

## UNITED REPUBLIC OF TANZANIA



### PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/30

12<sup>th</sup> September, 2017

#### VACANCIES ANNOUNCEMENT

On behalf of the Institute of Adult Education (IAE), Institute of Accountancy Arusha (IAA), Institute of Rural Development Planning (IRDP), Tea Board of Tanzania (TBT), Ocean Road Cancer Institute (ORCI), National Institute of Transport (NIT), Tanzania Atomic Energy Commission (TAEC), Mwalimu Nyerere Memorial Academy (MNMA), Tengeru Institute of Community Development (TICD), College of Business Education (CBE), Tanzania Fisheries Research Institute (TAFIRI), College of African Wildlife Management (MWEKA) and Public Procurement Regulatory Authority (PPRA), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(91)** vacant posts as mentioned below;

#### **1.0 THE INSTITUTE OF ADULT EDUCATION (IAE)**

The Institute of Adult Education is a Government Institution established by the Act of Parliament No.12 of 1975. The Institute is accredited by the National Council for Technical Education (NACTE) to provide education and training for Adult Administrators and Teachers, Mass Education, Distance Education, Research and Consultancy in Adult Education and related fields.

#### **1.1 DEPUTY DIRECTOR/ RECTOR- PLANNING, FINANCE AND ADMINISTRATION - 1 POST**

### **1.1.1 LOCATION: HEAD OFFICE- DAR ES SALAAM**

#### **1.1.2 DUTIES AND RESPONSIBILITIES**

- (i) Supervise departments under Deputy Director/ Rector - Planning, Finance and Administration;
- (ii) Supervise and maintains acceptable standards of discipline of staff accordingly;
- (iii) Facilitate learning (by teaching) of academic programmes in the Institution;
- (iv) Supervise the financial management of the institution including the establishment of budgets and plans for human resources, infrastructure and equipment expenditure, and monitoring expenditure against allocations;
- (v) Responsible to the Director/ Rector for the general administration and personnel management of the institute;
- (vi) Advise the Director/ Rector on all Planning, Financial matters and Human Resources Management;
- (vii) Be responsible for formulating accounting policies and operational procedures of the institute, submitting budgets and audited accounts;
- (viii) Establishment and management of staff development program to ensure appropriate experience and expertise; and
- (ix) Perform any other duties as assigned by Supervisor.

#### **1.1.3 QUALIFICATION AND EXPERIENCE**

- Doctorate Degree with higher academic outstanding or at the position of Senior Lecturer or above preferably in the field related to planning, finance and administration and is eligible for registration as a technical teacher;
- Be a person with outstanding academic and administrative experience and capability in the area of technical education and training institution and
- Should have at least ten (10) years' experience in which five years (5) at a Senior Managerial Position and he/she is a computer literate.

#### **1.1.4 TENURE OF OFFICE**

Deputy Director/ Rector- Planning, Finance and Administration shall hold office for a term of four years and may be re-appointed consecutively for one or more term of four years.

### **1.1.5 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **1.2 ASSISTANT LECTURER- 1 POST**

### **1.2.1 LOCATION: MOROGORO (WAMO CAMPUS)**

### **1.2.2 DUTIES AND RESPONSIBILITIES**

- (i) Teaching up to NTA level 8 (Bachelor's Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carries out consultancy and community services under supervision;
- (v) Organize and coordinate adult education activities;
- (vi) Write course materials for adult and non-formal teaching and learning;
- (vii) Prepare teaching manuals and case studies to distant students/learners;
- (viii) Write and edit literacy and post literacy materials;
- (ix) Supervise students' project; and
- (x) Perform any other duties as assigned by Supervisor.

### **1.2.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in Education with Bachelor Degree/Advanced Diploma in Adult Education and Continuing Education or Adult Education and Community Development with GPA of 3.5 and above specialized in History or Geography.

### **1.2.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **1.3 TUTORIAL ASSISTANT- 1 POST**

### **1.3.1 LOCATION: RUKWA (SUMBAWANGA)**

### **1.3.2 DUTIES AND RESPONSIBILITIES**

- (i) Teaching up to NTA level 6 (Ordinary Diploma);
- (ii) Assists in conducting tutorial and practical exercises for students under close supervision;
- (iii) Prepares learning resources for tutorial exercises;

- (iv) Organize and coordinate adult education activities;
- (v) Write course materials for adult and non-formal teaching and learning;
- (vi) Prepare teaching manuals and case studies to distant students/learners;
- (vii) Write and edit literacy and post literacy materials;
- (viii) Assists in conducting research under close supervision;
- (ix) Carry out consultancy and community services under close supervision; and
- (x) Perform any other duties assigned by Supervisor.

### **1.3.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree/Advanced Diploma in Adult Education and Continuing Education or Adult Education and Community Development with GPA of 3.5 and above.

### **1.3.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **1.4 ASSISTANT INSTRUCTOR II ( MOTOR VEHICLE MECHANICS) - 1 POST**

### **1.4.1 LOCATION: MWANZA**

### **1.4.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 4 and may assist teaching in higher NTA levels;
- (ii) Prepare learning resources for practical exercises;
- (iii) Assist in carrying out consultancy and community services;
- (iv) Assist in conducting practical exercises for students in the department under close supervision up to level 5;
- (v) Organize and coordinate adult education activities;
- (vi) Write course materials for adult and non-formal teaching;
- (vii) Prepare teaching manuals and case studies to distant students;
- (viii) Write and edit literacy and post literacy materials;
- (ix) Prepare material for practical exercises;
- (x) Carry out consultancy and service job assignments under close supervision; and
- (xi) Perform any other duties assigned by Supervisor.

