

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/22**

**7<sup>th</sup> January, 2022**

**VACANCY ANNOUNCEMENT FOR THREE MONTH RENEWABLE  
CONTRACT**

On behalf of Tanzania Ports Authority (TPA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **12 vacant** posts as mentioned below;

**1.0. TANZANIA PORTS AUTHORITY (TPA)**

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing and promoting the maritime sector in Tanzania mainland. The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources to fulfil its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA's vision is to lead the regional maritime trade and logistics services to excellence and its mission is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central, and southern Africa. TPA continues to undertake substantial improvement measures to turn around its performance to maintain competitiveness within the region.

**1.1.0. CAPTAIN – 1 POST**

**REPORT TO PORT MANAGER KYELA**

### **1.1.1. DUTIES AND RESPONSIBILITIES**

- i. Piloting Ships for safe berthing & un-berthing within the Port
- ii. Ensure that the outgoing ships have valid outward clearance,
- iii. Look after passengers.
- iv. Study Client's requirements and plan for future actions.
- v. Plan and execute the vessel's route.
- vi. Ensure all maritime laws, rules and regulations are followed and records are kept correctly.
- vii. Ensure maintenance and repairs are carried out.
- viii. Supervise cargo handling.
- ix. Prepare and submit a voyage report including incidence, near misses and Accident if any in every end of voyage.

### **1.1.2. QUALIFICATIONS AND EXPERIENCE**

Holder of a Certificate of Competence (CoC) II or III (Officer in charge of Navigation Watch) with Master endorsement, Have approved and valid qualifications in First Aid, Firefighting and Survival and other Mandatories Certificates for officer, and pass seafarer medical tests and must have experience of not less than 3 years in a ship's officer position on Lakes or Ocean going ships.

### **1.1.3. SALARY SCALE: TPGS 7**

## **1.2.0. CHIEF ENGINEER – 1 POST REPORT TO CAPTAIN**

### **1.2.1. DUTIES AND REPONSIBILITIES**

- i. To head the entire engine room department aboard the ship.
- ii. Responsible for the entire technical operations and maintenance of the vessel including main engine, ancillary machineries, electrical, and mechanical.
- iii. Preparing of Engine room incidences and Accident report if any.
- iv. Supervise the Log book entries that made in proper way.

### **1.2.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Competence CoC II (Officer in charge of Engineering Watch), Have Approved and valid qualifications in First Aid, Firefighting and Survival and other

Mandatories Certificates for Engineer, Pass seafarer medical tests and have experience of not less than 3 years in a ship's Engineer position on Lakes or Ocean going ships.

### **1.2.3. SALARY SCALE: TPGS 7**

## **1.3.0 CHIEF OFFICER – 1 POST**

### **REPORT TO CAPTAIN**

#### **1.3.1. DUTIES AND REPONSIBILITIES**

- i. Assist Ship's Captain and perform vessel navigation watch duties.
- ii. Responsible for the entire cargo operations in ports which includes loading, unloading, and cargo planning.
- iii. Responsible for Deck maintenance including cargo gears and cargo carried on board ship, ship's hull and accommodation.
- iv. Responsible for life saving and fire fighting appliances of the vessel.
- v. Responsible for garbage management for the deck and accommodation part of the ship.
- vi. In charge of the ballast and de-ballasting operation done on board.
- vii. Supply, keep and control records and other paperwork on behalf of shore management.
- viii. The overall safety in charge of the deck crew.

#### **1.3.2. QUALIFICATIONS AND WORK EXPERIENCE**

Holder of a Certificate of Competence CoC III ( Officer in charge of Navigation Watch), Have approved qualifications in First Aid, Fire fighting and Survival and other Mandatories Certificates for officer, Pass seafarer medical tests and must have experience of not less than 3 years in a ship's officer position on Lakes or Ocean going ships.

#### **1.3.3. SALARY GRADE: TPGS 6**

#### **1.4.0. SECOND ENGINEER – 1 POST**

##### **REPORT TO CAPTAIN**

#### **1.4.1. DUTIES AND RESPONSIBILITIES**

- i. Schedule and direct maintenance inside the engine room.
- ii. Responsible for day to day Engine room operations, Maintenance, repair and housekeeping including pollution control from engine room.
- iii. Prepare Engine room incidences and accident report if any.
- iv. Responsible for Engine room fire fighting equipment and apparatus.
- v. Keep the Log book entries in a proper way
- vi. Prepare paper works and report condition and need of Engine room.

#### **1.4.2. QUALIFICATONS AND EXPERIENCE**

Holder Certificate of Competence CoC III (Officer in charge of Engineering Watch), Have approved and valid qualifications in First Aid, Fire fighting and Survival and other Mandatories Certificates for Engineer, Pass seafarer medical test and have experience of not less than 3 years in a ship's Engineer position on Lakes or Ocean going ships.

