

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/9

4th January, 2021

On behalf of The Tanzania Broadcasting Corporation (TBC) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **14** vacant posts as mentioned below.

1.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Televisheni ya Taifa (TVT) which was established in 1999.

1.0 PRODUCER II - 2 POSTS

1.0.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in undertaking production of television programmes;
- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To Select and produce music programmes;
- iv. To assist in production of education development programmes;

- v. To Participate in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To Schedule routine programmes; and
- vii. To perform any other duty as assigned by supervisor.

1.0.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Mass Communication, Theatre Art or TV/Radio/Film Production from a recognized Institution. Computer skills are essential.

1.0.3 REMUNARATION:

Attractive remuneration package in accordance to institutions salary scale PGSS 6

1.0.4 TECHNICIAN II (ELECTRICAL) - 7 POSTS

1.0.5 DUTIES AND RESPONSIBILITIES

- i. To carry out technical operations;
- ii. To carry out servicing and maintenance work of technical equipment under supervision of experienced technician;
- iii. To ensure proper maintenance of all equipment at workplace;
- iv. To carry out installation, repair and maintenance of electrical appliances according to safety standards;
- v. To upkeep working tools, measuring instruments and equipment in safe and clean environments;
- vi. To open and maintain job cards for electrical works/appliances;
- vii. To install, repair and maintain Electrical Installation systems, UPS, AVR, Generators, and other electrical appliances;
- viii. To diagnose cause of electrical malfunction or failure of operational equipment and perform preventive and corrective maintenance;
- ix. To develop wiring diagrams, layout drawings and engineering specifications for system or equipment modifications or expansion, and directs personnel performing routine installation and maintenance duties;

- x. To perform periodic electrical testing to equipment, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards; and
- xi. To prepare Engineering drawings and AutoCAD drafting.

1.0.6 QUALIFICATION AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Electrical Technology, or its equivalent from a recognized Institution. Computer skills, generator and air conditions systems and operations will be an added advantage.

1.0.7 REMUNARATION:

Attractive remuneration package in accordance to institutions salary scale **PGSS 5**

1.0.8 JOURNALIST II - 3 POSTS

1.0.9 DUTIES AND RESPONSIBILITIES

- i. To gather and write news and stories;
- ii. To Write scripts and continuities and prepares programmes for radio and television products;
- iii. To collect, reports and comments on news and current affairs for broadcasting by radio or television;
- iv. To interview politicians and other public figures at press conferences and on occasions, including individual interviews recorded for radio or television;
- v. To Write editorials and select, revises, arranges and edits submitted articles and other materials for broadcasting on radio or television;
- vi. To write advertisement copy and promotion of particular products or services;
- vii. To select, assemble and prepare publicity materials about business or other organizations for being broadcast through radio, television or other media;
- viii. To provide professional and technical support to other junior reporters/journalists; and
- ix. To perform any other related duties as may be assigned by Supervisor.

1.0.10 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Journalism, Mass Communication or TV/Film Production from a recognized Institution. Knowledge in word processing, graphics, photographing, photo-editing and video shooting will be an added advantage. Computer skills are essential.

1.0.11 REMUNARATION:

Attractive remuneration package in accordance to institutions salary scale PGSS 6

1.0.12 CAMERAMAN II - 1 POST

1.0.13 DUTIES AND RESPONSIBILITIES:

- i. To undertake filming/recording of television programmes such as talk shows, education, documentaries, religion etc. in good quality standard and consonant with the requirement of the producer;
- ii. To load and unload camera, cleans and place lenses, filters, extension tubes and makes;
- iii. To participate in shooting various events;
- iv. To participate in developing a shooting programme;
- v. To determines camera, video tape and lighting equipment to be utilized;
- vi. To directs technical personnel to achieve photographic effects; and
- vii. To perform other related duties as may be assigned by the supervisor.

1.0.14 QUALIFICATION AND EXPERIENCE

Certificate of Secondary Education (CSE) or Advanced Certificate of Secondary Education (ACSE) with specialized training either in Cinematography, Video shooting, Video production, Certificate/Advanced Certificate in Journalism or its equivalent from a recognized Institution.

1.0.15 REMUNARATION:

Attractive remuneration package in accordance to institutions salary scale **PGSS 3**

1.0.16 ICT OFFICER II - 1 POST

1.0.17 DUTIES AND RESPONSIBILITIES:

- i. To Initiate development of information systems;

- ii. To assist in setting up and maintains servers, workstations and peripherals;
- iii. To carry out system back-up and periodically tests recovery procedures;
- iv. To appraise the supervisor on release of updates and software;
- v. To assist in providing IT support services to users; and
- vi. To perform any other related duties as may be assigned by the supervisor.

1.0.18 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Computer Science, Information Technology or Electronics from a recognized Institution.

1.0.19 REMUNARATION:

Attractive remuneration package in accordance to institutions salary scale **PGSS 6**

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age specified in each post; Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. 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.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;

- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. 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);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma & Asha Rose Migiro Buildings - Dodoma.*
- xii. Deadline for application is **17th January, 2021**
- xiii. Only short listed candidates will be informed on a date for interview; and
- xiv. 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

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