

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

**Ref.No.EA.7/96/01/J/58**

25<sup>th</sup> October, 2017

### **VACANCIES ANNOUNCEMENT**

President's Office, Public Service Recruitment Secretariat on behalf of the Tanzania Petroleum Development Corporation (TPDC), Dar es Salaam Institute of Technology (DIT), National Council for Technical Education (NACTE) and Tanzania Public Service College (TPSC) invites qualified Tanzanians to fill (16) vacant posts as mentioned below;

#### **1.0 INTRODUCTION**

##### **1.1 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)**

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company established in 1969 with a mandate to undertake petroleum reconnaissance, exploration and development in selected petroleum potential areas throughout the country, including the continental shelf of Tanzania.

In line with such mandate, TPDC has formed Subsidiary Companies namely Gas Supply Company Limited (GASCO) and Commercial Petroleum (COPEC) to perform various tasks. The main roles of the established subsidiaries are: GASCO is responsible for the operation and maintenance (O&M) of natural gas processing plants, natural gas transmission pipeline and natural gas distribution networks; COPEC is responsible for managing the national strategic petroleum reserves and downstream operations as deemed fit for long term benefits of the nation.

To effectively manage the above responsibilities, TPDC is looking for experienced, dynamic, energetic, visionary and qualified candidates to fill the following vacant positions within the Corporation:

#### **1.1.1 ELECTRICAL ENGINEER II (PLANT INSTRUMENT ENGINEER) – 1 POST**

- i. Participate in installation and maintenance of pipeline equipment/instrument according to engineering best practice;
- ii. Assist to check status of all instruments along pipeline and block valve stations (BVS) via SCADA system/ plant DCS, safety and communication systems;
- iii. Participate in implementation of proposed system modifications in the field of instrumentation to enhance operation;
- iv. Participates in preventive maintenance (PM) in order to achieve highest efficiency for reliable and safe operation;
- v. Assist in preparations of documents associated with preventive maintenance activities;
- vi. Ensure proper housekeeping prior task completion;
- vii. Participate on applicable elements of Facility HSE Program to ensure Employee and Facility Safety;
- viii. Performs any other related duties as may be assigned by superiors.

#### **1.1.2 QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Instrumentation, Instrumentation & Control or Electronics Engineering or equivalent qualification from a recognized institution.
- Must be registered as a graduate Engineer by Engineer's Registration Board (ERB).

#### **1.1.3 REMUNERATION**

**SALARY SCALE:** TPDC- RS 2

## **2.0 INTRODUCTION**

### **2.1 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)**

Dar es Salaam Institute of Technology (DIT) was established by Act of Parliament, Act No. 6 of 1997. The governance and the control of the Institute are vested in the DIT Council. The Council has a chairperson appointed by the President of the United Republic of Tanzania and 11 members appointed by the Minister responsible for Education, Science and Technology. The Chief Executive of the Institute is the Principal who is appointed by the Minister. The Principal is also the Secretary of the DIT Council. The Principal in executing his/her administration functions is supported by the Deputy Principal (Academic, Research and Consultancy) who is responsible for the operations of academic related departments and the Deputy Principal (Administration and Finance) who oversees the operations of supporting departments.

### **2.1.1 ASSISTANT LECTURER ELECTRICAL - 1 POST**

#### **2.1.2 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor Degree).
- ii. Prepare learning resources for tutorial exercises.
- iii. Conduct research, seminars and case studies.
- iv. Carries out Consultancy and community services under supervision.
- v. Supervises student's project.
- vi. Prepares teaching manual and
- vii. Performs any other duties as assigned by supervisor.

#### **QUALIFICATION AND EXPERIENCE**

Master of Science/Master of Engineering in Electrical Engineering with Bachelor of Science. /Bachelor of Engineering/Advanced Diploma with a GPA of 3.5 and above.

#### **2.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2/1**

#### **TERMS OF SERVICE**

Permanent and Pensionable.

### **2.1.4 ASSISTANT LECTURER COMPUTER -1 POST**

#### **2.1.5 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor Degree).
- ii. Prepare learning resources for tutorial exercises.
- iii. Conduct research, seminars and case studies.
- iv. Carries out Consultancy and community services under supervision.
- v. Supervises student's project.
- vi. Prepares teaching manual and
- vii. Performs any other duties as assigned by supervisor.

