

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/142

17th January, 2020

VACANCIES ANNOUNCEMENT

On behalf of Tanzania National Parks (TANAPA) President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **681** vacant posts as mentioned hereunder.

1.0 TANZANIA NATIONAL PARKS (TANAPA)

Tanzania National Parks (TANAPA) is a Parastatal Organization whose mandate is to manage and regulate the use of areas designated as National Parks. The Organization currently manages twenty-two National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural heritage.

2.0 CONSERVATION OFFICER II-WILDLIFE MANAGEMENT- (32 POSTS)

2.1 DUTIES AND RESPONSIBILITIES

- (i) Organizing and participating in anti-poaching patrols and security of park resources;
- (ii) Investigating, prosecuting and presenting evidence before the courts of law for issues pertaining to poaching or banditry;
- (iii) Participating in managing park boundary;

- (iv) Managing trophies and armory as per stipulated guidelines;
- (v) Carrying out intervention operations to contain problem animal incidences;
- (vi) Managing radio communication and communication equipment within the park;
- (vii) Foreseeing, identifying and solving work challenges and ensure a fair working environment is maintained;
- (viii) Inspecting sentry points and other park properties;
- (ix) Participating in development and implementation of effective security plans for park resources and facilities;
- (x) Collecting, analysing and interpreting ecological data and produce report timely;
- (xi) Participating in carrying out ecological researches;
- (xii) Supervising conservation research;
- (xiii) Monitoring the national park ecosystem processes and advising the management on appropriate measures to be taken;
- (xiv) Monitoring of tourism activities and infrastructure development on the ecology of the park;
- (xv) Liaising with veterinary officers in monitoring wildlife diseases;
- (xvi) Participating in human wildlife conflicts resolution; and
- (xvii) Performing other related duties as may be assigned by the superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in either of the following fields; Wildlife Management, Conservation Science, Wildlife Ecology or equivalent qualification from a recognized institution.

2.3 AGE: Not above 30 years.

2.4 SALARY SCALE: TNPSS E

3.0 CONSERVATION OFFICER II - VETERINARY (2 POSTS)

3.1 DUTIES AND RESPONSIBILITIES:

- (i) Monitoring and carrying out investigation of animal health and disease outbreaks in and outside the park;
- (ii) Conducting systematic animal health surveillance;
- (iii) Handling and rescuing of sick, injured or snared animals;

- (iv) Devising and ensuring effective mechanism for implementation of disease control and intervention measures;
- (v) Overseeing research related to wildlife diseases in the ecosystem;
- (vi) Planning and conducting tsetse-fly control activities;
- (vii) Participating in identification and management of rare, endangered and species of interest in the ecosystem;
- (viii) Ensuring and implementing best practices in areas of work specialization;
- (ix) Coordinating collection of samples and carrying out laboratory examination;
- (x) Participating and providing guidance on appropriate techniques on animal handling, immobilization, treatment, translocation and sampling;
- (xi) Establishing and maintaining a reliable and up to date database of samples and wildlife diseases trends affecting the respective ecosystem;
- (xii) Carrying out post-mortem examinations on dead or moribund animals;
- (xiii) Preparing, analyzing and verifying veterinary reports;
- (xiv) Providing veterinary expertise and supervising authorized research scientists;
- (xv) Collaborating with District Veterinary Officers in offering Veterinary services to local communities;
- (xvi) Ensuring proper handling and safe keeping of veterinary facilities, equipment and materials;
- (xvii) Preparing actions plans and budget for veterinary unit activities and ensure its effective implementation; and
- (xviii) Performing any other related duties as may be assigned by the superior.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science Degree in Veterinary Medicine or equivalent qualification from a recognized institution and must be registered by the Veterinary Council of Tanzania.

