

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/172

7th March, 2020

VACANCIES ANNOUNCEMENT

On behalf of the Vocational Education and Training Authority (**VETA**), The University of Dodoma (**UDOM**), Tanzania Posts Corporation (**TPC**), Tanzania Institute of Education (**TIE**), Architects and Quantity Surveyors Registration Board (**AQRB**) and the Institute of Judicial Administration Lushoto, President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **152** vacant posts as mentioned below:

1.0 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.

1.1 ASSISTANT VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 12 POSTS

1.1.1 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.

1.1.2 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.

1.1.3 REMUNERATION

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

1.2 ASSISTANT VOCATIONAL TEACHER – WELDING AND FABRICATION - 8 POSTS

1.2.1 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 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 related duties as may be assigned by her/his supervisor.

1.2.2 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.

1.2.3 REMUNERATION

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

1.3 ASSISTANT VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY - 4 POSTS

1.3.1 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 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 related duties as may be assigned by her/his supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus NVA Level 3 or Trade Test Grade I Certificate in Design, Sewing and Cloth Technology. Possession of Vocational Teachers Training Certificate will be required.

1.3.3 REMUNERATION

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

1.4 ASSISTANT VOCATIONAL TEACHER – MASONRY AND BRICKLAYING – 4 POSTS

1.4.1 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. To guide on 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 related duties as may be assigned by her/his supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

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

1.4.3 REMUNERATION

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

1.5 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 4 POSTS

1.5.1 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. To guide on 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 related duties as may be assigned by her/his supervisor.

1.5.2 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.

1.5.3 REMUNERATION

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

1.6 ASSISTANT VOCATIONAL TEACHER - CARPENTRY AND JOINERY - 4

POSTS

1.6.1 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. To guide on 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 related duties as may be assigned by her/his supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

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

1.6.3 REMUNERATION

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

1.7 ASSISTANT VOCATIONAL TEACHER - ELECTRICAL INSTALLATION - 4 POSTS

1.7.1 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. To guide on 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 related duties as may be assigned by her/his supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

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

1.7.3 REMUNERATION

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

1.8 VOCATIONAL TEACHER II IN SECRETARIAL STUDIES - 9 POSTS

1.8.1 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 related duties as may be assigned by immediate supervisor.

1.8.2 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.

1.8.3 REMUNERATION

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

1.9 VOCATIONAL TEACHER II - WELDING AND FABRICATION - 6 POSTS

1.9.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

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

1.9.3 REMUNERATION

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

1.10 VOCATIONAL TEACHER II - HEAVY DUTY EQUIPMENT MECHANICS - 1 POST

1.10.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.10.2 QUALIFICATION AND EXPERIENCE

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

1.10.3 REMUNERATION

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

1.11 VOCATIONAL TEACHER II - CARPENTRY AND JOINERY - 5 POSTS

1.11.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.11.2 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.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.12 VOCATIONAL TEACHER II - MASONRY AND BRICKLAYING - 5 POSTS

1.12.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.12.2 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.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.13 VOCATIONAL TEACHER II - DESIGN, SEWING AND CLOTH TECHNOLOGY - 5 POST

1.13.1 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 related duties as may be assigned by immediate supervisor.

1.13.2 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.

1.13.3 REMUNERATION

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

1.14 VOCATIONAL TEACHER II - PLUMBING AND PIPE FITTING - 5 POST

1.14.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.14.2 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.

1.14.3 REMUNERATION

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

1.15 VOCATIONAL TEACHER II - ELECTRICAL INSTALLATION - 4 POSTS

1.15.1 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 related duties as may be assigned by immediate supervisor.

1.15.2 QUALIFICATION AND EXPERIENCE

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

1.15.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.16 VOCATIONAL TEACHER II - ELECTRONICS - 1 POST

1.16.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.16.2 QUALIFICATION AND EXPERIENCE

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

1.16.3 REMUNERATION

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

1.17 VOCATIONAL TEACHER II - MATHEMATICS/ENGINEERING SCIENCE

- 9 POSTS

1.17.1 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 (1) 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 related duties as may be assigned by immediate supervisor.

1.17.2 QUALIFICATION AND EXPERIENCE

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

1.17.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

2.0 THE UNIVERSITY OF DODOMA

The University of Dodoma (UDOM) was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The first academic programmes commenced in September 2007. The University is located at Chimwaga area about 8 kilometers East of Dodoma town center within Dodoma City. The University has seven colleges.