### **1.4.3 QUALIFICATION AND EXPERIENCE**

Ordinary Diploma (NTA Level 6 in motor vehicle mechanics)

### **1.4.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **2.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act [cap.240] R.E 2002 with its headquarters at Njiro Hill, Arusha City.

### **2.1 ASSISTANT LECTURER (ECONOMICS) – 1 POST**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise student's projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

#### **2.1.2 QUALIFICATION AND EXPERIENCE**

Master Degree in Economics with GPA of 3.5 and Bachelor Degree or Advanced Diploma in Economics with GPA of 3.8.

#### **2.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **3.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institute for

providing Training, Research and Consultancy Services in the fields of Rural Development Planning.

### **3.1 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)) - 1 POST**

#### **3.1.1 LOCATION: MWANZA**

#### **3.1.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises for students;
- (iii) Prepare learning resources for tutorial exercises;
- (iv) Assist in conducting research;
- (v) Carry out consultancy and community services under supervision; and
- (vi) Perform any other duties as assigned by Supervisor.

#### **3.1.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science /Information Technology or Computer Engineering with a GPA of 3.5 and above.

#### **3.1.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale PHTS1

### **3.2 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) 1 - POST**

#### **3.2.1 LOCATION: MWANZA**

#### **3.2.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises for students;
- (iii) Prepare learning resources for tutorial exercises;
- (iv) Assist in conducting research;
- (v) Carry out consultancy and community services under supervision; and
- (vi) Perform any other duties as assigned by Supervisor.

#### **3.2.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Accountancy, Commerce or Business Administration (Majoring in Accountancy) with a GPA of 3.5 and above.

### **3.2.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS1**

## **3.3 TUTORIAL ASSISTANT (ECONOMICS) 1 - POST**

### **3.3.1 LOCATION: MWANZA**

### **3.3.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises for students;
- (iii) Prepare learning resources for tutorial exercises;
- (iv) Assist in conducting research;
- (v) Carry out consultancy and community services under supervision; and
- (vi) Perform any other duties as assigned by Supervisor.

### **3.3.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Economics with a GPA of 3.5 and above.

### **3.3.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS1**

## **3.4 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)) - 1 POST**

### **3.4.1 LOCATION: DODOMA**

### **3.4.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students' academic projects;
- (vi) Prepare module teaching manuals;
- (vii) Managing organization's information systems; and

- (viii) Perform any other duties as assigned by Supervisor.

### **3.4.3 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Computer Science, Information Technology or Computer Software Engineering in addition candidate should have obtained a GPA of 3.5 and above in the under-graduate studies

### **3.4.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2**

## **3.5 ASSISTANT LECTURER (DEVELOPMENT PLANNING) 1 - POST**

### **3.5.1 LOCATION: MWANZA**

### **3.5.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students' academic projects;
- (vi) Prepare module teaching manuals; and
- (vii) Perform any other duties as assigned by Supervisor.

### **3.5.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in Development Planning (Regional, Population, Investment and Environment) in addition candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

### **3.5.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2**

## **3.6 ASSISTANT LECTURER (DEVELOPMENT STUDIES) 1 - POST**

### **3.6.1 LOCATION: MWANZA**

### **3.6.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);



- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students' academic projects;
- (vi) Prepare module teaching manuals; and
- (vii) Perform any other duties as assigned by Supervisor.

### **3.6.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in Development Studies in addition candidate should have obtained a GPA of 3.5 and above in the under-graduate studies

### **3.6.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2**

## **3.7 ASSISTANT LECTURER (ENVIRONMENTAL PLANNING AND MANAGEMENT)**

### **1 - POST**

#### **3.7.1 LOCATION: MWANZA**

#### **3.7.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students' academic projects;
- (vi) Prepare module teaching manuals; and
- (vii) Perform any other duties as assigned by Supervisor.

### **3.7.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in either Project Planning or Development Planning (Regional, Population, Investment and Environment) in addition candidate should have obtained a GPA of 3.5 and above in the under-graduate studies

### **3.7.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2**

#### **4.0 TEA BOARD OF TANZANIA (TBT)**

Tea Board of Tanzania (TBT) is a Regulatory Board established under section 3 of the Tea Act of 1997. TBT has a legal mandate to regulate and supervise the Tea Industry in Tanzania.

#### **4.1 TEA INSPECTION OFFICER II 1 POST**

##### **4.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Assist on Inspecting tea plants, tea factories and buildings, premises, weighing scales, and qualities of tea or tea products as may be prescribed by the Board;
- (ii) Assist on arrangement for purchasing and exporting tea and tea products authorized exporters of their agents;
- (iii) Assist on evaluating the quality of tea from the farm to the final consumers; and
- (iv) Perform any other duties as assigned by Supervisor.

##### **4.1.2 QUALIFICATION AND EXPERIENCE**

- Bachelor Degree either in Agriculture, Food Processing or Process Engineering from recognized institution or its equivalent qualification.
- Knowledge of the Tea Industry will be an added advantage.

##### **4.1.3 AGE LIMIT:**

25 to 35 years of age.

#### **5.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI)**

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.2 of 1996. The Institute is a semi-autonomous organization which operates at “arm’s length” under the Ministry of Health and Social Welfare. The Institute has various roles which all stem on the main role of controlling Cancer in Tanzania. The Institute is currently looking for competent Tanzanian to fill the following vacancies;

#### **5.1 MEDICAL OFFICER II - 1 POST**

##### **5.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Perform routine medical services for in-patients and out-patients;
- (ii) Perform daily ward rounds, participate in major ward rounds and prepare patient case notes;
- (iii) Conduct all investigations for patients;
- (iv) Attend and participate in morning sessions tumor boards, Medical boards and journal Clubs;
- (v) Participate in research activities and outreach programs;
- (vi) Perform any other duties as assigned by Supervisor.

