

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/221

19th June, 2020

VACANCIES ANNOUNCEMENT

On behalf of The Land Transport Regulatory Authority (LATRA) and Tanzania Shipping Agencies Corporation (TASAC), Vocational Education and Training Authority (VETA) and National Audit Office of Tanzania (NAOT) Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **95** vacant posts mentioned below.

1.0 THE LAND TRANSPORT REGULATORY AUTHORITY (LATRA)

The Land Transport Regulatory Authority (LATRA) is a Government Regulatory Authority established by the Act No.3 of 2019. LATRA is mandated to regulate land transport subsectors of road, railways and cable transport through competitive and fair trade practices.

1.0.1 ROAD LICENSING AND MONITORING OFFICER II (REGIONAL OFFICES)- 4 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To register and issue licenses for passenger service vehicles and goods carrying vehicles;
- ii. To conduct roadside inspections and enforcement of licensing conditions;
- iii. To conduct reviews/surveys in order to assess the supply and demand for cargo and passenger services;
- iv. To keep proper and up to date record of data/information of the road services providers with a view to providing technical inputs for regulation of tariff, fares and setting maximum levels of same;
- v. To keep proper record of timetable for passenger vehicles and ensuring that they are adhered to;
- vi. To evolve codes of conduct for the road service providers and consumers; and set enforcement mechanisms including penalties for defaulters;
- vii. To constantly monitor activities of road service providers with a view to appraising Management on their performance;

- viii. To prepare individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the supervisor; and
- ix. To perform other duties as may be assigned by the supervisor from time to time.

1.0.3 QUALIFICATIONS AND EXPERIENCE

- (i) Bachelor Degree or Advanced Diploma either in Transport Management, Economics, or Commerce majoring in Accounting, Finance or Marketing from recognized institution;
- (ii) Experience in transport and logistics operations will be an added advantage; and
- (iii) At least six (6) months of similar working experience will be an added advantage.

1.0.4 PERSONAL SECRETARY I (HEAD OFFICE) - 1 POST

1.0.5 DUTIES AND RESPONSIBILITIES

- (i) To prepare letters, minutes, circulars and other documents required for the day to day running of the Authority;
- (ii) To handle internal and external incoming mail marked for the personal attention of the person in charge, file and distribute them while ensuring proper maintenance and confidentiality;
- (iii) To reply to routine correspondence, such as acknowledgements, without supervision;
- (iv) To follow-up outstanding correspondences and replies;
- (v) To keep record of files for action by the person in charge;
- (vi) To organize and facilitate meetings of the person in charge to promote a favourable working environment;
- (vii) To maintain appointments and priorities of calls and visits to the person in charge;
- (viii) To respond to routine questions on the telephone, take messages and forward the messages to appropriate intended recipients;
- (ix) To manage the office arrangement and cleanliness to ensure a favourable working environment; and
- (x) To perform any other duties as may be assigned by supervisor.

1.0.6 QUALIFICATIONS AND EXPERIENCE

- (i) Certificate in Secretarial Services from Tanzania Public Service College or any other recognized institution;
- (ii) Certificate of Advanced Micro-computer Application; and
- (iii) At least three (3) years of related working experience in a reputable public institution.

1.0.7 DRIVERS II (REGIONAL OFFICES) - 5 POSTS

1.0.8 DUTIES AND RESPONSIBILITIES

- (i) To conduct pre-inspection and ensure cleanliness of the Authority's vehicle prior to starting the engine and driving the vehicle;
- (ii) To drive the Authority's vehicle in compliance with the traffic laws;
- (iii) To keep record of vehicle movements, fuel, tyre and distance covered in logbook;
- (iv) To report vehicle mechanical defects discovered and physical damage to the Supervisor;
- (v) To ensure that the vehicle entrusted to him/her has a valid insurance cover;

- (vi) To deliver documents as per delivery order and supervisor's instructions;
- (vii) To ensure that required spare parts are fitted into the Authority's motor vehicles and the obsolete spares are returned to stores for verification;
- (viii) To keep records of documents delivered to customers;
- (ix) To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- (x) To perform other duties as may be assigned by the Supervisor from time to time.

