

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

### VACANCY ANNOUNCEMENT- ONE YEAR CONTRACT EMPLOYMENT

Ref.No.JA.9/259/01/A/74

21<sup>st</sup> April, 2022

On behalf of Tanzania Standard Newspapers Limited, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill thirty four **(34)** vacant posts under.

#### **1.0 TANZANIA STANDARD NEWSPAPERS LIMITED**

Tanzania Standard Newspapers Limited, a wholly-owned Government's media house, was established under the Companies Act, 2002. The Company is the oldest media house in Tanzania, and its operation dates back in the 1930s. The Company publishes the Daily News, Sunday News, HabariLEO and SpotiLeo as well as online editions of these newspapers. As part of its structural transformation and business expansion in pursuit of more market share in East Africa and beyond, the Company operates Commercial Printing Plant. The plant undertakes wide variety of printing works to produce items such as diaries, calendars and books.

#### **1.0.1 ASSISTANT GRAPHIC DESIGNER II – 2 POSTS**

#### **1.0.2 WORK STATION – TSN HQ - DAR ES SALAAM**

#### **1.0.3 DUTIES AND RESPONSIBILITIES**

- i. To design attractive pages and advertising art work;
- ii. To prepare and apply infographics and data;

- iii. To receive and prepare pages printing layout;
- iv. To ensure accuracy in final product;
- v. To advise the News Desk on the best page design;
- vi. To prepare plates for printing; and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.4 QUALIFICATIONS AND EXPERIENCE:**

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) PLUS Certificate in Graphic Design or equivalent qualification from recognized Institutions.

#### **1.0.5 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale

#### **1.0.6 ASSISTANT SALES AND MARKETING OFFICER II – 2 POSTS**

#### **1.0.7 WORK STATION: TSN - SAMORA -DAR ES SALAAM**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To keep records of sales orders and relevant supporting documents;
- ii. To prepare news papers ads cuttings for invoicing;
- iii. To direct and attend to customers;
- iv. To conduct regular literature and internet surveys of mineral prices to establish prevailing local and international markets indicator mineral prices;
- v. To develop individual targets and performance standards as part of individual performance agreement in consultation with the Head of Section;
- vi. To prepare daily delivery notes, batch;
- vii. To prepare daily distribution report;
- viii. To distribute Company products at drop-off points;
- ix. To report any anomaly during distribution; and
- x. To perform any other duties as may be assigned by the supervisors.

### **1.0.9 QUALIFICATIONS AND EXPERIENCE:**

Holder of Diploma in one of the following fields: Business Administration, Marketing, Sales and Marketing, Advertisement, Logistics Management, or equivalent qualifications from recognized Institutions.

### **1.0.10 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

### **1.0.11 ASSISTANT JOURNALIST II – 3 POSTS**

#### **1.0.12 WORK STATION: TSN – MWANZA, MBEYA, AND DODOMA**

### **1.0.13 DUTIES AND RESPONSIBILITIES**

- i. To collect news, stories, features and photos;
- ii. To summarize written material;
- iii. To conduct research and collects information through interviews, press conferences and an existing network of contacts and informants;
- iv. To draft news reports and articles within assigned deadlines and in accordance with in-house style guides;
- v. To check facts and corroborates the information collected from third party sources;
- vi. To write news pieces about various topics, such as politics, economics, world events, crime, trade, sport, entertainment, culture, travel and so much more; and
- vii. To perform any other duties as may be assigned by the supervisors.

### **1.0.14 QUALIFICATIONS AND EXPERIENCE:**

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus Certificate in Journalism, Mass Communication or equivalent qualification from recognized institutions. In addition, the candidate must be competent in relevant computer applications.

### **1.0.15 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

### **1.0.16 ASSISTANT PRINTER II – 7 POSTS**

### **1.0.17 WORK STATION: TSN - HQ - DAR ES SALAAM**

### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To conduct routine printing machine service;
- ii. To examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences;
- iii. To inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects;
- iv. To input instructions in order to program automated machinery, using a computer keyboard;
- v. To load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms;
- vi. To monitor feeding, printing, and racking processes of presses in order to maintain specified operating levels and to detect malfunctions; make any necessary adjustments;
- vii. To monitor stocks of materials such as paper, ink, and metal in order to maintain supplies during equipment operation;
- viii. To ensure the cleanliness of printing floor, machinery and equipments;
- ix. To ensure that material wastage is minimal; and
- x. To perform any other duties as assigned by the supervisors.

### **1.0.19 QUALIFICATIONS AND EXPERIENCE:**

Holder of a Certificate of Secondary Education Examination (CSEE)/Advanced Certificate of Secondary Education Examination (ACSEE) plus Certificate in Printing or equivalent qualification from recognized institutions.