#### **1.4.3. SALARY SCALE: TPGS 6**

#### **1.5.0. ELECTRICIAN – 1 POST**

##### **REPORT TO CAPTAIN**

#### **1.5.1. DUTIES AND RESPONSIBILITIES**

- i. Schedule and direct maintenance inside the engine room.
- ii. Maintain, repair and keep of the Engine room in good condition.
- iii. Prepare of Engine room incidences and Accident reports
- iv. Managing Engine room fire fighting equipments and apparatus.
- v. Maintain the Logbook hrentries.
- vi. Prepare reports of Engine room.

#### **1.5.2. QUALIFICATIONS AND EXPERIENCE**

Holder Certificate of Competence CoC IV (Officer in charge of Engineering Watch), Have approved qualifications in First Aid, Fire fighting and Survival and other Mandatories

Certificates for Engineer, Pass seafarer medical test and have experience of not less than 3 years in a ship's Engineer position on Lakes or Ocean going ships.

### **1.5.3. SALARY SCALE: TPGS 5**

### **1.6.0. ENGINE RATING – 2 POSTS**

#### **REPORT TO CAPTAIN**

#### **1.6.1. DUTIES AND RESPONSIBILITIES**

- i. Keep the Engine room and port watch
- ii. Engine Room works including cleaning, chipping, painting and other related works.
- iii. Assist Second Engineer to perform duties
- iv. Reporting any abnormalities timely.

#### **1.6.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Forming part of Engine Room watch, First Aid, Firefighting and

Survival and other valid Mandatories, pass seafarer medical tests and have experience not less than 3 years in Engine Room duties on Lakes or Ocean-going ships.

### **1.6.3. SALARY GRADE: TPGS 4**

### **1.7.0. DECK RATING – 2 POSTS**

#### **REPORT TO CAPTAIN**

#### **1.7.1. DUTIES AND RESPONSIBILITIES**

- i. Keep the navigation and port watch including steers and look out
- ii. Deck works including ship cleaning, chipping painting and other related.
- iii. Assist passenger and cargo handling, Cargo rushing and covering.
- iv. Reporting any abnormalities timely.

#### **1.7.2. QAUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Forming part of Navigation watch, First Aid, Firefighting and Survival and other approved and valid Mandatories Certificates, pass seafarer

medical tests and have experience not less than 3 years in Deck on Lakes or Ocean-going ships.

### **1.7.3. SALARY SCALE: TPGS 4**

### **1.8.0 CHIEF COOK - 1 POSTS**

#### **REPORT TO CAPTAIN**

#### **1.8.1. DUTIES AND REONSIBILITIES**

- i. Prepare meal for seamen as per ships catering.
- ii. Responsible for Galely works including ship cleaning.
- iii. Assist passenger meals where is required
- iv. Reporting any abnormalities timely.

#### **1.8.2. QUALIFICATIONS AND EXPERIENCE**

Holder of First Aid, Firefighting and Survival and other Mandatories Certificates, pass seafarer medical tests and must have experience not less than 5 years as a Chief cook on board ship on Lakes or Ocean-going ships.

### **1.8.3.SALARY GRADE: TPGS 4**

### **1.9.0 SECOND COOK – 1 POST**

#### **REPORT TO CAPTAIN**

#### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. Preparation of meal for seamen as par ships catering.
- ii. Responsible for Galely works including ship cleaning.
- iii. Assist passenger meals where is required
- iv. Reporting any abnormalities timely.

#### **1.9.2 QUALIFICATION AND EXPERIENCE**

Holder of First Aid, Firefighting and Survival and other Mandatories Certificates, pass seafarer medical tests and must have experience not less than 3 years as a cook on board ship on Lakes or Ocean-going ships.

### **1.9.3. SALARY SCALE: TPGS 3**

## **1.10.0. GS RATING – 1 POST**

### **REPORT TO CAPTAIN**

#### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. Preparation of meal for seamen as per ships catering.
- ii. Responsible for Galey works including ship cleaning.
- iii. Assist passenger meals where is required
- iv. Reporting any abnormalities timely.

#### **1.10.2.QUALIFICATIONS AND EXPIRENCE**

Holder of First Aid, Firefighting and Survival and other Mandatories Certificates, pass seafarer medical tests and must have experience not less than 3 years as a mess boy on board ship on Lakes or Ocean-going ships.

#### **1.10.3. SALARY SCALE: TPGS 3**

### **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, University of Dodoma (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **20<sup>th</sup> January , 2022;**
- 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.**