3.3 AGE: Not above 30 years of age.

3.4 SALARY SCALE: TNPSS E

4.0 CONSERVATION OFFICER II- CIVIL ENGINEERING (1 POST)

4.1 DUTIES AND RESPONSIBILITIES:

- (i) Preparing relevant designs, cost estimates for projects in the Park or at the corporate level;

- (ii) Advising and supervising projects under construction and ensure proper choice of materials and equipment;
- (iii) Identifying and requesting requirements for civil work;
- (iv) Inspecting infrastructures and preparing preventive maintenance schedules for the infrastructures;
- (v) Issuing certificate of project completion;
- (vi) Preparing specification and technical reports for projects and other activities in the related field;
- (vii) Participate in preparation of annual budget;
- (viii) Ensuring and implementing best practices in areas of work specialization;
- (ix) Performing any other related duties assigned by the superior;
- (x) Coordinating construction and maintenance of airstrip infrastructure and facilities;
- (xi) Providing technical advice to airstrip users on alterations or additions to existing structures;
- (xii) Preparing site plan for park development projects; and
- (xiii) Performing other related duties as may be assigned by the superior.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Civil Engineering from a recognized Institution and must be registered by the Engineers Registration Board (ERB) as a “**Graduate Engineer.**”

4.3 AGE: not above 30 years.

4.4 SALARY SCALE: TNPSS E

5.0 CONSERVATION OFFICER II- INFORMATION COMMUNICATION TECHNOLOGY (1 POST)

5.1 DUTIES AND RESPONSIBILITIES

- (i) Managing organization database and network;
- (ii) Restoring data and network configuration;
- (iii) Documenting, presenting technical procedures, operating methods and new systems;
- (iv) Advising on acquisition of appropriate software and abiding to software licensing;
- (v) Upgrading and securing backups of hardware, database and software systems;

- (vi) Handling properly all classified information;
- (vii) Providing inputs in the preparation of departmental annual budget and plans;
- (viii) Monitoring and testing backup procedures;
- (ix) Installing, supporting and maintaining existing and new hardware and software infrastructure for computer systems and networks;
- (x) Implementing and monitoring data and network security from internal and external attacks;
- (xi) Ensuring and implementing best practices in areas of work specialization;
- (xii) Managing the organization website and systems users;
- (xiii) Monitoring and controlling network availability and functionality and instill trouble shooting where necessary;
- (xiv) Monitoring use of ICT resources and services in the organization;
- (xv) Analyzing staff training needs on information system;
- (xvi) Providing secure ICT access to remote users;
- (xvii) Preparing and submitting periodic reports; and
- (xviii) Performing any other related duties assigned by superior.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Computer Science, Information Technology, Computer Engineering or equivalent qualifications from a recognized institution.

5.3 AGE: not above 30 years.

5.4 SALARY SCALE: TNPSS E

6.0 CONSERVATION OFFICER II- GEOGRAPHICAL INFORMATION SYSTEMS (1 POST)

6.1 DUTIES AND RESPONSIBILITIES:

- (i) Collecting spatial and attribute data in the national parks;
- (ii) Providing technical support, training and orienting staff in GIS technologies;
- (iii) Uploading data and performing simple analysis to produce information for management use;
- (iv) Ensuring and implementing best practices in areas of work specialization;
- (v) Operating and maintaining GIS, Survey and Mapping equipment's and assets
- (vi) Participating in verification and marking of Parks' boundary;

- (vii) Participating in reviewing parks GMP's;
- (viii) Participating in the survey for areas of new park developments;
- (ix) Producing maps and plans for management use;
- (x) Applying GIS based monitoring systems and analysis to spatial related data;
- (xi) Maintaining GIS spatial and attribute databases needed for the Parks;
- (xii) Producing and disseminating geospatial and attribute data in various formats for management use;
- (xiii) Preparing and submitting periodic reports timely;
- (xiv) Participating in the preparation of annual budget; and
- (xv) Performing other related duties as may be assigned by the superior.

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science Degree in Geo-informatics or Geomatics majoring in GIS or equivalent qualification from a recognised institution.

6.3 AGE: not above 30.

6.4 SALARY SCALE: TNPSS E

7.0 CONSERVATION ASSISTANT II-WILDLIFE MANAGEMENT-ECOLOGY (4 POSTS)

7.1 DUTIES AND RESPONSIBILITIES:

- (i) Conducting animal census and bird counting;
- (ii) Carrying out early burning and fire suppression;
- (iii) Assisting in ecological surveys and species identification;
- (iv) Participating in data entry and digital mapping of respective Park;
- (v) Collecting and compiling weather records / statistics;
- (vi) Implementing waste management plan;
- (vii) Controlling exotic species in the park;
- (viii) Participating in ecosystem monitoring;
- (ix) Conducting ecological surveys and species identification;
- (x) Collect and store weather and eco-hydrological data;
- (xi) Participating in data entry, analysis, and mapping of park resources;
- (xii) Carrying out early burning and fire suppression;
- (xiii) Coordinate and supervise proper waste collection and disposal;
- (xiv) Controlling exotic species in the park;

- (xv) Protecting and conserving park's natural resources; and
- (xvi) Performing other related duties as may be assigned by the superior.

