

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/63

15thOctober, 2021

On behalf of Tanzania Coffee Board (TCB), Open University of Tanzania (OUT), Mzumbe University (MU), Kibaigwa Urban Water Supply and Sanitation Authority (KIBAWASA) and Institute of Accountancy Arusha (IAA) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **11** vacant posts mentioned below.

1.0 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.

1.0.1 PORT INSPECTOR GRADE II-1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To clear goods from port of entry and maintain delivery register;
- ii. To verify goods with customs officials at the port;
- iii. To deliver goods to final destination;
- iv. To load containers and loose cargo on road worth trucks; and
- v. Perform any other duties as may be assigned by Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with Certificate in one of the following fields: Clearing and Forwarding, Shipping and Ports Operations or equivalent qualifications from recognized institutions.

1.0.4 SALARY SCALE: As per institution salary Scale.

2.0 THE OPEN UNIVERSITY OF TANZANIA

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

2.0.1 LECTURER- INTERNATIONAL TRADE AND INVESTMENT/ INTERNATIONAL CRIMINAL JUSTICE - 1 POST

2.0.2 WORK STATION: REGIONAL CENTER-ARUSHA

2.0.3 DUTIES AND RESPONSIBILITIES

- i.** To teach face to face sessions and lead seminars;
- ii.** To undertake induction course in pedagogic skills for those who had none before;
- iii.** To undertake individual research and participate in bigger multi-disciplinary research projects;
- iv.** To prepare manuals and case studies for training;
- v.** To offer close supervision and guidance to undergraduate and postgraduate students;
- vi.** To manage undergraduate programmes; and
- vii.** To undertake consultancy projects.

2.0.4 QUALIFICATION AND EXPERIENCE

Possession of PhD, Master degree either in International Trade and Investment or International Criminal Justice with at least a GPA of 4.0 out of 5, and a minimum GPA of 3.8 out of 5 or its equivalent in the first degree with minimum score of B+ in relevant

subjects or its equivalent. The applicant must be computer literate, capable of using ICT to enhance teaching and learning.

2.0.5 SALARY SCALE-PUTS 3.3

2.0.6 LECTURER- HUMAN NUTRITION - 1 POST

2.0.7 WORK STATION: REGIONAL CENTER-KIGOMA

2.0.8 DUTIES AND RESPONSIBILITIES

- i. To teach face to face sessions and lead seminars;
- ii. To undertake induction course in pedagogic skills for those who had none before;
- iii. To undertake individual research and participate in bigger multi-disciplinary research projects;
- iv. To prepare manuals and case studies for training;
- v. To offer close supervision and guidance to undergraduate and postgraduate students;
- vi. To manage undergraduate programmes; and
- vii. To undertake consultancy projects.

2.0.9 QUALIFICATION AND EXPERIENCE

Possession of PhD, Master degree in Human Nutrition with at least a GPA of 4.0 out of 5, and a minimum GPA of 3.8 out of 5 or its equivalent in the first degree with minimum score of B+ in relevant subjects or its equivalent. The applicant must be computer literate, capable of using ICT to enhance teaching and learning.

2.0.10 SALARY SCALE-PUTS 3.3

2.0.11 LECTURER- SPECIAL AND INCLUSIVE EDUCATION - 1 POST

2.0.12 WORK STATION: REGIONAL CENTER-NJOMBE

2.0.13 DUTIES AND RESPONSIBILITIES

- i. To teach face to face sessions and lead seminars;
- ii. To undertake induction course in pedagogic skills for those who had none before;

- iii. To undertake individual research and participate in bigger multi-disciplinary research projects;
- iv. To prepare manuals and case studies for training;
- v. To offer close supervision and guidance to undergraduate and postgraduate students;
- vi. To manage undergraduate programmes; and
- vii. To undertake consultancy projects.

2.0.14 QUALIFICATION AND EXPERIENCE

Possession of PhD, Master degree in Special and Inclusive Education with at least a GPA of 4.0 out of 5, and a minimum GPA of 3.8 out of 5 or its equivalent in the first degree with minimum score of B+ in relevant subjects or its equivalent. The applicant must be computer literate, capable of using ICT to enhance teaching and learning.

