### **PGSS 3**

## **1.0.9 ARTISAN GRADE II (Fitter Mechanics)\_– 3 POSTS**

### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepares equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment;
- ix. To perform any other duties as assigned from time to time by the supervisor;

### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Form four Certificate and CBET Level I Certificate or Trade test Grade III certificate in Fitter Mechanics.

## **1.0.12 RENUMERATION**

### **POSS 2**

## **1.0.13 ARTISAN GRADE II (Electrical) – 1 POST**

### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. To maintain electrical installations;
- ii. To maintain and operate the power plant.
- iii. To maintain electronic systems and components;
- iv. To undertake repair and maintenance works for electrical installations and electronic components;

- v. To undertake auto-electric repair and maintenance jobs;
- vi. To maintain auto-electric circuitry in motor vehicles and other equipment/plants;
- vii. To carry out preventive maintenance according to schedule;
- viii. To carry out preventive maintenance activities according to schedule;
- ix. To perform any other duties as assigned from time to time by the supervisor;

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

Holder of form Four Certificate and CBET Level I Certificate or Trade test Grade III Certificate in Electrical.

#### **1.0.16 RENUMERATION**

##### **POSS 2**

#### **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, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 21<sup>st</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**