#### **2.1.6 QUALIFICATION AND EXPERIENCE**

Master of Science/Master of Engineering in Computer Engineering/Master in Information Technology with Bachelor of Science/Bachelor of Engineering/Advanced Diploma with a GPA of 3.5 and above.

#### **2.1.7 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2/1**

#### **2.1.8 TERMS OF SERVICE**

Permanent and Pensionable.

#### **2.1.9 TUTORIAL ASSISTANT ELECTRICAL- 1 POST**

#### **2.1.10 DUTIES AND RESPONSIBILITIES**

- i. Teach up to NTA level 6 (Ordinary Diploma).
- ii. Conduct tutorial and practical exercises for students.
- iii. Prepare learning resources for tutorial exercise.
- iv. Assist in conducting research under close supervision of the supervisor.
- v. Carries out Consultancy and Community Services under close supervision.
- vi. Perform any other duties as assigned by supervisor.

#### **2.1.11 QUALIFICATION AND EXPERIENCE**

Bachelor of Science /Bachelor of Engineering /Advanced Diploma in Electrical Engineering with a GPA of 3.5 and above or equivalent qualification from a recognized Institution.

#### **2.1.12 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1/1**

#### **2.1.13 TERMS OF SERVICE**

Permanent and Pensionable.

#### **2.1.14 TUTORIAL ASSISTANT ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING- 1 POST**

##### **2.1.15 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma).
- ii. Conduct tutorial and practical exercises for students.
- iii. Prepares learning resources for tutorial exercise.
- iv. Assists in conducting research under close supervision of the supervisor.
- v. Carries out Consultancy and Community Services under close supervision.
- vi. Perform any other duties as assigned by supervisor.

##### **2.1.16 QUALIFICATION AND EXPERIENCE**

Bachelor of Science /Bachelor of Engineering /Advanced Diploma in Electronics and Telecommunication Engineering with a GPA of 3.5 and above or equivalent qualification from a recognized Institution.

#### **2.1.17 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1/1**

#### **2.1.18 TERMS OF SERVICE**

Permanent and Pensionable.

#### **2.1.19 INSTRUCTOR II- 1 POST**

##### **2.1.20 MWANZA CAMPUS**

##### **2.1.21 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- ii. Administers examination for NTA level students.

- iii. Conducts and supports Research and Consultancy works.
- iv. Prepare learning resources.
- v. Conduct research, consultancy and community services.
- vi. Supervise field training.
- vii. Supervise and assist junior staff
- viii. Perform any other duties as assigned by supervisor.

#### **2.1.22 QUALIFICATION AND EXPERIENCE**

Bachelor of Arts (Fine and Performing Art) or Bachelor of Arts (Fashion and Designing with a GPA of 3.5 and above or equivalents qualification from recognize Institute.

#### **2.1.23 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PTSS 10/1**

#### **2.1.24 TERMS OF SERVICE**

Permanent and Pensionable.

#### **2.1.25 ARTISAN II (WELDER)– 1 POST**

#### **2.1.26 DUTIES AND RESPONSIBILITIES**

- i. Performs routine specified tasks that demand higher technical skills under supervision.
- ii. Keeps the work place tidy.
- iii. Collects and takes care of working tools.
- iv. Carries out minor repairs and maintenance.
- v. Reports maintenance problems to senior staff.
- vi. Assists in Operational repair of machinery, facilities, building and Infrastructure
- vii. Performs specified craft jobs under close supervision.
- viii. Performs (technical) cleaning of the work environment.
- ix. Takes care of tools and equipment.
- x. Performs any other related duties as may be assigned by immediate Supervisor.

#### **2.1.27 QUALIFICATION AND EXPERIENCE**

Holder of form IV/VI with trade test level III/I plus three (3) years of working experience in a similar Profession or carrier.

#### **2.1.28 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 3.1**

#### **2.1.29 TERMS OF SERVICE**

Permanent and Pensionable.