### **5.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Medicine from any recognized University plus successful completion of one year internship in a consultant Hospital in a Country.

### **5.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **5.2 GRADUATE RADIOTHERAPIST III - 10 POSTS**

### **5.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Adhere to radiation safety protocol;
- (ii) Safely and effectively operate a variety of computerized simulation and treatment machines;
- (iii) Construct immobilization devices and employ custom blocking techniques that are conducive to conformal radiation therapy;
- (iv) Utilize sophisticated imaging equipment and treatment planning systems for precise tumor localization;
- (v) Perform treatment planning;
- (vi) Perform treatment time calculation;
- (vii) Participate in creation of treatment and verification of data;
- (viii) Preparation of Documentation;
- (ix) Deliver dose to patients;
- (x) Observe the clinical progress of the patient;
- (xi) Perform machine checks;

- (xii) Inform Medical physicist on machine fault;
- (xiii) Perform quality assurance activities;
- (xiv) Maintain Radiotherapy equipment;
- (xv) Perform any other duties as assigned by Supervisor.

### **5.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor of Science in Radiation Therapy Technology from any recognized University.

### **5.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **5.3 HEALTH LABORATORY TECHNOLOGIST OFFICER II 1 POST**

### **5.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Receive, extract and record samples for laboratory examination;
- (ii) Prepare laboratory equipment and chemical tests and examinations;
- (iii) Inspect and store laboratory reagents, equipment and chemicals;
- (iv) Keep and maintain laboratory records;
- (v) Maintain a list of laboratory equipment in the section;
- (vi) Perform laboratory examination of samples and recording results under supervision; and
- (vii) Perform any other duties as assigned by Supervisor.

### **5.3.2 QUALIFICATION AND EXPERIENCE**

- Diploma in Health Laboratory Sciences or equivalent from any recognized Institution/ University.
- Must have working experience of three years as Health Lab. Technologist.

### **5.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **6.0 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 the Certificate of Registration number REG/EOS/009 of 2002.

## **6.1 ASSISTANT LECTURER (COMPUTER SCIENCE OR COMPUTER ENGINEERING) - 1 POST**

### **6.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Teaches up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conducts research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervises students' projects;
- (v) Prepare teaching manual;
- (vi) Perform any other duties as assigned by Supervisor.

### **6.1.2 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Computer Science or Computer Engineering with GPA not less than 3.5 at Bachelor's Degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized Institution.

### **6.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2.1**

## **6.2 ASSISTANT LECTURER (ELECTRICAL OR MECHANICAL ENGINEERING) - 1 POST**

### **6.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Teaches up Bachelor Degree (NTA level 8 or equivalent) including assessment; prepare learning resources for tutorial exercises;
- (ii) Conducts research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervises students' projects;
- (v) Prepare teaching manual; and
- (v) Perform any other duties as assigned by Supervisor.

## **6.2.2 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Electrical or Mechanical Engineering with GPA not less than 3.5 at Bachelor's Degree and 3.8 at Master's Degree level and for unclassified degrees, overall average of not less than B grade from a recognized Institution.

## **6.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2.1**

## **6.3 ASSISTANT LECTURER (CIVIL ENGINEERING / MINING ENGINEERING) - 1 POST**

### **6.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment prepare learning resources for tutorial exercises;
- (ii) Conducts research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervises students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **6.3.2 QUALIFICATION AND EXPERIENCE**

Master's degree either in Civil Engineering or Mining Engineering with GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

### **6.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 2.1**

## **6.4 TUTORIAL ASSISTANT (AUTOMOBILE ENGINEERING) – 1 POST**

### **6.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 6 (Ordinary Diploma)
- (ii) Assist in conducting tutorial and practical exercises under close supervision
- (iii) Prepare learning resources for tutorial and practical exercises

- (iv) Assist in conducting research under close supervision
- (v) Conduct assessments for students up to NTA level 6
- (vi) Carry out consultancy and community services under close supervision
- (vii) Perform any other duties assigned by Supervisor.

#### **6.4.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Automobile Engineering (NTA Level 8) with GPA of not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized institution.

#### **6.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 1.1**

### **6.5 TUTORIAL ASSISTANT (AERONAUTICAL ENGINEERING) – 1 POST**

#### **6.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises under close supervision;
- (iii) Prepare learning resources for tutorial and practical exercises;
- (iv) Assist in conducting research under close supervision;
- (v) Conduct assessments for students up to NTA level 6;
- (vi) Carry out consultancy and community services under close supervision ; and
- (vii) Perform any other duties assigned by Supervisor.

#### **6.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Aeronautical Engineering (NTA Level 8) with GPA of not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized institution.

#### **6.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 1.1**

### **6.6 TUTORIAL ASSISTANT (AEROSPACE SCIENCE) – 1 POST**

#### **6.6.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises under close supervision ;
- (iii) Prepare learning resources for tutorial and practical exercises;
- (iv) Assist in conducting research under close supervision;
- (v) Conduct assessments for students up to NTA level 6;
- (vi) Carry out consultancy and community services under close supervision; and
- (vii) Perform any other duties assigned by Supervisor.

### **6.6.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Aerospace Science (NTA Level 8) with Upper GPA of not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized institution.

### **6.6.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PHTS 1.1**

## **7.0 THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)**

The Tanzania Atomic Energy Commission (TAEC) is a Regulatory Commission established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandated to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients the public and the environment from harmful effects of both Ionizing and No-Ionizing Radiation.

