

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/253

30th July, 2020

VACANCIES ANNOUNCEMENT-RE-ADVERTISED

On behalf of Tanzania Civil Aviation Authority, (TCAA), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **3** vacant posts.

1.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania.

1.0 AERONAUTICAL INFORMATION OFFICER - 3 POSTS

1.0.1 DUTIES AND RESPONSIBILITIES

- i. To assist in accepting, processing and disseminating Flight Plans to all Air Traffic Management units designated Authorities, Search and Rescue units, including those along aircraft flight routes to destination, and alternate aerodromes according to ICAO Flight plan format;

- ii. To assist in providing face to face briefing and/or facilitate self-briefing to the Aircrew on all information from aerodrome of departure to destination and alternate;
- iii. To assist in transmitting over the AFTN/AMHS all accepted flight plans to relevant controlling units /organizations along aircraft flight routes to destination and alternate;
- iv. To assist in coordinating with Air Traffic Management units for notification on operationally significant information that requires immediate attention by airline operators or airborne traffic;
- v. To assist in preparing Pre-flight Information Bulletins (PIB) for scheduled and non-scheduled flights; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

1 .0.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Information Technology, Geo-informatics, Geographical Information System, Geometrics or any other related fields from an accredited Institution and a **Certificate in Aeronautical Information Service**, and who has successfully completed on Job Training.

3.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary TCAA.SS.7

4.0 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 not apply**;
- 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 12th August, 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;

RELEASED BY;

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**