

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/21

16th August, 2021

VACANCY ANNOUNCEMENT

On behalf of **Tanzania Institute of Education (TIE)**, **Taasisi ya Sanaa na Utamaduni Bagamoyo** (TaSUBa) and Water Institute (WI), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **(5)** vacant posts mentioned below.

1.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a Public Institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre-primary, primary, secondary and teacher education levels. Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to

harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

1.0.1 PRINTER GRADE II- (2 POSTS)- RE ADVERTISED

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare work schedule;
- ii. To prepare working tools and equipment;
- iii. To assign work to staffs under him/her;
- iv. To make follow-up on on-going activities and reports on the progress to the supervisor;
- v. To prepare job jacket layout about plan of production; and
- vi. To perform any other related duties as may be assigned by the supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Diploma in printing from a recognized institution with a minimum of three years experience in printing industry.

1.0.4 SALARY SCALE: PTSS 4-5

1.0.5 ACCOUNTS ASSISTANT I –(1 POST)

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To maintain books of accounts for recurrent and development expenditure;
- ii. To maintain payment vouchers;
- iii. To post revenue and expenditure to the books of accounts;
- iv. To prepare various report for all collected cash;
- v. To assist in preparing financial reports as may be required;
- vi. To assist in monitoring Institute performance against targets; and
- vii. To perform any other related duties as may be assigned by Supervisor from time to time.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or ATEC II offered by NBAA.

1.0.8 SALARY SCALE: PTSS 4

2.0 TAASISI YA SANAA NA UTAMADUNI BAGAMOYO (TaSUBa)

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) was established under the executive agencies Act No. 30 of 1997. The institute is under the Ministry of Information, Culture, Arts and sports. The institute is registered by National Council for Technical Education (NACTE) and recognized as centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by recruiting competent and well-motivated staff who will facilitate effective transformation of students opting for a career in Arts and Culture.

2.0.1 INSTRUCTOR II (MUSIC AND SOUND PRODUCTION)- (1 POST)- (RE ADVERTISED)

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To engage learners into competency practice;
- iii. To assist in conducting practical exercise to students under close supervision;
- iv. To prepare learning resources;
- v. To conduct examinations up to NTA level 6;
- vi. To supervise field training;
- vii. To conduct and support research and consultancy work;
- viii. To mentor and assist junior instructors; and
- ix. To perform any other related duties as may be assigned by his/her supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Performing and Visual Arts, Arts in theatre and film or Art Music from recognized institution. Specialization in stage technology or having a background in stage design and technology will be an added advantage.

2.0.4 REMUNERATION

Salary Scale: PTSS 10

3.0 THE WATER INSTITUTE (WI)

The Water Institute is a Government Executive Agency established by the order Government Notice (G.N) No. 138 published on 22 August 2008) and was renamed as Water Development and Management Institute. It was thereafter changed into Water Institute through the G.N. No.217 of 2016. Water Institute established in order to train the technical workforce to serve the water sector.

3.0.1 ASSISTANT LECTURER – 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To instruct students in the Department under close Supervision;
- ii. To prepare material for practical and tutorial exercise;
- iii. To conduct research;
- iv. To carry out Consultancy and Service Job assignments under close supervision;
- v. To publish articles, books & research findings; and
- vi. To perform any other duties assigned by supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

Master's Degree either in Water Resources Engineering or Environmental Engineering and Bachelor Degree either in Water Resources Engineering, Civil Engineering, Geology, or Irrigation with minimum GPA 3.5 or equivalent from recognized institution.

3.0.4 REMUNERATION

Attractive remuneration package in accordance to institutions salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **30th 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**