1.0.9 QUALIFICATIONS AND EXPERIENCE

- (i) Certificate of Secondary Education Examination (CSEE);
- (ii) Driving License with categories **A, B, C, C1, D & E**;
- (iii) At least **Motor Vehicle Trade Test Grade III or Motor Vehicle Level II** from recognized institution;
- (iv) At least **Advanced Drivers Certificate Grade II** from recognised institution; and
- (v) At least **one (1) year of working experience** preferably in a public institution

1.0.10 KEY COMPETENCIES

- (i) High degree of integrity and professionalism;
- (ii) Possess good communication, leadership and interpersonal skills;
- (iii) Self-driven and capable of working with minimal supervision;
- (iv) Be capable of delivering excellent results while working under pressure with tight schedules and deadlines; and
- (v) Possess basic knowledge in Information and Communication Technology (ICT) application, such as; Microsoft Office Word, Excel, PowerPoint Access, Outlook etc.

1.0.11 REMUNERATION

Attractive remuneration package will be offered to successful candidates.

1.0.12 TERMS OF EMPLOYMENT FOR ALL POSTS: Permanent and Pensionable with six months probation period.

2.0 TANZANIA SHIPPING AGENCIES CORPORATION (TASAC)

Tanzania Shipping Agencies Corporation (TASAC) is a Public Institution established under the Tanzania Shipping Agencies Act No. 14 of 2017. The Corporation is a body corporate established to Promote and Manage Shipping Agencies and Regulate Maritime Transport in Mainland Tanzania, assuming the rights and responsibilities of Maritime Transport Services which were previously performed by SUMATRA.

2.0.1 CLEARING AND FORWARDING OFFICERS GRADE II - 50 Posts

2.0.2 DUTIES AND RESPONSIBILITIES

- (i) To receive 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 identify HS Code applicable for each shipment for the purpose of customs declaration;
 - (v) To lodge properly approved clearing and forwarding documents to TRA, ports and other authorities or institutions as necessary;
 - (vi) To follow up with TRA and other authorities or institutions to ensure timely fulfilments of approvals, receipt of bills/invoices for efficient clearance of documents and forwarding of shipments; and
 - (vii) To perform any other official duties as may be assigned by Supervisor from time to time

2.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma either in Freight Clearing and Forwarding, Transport and Logistics Management, Supply Chain Logistics, Business Administration majoring in Logistics, Cargo Management or clearing and Forwarding, International Trade or Marketing from a recognised institution.

2.0.4 CLEARING AND FORWARDING OFFICERS GRADE I - 10 POSTS

2.0.5 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;
- (vi) To draft Customs Declarations for submission to TRA;
- (vii) To lodge properly approved clearing and forwarding documents to TRA, ports and other authorities or institutions as necessary;
- (viii) To follow up with TRA and other authorities or institutions to ensure timely fulfilments of approvals, receipt of bills/invoices for efficient clearance of documents and forwarding of shipments; and
- (ix) To perform any other official duties as may be assigned by Supervisor from time to time.

2.0.6 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma either in Freight Clearing and Forwarding, Transport and Logistics Management, Supply Chain Logistics, Business Administration, majoring in Logistics, Cargo Management or clearing and Forwarding International Trade or Marketing. The candidate should have at least four (4) years working experience in clearing and forwarding work in a company,

2.0.7 REMUNERATION

Attractive remuneration package will be offered to successful candidates as per TASAC Salary Scheme.

2.0.8 TERMS OF EMPLOYMENT FOR ALL POSTS: Permanent and Pensionable with twelve months probation period

3.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2006. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of the VET system in the Country.

VETA is envisioned to have “Tanzania with sufficient and competent artisans”.

The mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

3.1 ASSISTANT VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 7 POSTS (RE-ADVERTISED)

3.1.1 DUTIES AND RESPONSIBILITIES

- (i) To receive instruction as per scheme of training of a specified unit by interpreting the curricula and their guidelines to facilitate practical preparation;
- (ii) To effectively and efficiently deliver instructions to trainees of level one (I) to level two (II) of competence through lectures, demonstrations, discussions and performing intended practicals to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- (iii) To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- (iv) To perform any other duties as may be assigned by her/his supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus NVA Level 3 or Trade Test Grade I Certificate in Motor Vehicle Mechanics. Possession of Vocational Teachers Training Certificate will be required.

3.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution’s Salary Scale.

3.2 ASSISTANT VOCATIONAL TEACHER – WELDING AND FABRICATION – 7 POSTS (RE-ADVERTISED)

3.1.4 DUTIES AND RESPONSIBILITIES

- i. To receive instruction as per scheme of training of a specified unit by interpreting the curricula and their guidelines to facilitate practical preparation;

- ii. To effectively and efficiently deliver instructions to trainees of level one (I) to level two (II) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.1.5 QUALIFICATION AND EXPERIENCE

Form IV certificate plus NVA Level 3 or Trade Test Grade I Certificate in Welding and Fabrication. Possession of Vocational Teachers Training Certificate will be required.

3.1.6 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.3 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 4 POSTS (RE-ADVERTISED)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To receive instruction as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) to level two (II) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iii. Guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus NVA Level 3 or Trade Test Grade I Certificate in Plumbing and Pipe fitting. Possession of Vocational Teachers Training Certificate will be required.

3.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.4 VOCATIONAL TEACHER II IN SECRETARIAL STUDIES -3 POSTS (RE-ADVERTISED)

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.4.2 QUALIFICATION AND EXPERIENCE

Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.5 VOCATIONAL TEACHER II - CARPENTRY AND JOINERY - 1 POST

(RE-ADVERTISED)

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and

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

3.5.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.5.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

3.6 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY - 1 POST (RE-ADVERTISED)

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.6.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Clothing and Textile Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.6.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.7 VOCATIONAL TEACHER II - PLUMBING AND PIPE FITTING - 1 POST

(RE-ADVERTISED)

3.7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended practical to impart knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

3.7.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

3.7.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

4.0 THE NATIONAL AUDIT OFFICE OF TANZANIA (NAOT)

The National Audit Office of Tanzania (NAOT) is the supreme audit institution in Tanzania. Its mandate is enshrined under Article 143 of the Constitution of the United Republic of Tanzania (URT) of 1977 (revised 2005). Mandates of the Controller and Auditor General (CAG) are stipulated in Section 5 of the Public Audit Act No. 11 of 2008 while functions and powers of CAG are in Sections 10, 11 and 12 of the same Act. The main function of NAOT is to audit government revenues collection and expenditures as appropriated by the Parliament in order to bring about greater transparency and accountability in the management of public resources.

4.1 ICT OFFICER (ICT SECURITY FORENSIC AUDITOR) – 1 POST (RE-ADVERTISED)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To Prepare digital investigative audit plan and program of works;
- ii. To Perform digital investigations on digital platforms to reliably collect and or recover digital information/evidence;

- iii. To Conduct end to end encryption imaging in acquiring digital evidence to ensure credibility and reliability;
- iv. To Conduct examinations/analysis of digital evidence and preparing evidence for trial;
- v. To Perform examination of the client's IT systems/digital data to verify their authenticity and credibility;
- vi. To Examine compromised computers and servers by using tools to determine data manipulation;

- vii. To Conduct live analysis on networks, and multiple platforms to determine responsible culprits;
- viii. To Communicate audit results and digital evidence in legally acceptable manner; and
- ix. To perform any other related duties assigned by the Supervisor.

4.1.1 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on Certification in ICT security field such as CEH, ECSA, LPT, CISA, CISSP, CISM, OCSP or CSX-CP will be an added advantage.

4.1.2 SALARY SCALE: According to Government Salary Scale: **TGS E** per month.

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) and 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 03rd 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**