## **7.1 RADIATION HEALTH PHYSICIST II - 1 POST**

### **7.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Participating in the regional and international dose inter comparisons;
- (ii) Formulating and implementing research activities for the improvement of radiation protection services;
- (iii) Providing advice to radiation safety officer's in liaison with other institutions to improve radiation safety at working places;
- (iv) Working on dosimetry and calibration of radiation measuring systems and interpretation of result;



- (v) Co-coordinating and implementing the radiation protection services;
- (vi) Sensitizing licensees to establish and rehearse radiological emergency preparedness plans;
- (vii) Evaluating the occurrence of radiological emergencies and recommending interventional measures to mitigate consequences and future occurrences;
- (viii) Carrying-out safety analysis and identify causes of the radiological occurrences for legal action or preventive measures;
- (ix) Perform any other duties as assigned by Supervisor.

### **7.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor degree either in Nuclear Sciences, Physics, Radiological Health, Medical Physics, Radiation Protection, or Radiation Physics with Upper second and working experience of at least three (3) years in research work in a recognized Institution.

### **7.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PRSS 2**

## **7.2 NUCLEAR RESEARCH SCIENTIST II - 1 POST**

### **7.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Sensitizing customs officers and clearing and forwarding agencies on the implementation of radiation control regulation;
- (ii) Perform Radioactive Waste Management activities (Collection, characterization, conditioning and storage /disposal);
- (iii) Collecting and transporting of spent and disused radiation sources from user premises to the CRWMF;
- (iv) Studying the radioactivity and radon levels in mines and assess its contribution to miners and public exposure, dose and radioactivity pollution to environmental bodies;
- (v) Establishing monitoring stations for measurements of ambient radioactivity with installed Environmental TLDs;
- (vi) Establishing a National databank for ambient radiation levels;

- (vii) Performing measurements of radionuclide particulates in air and transmit data to the International Data Centre at the CTBTO headquarters; and
- (viii) Perform any other duties as assigned by Supervisor.

### **7.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor degree either in Nuclear Sciences, Radiology, Environmental Sciences, Food Science, Physics, Chemistry, Radiological Health or Radiation Physics with upper second and at least three years working experience in relevant field.

### **7.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PRSS 2**

## **8.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College in Oxford. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29th July, 1961 as a private company under Companies Ordinance (Cap 212).

### **8.1 PRINCIPAL - 1 POST**

#### **8.1.1 LOCATION: ZANZIBAR CAMPUS**

#### **8.1.2 REPORTING: TO THE RECTOR OF MWALIMU NYERERE MEMORIAL ACADEMY**

#### **8.1.3 DUTIES AND RESPONSIBILITIES**

- (i) Responsible for proper Administration of Zanzibar Campus in accordance with the policy laid down by the Governing Board;
- (ii) Responsible for the enforcement of by-laws and regulations made by the Governing Board (at Zanzibar Campus);

- (iii) Responsible for exercising such other functions and powers as are conferred on him/her by the Governing Board or by the Mwalimu Nyerere Memorial Academy Act No. 6 of 2005 and its amendments;
- (iv) Responsible for promoting good relations with the Government and other organizations; and
- (v) Responsible for promoting efficiency in the academic activities related to training, research and consultancy.
- (vi) Perform any other duties as assigned by Supervisor.

#### **8.1.4 QUALIFICATION AND EXPERIENCE**

PhD either in Public Administration, Human Resource, Sociology or Management and an outstanding academic and administrative experience with at least ten years (10) in the area of technical education and training in the field related to the institution. A person possessing ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students.

#### **8.1.5 REMUNERATION**

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

### **8.2 DEPUTY PRINCIPAL - 1 POST**

#### **8.2.1 LOCATION: ZANZIBAR CAMPUS**

#### **8.2.2 DUTIES AND RESPONSIBILITIES**

- (i) Head Academic matters at Zanzibar Campus;
- (ii) Assist the Principal in all matters relating to academic functions at the Campus;
- (iii) Ensure smooth operations and development of academic matters at Zanzibar Campus;
- (iv) Deals with academic staff development;
- (v) Establish and maintain a workable system for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all academic programmes;
- (vi) Review existing academic programmes and develop new ones based on the established needs and market signal;
- (vii) Plan, promote and advise the Principal on admissions, examinations and student

- policies and procedures;
- (viii) Assist the Principal in promoting efficiency in training, research and consultancy services;
  - (ix) Prepare and control of curricula syllabi;
  - (x) Perform any other duties as assigned by Supervisor.

### **8.2.3 QUALIFICATION AND EXPERIENCE**

PhD either in Public Administration, Human Resource, Economics, Sociology or Management with at least eight (8) years working experience in a Senior Position.

### **8.2.4 REMUNERATION**

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

## **8.3 REGISTRAR - 1 POST**

### **8.3.1 LOCATION: ZANZIBAR CAMPUS**

### **8.3.2 DUTIES AND RESPONSIBILITIES**

- (i) Head of Administration, Planning and Finance matters;
- (ii) Assist the Principal in all financial, Human Resources and Administrative matters of the Campus;
- (iii) Conduct review of existing and develop new physical, financial, accounting, Human Resources and administrative programmes based on established needs of the Campus;
- (iv) Responsible for manpower planning and development of Campus employees;
- (v) Plan and control all financial and accounting operations of the Campus;
- (vi) Supervise employees of the Campus in accordance with laid down rules and regulations;
- (vii) Coordinate preparation of budget of the Campus;
- (viii) Develop staff training programme of the Campus;
- (ix) Handle all disciplinary matters in accordance with laid down rules and regulations;  
and
- (x) Perform any other duties as assigned by Supervisor.

### **8.3.3 QUALIFICATION AND EXPERIENCE**

PhD Degree either in Human Resource, Management, Public Administration, Business Administration. Be a person with at least eight years (8) of outstanding academic and administrative experience and capability in the area of technical education and training.

