

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/194

7th May, 2020

VACANCY ANNOUNCEMENT

On behalf of the Muhimbili National Hospital (MNH), Tanzania Insurance Regulatory Authority (TIRA), Tanzania Tropical Seeds Research Institute (TPRI), The National Audit Office of Tanzania (NAOT), The State Mining Corporation (STAMICO) and Sokoine University of Agriculture (SUA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill (41) vacant posts mentioned below;-

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialised and super specialist hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

1.1 MEDICAL SPECIALIST II - 2 POSTS

(Cardiologist, General Surgeon, Rheumatologist, Paediatrician, Pulmonologist, Pathologist, Physician, Ophthalmologist and Psychiatrist).

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To Perform medical specialized medical services for inpatients and outpatient;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;

- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duties assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Medical graduate who has obtained Master of Medicine from a recognized institution.

1.1.3 RENUMERATION

Attractive package in accordance with Institute's salary scale.

1.2 DENTAL OFFICER II – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine dental health services to in-patients and out-patients;
- ii. To supervise, train and guide dental staff under him/her;
- iii. To carry out investigations, follow-up and recommend measures for preventing dental disease outbreaks;
- iv. To carry out research and publish results for consumption by other experts;
- v. To design and formulate strategies for improvement of quality in dental services delivery; and
- vi. To perform any other related duties assigned by the Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder degree of Doctor of Dental Surgery from a recognized institution plus successful completion of Internship and registered with Tanganyika Medical Council.

1.2.3 RENUMERATION

Attractive package in accordance with Institute's salary scale.

1.3 PHYSIOTHERAPIST II - 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To treat patients under supervision of senior staff;
- ii. To keep and maintain patients records and statistics;
- iii. To take care of equipment in the Unit/department and report any malfunctions; and
- iv. To perform any other related duties assigned by the Supervisor;

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Physiotherapy from a recognized institution.

1.3.3 REMUNIRATION

Attractive package in accordance with Institute's salary scale.

1.4 HEALTH ATTENDANT II (MORTUARY) - 4 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To clean offices, wards, compounds and disinfect the mortuary daily as assigned;
- ii. To receive bodies from the wards for preservation;
- iii. To preserve and embalm bodies; and
- iv. To perform any other related duties assigned by the Supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Form IV/VI certificate with passes in English and Kiswahili subjects with One year certificate in either Nursing attendant/ Red Cross or any health attendant course plus Basic training course in Mortuary attendant.

1.4.3 RENUMERATION

Attractive package in accordance with Institute's salary scale.

1.5 HEALTH RECORDER II - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Routine registration of new and return attendances of outpatients and admission of Inpatients;
- ii. Filing patient's case-notes;
- iii. Numbering system based on filing system;
- iv. Issuing and preparing new files/outpatient cards;
- v. Will be responsible for all matters concerning reception of referred patients;
- vi. Collection and sorting of Laboratory results into patients files;
- vii. Quarter yearly sorting of files into the shelves;
- viii. Reviewing, sorting, and filing all discharge and follow-up case-notes into the shelves;
- ix. Execute Quality Assurance Programmes;
- x. Keep and maintain records and statistics;
- xi. Proper handling and care of equipment and tools; and
- xii. Perform any other related duties as may be assigned by the supervisor,

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Health Records who has successfully completed Form IV with passes in English and Mathematics. Computer certificate will be an added advantage.

1.5.3 RENUMERATION

Attractive package in accordance with Institute's salary scale.

1.6 TUTOR II - 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach one or more university subjects to under graduate and graduate students;
- ii. To prepare and deliver lectures to students and conduct laboratory sessions or discussion groups;
- iii. To prepare, administer and grade examinations, laboratory assignments and reports;
- iv. To be a role model on-the-job, and in more formal teaching settings; and
- v. To carry out any other related duties as assigned by the supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Radiography with GPA of 3.5 and above from a recognized institution.

1.6.3 REMUNERATION

Attractive package in accordance with Institute's salary scale.