7.2 QUALIFICATIONS AND EXPERIENCE

Diploma either in Wildlife Management, Conservation Science or equivalent qualification from a recognized institution.

7.3 AGE: Not above 30 years.

7.4 SALARY GRADE: TNPSS C

8.0 CONSERVATION ASSISTANT II – CLINICAL SERVICE (1 POST)

8.1 DUTIES AND RESPONSIBILITIES:

- (i) Diagnosing and treating common illnesses;
- (ii) Prescribing medicine to patients;
- (iii) Providing appropriate, comprehensive and good quality clinical services to patients;
- (iv) Attending medical emergencies;
- (v) Coordinating Reproductive Child Health Services (RCH);
- (vi) Carrying out minor surgeries;
- (vii) Preparing and submitting medical reports to relevant authority;
- (viii) Coordinating with the office of District Medical Officer in provision of health services in the park;
- (ix) Implementing best practices in areas of work specialization;
- (x) Providing health services in compliance to National Health Insurance Fund (NHIF) guidelines;
- (xi) Referring patients for further management and follow up referral cases;
- (xii) Ensuring safe-keeping of medicine, first aid kit and other medical materials and equipment;
- (xiii) Requesting appropriate medical facilities, materials and equipment;
- (xiv) Preparing and distributing first aid kit in the park;
- (xv) Providing first aid and preventive care training to people in the park;
- (xvi) Educating and sensitizing people on infectious and none infectious diseases and securing voluntary counseling and testing;
- (xvii) Advising park management on the improvement of health services, environmental health, sanitation and medical waste disposal;

- (xviii) Ensuring cleanliness of dispensary infrastructure, equipment, materials and its surroundings;
- (xix) Participating in the preparation of budget and developing annual operational plan for dispensary services and health/sanitation service-related activities; and
- (xx) Performing any other relevant duties as assigned by the superior.

8.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Clinical Medicine or equivalent qualification from a recognized institution and must be a holder of valid licence of registration by the Medical Council of Tanganyika (MCT).

8.3 AGE: not above 30 years.

8.4 SALARY SCALE:TNPSS C

9.0 CONSERVATION ASSISTANT II- ANIMAL HEALTH (1 POST)

9.1 DUTIES AND RESPONSIBILITIES

- (i) Participating in examination and assessment of animal health to determine the nature of diseases or injuries;
- (ii) Collaborating with neighboring District Veterinary Department in offering Veterinary services to local communities;
- (iii) Maintaining proper and up to date database of samples, ongoing experiments, veterinary drugs and chemicals in laboratory;
- (iv) Preparing and submitting animal health assessment and status report timely;
- (v) Preparing equipment and reagents for laboratory/field investigations and participate in performing laboratory /field investigations;
- (vi) Participating in identification and management of rare, endangered and species of interest in the ecosystem;
- (vii) Implementing best practices in areas of work specialization;
- (viii) Participating in devising and implementing disease control and intervention measures;
- (ix) Ensuring cleanliness, safety and proper upkeep of laboratory supplies, reagents and equipment;
- (x) Assisting Veterinary Officer in animal handling and treating sick, snared or injured animals;
- (xi) Collecting and analyzing samples from the field;

- (xii) Participating in collecting and analyzing samples from the field;
- (xiii) Participating in the immobilization and de mobilization;
- (xiv) Participating in animal translocation;
- (xv) Participating in conducting research related to wildlife diseases in the ecosystem; and
- (xvi) Performing any other related duties as may be assigned by the superior.

9.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma in Animal Health and Production or equivalent qualification from a recognized Institution.