### **8.3.4 REMUNERATION**

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

## **8.4 DEAN OF STUDENTS - 1 POST**

### **8.4.1 LOCATION: ZANZIBAR CAMPUS**

### **8.4.2 DUTIES AND RESPONSIBILITIES**

- (i) Head Department of Students Welfare;
- (ii) Coordinate students' cultural, recreational and sports activities;
- (iii) Supervise activities of Student's organization;
- (iv) Ensure that the Campus by-laws and regulations guiding students' life are being observed;
- (v) Develop appropriate strategies for control and management of students' conflicts;
- (vi) Handle problems of accommodation of students;
- (vii) Act as a link between Management and Students;
- (viii) Prepare and keep record of all students of the Academy;
- (ix) Supervise minor repairs and maintenance of the halls of residence; and
- (x) Perform any other duties as assigned by Supervisor.

### **8.4.3 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Counselling and Guidance, Education, Sociology or Social Welfare from recognized higher learning Institutions with at least ten (10) years working experience.

### **8.4.4 REMUNERATION**

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

## **8.5 LECTURER - 1 POST**

### **8.5.1 LOCATION: ZANZIBAR CAMPUS**

### **8.5.2 DUTIES AND RESPONSIBILITIES**

- (i) Lecture Students in the Department taking Certificate, Diploma, undergraduate and postgraduate programmes;
- (ii) Undertake individual research and participate in bigger multi-disciplinary research projects;
- (iii) Provide close supervision and guidance to students in building up their practical and research projects;
- (iv) Produce teaching manuals ;
- (v) Undertake consultancy services; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.5.3 QUALIFICATION AND EXPERIENCE**

PhD either in Public Administration, Management of Social Development, Sociology or Human Resources Management with at least three years' experience in similar position and must have published at least two peer reviewed papers.

### **8.5.4 REMUNERATION**

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

## **8.6 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 1 POST**

### **8.6.1 LOCATION: ZANZIBAR CAMPUS**

### **8.6.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervises students' projects;
- (v) Prepare teaching manual;
- (vi) Perform any other duties as assigned by Supervisor.

### **8.6.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Community Development with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

#### **8.6.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale.

### **8.7 ASSISTANT LECTURER (LAW) – 1 POST**

#### **8.7.1 LOCATION: ZANZIBAR CAMPUS**

#### **8.7.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- (ii) prepare learning resources for tutorial exercises;
- (iii) Conduct research and seminars;
- (iv) Carryout consultancy and community services;
- (v) Supervise students` projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

#### **8.7.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Law with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

#### **8.7.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale.

### **8.8 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 1 POST**

#### **8.8.1 LOCATION: ZANZIBAR CAMPUS**

#### **8.8.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students` projects;
- (v) Prepare teaching manual;

(vi) Perform any other duties as assigned by Supervisor.

### **8.8.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor Degree in Information Communication Technology with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.8.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale

## **8.9 ASSISTANT LECTURER (HISTORY) – 2 POSTS**

### **8.9.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.9.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students` projects;
- (v) Prepare teaching manual;
- (vi) Perform any other duties as assigned by Supervisor.

### **8.9.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in History with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.9.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale.

## **8.10 ASSISTANT LECTURER (LITERATURE AND LINGUISTICS) - 2 POSTS**

### **8.10.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.10.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;



- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.10.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Literature and Linguistic with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.10.4 REMUNERATION**

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

## **8.11 ASSISTANT LECTURER (LIBRARY AND INFORMATION) - 2 POSTS**

### **8.11.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.11.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.11.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Library and Information with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.11.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.12 ASSISTANT LECTURER (ACCOUNTANCY) - 2 POSTS**

### **8.12.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.12.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.12.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Accountancy with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.12.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.13 ASSISTANT LECTURER (ECONOMICS) - 1 POST**

### **8.13.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.13.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.13.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Economics with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.13.4 REMUNERATION**

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

## **8.14 ASSISTANT LECTURER (SOCIAL WORK) - 1 POST**

### **8.14.1 LOCATION: KIVUKONI CAMPUS**

### **8.14.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.14.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Social Work with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.14.4 REMUNERATION**

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

## **8.15 ASSISTANT LECTURER (LIBRARIAN) - 1 POST**

### **8.15.1 LOCATION: ZANZIBAR CAMPUS**

### **8.15.2 DUTIES AND RESPONSIBILITIES**

- (i) Teaches up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conducts research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervises students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

### **8.15.3 QUALIFICATION AND EXPERIENCE**

Master`s Degree and Bachelor degree in Librarianship and Information with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

### **8.15.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale.

## **8.16 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT ) - 1 POST**

### **8.16.1 LOCATION: KIVUKONI CAMPUS**

### **8.16.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 8 (Bachelor`s Degree);
- (ii) Conduct research, seminars and case studies;
- (iii) Supervise students` projects;
- (iv) Prepare teaching manuals;
- (v) Counsel and guide students in Academic Matters;
- (vi) Undertake consultancy and community services; and
- (vii) Perform any other duties as assigned by Supervisor.

### **8.16.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Community Development with G.P.A of 3.5 and above from recognized Institution.

### **8.16.4 REMUNERATION**

Attractive remuneration package in accordance with Institute`s salary scale.

## **8.17 TUTORIAL ASSISTANT (GENDER AND DEVELOPMENT ) - 1 POST**

### **8.17.1 LOCATION: ZANZIBAR CAMPUS**

### **8.17.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 8 (Bachelor`s Degree);
- (ii) Conduct research, seminars and case studies;
- (iii) Supervise students` projects;
- (iv) Prepare teaching manuals;

- (v) Counsel and guide students in Academic Matters;
- (vi) Undertake consultancy and community services; and
- (vii) Perform any other duties as assigned by Supervisor.