### **1.0.20 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **1.0.21 ACCOUNTS OFFICER II – 2 POSTS**

### **1.0.22 WORK STATION: TSN HQ - DAR ES SALAAM**

### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To keep and maintain development and other charges cash register book;
- ii. To keep payment vouchers and other receipts;
- iii. To key in revenue and expenditure register;
- iv. To prepare various received financial reports; and

- v. To perform any other duties as may be assigned by the supervisors.

#### **1.0.24 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration or Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA.

#### **1.0.25 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

#### **1.0.26 DRIVER II – 2 POSTS**

#### **1.0.27 WORK STATION: TSN - HQ DAR ES SALAAM AND DODOMA**

#### **1.0.28 DUTIES AND RESPONSIBILITIES**

- i. To drive vehicles to approved destinations and in accordance with traffic regulations;
- ii. To inspect vehicles before and after trips and submit report indicating vehicle conditions;
- iii. To perform minor repairs;
- iv. To maintain and keep up-to-date log-books;
- v. To adhere to maintenance schedules;
- vi. To keep motor vehicles in good running conditions and report faults and defects to head of department;
- vii. To ensure that valid documents are obtained prior to commencing any journey;
- viii. To ensure safety and cleanliness of the vehicles at all times; and
- ix. To perform any other duties as may be assigned by the supervisors.

#### **1.0.29 QUALIFICATIONS AND EXPERIENCE:**

Holder of Certificate of Secondary Education Examination (CSEE) or Advanced Certificate of Secondary Education Examination (ACSEE) having a valid Driving License Class C or E and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

### **1.0.30 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **1.0.31 JOURNALIST II – 5 POSTS**

### **1.0.32 WORK STATION: TSN - HQ DAR ES SALAAM, DODOMA, MWANZA, ARUSHA, AND MBEYA**

### **1.0.33 DUTIES AND RESPONSIBILITIES**

- i. To write stories, features and commentaries;
- ii. To check accuracy and facts;
- iii. To translate stories, features and commentaries;
- iv. To determine a story's emphasis, length, and format, and organizes material accordingly;
- v. To research and analyze background information related to stories in order to be able to provide complete and accurate information;
- vi. To receive assignments or evaluate leads and tips in order to develop story ideas; and
- vii. To perform any other duties related to the field as assigned by the supervisors.

### **1.0.34 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree in Mass Communication, Journalism or equivalent qualification from recognized institutions, OR Holder of Bachelor Degree in any related field PLUS Diploma in Journalism, Mass Communication or equivalent qualification from recognized institutions.

### **1.0.35 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

### **1.0.36 LEGAL OFFICER II – 1 POST**

### **1.0.37 WORK STATION: TSN - HQ DAR ES SALAAM**

### **1.0.38 DUTIES AND RESPONSIBILITIES**

- i. To compile evidence relevant for court cases involving TSN;
- ii. To assist in taking charge of documents and correspondences of already assigned cases;
- iii. To assist in dealing with legal routine correspondences addressed to TSN;
- iv. To file and appear for proceedings in courts;
- v. To assist in administering compliance with the terms of agreements and contracts;

- vi. To compile a list of amended legislations, regulations and rules;
- vii. To maintain an updated database of court decisions; and
- viii. To perform any other duties as may be assigned by the supervisors.

#### **1.0.39 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree in Law (LLB) from recognized institutions and must have attended and passed Internship or Law School of Tanzania.

#### **1.0.40 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

#### **1.0.41 PROOF READER II – 2 POSTS**

#### **1.0.42 WORK STATION: TSN – HQ DAR ES SALAAM**

#### **1.0.43 DUTIES AND RESPONSIBILITIES**

- i. To check on grammar and language Structure;
- ii. To advise the News Desk in case of doubtful stories e.g. names, years or repetition;
- iii. To call the attention of the News Desk to an issue which s/he deems not clear;
- iv. To ensure that all corrections are made correctly;
- v. To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- vi. To perform any other duties related to the field as assigned by the supervisors.

#### **1.0.44 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree in one of the following fields: Linguistics, English, Literature, Swahili, Education majoring in Linguistics, English, Literature or Swahili or equivalent qualification from recognized institutions.