9.3 AGE: Not above 30 years of age.

9.4 SALARY SCALE: TNPSS C

10.0 CONSERVATION RANGER III- NURSING (4 POSTS)

10.1 DUTIES AND RESPONSIBILITIES

- (i) Administrating prescribed medications and treatments to patients;
- (ii) Preparing equipment and assist medical practitioner during treatment and examination of patient;
- (iii) Clarifying procedures and treatments to patient to gain cooperation, understanding and alleviate apprehension;
- (iv) Reassuring patient;
- (v) Observing, assessing patient condition and reactions to detect deviation from normal and notifying the supervisor;
- (vi) Documenting nursing history and physical assessment for assigned patients;
- (vii) Undertaking patient education plan according to the individualized needs of the patient, as prescribed by physician including patient and family instruction;
- (viii) Implementing best practices in areas of work specialization;
- (ix) Providing maternal and paternal health education on family planning and safe motherhood to the parks and neighboring communities;
- (x) Conducting Reproductive Child Health (RCH) care and family planning services in the park community;
- (xi) Providing primary health education on nutrition, sanitation and vaccination
- (xii) Participating in ensuring a continues quality improvement of dispensary services;

- (xiii) Providing first aid services to the staff and park community;
- (xiv) Arranging and participating in first aid training to the staff;
- (xv) Identifying supplies and equipment requirements for the dispensary;
- (xvi) Conducting and providing inputs for wellness programs to the staff;
- (xvii) Educating and sensitizing people about infectious and none infectious diseases and securing voluntary counseling and testing (VCT);
- (xviii) Maintain cleanness and proper disposal of medical waste;
- (xix) Preparing reports for the work performed; and
- (xx) Performing other relevant duties as assigned by the Superiors.

10.2 QUALIFICATIONS AND EXPERIENCE

Certificate in Nursing. Must be licensed and Enrolled Nurse (EN) by the Tanzania Nurses and Midwives Council (TNMC).

10.3 AGE: not above 25 years.

10.4 SALARY SCALE: TNPSS B

11.0 CONSERVATION RANGER III- WILDLIFE MANAGEMENT-DRIVING (15 POSTS)

11.1 DUTIES AND RESPONSIBILITIES:

- (i) Driving assigned motor vehicles, ensuring security and safety of the vehicle, passengers and goods on and off the road;
- (ii) Accounting for fuels, oil and spares parts as per stipulated procedures;
- (iii) Taking routine checks on the vehicles systems, conducting preventive maintenance and reporting on detected malfunctions of the vehicle systems;
- (iv) Recording motor vehicle operations, repair and maintenance in logbooks.
- (v) Undertaking minor repair and maintenance of vehicles;
- (vi) Participating in repair and maintenance of vehicles;
- (vii) Maintaining cleanliness of the vehicle and park;
- (viii) Ensuring safety of passengers and their belongings; and
- (ix) Performing other related duties as may be assigned by the superior.

11.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Certificate of Vehicle Driving from a recognized institution and valid Driving License Class E, D and C. A holder of Basic or Technician Certificate in Wildlife related fields or One-year National Service Certificate will be an added advantage.

11.3 **AGE:** Not above 25 years.

11.4 **SALARY SCALE: TAN 01**

12.0 CONSERVATION RANGER III- ARTISAN (6 POSTS)

12.1 DUTIES AND RESPONSIBILITIES:

- (i) Identifying materials/spares parts required for the work to be done according to one's field of specialization;
- (ii) Performing preventive and routine maintenance to motor vehicles, machine and boats, water pipes systems, civil structure, wooden structures, domestic electric systems depending one's fields of specialization;
- (iii) Performing major maintenance and minor repair;
- (iv) Inspecting and repairing motor vehicles wiring and lighting systems
- (v) Assisting Technicians in day to day activities;
- (vi) Adhering to safety standards in work environment
- (vii) Ensuring proper up keep of work environment
- (viii) Performing panel beating and general car body works,
- (ix) Preparing timely periodic work reports;
- (x) Inspecting, designing, assembling and installing sanitary and water pipes systems;
- (xi) Constructing, plastering, altering and demolishing buildings, bridges or other civil works;
- (xii) Designing and performing wood works
- (xiii) Inspecting, installing, and servicing domestic electric wiring;
- (xiv) Implementing best practices in areas of work specialization; and
- (xv) Performing any other related duties as assigned by superior.

12.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade III or Relevant CBET Level in Motor Vehicles Mechanics or Auto mobile or any other relevant fields from a recognized training Institution.

12.3 **AGE:** Not above 25 years of age.