### **8.17.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Gender and Development with G.P.A of 3.5 and above from recognized Institution.

### **8.17.4 REMUNERATION**

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

## **8.18 TUTORIAL ASSISTANT (RECORDS MANAGEMENT ) - 1 POST**

### **8.18.1 LOCATION: ZANZIBAR CAMPUS**

### **8.18.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 8 (Bachelor's Degree);
- (ii) Conduct research, seminars and case studies;
- (iii) Supervise students' projects;
- (iv) Prepare teaching manuals;
- (v) Counsel and guide students in Academic Matters;
- (vi) Undertake consultancy and community services; and
- (vii) Perform any other duties as assigned by Supervisor.

### **8.18.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Records Management with G.P.A of 3.5 and above from recognized Institution.

### **8.18.4 REMUNERATION**

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

## **8.19 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLY ) - 2 POSTS**

### **8.19.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.19.2 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA Level 8 (Bachelor's Degree);
- (ii) Conduct research, seminars and case studies;
- (iii) Supervise students' projects;
- (iv) Prepare teaching manuals;
- (v) Counsel and guide students in Academic Matters;
- (vi) Undertake consultancy and community services; and
- (vii) Perform any other duties as assigned by Supervisor.

### **8.19.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Procurement and Supply with G.P.A of 3.5 and above from recognized Institution.

### **8.19.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.20 ASSISTANT MEDICAL OFFICER II - 1 POST**

### **8.20.1 LOCATION: KIVUKONI CAMPUS**

### **8.20.2 DUTIES AND RESPONSIBILITIES**

- (i) Diagnose health problems of patients;
- (ii) Provide preventive and curative measures to students, employees and their families and the surrounding community against infections;
- (iii) Prescribe medicines and drugs to patients;
- (iv) Perform emergency minor surgery; and
- (v) Perform any other duties as assigned by Supervisor.

### **8.20.3 QUALIFICATION AND EXPERIENCE**

Diploma in Clinical Medicine from a recognized Institution together with operating licence from the Medical Board of Tanganyika.

### **8.20.4 REMUNERATION**

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

## **8.21 LABORATORY TECHNICIAN II - 1 POST**

### **8.21.1 LOCATION: KIVUKONI CAMPUS**

#### **8.21.2 DUTIES AND RESPONSIBILITIES**

- (i) Diagnose various samples in order to determine diseases;
- (ii) Keep proper records of various diagnosed samples;
- (iii) Ensure that the laboratory and its surroundings are clean and safe;
- (iv) Keep in safe custody all laboratory equipment's; and
- (v) Perform any other duties as assigned by Supervisor.

#### **8.21.3 QUALIFICATION AND EXPERIENCE**

Diploma in Laboratory Technology from a recognized Institution. Must have an operating licence from Health Laboratory Practitioners' Council.

#### **8.21.4 REMUNERATION**

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

## **8.22 PERSONAL SECRETARY II - 2 POSTS**

### **8.22.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

#### **8.22.2 DUTIES AND RESPONSIBILITIES**

- (i) Type both open and confidential correspondences;
- (ii) Receive visitors and direct them to respective officers;
- (iii) Attend to telephone calls and take messages;
- (iv) File minutes, correspondences and other documents;
- (v) Maintain diary of appointment for the officer he/she works with Ensure availability of office supplies and office services;
- (vi) Ensure cleanliness of office;
- (vii) Draft letters of simple routine nature;
- (viii) Take proper care of facilities, equipment and documents; and
- (ix) Perform any other duties as assigned by Supervisor.

#### **8.22.3 QUALIFICATION AND EXPERIENCE**

Diploma in Secretarial studies from a recognized institution. Must be computer literate, with typing speed of 50 w.p.m. and shorthand of 100 or 120 w.p.m.

#### **8.22.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

### **8.23 QUALITY ASSURANCE - 1 POST**

#### **8.23.1 LOCATION: KIVUKONI CAMPUS**

#### **8.23.2 DUTIES AND RESPONSIBILITIES**

- (i) Collect, process, keep academic records, organize admission audits programme accreditation and general Quality Assurance matters in higher education institutions;
- (ii) Prepare and disseminate NACTE guidelines and procedures for establishment, registration and accreditation of higher education institutions;
- (iii) Liaise with other regulatory bodies for higher education;
- (iv) Teach, conduct research, seminars, case studies, prepare teaching manuals and undertake consultancy services; and
- (v) Perform any other duties as assigned by Supervisor.

#### **8.23.3 QUALIFICATION AND EXPERIENCE**

Master's Degree in statistics or its equivalent from a recognized Institution. Essential skills: Competence in the use of statistical packages and report writing.

#### **8.23.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

### **8.24 RECORDS MANAGEMENT ASSISTANT II - 2 POSTS**

#### **8.24.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

#### **8.24.2 DUTIES AND RESPONSIBILITIES**

- (i) Receive and file documents in appropriate files.
- (ii) Distribute files to scheduled officers
- (iii) Keep records of all documents.
- (iv) Dispatch outgoing mail.
- (v) Receive incoming mail.
- (vi) Perform any other duties as assigned by Supervisor.



### **8.24.3 QUALIFICATION AND EXPERIENCE**

Diploma in Records Management from a recognized Institution.

