

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/181

6<sup>th</sup> April, 2020

### VACANCY ANNOUNCEMENT

On behalf of the Tanzania Smallholder Tea Development Agency (TSHTDA), Tanzania Coffee Board (TCB) and the Institute of Judicial Administration Lushoto, President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **3** vacant posts mentioned below;-

#### **1.0 TANZANIA TEA SMALLHOLDER DEVELOPMENT AGENCY (TSHTDA)**

Tanzania Tea Smallholders Development Agency (TSHADA) is an Agency under the Ministry of Agriculture established through Tea Act No.3 of 1997. The broad mandates of TSHTDA are pursued through its Vision and Mission which are clearly stated in its Medium Term Strategic Plan. The Vision is to see the tea industry in Tanzania is predominantly controlled by smallholder farmers with sustainable high levels of productivity and production by 2025; and the Mission is to build the capacity of smallholder tea growers so as to attain high levels of productivity and production, processing capacities and marketing competitiveness.

#### **Strategic roles and functions of TSHTDA are:-**

- i. Organizing smallholder tea growers into groups and associations with the view of empowering them to easily access financial resources and other production services;
- ii. Assisting in developing sellable project proposals for the smallholder tea growers to access financial support from donor and financial institutions;

- iii. Promoting the formation of Savings and Credit Cooperative Societies in the smallholder tea production system in collaboration with the Office of the Registrar of Cooperatives for availing smallholder tea growers with affordable credit;
- iv. Supporting farmer group nursery operations for raising improved planting materials (VP Plants);
- v. Participating in tea fields rehabilitation campaigns especially in areas where smallholder tea fields have been abandoned;
- vi. Supporting and Coordinating the provision of tea extension services through five Area Agricultural Offices and Local Government Authorities in all tea growing districts;
- vii. Introducing and promoting tea cultivation in new areas with ideal tea growing ecological conditions (Tarime, Kilolo & Ludewa);
- viii. Facilitating the linkage of smallholders' production plans to the Local Government Authorities development plans and the green leaf tea processing factories' plans;
- ix. Sensitizing smallholders to secure title deeds for their tea fields so that they can use them as collaterals in applying for loans; and
- x. Promoting marketing competitiveness in the smallholder tea sub sector by facilitating the establishment of adequate green leaf processing facilities in both traditional and new tea growing areas.

## **1.1 DIRECTOR OF PLANNING AND TECHNICAL SERVICES – 1 POST**

**1.2 JOB PURPOSE:** To facilitate planning process for tea smallholders and monitor their implementation in collaboration with Agricultural Services Extension Director.

**1.3 APPOINTED BY:** BOARD OF DIRECTORS

**1.4 REPORTS TO:** DIRECTOR GENERAL

**1.5 SUPERVISES:** PLANNING OFFICERS AND FARMERS EMPOWERMENT OFFICERS

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. Collects and analyses data to be used in planning exercises;
- ii. Coordinates all planning activities of Tea Small Holders;

- iii. Formulates and participates in the formulation investment strategies in respect to new or expansion of tea factories;
- iv. Coordinates the preparation of annual, short and long term plans for the tea Small Holders;
- v. Reviews implementation process;
- vi. Carries out initial project evaluation and appraisal in terms of content and advice the Director General accordingly;
- vii. Ensures the collection and proper keeping of all statistical data;
- viii. Plan, budget, monitor, coordinate and control all tea production operations of the tea small- holders;
- ix. Recommend policy that will increase total green tea leaf production;
- x. Carries out Annual Performance appraisal for all staff under him/her; and
- xi. Performs any other related duties as may be assigned by the Director General.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Economics, Agricultural Economics, Statistics or Business Administration from a recognized University with not less than twelve (12) years working experience in senior management position in the Public service or reputable Private organization with outstanding knowledge in Tea Industry. A Master's Degree or Post Graduate Diploma either in Economics, Agricultural Economics, Statistics or Business Administration will be an added advantage.

### **1.5.3 OTHER COMPETENCIES AND SKILLS**

Managerial and organization skills, Customer focus, Ability to communicate effectively in Kiswahili and English, Computer literate, Visionary proactive and initiative.

### **1.5.4 EMPLOYMENT STATUS/TERMS: PERMANENT AND PENSIONABLE**

### **2.5.5 REMUNERATION: Salary Scale: TAEMSS 1**

## **2.0 THE TANZANIA COFFEE BOARD (TCB)**

The Tanzania Coffee Board is a statutory Organization established under the Tanzania Coffee Board Act No. 23 of 2001 and its Regulations of 2003. Read together with Crop Boards Miscellaneous Amendments of 2009.

## **2.1 LIQUORER GRADE II – 1 POST – RE-ADVERTISED**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. Carries out coffee roasting outturns and pre-auction cupping preparations;
- ii. Safe keeps and updates liquoring files of catalogues;
- iii. Assists in writing bulking instructions and dispatches them to factories;
- iv. Conducts pre-auction inspections and draws auction samples from curing factories;
- v. Assists in liquoring and classification of coffee from factories;
- vi. Carries out coffee roasting outturns and pre-auction cupping preparations;
- vii. Safe keeps and updates liquoring files of catalogues;
- viii. Writes bulking and classification reports; and
- ix. Performs any other related duties as may be assigned by Supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Form four with passes in English, Biology and Chemistry with at least a Basic Certificate in Biochemistry or Certificate of Coffee Quality and Trade (CQT) from a recognized Institution.

### **1.1.3 REMUNERATION:** According to Tanzania Coffee Board **Salary Scale: CBGS 1**

## **3.0 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.

### **3.0.1 ASSISTANT LECTURER- (RECORDS MANAGEMENT) -1POST- RE-ADVERTISED**

**3.0.2 REPORTS TO:** Head of Department of Judicial and Legal Studies.

### **3.0.3 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA level 6 for (Diploma);
- ii. Conduct examinations, invigilating, marking and production of examination results on time;
- iii. Conduct research and publish in areas of specialization;
- iv. Conduct lectures and seminars;
- v. Prepare learning resources and design training exercises for students;
- vi. Conduct consultancy and community services;
- vii. Participate in academic congregations;
- viii. Prepare teaching manuals, simulations and case studies for training;
- ix. Coach junior teaching staff;
- x. Undertake individual research and participate in bigger multi-disciplinary research projects;
- xi. Manage teaching programmes; and
- xii. Perform any other related duties as may be assigned by supervisor(s).

### **3.0.4 QUALIFICATIONS AND EXPERIENCE**

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

### **3.0.5 REMUNERATION**

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

## **4.0 GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years except for those who are in 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;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - 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 should not apply;
- vii. An applicant 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 employer;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant 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).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- 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, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*

- xv. **Deadline for application is 19<sup>th</sup> April, 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**