12.4 **SALARY SCALE:** TNPSS B

13.0 CONSERVATION RANGER III- PLANT OPERATION (2 POSTS)

13.1 DUTIES AND RESPONSIBILITIES:

- (i) Carrying out routine checks of the plant's operating systems before operating the plant;
- (ii) Operating assigned plant as per standard operating procedures;
- (iii) Adhering to plant maintenance schedules;
- (iv) Implementing best practices in areas of work specialization;
- (v) Undertaking minor service and repair of plants and assisting the mechanic to repair plants;
- (vi) Accounting for fuels, lubricants and spares parts;
- (vii) Recording and maintaining plant operations, repair and maintenance in logbooks;
- (viii) Ensuring cleanliness, security and safety of the plant;
- (ix) Operating plant in performing assigned duties; and
- (x) Performing any other related duties as assigned by the superior;

13.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Class "F" Plant Operators Licence.

13.3 **AGE:** Not above 25 years of age.

13.4 **SALARY SCALE:** TNPSS B

14.0 CONSERVATION RANGER III- BOAT OPERATOR (1 POST)

14.1 DUTIES AND RESPONSIBILITIES

- (i) Anchoring and de-anchoring;
- (ii) Securing boats to docks;
- (iii) Operating and directing boats;
- (iv) Ensuring safety of passengers and goods in the boat;
- (v) Keeping and maintaining log book and manifest for all trips;

- (vi) Ensuring that boat engines are in good running condition;
- (vii) Checking fuel / oil and other working tools;
- (viii) Providing direct services to passengers' spaces;
- (ix) Maintaining cleanness and safe up keep of boats and equipment;
- (x) Carrying out minor repair of boat and engines;
- (xi) Adhering to marine operation regulations and guidelines; and
- (xii) Performing other related duties as may be assigned by the superior.

14.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Basic Certificate in Marine Operations. A holder of Basic or Technician Certificate in Wildlife Management or One-year National Service Certificate will be an added advantage.

14.3 AGE Not above 25 years of age

14.4 SALARY SCALE: TAN 01

15.0 CONSERVATION ASSISTANT II- WILDLIFE MANAGEMENT-TOURISM (1 POST)

15.1 DUTIES AND RESPONSIBILITIES

- (i) Receiving and attending park visitors;
- (ii) Guiding and providing interpretation to visitors/tourists on walking safari, mountain trekking, game viewing and on other tourism activities;
- (iii) Collecting and preparing daily visitors reports;
- (iv) Participating in tourism promotion activities;
- (v) Supervising cleanliness of tourism facilities;
- (vi) Ensuring visitors comply to park rules and regulations;
- (vii) Participating in research activities and visitors survey;
- (viii) Conduct tourism patrol for surprise check at the park;
- (ix) Participate in feasibility studies for new tourism products and activities; and
- (x) Performing other related duties as may be assigned by the superior.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma either in Wildlife Management, Conservation Science, Wildlife Tourism or equivalent qualifications from a recognized institution.

15.3 **AGE:** Not above 30 years.

15.4 **SALARY SCALE:** TNPSS C

16.0 **CONSERVATION RANGER III-WILDLIFE MANAGEMENT- LAW ENFORCEMENT (589 POSTS)**

16.1 **DUTIES AND RESPONSIBILITIES**

- (i) Conducting patrol activities in and around the Park;
- (ii) Guarding visitors, staff and their properties and ensuring their security;
- (iii) Enforcing National Parks laws, rules and regulations;
- (iv) Responding to emergency situations such as rescue and instituting First Aid;
- (v) Participating in marking, clearing and protection of park boundary;
- (vi) Reporting on matters relating to the security, safety and general operations of the respective section to the immediate superior;
- (vii) Checking, searching, apprehending and/or arresting person/persons suspected of wildlife offences;
- (viii) Ensuring safety of sentry area and handle all incidences;
- (ix) Participating in routine and ad-hoc parades;
- (x) Investigating matters relating to possible wildlife offences and give evidence before the court of law;
- (xi) Participating in joint protection activities with other wildlife institutions and law enforcement agencies in, around and cross-borders;
- (xii) Participating in collaborative patrol operations with adjacent communities in protecting properties and human life;
- (xiii) Participating in ecological monitoring activities such as animal health monitoring, animal counts/census, weather data collection, early burning, fire suppression and GIS; and
- (xiv) Performing other related duties as may be assigned by the superior.

16.2 **QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Basic or Technician Certificate in Wildlife Management or One-year National Service Certificate.

16.3 **Age Limit:** not above 25 years.

16.4 **Salary Scale:** TAN 01

GENERAL CONDITIONS

- i. All applicants must be Tanzanian of the age indicated in each post.
- 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. 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);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **30th January, 2020** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. 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**