#### **REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

### **8.25 TECHNICIAN II - 1 POST**

#### **8.25.1 LOCATION: KIVUKONI CAMPUS**

#### **8.25.2 DUTIES AND RESPONSIBILITIES**

- (i) Inspect buildings and infrastructure of the Academy;
- (ii) Supervise Artisans;
- (iii) Carry out minor repairs and maintenance of Academy's assets;
- (iv) Keep proper records of minor repairs and maintenance of Academy's assets;
- (v) Ensure safe custody of tools and equipment;
- (vi) Recommend to the Authority major repairs and maintenance of Academy's assets;
- (vii) Make sure that all assets of the Academy are in good and safe condition; and
- (viii) Perform any other duties as assigned by Supervisor.

### **8.25.3 QUALIFICATION AND EXPERIENCE**

Diploma either in Civil Engineering or Architecture from a recognized institution or equivalent qualifications.

#### **8.25.4 REMUNERATION**

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

### **8.26 ACCOUNTS ASSISTANT II - 2 POSTS**

#### **8.26.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

#### **8.26.2 DUTIES AND RESPONSIBILITIES**

- (i) Record and keep register of Accounts Department;
- (ii) Prepare payment vouchers after approval;
- (iii) Check totals in accounting documents;
- (iv) Receive and keep in proper custody all bills, invoices and other claims pending

payment; and

(v) Perform any other duties as assigned by Supervisor.

### **8.26.3 QUALIFICATION AND EXPERIENCE**

- Diploma either in Accounting or equivalent qualification from recognized Higher Learning Institution.
- Must be computer Literate.

### **8.26.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.27 WARDEN II - 2 POSTS**

### **8.27.1 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS**

### **8.27.2 DUTIES AND RESPONSIBILITIES**

- (i) Counsel and guide students in the halls of residence;
- (ii) Coordinate students' cultural, recreational and sports activities;
- (iii) Take care of students' welfare and ensure that the sick are urgently treated and taken care satisfactorily;
- (iv) Ensure that academy's by-laws and regulations guiding students' life are being observed;
- (v) Handle problems of accommodation in the halls of residence;
- (vi) Ensure that the halls of residence are in good order; and
- (vii) Perform any other duties as assigned by Supervisor.

### **8.27.3 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree or Advanced Diploma either in Counselling and Guidance, Education, Sociology or Social Welfare from recognized higher learning Institutions.

### **8.27.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.28 ICT INSTRUCTOR II - 1 POST**

### **8.28.1 LOCATION: ZANZIBAR CAMPUS**

### **8.28.2 DUTIES AND RESPONSIBILITIES**

- (i) Assist in standard software installation;

- (ii) Assist in hardware installation;
- (iii) Assist in trouble shooting lan and hardware/software problems;
- (iv) Assist students and other ICT users in the daily usage of computers; and
- (v) Perform any other duties as assigned by Supervisor.

### **8.28.3 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree or Advanced Diploma either in Computer Science, Information Systems or Electronics from a recognized institution.

### **8.28.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **8.29 PUBLIC RELATION OFFICER II - 1 POST**

### **8.29.1 LOCATION: ZANZIBAR CAMPUS**

### **8.29.2 DUTIES AND RESPONSIBILITIES**

- (i) Collect and sub-edit materials for radio and television programmes and newspapers;
- (ii) Establish and operate a newspaper of the academy;
- (iii) Analyze public criticisms and complaints and report to the authority;
- (iv) Coordinate awareness activities for the academy;
- (v) Supervise production and distribution of calendars, greeting cards and posters;
- (vi) Arrange radio and television interviews for academy's officials;
- (vii) Prepare regular information dissemination programmes for radio, television, newspapers and journals; and
- (viii) Perform any other duties as assigned by Supervisor.

### **8.29.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Journalism or Mass Communication from a recognized institution.

### **8.29.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **9.0 THE TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)**

The Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged Institute. The Tengeru Institute of Community Development (TICD) was established by the Tengeru Institute of Community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

### **9.1 ASSISTANT LECTURER (GENDER AND DEVELOPMENT)- 1 POST**

#### **9.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Teaches up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

#### **9.1.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Gender Studies with undergraduate degree in the relevant field.

Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

### **2.3 REMUNERATION PHTS 2.1**

## **10.0 COLLEGE OF BUSINESS EDUCATION (CBE)**

College of Business Education was established by Act of Parliament, Act No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

## **10.1 ASSISTANT LECTURER (COMPUTER SCIENCE/COMPUTER ENGINEERING/INFORMATICS OR INFORMATION TECHNOLOGY)- 2 POSTS**

### **10.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students project;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

### **10.1.2 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Computer science/Computer engineering/Informatics or Information Technology with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

Applicants must demonstrate skills in programming.

### **10.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **10.2 ASSISTANT LECTURER (PROCUREMENT AND SUPPLIES MANAGEMENT)- 2 POSTS**

### **10.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

### **10.2.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Procurement and Supplies Management with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

### **10.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **10.3 ASSISTANT LECTURER (LEGAL AND INDUSTRIAL METROLOGY)- 1 POST**

### **10.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

### **10.3.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Legal and Industrial Metrology with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

Applicants must have postgraduate training in industrial metrology, standardization or related fields, production engineering, industrial engineering, electrical engineering or mechanical engineering.

### **10.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **10.4 ASSISTANT LECTURER (EDUCATION)- 1 POST**

### **10.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Teach up to NTA level 8 (Bachelor's Degree);
- (ii) Prepare learning resources for tutorial exercises;
- (iii) Conduct research, seminars and case studies;
- (iv) Carry out consultancy and community services under supervision;
- (v) Supervise students project;
- (vi) Prepare teaching manual; and

(vii) Perform any other duties as assigned by Supervisor.

#### **10.4.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Education with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

Applicants must have postgraduate training in curriculum or educational management.

#### **10.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

### **10.5 ASSISTANT LECTURER (MATHEMATICS/ STATISTICS ) - 1 POST**

#### **10.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Teaches up to NTA level 8 (Bachelor's Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out consultancy and community services under supervision;
- (v) Supervises students project;
- (vi) Prepares teaching manual; and
- (vii) Perform any other duties as assigned by Supervisor.

