

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/140

9<sup>th</sup> January, 2020

### VACANCIES ANNOUNCEMENT- RE-ADVERTISED

Public Service Recruitment Secretariat on behalf of National Institute of Transport (NIT) invites qualified Tanzanians to fill **5** vacant posts as mentioned hereunder.

#### 1.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

#### 1.1 TUTOR/ INSTRUCTOR II IN AIRCRAFT MAINTENANCE ENGINEERING - (1 POST)

#### 1.2 Duties and Responsibilities

- i. Teaches up to NTA level 6 (Ordinary Diploma) and may assist as tutorial assistant in higher NTA Levels;
- ii. Conduct tutorials for NTA 7;
- iii. Assist in undertaking research;
- iv. Administer examinations for NTA level 6 Students;
- v. Prepare learning resources;
- vi. Assists in supervising field training;
- vii. Ascertain compliance with safety requirements at all times during training;
- viii. Develop and reviews curricula;
- ix. Provide on the job training to junior staff;
- x. Review the maintenance plans;

- xi.** Supervise subordinates;
- xii.** Uphold aviation maintenance standards;
- xiii.** Supervise overhaul and testing of maintenance equipment's and tools;
- xiv.** Issue technical drawing relating to maintenance of aircraft structure; and
- xv.** Perform any other duties as may be assigned by a supervisor.

### **1.3 Qualifications and Experience**

Bachelor Degree either in Aircraft Maintenance Engineering, Aeronautical engineering or Bachelor of Engineering in Aircraft Maintenance (NTA 8) with a GPA of not less than 3.5 or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution.

### **1.4 TUTOR/ INSTRUCTOR II IN ECONOMICS (1 POST)**

#### **1.5 Duties and Responsibilities**

- i.** Teaches up to NTA level 6 (Ordinary Diploma) and may assist as tutorial assistant in higher NTA Levels;
- ii.** Conduct tutorials for NTA 7;
- iii.** Assist to carryout Research and consultancy and works;
- iv.** Administer examinations for NTA level 6 Students;
- v.** Prepares learning resources;
- vi.** Assists in supervising field training;
- vii.** Supervises and assists Junior Staff; and
- viii.** Performs any other duties as assigned by a Supervisor.

### **1.6 Qualifications and Experience**

Holder of Bachelor Degree in **Economics and Finance** with a GPA of not less than 3.5 from any recognized Institution.

### **1.7 Salary Scale: PTSS 10-11**

### **1.8 TUTOR/ INSTRUCTOR II IN WELDING TECHNOLOGY (1 POST)**

#### **1.9 Duties and Responsibilities**

- i.** Teaches up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA Levels;
- ii.** Conduct tutorials for NTA 7;
- iii.** Assist to carryout Research and consultancy and works;
- iv.** Assists in administering examinations for NTA level 6 Students;

- v. Prepares learning resources;
- vi. Assists in Supervising field training;
- vii. Performs any other duties as assigned by Supervisor.

#### **1.10 Qualifications and Experience**

Holder of Bachelor Degree in Mechanical Engineering (NTA 8) with a GPA of not less than 3.5 from any recognized Institution.

#### **1.11 Salary Scale: PTSS 10-11**

#### **1.12 LABORATORY TECHNICIAN II - IN AIRCRAFT POWER PLANT AND AIRFRAME (2 POSTS)**

##### **1.13 Duties and Responsibilities**

- i. Conducts Aircraft Technicians training;
- ii. Plan, prepare, and evaluate lesson plans;
- iii. Develop and reviews curricula;
- iv. Conduct examinations and submits results;
- v. Conduct consultancy and community services;
- vi. Provide on the job training to junior staff;
- vii. Assists in undertaking research;
- viii. Maintain aircraft on line Maintenance and in the hangar;
- ix. Meeting and dispatching Aircraft instructed by supervisor;
- x. Carry out and rectification on Aircraft, Electrical, Electronics and Telecommunication system; and
- xi. Perform any other duties as may be assigned by ones' reporting officer.

##### **1.14 Qualifications and Experience**

Holder of a Diploma (NTA 6) in Aircraft Maintenance Engineering from recognized institutions.

##### **1.15 Salary Scale: PGSS 4.1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 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;
  - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **22<sup>nd</sup> January, 2020** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. 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**