1.7 TELEPHONE OPERATOR II - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Answer calling signals from subscribers within and distant exchanges;
- ii. Connects calls as may be requested by authorized users;
- iii. Proper handling and care of equipment and tools; and
- iv. Perform any other related duties as assigned by the supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate with passes in geography, English and Kiswahili and must have a training of Basic Induction course on Telephone Operator or Customer care course from a recognized institution.

1.7.3 REMUNERATION

Attractive package in accordance with Institute's salary scale.

1.8 FOREMAN II - 2 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other related duties assigned by the Supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Form IV/VI with Trade Test Grade I Certificate in Plumbing from a reputable institution.

1.8.3 REMUNERATION

Attractive package in accordance with Institute's salary scale.

2.0 TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

Tanzania Insurance Regulatory Authority (TIRA) is established under section 5 of the insurance Act Cap 394 of 2009 as an Authority responsible for coordinating policy and other matters relating to insurance in the United Republic of Tanzania.

2.1 INSURANCE OFFICER - (2 POSTS)

2.1.1 REPORTING TO: Senior Insurance Officer.

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To study and analyze new insurance products to be offered in the market;
- iv. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- v. To participate in regular inspections; and
- vi. To perform any other related duties assigned by the Supervisor.

2.1.3 QUALIFICATIONS AND EXPERIENCE

Degree/Advanced Diploma in Insurance from recognized Institution. The incumbent must be computer literate.

2.1.4 SALARY SCALE: TSS 5 as per TIRA Schemes of Service.

3.0 TANZANIA TROPICAL SEEDS RESEARCH INSTITUTE (TPRI)

Tropical Pesticides Research Institute (TPRI) dates back to 1945 when it started with the objective of investigating application of synthetic insecticides for the control of tropical pests. Since then, the Institute has served under the colonial Government, the East African Common Services Organization, the defunct East African Community and the Government of the United Republic of Tanzania. Currently TPRI's capacity include pesticide regulation, hygiene and safety, pest management, research and services including toxicology; pesticide residues in the environment; pesticides application techniques; food and feeds; sanitary and Phytosanitary control; organic certification; Biosafety; plant and insect taxonomy as well as

documentation of natural vegetation and insects; and conservation of plant genetic resources.

3.1 LABORATORY TECHNICIAN OFFICER GRADE II- 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist researchers and scientific officers in carrying out research/technical programmes by conducting laboratory field tests and keeping proper records of results;
- ii. Operate and maintain laboratory field/equipment;
- iii. Carry out routine operations in the laboratory and in the field;
- iv. Maintain chemical store; and
- v. To carry out laboratory analysis and field studies.
- vi. To perform any other related duties assigned by the Supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Holders of either Full Technician Certificate or Diploma in Laboratory Technology.

3.1.3 SALARY SCALE: PGSS 5 per month.

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 II (INFORMATION SYSTEM AUDITOR) GRADE II – 9 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To Prepare annual risk based IS audit plans and coordinate their implementations;

- ii. To Develop an IS audit strategy to cover all areas under audit, define scope, plan resources, nature, timing, and extent of the audit in accordance to ISACA, ISSAI and INTOSAI standards;
- iii. To Perform general and application control reviews for simple to complex computer information systems to ensure valid, reliable, timely, and secure input, processing, and output;
- iv. To Perform reviews of clients' information controls to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance;
- v. To Perform reviews of internal control procedures and security for systems under development and/or enhancements to the existing systems;
- vi. To Assist financial auditors in extraction of data from various computer systems and perform data analysis based on the audit objectives;
- vii. To Provide assurance services to financial auditors on the effectiveness of automated controls in application systems that have impact on financial statements;
- viii. To Communicate audit results to audit clients and ensure positive management commitment to implement the given recommendations;
- ix. Adequate and timely maintenance of IS audit supporting evidence in Teammate Audit Management System;
- x. To Prepare and present IS audit reports and other technical information to relevant parties;
- xi. To Follow up on audit findings and assess implementation of audit recommendations to audited entities;
- xii. To Prepare a database of all IT systems in the government sector which will be updated on continuous basis and will form the information system (IS) Audit universe and basis for IS audit; and
- xiii. To perform any other related duties assigned by the Supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Computer Science, Information Technology, Computer Engineering or equivalent qualifications. Having CISA certification will be an added advantage.