The broad objective of establishing UDOM is "To create in Tanzania a place where knowledge will be transferred from one generation to another; a place where through relevant teaching and learning processes, human capital vested with knowledge and skills for economic development of Tanzania will be produced; and a place where through relevant research, the frontiers of knowledge will be advanced and provide solutions to the people's sufferings".

SYSTEMS AND NETWORK ADMINISTRATOR II -3 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To develop and/or customize software to meet specific requirements of the University;

- ii. To support repair and maintenance of all IAA computer hardware;
- iii. To assist in the upkeep of network infrastructure;
- iv. To maintain documentation of all network cabling systems;
- v. To provide front line network support, troubleshooting and network diagnosis;
- vi. To support installation, configuration and management of all network equipment; and
- vii. To provide support for staff and computer lab software installations.

2.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Computer Science, Information Technology, Electronics or equivalent from a recognized University/Institution

2.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale **PGSS 7.1-8.1**

3.0 TANZANIA POSTS CORPORATION

Tanzania Posts Corporation (TPC) is a national designated Public Postal operator established by Act of Parliament No. 19 of 1993 and became operational on 1st January, 1994. The Corporation is wholly owned by the Government of Tanzania and is dedicated in improving people's lives.

3.1 POSTAL OFFICER II - (46 POSTS)

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To check counter's imprest for stamps, cash and other saleable items;
- ii. To attend Public inquiries at Postal counter;
- iii. To perform shipping duties including ticking and verification of mail bags;

- iv. To deal with store duties which include requisitioning, follow up, recording and maintenance of store records;
- v. To handle written inquiries on inland parcels and registered mails;
- vi. To drive official motor vehicles if licensed; and
- vii. To perform any other related duties as may be assigned.

3.1.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree or Advanced Diploma either in Public Administration, Insurance, Business Administration or equivalent qualification from a recognized higher learning Institution with computer knowledge.

3.1.3 OTHER COMPETENCIES AND SKILLS REQUIRED

Applicants should have good analytical communications, interpersonal skills and fluent in English and Swahili languages both Oral and Written.

3.2 DRIVER GRADE III (10 POSTS)

3.2.1 DUTIES AND RESPONSIBILITIES:

- i. To drive official motor vehicles;
- ii. To ensure safe custody of accessories and tools kits;
- iii. To ensure that the vehicles are well maintained and serviced periodically;
- iv. To keep and maintain log books;
- v. To ensure that the vehicles are kept clean;
- vi. To carry out minor repairs;
- vii. To deal with delivering activities; and
- viii. To perform any other related duties as may be assigned by the supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE:

- i. Ordinary Level of Secondary School Certificate (F IV).

- ii. Valid Driving License Class 'C'.
- iii. Advanced Driver grade II Certificate from NIT.
- iv. Certificate of Trade Test Grade III and above.
- v. Experience of not less than three (3) years of work on the relevant field.

4.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre - primary, primary, and secondary and teacher education levels.

4.1 CURRICULUM COORDINATOR I – 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To develop and try out instructional materials;
- ii. To conduct in-service courses and seminars for tutors and teachers;
- iii. To participate in research, monitoring and evaluation of curriculum or any other educational activities;
- iv. To participate in the provision of consultancy services in education;
- v. To write academic papers and publications; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Education majoring in Economics or French.

4.1.3 SALARY SCALE:

According to TIE'S Salary Scale: **PTHS 10-12**

5.0 ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)

Architects and Quantity Surveyors Registration Board is a government institution enforcing Act No.4 of 2010; among its function is to register and regulate conduct of Architects, Quantity Surveyors, other disciplines in construction and their firms.

