

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/8

19th July, 2021

VACANCY ANNOUNCEMENT

On behalf of Mzumbe University (MU), College of Business Education (CBE), Vocational Education and Training Authority (VETA), Dar es Salaam University College of Education (DUCE) and Ocean Road Cancer Institute (ORCI); Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill 7 vacant posts mentioned below.

1.0 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 No. 7 of 2005 which repealed Mzumbe University Act No 9 of 2001.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.

1.0.1 CLINICAL OFFICER II-1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To make proper diagnosis of disease;
- ii. To prescribe treatments;
- iii. To treat wounds;
- iv. To give First Aid to MCH problems;
- v. To give anesthesia during operations;
- vi. To attend general outpatient clinics; and
- vii. To perform any other duties as may be assigned by Superior.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Diploma in Clinical Medicine from a recognized institution.

1.0.4 REMUNERATION-PMGSS 1-2

2.0 COLLEGE OF BUSINESS EDUCATION (CBE)

College of Business Education was established by Act of Parliament, Act No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

2.0.1 REGISTRAR -1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To handle general administrative matters relating to curricular design and students' academic performance measurement in cooperation with Head of Departments;
- ii. To make follow up on the decisions of the Curriculum and Examination Committee and Board of Examiners;
- iii. To be custodian of all relevant academic data including safe custody of Transcript and Certificates;
- iv. To process administrative matters relating to Academic Departments, Curriculum and Examination Committee and Board of Examiners on specialized activities e.g. awards, moderation of examinations, review of syllabi etc.;
- v. To be custodian of all approved examination papers;
- vi. To promote academic programmes of the College; and
- vii. To perform any other relevant duties as may be assigned by your supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Master Degree in Education with at least 8 years of relevant working experience.

2.0.4 REMUNERATION:

As per Treasury Registrar Circular No. 8 of 2015

3.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority was established by VETA Act Cap.82.R.E.2006 and charged with the functions of regulating, promoting, providing and financing Vocational and Education Training in Tanzania.

The vision of VETA is to develop an excellent Vocational Education and Training (VET) system that is capable of supporting national social economic development in the global context.

The Mission of VETA is to ensure provision of quality VET that meets labour market needs, through effective regulation, coordination, financing and promotion, in collaboration with stakeholders.

3.0.1 VOCATIONAL TEACHER II–MASONRY AND BRICKLAYING - 1 POST-RE-ADVERTISED

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counseling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other related duties as may be assigned by the supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a Vocational Teaching Certificate will be an added advantage.

3.0.4 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

4.0 THE DAR ES SALAAM COLLEGE OF EDUCATION (DUCE)

The Dar es Salaam University College of Education (DUCE) is a public institution established in 2005 through the Government Notice No. 202 published on 22nd July 2005. The establishment of the College was a priority response by the Government of Tanzania to address the problem of acute shortage of graduate teachers and experts in the education sector that had resulted from the rapid expansion of school enrolment. The expansion was due to the successes of the Primary Education Development Programme (PEDP) in 2002 - 2006 and the Secondary Education Development Programme (SEDP I) in 2004 - 2009, among other initiatives.

The College is located on Plot 324 and 325 Block 'T' Chang'ombe in Temeke Municipality, Dar es Salaam Region, adjacent to the new National Stadium and about 5 km from the City Centre via Kilwa Road.

4.0.1 ASSISTANT LECTURER - EDUCATIONAL PSYCHOLOGY (GUIDANCE AND COUNSELLING)(1 POST) -RE-ADVERTISED

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/ disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Education Psychology with major/minor in Guidance and Counselling and Bachelor Degree in Educational Psychology 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 a Minimum score of B+ in the relevant subject or its equivalent.

4.0.4 SALARY SCALE: PUTS 2.1

4.0.5 ASSISTANT LECTURER- (EDUCATIONAL PSYCHOLOGY (PSYCHOMETRIC AND EDUCATIONAL MEASUREMENT AND EVALUATION) - 1 POST-RE-ADVERTISED

4.0.6 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/ disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

4.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Education Psychology with major or minor in Psychometrics and Educational Measurement and Evaluation and Bachelor Degree in Educational Psychology 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 a Minimum score of B+ in the relevant subject or its equivalent.

4.0.8 SALARY SCALE: PUTS 2.1

4.0.9 ASSISTANT LIBRARIAN (1 POST)-RE-ADVERTISED

4.0.10 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/ disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

4.0.11 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Information Studies or related field 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 a Minimum score of B+ in the Relevant Subject or its equivalent.

4.0.12 SALARY SCALE: PUTS 2.1

5.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI)

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.3 of 1996. The Institute is a semi-autonomous organization which operates under the Ministry of Health, Community Development, Gender, Elderly and Children. The Institute has various roles which stem on the main role of controlling cancer in Tanzania.

5.0.1 MEDICAL PHYSICIST II (1 POST)

5.0.2 REPORTS TO: SENIOR MEDICAL PHYSICIST

5.0.3 DUTIES AND RESPONSIBILITIES:

- i. To assist in developing treatment plan to patients;

- ii. To assist in calculation of dosage to be delivered by radiotherapy equipment;
- iii. To assist in carrying out patient chart checks and dose verification;
- iv. To support to develop and oversee implementation of quality assurance procedures and programs for therapy and related equipment;
- v. To assist to conduct mould room activities including fabrication of shielding blocks and fixations;
- vi. To perform other duties as may be assigned by his/her superior.

5.0.4 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Physics, Physics and Mathematics, Education majoring in physics and Mathematics or any equivalent qualifications from any recognized Institution.

5.0.5 REMUNARATION:

As per Government scale.

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 letters 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 **1st AUGUST, 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**