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

4.2 ICT OFFICER II (DATABASE FORENSIC AUDITOR) – 1 POST

4.2.1 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 Conducting 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.

4.2.2 QUALIFICATIONS AND EXPERIENCE;

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on OS MS Windows, Linux and Unix Server platforms; database (MS SQL, PostgreSQL, MySQL, Oracle, etc), ERP and business knowledge will be an added advantage.

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

4.3 ICT OFFICER II (NETWORK FORENSIC AUDITOR) – 1 POST

4.3.1 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.

4.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on Certification in CCNA, CCNSP, HCNA, HCNP, MCSA, or MCSE will be added advantage.

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

4.4 ICT OFFICER (ICT SECURITY FORENSIC AUDITOR) – 1 POST

4.4.1 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.

4.4.2 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, ECSCA, LPT, CISA, CISSP, CISM, OSCP or CSX-CP will be an added advantage.

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

5.0 THE STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a state-owned enterprise established in 1972 under the Public Corporation Act, 1969 with a mandate of developing mining industry in Tanzania.

In this regard, STAMICO's new responsibilities is to oversee Government interests in large scale mines, invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, consultancy support to small scale mining and other related mining business.

In order for STAMICO to implement its responsibilities and roles, the Corporation wishes to fill in one vacant position.

5.1 MECHANICAL ENGINEER II -1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To assess the equipment and machinery condition and make recommendations for replacement worn out parts or machinery replacement;
- ii. To perform routine services and repair of machine and vehicles;
- iii. To prepare detailed mechanical engineering plans for the mines;
- iv. To ensure mechanical works complies with specifications and safety standards;
- v. To carry out work place inspections on Mechanical;

- vi. To plan and implement specific mechanical or programs for both workers and management;
- vii. To develop individual objectives or targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor; and
- viii. To perform any other related duties as may be assigned by the supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

BSc. in Mechanical Engineering or equivalent obtained from a recognized Institution. Knowledge in Mechanical Software Packages will be an added advantage.

5.1.3 REMUNERATION

Salary Scale: **SMC. 5**

6.0 SOKOINE UNIVERSITY OF AGRICULTURE (SUA)

Sokoine University of Agriculture (SUA) was first established on the 1st July, 1984 by Parliamentary Act No. 14 of 1984 through the amendment of Parliamentary Act No 6 of the same year. Following repealing of the Act, the university is now operating through the Sokoine University of Agriculture Charter, 2007 through the broad framework of the Universities Act, 2005. The history of Sokoine University of Agriculture dates back to 1965 when it started as an Agricultural College offering diploma training in the discipline of agriculture.

After the dissolution of the University of East Africa and the consequent establishment of the University of Dar es Salaam (UDSM) in July 1970, the College was transformed into a Faculty of Agriculture of University of Dar Es Salaam (UDSM) and thereby started offering Bachelor of Science in Agriculture. In 1974, the Division of Forestry was established and hence the faculty was named Faculty of Agriculture and Forestry. The introduction of Bachelor of Veterinary Science in 1976 and the establishment of the Division of Veterinary Science, the Faculty was re-named "Faculty of Agriculture, Forestry and Veterinary Sciences". The Faculty was on the 1st of July 1984 transformed, through Parliamentary Act No. 6 of 1984, into a full-fledged University and became known as Sokoine University of Agriculture (SUA).

The university was named Sokoine University of Agriculture in honor of then Prime Minister of Tanzania Edward Moringe Sokoine who died on 1984.

MIZENGO PINDA CAMPUS – KATAVI

6.0.1 LABORATORY TECHNOLOGIST ASSISTANT TO ACADEMICIANS III (2 posts) (College of Forestry, Wildlife and Toursim – Mizengo Pinda Campus, Katavi)

6.0.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor of Science either in Biotechnology and Laboratory Sciences, Molecular Biology and Biotechnology and Medical Laboratory Science from a recognized Institution. Possession of certificate or diploma in Beekeeping or Entomology will be an added advantage.