#### **10.5.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Mathematics/ Statistics with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level with strong background in ICT fields

#### **10.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

### **10.6 TUTORIAL ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY AND MATHEMATICS –1 POST**

#### **10.6.1 DUTIES AND RESPONSIBILITIES**

- (i) Teaching up to NTA level 6 (Ordinary Diploma);
- (ii) Assist in conducting tutorial and practical exercises for students under close

- supervision;
- (iii) Prepare learning resources for tutorial exercises;
  - (iv) Assist in conducting research under close supervision;
  - (v) Carry out consultancy and community services under close supervision; and
  - (vi) Perform any other duties as assigned by Supervisor.

### **10.6.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Mathematics and Statistics with ICT or Computer science/ Computer engineering/ Informatics with a minimum GPA of 3.8 and above. Applicants must demonstrate skills in programming.

### **10.6.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **10.7 PERSONAL SECRETARY II - 4 POSTS**

### **10.7.1 DUTIES AND RESPONSIBILITIES**

- (i) Receive and attend visitors.
- (ii) Type both open and confidential documents and takes minutes;
- (iii) Take shorthand;
- (iv) Attend telephone calls and takes messages;
- (v) Ensure availability of all necessary working facilities for proper job performance;
- (vi) Take proper care of all machines under his/her charge and ensures that they are used for official work;
- (vii) Type Circulars, Certificates, Transcripts and Statements of Results.
- (viii) Print reports, letters and other documents.
- (ix) Perform any other duties as assigned by Supervisor.

### **10.7.2 QUALIFICATION AND EXPERIENCE**

Secondary School Certificate with a Secretarial Certificate from a recognized Secretarial College plus 100/120 w.p.m. Shorthand in English or Kiswahili and 50 w.p.m. typing, tabulation and Manuscript Stage III, Secretarial duties and Office Procedure Stage II.

### **10.7.3 REMUNERATION**



Attractive remuneration package in accordance with Institute's salary scale

## **10.8 TYPIST II - 1 POST**

### **10.8.1 DUTIES AND RESPONSIBILITIES**

- (i) Type all general correspondences and non-confidential matters;
- (ii) Type letters, minutes, and notices;
- (iii) Files copies of typed letters in relevant files;
- (iv) Receive and directs visitors;
- (v) Attend telephone calls and takes messages; and
- (vi) Perform any other duties as assigned by Supervisor.

### **10.8.2 QUALIFICATION AND EXPERIENCE**

Form IV/VI, plus Stage II Secretarial Course Certificate or NABE from a recognized institution.

### **10.8.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale

## **11.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)**

Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No. 6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries research in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centres and one Substation: Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

## **11.1 LIBRARIAN II - 1 POST**

### **11.1.1 DUTY STATION: DAR ES SALAAM**

### **11.1.2 DUTIES AND RESPONSIBILITIES**

- (i) Undertake bibliographic searches on behalf of users;
- (ii) Promote the use of IT in meeting user needs;
- (iii) Research on the information needs of users;
- (iv) Undertake research and consultancy activities in library / information matters;

- (v) Handle challenging professional and supervisory duties in the library;
- (vi) Participate in developing new library systems and procedures; and
- (vii) Identify materials to be ordered;
- (viii) Perform any other duties as assigned by Supervisor.

### **11.1.3 QUALIFICATION AND EXPERIENCE**

University Degree or its equivalent in Librarianship from Institution of higher learning recognized by the Tanzanian Government with three years' experience

### **11.1.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PGSS 5.1**

## **11.2 ORDINARY SEAMAN - 1 POST**

### **11.2.1 DUTY STATION: MWANZA**

### **11.2.2 DUTIES AND RESPONSIBILITIES**

- (i) Perform manual skilled duties like painting of the vessel, mending and repairing of fishing gears and deck equipment under the supervision and training of Senior Crew Members;
- (ii) Perform general cleanliness duties;
- (iii) With the guidance of Senior crew members can participate in lubrication duties in the vessel and can carry on minor repairs; and
- (iv) Perform any other duties as assigned by Supervisor.

### **11.2.3 QUALIFICATION AND EXPERIENCE**

Form IV Certificate holder who has attended a Certificate Course in Fisheries from Nyegezi Fisheries Institute, Mbegani Fisheries Development Centre or equivalent institution with an experience of at least three years.

### **11.2.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PGSS 3.1**

## **11.3 RESEARCH TECHNICIAN II - 1 POST**

### **11.3.1 DUTY STATION: DAR ES SALAAM**

### **11.3.2 DUTIES AND RESPONSIBILITIES**

- (i) Assist Research Scientists in their day-to-day research activities including scientific investigations, field observations, data collection and laboratory analysis;
- (ii) Keep proper records of research data; and
- (iii) Perform any other duties as assigned by Supervisor.

### **11.3.3 QUALIFICATION AND EXPERIENCE**

Diploma in Fisheries or related field from recognized institution of learning like Mbegani Fisheries Development Centre or their equivalent.

### **11.3.4 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PGSS 3.5**

## **12.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)**

The College was established by an Act of Parliament called "The College of African Wildlife Management Act, 1964". The Act provided for the creation of the Governing Body responsible for supervising the College. The composition of the original Governing Body was evidently regional in that all the three East African states (Kenya, Tanzania and Uganda) were represented. They have ever since remained active members of the Governing Body of the College. East African Common Services Organizations (EACSO) and the University of East Africa were also represented. The World Conservation Union (IUCN) and World Wide Fund for Nature (WWF) have also been members since the College's establishment. