

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/30

5<sup>th</sup> February, 2021

### VACANCY ANNOUNCEMENT

On behalf of College of Business Education (CBE), Shinyanga Water Supply and Sanitation Authority (SHUWASA) and Ardhi University (ARU) Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **9** vacant posts mentioned below.

#### **1.0 COLLEGE OF BUSINESS EDUCATION (CBE)**

The College of Business Education was established by the College of Business Education Act, Cap 315 R.E 2002 (CBE Act). It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

#### **1.0.1 POSITION: ASSISTANT LECTURER (MARKETING) - 1 POST**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

- Bachelor Degree either in Marketing, Bachelor of Commerce with specialization in Marketing or Bachelor of Business Administration with specialization in Marketing. GPA must be not less than 3.8; plus
- Master either in Business Administration majoring Marketing, Master of Marketing Management or Master of International Business with GPA of 4.0 or an average of B+.

### **1.0.4 REMUNERATION**

As per Treasury Registrar Circular No. 8 of 2015

### **1.0.5 ASSISTANT LECTURER (LAW) - 1 POST**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Law (LL. B) with GPA of not less than 3.8 and Master Degree in Law (LL. M) with GPA of 4.0 or an average of B+.

### **1.0.8 REMUNERATION**

As per Treasury Registrar Circular No. 8 of 2015

## **2.0 SHINYANGA WATER SUPPLY AND SANITATION AUTHORITY (SHUWASA)**

Shinyanga Water Supply and Sanitation Authority (SHUWASA) is an Autonomous Utility which was established under section 3(I) of Cap. 272 of 1997 as reviewed by section 60 of Water supply and Sanitation Act No. 12 of 2009 and Act No. 5 of 2019. SHUWASA is charged with

the overall responsibility of operations and management of portable clean water supply and sanitation services in Shinyanga. SHUWASA performs its duties under the pilot and supervision of the Executive Board of Directors. The general guidelines to run the Authority are provided by the Ministry of Water and regulated by EWURA.

#### **2.0.1 POSITION: WATER TECHNICIAN II- 5 POSTS**

#### **2.0.2 REPORTS TO: WATER NETWORK SUPERVISOR**

#### **2.0.3 MAIN ROLE: Responsible to all matters related to Water Distribution Network**

#### **2.0.4 DUTIES AND RESPONSIBILITIES**

- i. To maintain and update the water network maps;
- ii. To maintain and update customers particulars (customer service line, Account number, meter location and other related water infrastructure);
- iii. To undertake customer particular verification and mapping in accordance with the programs prepared by the Planning and Construction Engineer;
- iv. To carry out surveys and prepare drawings/ sketches of existing and proposed water works;
- v. To undertake the preparation of construction drawing for water network developments and modernization in accordance with the programs prepared by the Planning and Construction Engineer; and
- vi. To maintain up-to- date data and information on the water network.

#### **2.0.5 QUALIFICATIONS AND EXPERIENCE**

Technician Certificate either in Civil or Water Resources Engineering with at least 3 years working experience in water production and distribution works, with good command of AutoCAD and GIS tools.

#### **2.0.6 AGE LIMIT: Candidate must be within an age of 25 to 35 years.**

### **3.0 ARDHI UNIVERSITY (ARU)**

Ardhi University (ARU) is a public university in Dar es Salaam, Tanzania. It was established 28 March 2007, though it has been offering training for more than 60 years in different status. It is situated on Observation Hill close to University of Dar es Salaam, in which it was a constituent college from 1996-2007, when it was known as University College of Lands and Architectural Studies—UCLAS. Prior being part of University of Dar es Salaam, Ardhi University was known as Ardhi Institute with history extending to mid-1950s.

### **3.0.1 SURVEY TECHNICIAN III- 2 POSTS**

### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks under supervision;
- ii. To conduct practical/ field work with students;
- iii. To assist in planning, organizing, co-coordinating and controlling activities in the unit;
- iv. To assist in the installation, testing and maintenance of equipments;
- v. To keep in proper custody survey equipments and materials; and
- vi. To perform any other related duties as may be assigned by one's reporting officer.

### **3.0.3 QUALIFICATIONS AND EXPERIENCE**

Form IV/VI with certificate either in Geomatics, Lands Surveying, Instrumentation or related field plus ICT skills.

### **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 and where specified;
- 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 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.**
- xiv. Deadline for application is **18<sup>th</sup> February, 2021;**
- 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**