2.0.15 SALARY SCALE-PUTS 3.3

2.0.16 ASSISTANT LECTURER- PROCUREMENT AND SUPPLY CHAIN MANAGEMENT- 1 POST

2.0.17 WORK STATION: REGIONAL CENTER-KINONDONI

2.0.18 DUTIES AND RESPONSIBILITIES

- i. To write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers;
- ii. To adopt and/or supplement existing materials;
- iii. To liaise with course writers, editors, reviewers, producers, artists, coordinators and other Members of the course team;
- iv. To revise course materials and audio programmes;
- v. To give public lectures, tutor and lead academic discussions;
- vi. To set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities;
- vii. To encourage and motivate students to improve academically;
- viii. To help identify and set up local study groups; and
- ix. To conduct research work and disseminate research findings.

2.0.19 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in a Procurement and Supply Chain Management with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent.

2.0.20 SALARY SCALE-PUTS 2.1

2.0.21 ASSISTANT LECTURER- POLITICAL SCIENCE AND PUBLIC ADMINISTRATION -1 POST

2.0.22 WORK STATION: REGIONAL CENTER-NJOMBE

2.0.23 DUTIES AND RESPONSIBILITIES

- i. To write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers;
- ii. To adopt and/or supplement existing materials;
- iii. To liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team;
- iv. To revise course materials and audio programmes;
- v. To give public lectures, tutor and lead academic discussions;
- vi. To set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities;
- vii. To encourage and motivate students to improve academically;
- viii. To help, identify and set up local study groups; and
- ix. To conduct research work and disseminate research findings.

2.0.24 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in a Political Science and Public Administration with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent.

2.0.25 SALARY SCALE-PUTS 2.1

2.0.26 ASSISTANT LECTURER- LAND LAW AND CONVEYANCE/INTELLECTUAL PROPERTY LAW/EQUITY AND TRUST - 1 POST

2.0.27 WORK STATION: REGIONAL CENTER-SIMIYU

2.0.28 DUTIES AND RESPONSIBILITIES

- i. To write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers;
- ii. To adopt and/or supplement existing materials;
- iii. To liaise with course writers, editors, reviewers, producers, artists, coordinators and other Members of the course team;
- iv. To revise course materials and audio programmes;
- v. To give public lectures, tutor and lead academic discussions;
- vi. To set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities;
- vii. To encourage and motivate students to improve academically;
- viii. To help, identify and set up local study groups; and
- ix. To conduct research work and disseminate research findings.

2.0.29 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree either in Land Law and Conveyance, Intellectual Property Law, Equity and Trust or in relevant field with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent.

2.0.30 SALARY SCALE-PUTS 2.1

**2.0.31 ASSISTANT LECTURER- EARLY CHILDHOOD CARE AND EDUCATION
-1 POST**

2.0.32 WORK STATION: REGIONAL CENTER-ILALA

2.0.33 DUTIES AND RESPONSIBILITIES

- i. To write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers;
- ii. To adopt and/or supplement existing materials;

- iii. To liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team;
- iv. To revise course materials and audio programmes;
- v. To give public lectures, tutor and lead academic discussions;
- vi. To set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities;
- vii. To encourage and motivate students to improve academically;
- viii. To help identify and set up local study groups; and
- ix. To conduct research work and disseminate research findings.

2.0.34 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Early Childhood Care and Education or a relevant field with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent.

2.0.35 SALARY SCALE-PUTS 2.1

3.0 MZUMBE UNIVERSITY(MU)

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act No 9 of 2001. As a Training Institute, the University boasts of over 50 years' experience of training in the Administration of Justice, Business Management, Public Administration, Accountancy, Finance, Political Science and Good Governance.