5.1 ASSISTANT REGISTRAR (TECHNICAL DEPARTMENT) – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and keep up – to – date records of all audited projects, evaluate, register, review performance and integrity of architects, quantity surveyors, firms and sub-professionals;
- ii. To prepare and keep an up – to – date list of registered architects, quantity surveyors, firms and semi – professionals;
- iii. To verify and monitor the particulars of the member through interview and site visits for the purpose of registration or deletion;
- iv. To coordinate and supervise training for architects, quantity surveyors and related fields;
- v. To ensure that architects, quantity surveyors, firms and semi professionals have the necessary appropriate working tools for the efficiency of their studios and safety of people;
- vi. To recommend reviews of the registration criteria from time to time;
- vii. To plan and organize Technical Committee Meetings;
- viii. To identify and report unregistered architects, quantity surveyors and firms for the disciplinary and or legal action;
- ix. To prepare relevant reports and the budget for the Department. Such reports to include; total number of architects, quantity surveyors and firms, by category, type and specialization; architectural technicians, architectural draughtsman; and Performance of architects, quantity surveyors and firms per specified time;
- x. To Plan and Research activities of the Board;
- xi. To collect, interpret and arrange for publication and general dissemination of data and material produced in connection industry in general; and

- xii. To identify the skills required in the construction industry with a view to formulating and providing programmes of study/training and examination for acquiring the same.

5.1.2 QUALIFICATIONS AND EXPERIENCE

University degree or equivalent qualification in either Architecture or Quantity Surveying. Applicant must be registered as Architect or Quantity Surveyor by the Board and must have five years experience.

5.1.3 SALARY SCALE: (AQEMSS 1)

6.0 THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405 R.E. 2002). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in Law) and short term programmes in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non-judicial employees of the judiciary of Tanzania and other justice sector stakeholders. It conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

6.1 ASSISTANT LECTURER (RECORDS MANAGEMENT) – 1 POST

REPORTING TO: Head of Department of Judicial and Legal Studies

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 for (Diploma);
- ii. To conduct examinations, invigilating, marking and production of examination results on time;
- iii. To conduct research and publish in areas of specialization;
- iv. To conduct lectures and seminars;

- v. To prepare learning resources and design training exercises for students;
- vi. To conduct consultancy and community services;
- vii. To participate in academic congregations;
- viii. To prepare teaching manuals, simulations and case studies for training;
- ix. To coach junior teaching staff;
- x. To undertake individual research and participate in bigger multi-disciplinary research projects;
- xi. To manage teaching programmes; and
- xii. To perform any other related duties as may be assigned by supervisor(s).

6.1.2 QUALIFICATIONS AND EXPERIENCE

Master's and Bachelor Degrees in Records and Archives Management from a recognized Institution or equivalent qualifications. Applicant must have a GPA of 3.5 or above on Bachelor Degree and GPA of 3.8 or above for Master's Degree.

6.1.3 REMUNERATION

Salary scale PHTS 2.1 as per Treasury Registrar's salaries Circular No 8 of 2015.

7.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

7.1 ASSISTANT LECTURER IN MARINE ENGINEERING (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent) prepares learning resources for tutorial exercises;
- ii. To conduct research, seminars and case studies;
- ii. To carry out consultancy and community services;
- iv. To supervise students' projects;

- v. To prepare teaching manual and
- vi. To perform any other related duties assigned by Supervisor.

7.1.2 QUALIFICATION AND EXPERIENCE

Master's and Bachelor Degree either in Marine Engineering, Naval Architecture or Pipeline Engineering/Technology with GPA not less than 3.5 at Bachelor's Degree and 3.8 at Master's Degree Level or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution.

7.1.3 SALARY SCALE: PHTS 2.1

7.2 ARTISAN II IN PLUMBING (1 POST)

7.2.1 DUTIES AND RESPONSIBILITIES

- i. To interpret blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials;
- ii. To install pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids;
- iii. To install supports for pipes, equipment, and fixtures prior to installation;
- iv. To assemble fittings and valves for installation;
- v. To modify length of pipes, fixtures, and other plumbing materials as needed for a building;
- vi. To test plumbing systems for leaks and other problems;
- vii. To analyze problem and identify appropriate tools and materials for repair;
- viii. To choose plumbing materials based on budget, location, and intended uses of building;
- ix. To follow health and safety standards and complies with building codes;
- x. To perform inspections of plumbing systems to identify and replace worn parts; and
- xi. To perform any other related duties assigned by Supervisor.

7.2.2 QUALIFICATIONS AND EXPERIENCE

Secondary Education Certificate with Trade Test Grade III/NVA Level I or equivalent qualifications, specializing in Plumbing and Pipe fitting.

7.2.3 SALARY SCALE: PGSS 2.3

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania of **not more than 45 years** except those who are in the Public Service;
- 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 at a designated place in the portal;
- 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 **21st March, 2020**
- xiv. Only shortlisted 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**