#### **2.1.30 PERSONAL SECRETARY II- 1 POST**

##### **2.1.31 DUTIES AND RESPONSIBILITIES**

- i. Types all general correspondence including non-confidential matters.
- ii. Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils
- iii. Prints reports, letters etc.
- iv. Takes proper care of office machines and equipment in one's respective office.
- v. Files copies of typed letters in relevant files.
- vi. Performs any other related duties as may be assigned by immediate supervisor

#### **2.1.32 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate with passes in English and Kiswahili and a Certificate in Secretarial Studies from a recognized institution.

#### **2.1.33 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 3.1**

#### **TERMS OF SERVICE**

Permanent and Pensionable.

### **3.0 NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)**

#### **INTRODUCTION**

The National Council for Technical Education (NACTE) is a Corporate Body established by the National Council for Technical Education Act, Cap. 129. The Act provides a legal framework for the Council to coordinate provision of technical education and training and establish an efficient national qualifications system that will ensure that products from technical institutions are of high quality and respond to changing needs as well as Technological innovations in the world.

### **3.1.1 COORNIDATOR II – 2 POSTS**

### **3.1.2 DUTIES AND RESPONSIBILITIES**

- i. Assist the Head of Section in developing standard performance criteria for monitoring and evaluation of the implementation of corporate strategic plan and internal control system at NACTE;
- ii. Assist in coordinating training for trainers on CBET facilitation;
- iii. Assist in conducting curriculum delivery and assessment training;
- iv. Assist in regular monitoring and evaluation of technical institutions to ensure compliance to NACTE academic standards and performance audit of accredited technical institutions;
- v. Performs other related duties incidental to the work described herein; and
- vi. Perform any other duties as may be assigned by the Supervisors

### **3.1.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Science and Allied Technologies, Business, Tourism and Planning, Health and Allied Science (HAS) and Teachers and Learning Facilitation from recognized University or Institution.

## **4.0 TANZANIA PUBLIC SERVICE COLLEGE (TPSC)**

### **4.1 INTRODUCTION**

The Tanzania Public Service College (TPSC) is a Government Executive Agency established in 2000 as a direct response to fill a void for a sustainable public service



training institution. TPSC offers programmes that are directly linked to Government business agenda and demand driven. As the demands for the public service to offer quality services at affordable costs increase, it is imperative that the service should be staffed with competent personnel. Hence, TPSC's core business is to develop the appropriate public service competences, which will transform the service into effective and efficient machinery that will strive to meet citizen's needs in terms of services. TPSC's Mission is to improve the quality, efficiency and effectiveness of the public service of Tanzania by providing comprehensive training, consultancy and applied research interventions.

#### **4.1.1 TUTORIAL ASSISTANT (Information Communication Technology) – 1 POST – RE ADVERTISED**

##### **4.1.2 DUTIES AND RESPONSIBILITIES**

- i. Conduct short and long term courses;
- ii. Prepares learning resources for tutorial exercise;
- iii. Conducts research, seminars and case studies;
- iv. Carries out under supervision consultancy and community services;
- v. Supervises students project; and
- vi. Prepares teaching manuals.

##### **4.1.3 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree in the field of Information Communication Technology. Candidate should be eligible for registration as technical teacher with a G.P.A of not less than 3.5 in Bachelor degree. Computer knowledge will be an added advantage

##### **4.1.4 REMUNERATION**

TPSC Salary scale PHTS 1

#### **4.1.5 TUTORIAL ASSISTANT (Secretarial Studies) – (5) POSTS- RE ADVERTISED**

##### **4.1.6 DUTIES AND RESPONSIBILITIES**

- i. Conduct short and long term courses

- ii. Prepare learning resources for tutorial exercise
- iii. Conduct research, seminars and case studies
- iv. Carries out under supervision consultancy and community services
- v. Supervise students project
- vi. Prepare teaching manuals

#### **4.1.7 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree in the field of Secretarial studies. Candidate should be eligible for registration as technical teacher with a G.P.A of not less than 3.5 in Bachelor degree. Computer knowledge will be an added advantage

#### **4.1.8 REMUNERATION**

TPSC Salary scale PHTS 1

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
- 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. Applicants who will attach copies of the following certificates 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 certified 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 letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O.Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is 8<sup>th</sup> November, 2017 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 can also be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**