3.0.1 ASSISTANT LECTURER-HUMAN RESOURCE MANAGEMENT - 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;

- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. Perform any other duties that may assigned by the supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in a Human Resource Management with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

3.0.4 SALARY SCALE-PUTS 2.1

4.0 KIBAIGWA URBAN WATER SUPPLY AND SANITATION AUTHORITY (KIBAWASA)

Kibaigwa Urban Water Supply and Sanitation Authority (KIBAWASA) was established on 28th April 2015, by the Minister Responsible for Water, in accordance with the Water Works Regulations No. 371 of 1997, Section 3(3), through the Water and sanitation Act of 2012, KIBAWASA specified under this act is declared to be under Class III. The Authority meets the operational costs which include Staff salaries and electricity costs. KIBAWASA covers all cost mentioned except salary for Managing Director who is paid by Dodoma Urban water supply and Sanitation Authority(DUWASA).

Before initiation of the Water Board, Water supply services in Kibaigwa Township were delivered by the Board of Trustee (KIWASU) and then responsibility was handed to Dodoma Urban Water Supply and Sanitation Authority (DUWASA) after the existed Board of trustees was dissolved.

4.0.1 COMMERCIAL MANAGER (1 POST)

4.0.2 APPOINTED AND REPORTS TO: MANAGING DIRECTOR

4.0.3 WORK STATION: KIBAIGWA

4.0.4 TERMS OF EMPLOYMENT: PERMANENT AND PENSIONABLE

4.0.5 DUTIES AND RESPONSIBILITIES

- i.** To head the Department responsible for customer services and follow up of payments of water bills by customers;
- ii.** To advise the Utility Manager on all issues concerning business of the Authority;
- iii.** To check and direct subordinates on customer data collection, entry, computations and analysis to ensure they are effectively and efficiently done;
- iv.** To develop and implement strategies for meeting customer demands for water and improving customer service;
- v.** To check on customer database to ensure it is up-dated regularly and current;
- vi.** To direct subordinates to ensure that a customer survey is carried out continuously to understand the current credit status and needs of customers;
- vii.** To monitor availability of water supply at public supply points as per stand pipes;
- viii.** To supervise disconnections and reconnections of water supply of defaulting customers to ensure they are timely carried out;
- ix.** To manage the communication between customers and the Authority to ensure that customers are informed of all developments regarding water and sanitation services they can get from the Authority;
- x.** To manage meter readings, calculation of water bills, preparation and distribution of the bills;
- xi.** To coordinate appropriate procedures for collecting and disseminating customer queries, complaints or concerns to ensure that they are soundly attended and resolved;
- xii.** To monitor the revenue collections from customers and recommends appropriate policies or plans to ensure timely payments;
- xiii.** To set-up annual billing or revenue collection targets depending on the service supply and demands of consumers, and devises appropriate methods to achieve them;

- xiv.** To monitor and facilitate continuous customer survey or inspections to ensure that all customers are registered and that water supplied to consumers is billed according to the agreed procedures;
- xv.** To set-up and coordinate mechanisms for identifying, verifying and recommending vulnerable groups and individuals who may qualify for free water services according to the guiding policies;
- xvi.** To periodically coordinate and analyze prepaid meter training needs in order to ensure they cope with the required technology and environment;
- xvii.** To conduct open performance review and appraisal of subordinates and gives feedback;
- xviii.** To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- xix.** To perform any other duties as may be assigned by the Managing Director.

4.0.6 QUALIFICATION AND EXPERIENCE

Bachelor degree/Higher Diploma/Advanced Diploma in Business Administration or equivalent qualifications from a recognized institution with at least three (3) years working experience in a similar organizations in a position of dealing with customers.

4.0.7 SALARY SCALE: As per Authority scheme of Service

5.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

5.0.1 ASSISTANT LECTURER-BANKING AND FINANCE- 1 POST

5.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- 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 student's projects;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

5.0.3 QUALIFICATION AND EXPERIENCE

Bachelor and Master Degree in Banking and Finance with minimum GPA 3.5 respectively

5.0.4 SALARY SCALE- PHTS 2.1

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 and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **28th October, 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**