6.0.4 DUTIES AND RESPONSIBILITIES:

- i. To assist in Class and Field Practicals in Bee Resources Management;
- ii. To Establish and take care of Teaching, Research and Production of Bee Farms;
- iii. To establish and take care of Herbarium and an Entomological museum;
- iv. Demonstrating modern beekeeping technologies to students and farmers; and
- v. To assist in any other related duties which may be assigned by relevant authorities.

6.0.5 REMUNERATION: As per Treasury Registrar's Circular No.10 of 2015.

6.0.6 LABORATORY TECHNOLOGIST ASSISTANT TO ACADEMICIANS III (Centre for Information and Communication Technology – Mizengo Pinda Campus, Katavi) (1POST)

6.0.7 DUTIES AND RESPONSIBILITIES:

- i. To provide Support operation of computers and network;
- ii. Supervision of laboratory equipment and facilities;
- iii. Keeping records of equipment and laboratory supplies;
- iv. Maintaining the security of the laboratory;
- v. To assist students in the laboratory by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignments;
- vi. To provide assistance to system or technical problems such clearing paper jams in printers and copiers, refilling ink toners and supplying paper;
- vii. To ensure the cleanliness of the laboratory to ensure safety and proper working conditions for the laboratory users and proper maintenance of the computers;

- viii. To prepare the computer laboratory schedule, provide backup of software and perform equipment repairs or arrange for repairs to be completed;
- ix. To prepare the budget of the laboratory such as purchasing supplies and searching and purchasing replacement equipment; and
- x. To assist in any other related duties which may be assigned by the relevant authorities.

6.0.8 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Informatics, Computer Science, Computer Engineering or equivalent from recognized university.

6.0.9 REMUNERATION: As per Treasury Registrar's Circular No.10 of 2015

6.0.10 LABORATORY TECHNICIAN ASSISTANT TO ACADEMICIANS III (1POSTS) (College of Agriculture – Mizengo Pinda Campus, Katavi)

6.0.11 DUTIES AND RESPONSIBILITIES

- i. To Collect and register feed samples and prepare them for laboratory analysis;
- ii. To Perform laboratory analysis of animal feeds for chemical composition and digestibility determinations;
- iii. To Maintain database for results of feed sample analysis;
- iv. To Assist in teaching of practical to students on animal feed laboratory analysis;
- v. Calibration, trouble-shooting and maintenance of animal nutrition laboratory equipment; and
- vi. To perform any other related duty that may be assigned by the relevant authorities.

6.0.11 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate in Laboratory Technology or Ordinary Diploma in Laboratory Science and Technology from recognized institution.

6.0.12 REMUNERATION: As per Treasury Registrar's Circular No.10 of 2015.

6.0.13 LABORATORY TECHNICIAN ASSISTANT TO ACADEMICIANS III (1POSTS)

(College of Agriculture – Mizengo Pinda Campus, Katavi)

6.0.14 DUTIES AND RESPONSIBILITIES

- i. The selected candidate will work closely with researchers and students to conduct farm experiment and managing agriculture production units;
- ii. Assisting students in practical training;
- iii. Conduct all farm operations from farm preparations, sowing to harvesting and storage;
- iv. Day to day management of agricultural fields;
- v. Preparation of farm input requirements for specific field activities;
- vi. Keeping records of all field information;
- vii. Requesting and supervising labour for specific farm activities and supervising field attendants;
- viii. Reporting progress of all farm operations; and
- ix. Responsible for any other activities assigned by the Head of Department/unit

6.0.15 QUALIFICATIONS AND EXPERIENCE

Diploma in Agriculture General from recognized institution.

6.0.16 REMUNERATION: As per Treasury Registrar's Circular No.10 of 2015

6.0.16 FIELD OFFICER III (College of Agriculture – Mizengo Pinda Campus, Katavi) (1POST)

6.0.17 DUTIES AND RESPONSIBILITIES

- i. The selected candidate will work closely with researchers and students to conduct farm experiment and agriculture production units;
- ii. Assisting students practical in training farm;
- iii. Conduct all farm operations from farm preparations, sowing to harvesting and storage;
- iv. Day to day management of agricultural fields;
- v. Preparation of farm input requirements for specific field activities;
- vi. Recording all field information and record keeping;

- vii. Requesting and supervising labour for specific farm activities and supervising field attendants;
- viii. Reporting progress of all farm operations; and
- ix. Responsible for other related activities assigned by the relevant authorities.