#### **1.0.45 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

#### **1.0.46 PRINTER II – 1 POST**

#### **1.0.47 WORK STATION: TSN - HQ DAR ES SALAAM**

#### **1.0.48 DUTIES AND RESPONSIBILITIES**

- i. To print newspapers and other products in multi colour independently;
- ii. To inspect and examine printed products for printing clarity, colour accuracy, conformity to specifications and external defects;
- iii. To monitor stock of materials such as newsprints, inks, chemicals in order to maintain supplies during equipment operation;
- iv. To undertake printing machinery and equipment maintenance;
- v. To plan and execute day to day printing operations;
- vi. To examine job/print orders to determine details such as quantities to printed, production time, stock specifications, and colour and color sequences;
- vii. To ensure the cleanliness of printing floor, machinery and equipments;
- viii. To maintain records of goods produced, supplies used, production costs and
- ix. To perform any other duties as may be assigned by the supervisors.

#### **1.0.49 QUALIFICATIONS AND EXPERIENCE:**

Holder of Diploma in Printing or equivalent qualification from recognized institutions.

#### **1.0.50 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

#### **1.0.51 RECORDS MANAGEMENT ASSISTANT II – 1 POST**

#### **1.0.52 WORK STATION: TSN - HQ DAR ES SALAAM**

#### **1.0.53 DUTIES AND RESPONSIBILITIES**

- i. To prepare file Index;
- ii. To maintain records/documents in the registry;
- iii. To file, dispatche and cross check correspondences;
- iv. To maintain a diary and records for files movements;
- v. To check and cross check mails, claims and returns;
- vi. To receive and register incoming and outgoing mails;
- vii. To receive previews, record and facilitate filling of documents;
- viii. To trace, locate and retrieve files when needed; and
- ix. To performs any other duties as assigned by the supervisors.

#### **1.0.54 QUALIFICATIONS AND EXPERIENCE:**

Holder of Certificate of Secondary Education Examination (CSEE) or Advanced Certificate of Secondary Education Examination (ACSEE) plus Certificate (NTA Level 5) in one of the following fields: Records Management, Archives or equivalent qualifications from recognized institutions.



### **1.0.55 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

### **1.0.56 SALES AND MARKETING OFFICER II – 4 POSTS**

### **1.0.57 WORK STATION: TSN - SAMORA - DAR ES SALAAM, DODOMA, AND MOROGORO**

### **1.0.58 DUTIES AND RESPONSIBILITIES**

- i. To sell advertisement space;
- ii. To direct and attend customers;
- iii. To prepare periodic sales reports;
- iv. To collect advertisement revenue
- v. To develop individual objectives/targets and all performance standards as part of the individual performance agreement in consultation with the Head of Section;
- vi. To appoint newspaper agents and identify more distribution and selling points;
- vii. To collect sales proceeds, receives;
- viii. To verify returned newspapers;
- ix. To monitors newspaper delivery and report status to Head office on daily basis;
- x. To prepare weekly and monthly circulation sales and newspaper returns collection and sales reports;
- xi. To conduct market surveillance and intelligence to check the performance of TSN against competitors' products; and
- xii. To perform any other duties as may be assigned by the supervisors.

### **1.0.59 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree in one of the following fields: Economics, Marketing, Sales, Entrepreneurship, Commerce or Business Administration majoring in Marketing, Sales, and Entrepreneurship or equivalent qualifications from recognized institutions.

### **1.0.60 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

### **1.0.61 SUPPLIES OFFICER II – 2 POSTS**

### **1.0.62 WORK STATION: TSN - HQ DAR ES SALAAM**

### **1.0.63 DUTIES AND RESPONSIBILITIES**

- i. To co-coordinate and forecast purchasing requirements;

- ii. To maintain and make available statistics on procurement for Management Information Systems;
- iii. To plan and implement action programs in any functional section of supplies or stores;
- iv. To plan and supervise procurement, storage, issuing and dispatching activities of the materials;
- v. To maintain that Institute's laid down materials management and procurement procedures and regulations are strictly followed;
- vi. To participate in review of materials management policies;
- vii. To maintain that the receipts are in accordance with the order specifications; and
- viii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.64 QUALIFICATIONS AND EXPERIENCE:**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement, Supplies, Materials Management, Stores Management, Commerce or Business Administration majoring in Procurement or Supplies Management or equivalent qualification from recognized institutions or Professional Level III offered by Procurement and Supplies Professionals and Technicians Board (PSPTB) or any other qualifications recognized by PSPTB. The candidate must be registered by PSPTB as Graduate Procurement and Supplies Professional.

#### **1.0.65 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale.

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age;
- ii. **Permanent and Pensionable employees in the Public Service should not apply;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;

- vi. Attaching copies of the following certificates is strictly not accepted: -
- Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- 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 (UDOM), Utumishi Building/Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **04<sup>th</sup> May, 2022**;
- xv. Only shortlisted 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**