6.0.18 QUALIFICATIONS AND EXPERIENCE

Diploma in General Agriculture or related field from recognized institutions.

6.0.19 REMUNERATION: As per Treasury Registrar's Circular No. 10 of 2015

6.0.20 ADMINISTRATIVE OFFICER III (1POST)

6.0.21 DUTIES AND RESPONSIBILITIES

- i. Assisting in the administration of Office Management, Human Resource Management, Employment and Labour relations and Staff welfare;
- ii. Assisting in Human Resource training and development;
- iii. Assisting in Human Resource Planning;
- iv. Assisting in annual staff appraisal exercise;
- v. Assisting in preparations of various reports;
- vi. Assisting in the administration of recruitment and staff allocation;
- vii. Assisting in preparing records regarding staff leave and seniority list;
- viii. Assisting in collecting, analysing and presenting Human Resource statistics;
- ix. Assisting in coordinating all HR and Administration Seminars, workshops and related Training programmes;
- x. Assisting in coordinating staff welfare matters;
- xi. Ensuring the clean-up keeping of Office and working premises in general are maintaining the status;
- xii. Assisting in making travel arrangements for the Management and other staff;
- xiii. Ensuring timely preparation of travel, accommodation and payment of allowances to those proceeding on training;
- xiv. Assisting in administering conditions of service; and
- xv. Performing other related duties as assigned by the relevant authorities.

6.0.22 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Management and Administration; with a bias in Human Resource Development and Planning, Human Resources Management, Public Administration, Business Administration/Commerce majoring in Human Resource Management.

6.0.23 REMUNERATION: As per Treasury Registrar's Circular No. 6 of 2015

SUA MAIN CAMPUS - MOROGORO

6.0.24 LABORATORY TECHNOLOGIST ASSISTANT TO ACADEMICIANS III (1POST)

6.0.25 DUTIES AND RESPONSIBILITIES

- i. Collect and register animal feed samples and prepare them for laboratory analysis;
- ii. Perform laboratory analysis of animal feeds for chemical composition and digestibility determinations;
- iii. Handle and analyze data and prepare report on laboratory feed analysis.
- iv. Maintain database for results of animal feed sample analysis;
- v. Conduct teaching of practical to students on animal feed laboratory analysis;
- vi. Daily organization of the feed analytical processes and ensuring that daily and weekly deadlines are met;
- vii. Calibration, trouble-shooting and maintenance of animal nutrition laboratory equipment; and
- viii. Perform any other related duty that may be assigned by the relevant authorities

6.0.26 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science either in Biotechnology and Laboratory Sciences or Medical Laboratory Sciences from a recognized Institution. Possession of certificate or diploma in Animal Health and Production or related field will be an added advantage.

6.0.27 REMUNERATION: As per Treasury Registrar's Circular No.10 of (2015)

6.0.28 FIELD OFFICER III (1POST)

6.0.29 DUTIES AND RESPONSIBILITIES

- i. Manage fish farms for both tilapia and African catfish;
- ii. Manage fish hatcher for both tilapia and African catfish;
- iii. Collect and maintain data on aquaculture experiments;
- iv. Conduct teaching of practical to students on various aspects of aquaculture;
- v. Daily organization of fish farms and hatcheries and ensuring that daily and weekly deadlines are met;
- vi. Calibration, trouble-shooting and maintenance of equipment for water quality measurements; and
- vii. Perform other related duty as directed by the relevant authorities

6.0.30 QUALIFICATIONS AND EXPERIENCE

Diploma in Aquaculture or Fisheries from a recognized institution.

6.0.31 REMUNERATION: As per Treasury Registrar's Circular No.10 of 2015

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service **should route his application letter through his respective employer;**
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. **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;*
- xiv. **Deadline for application is 21st May, 2020;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**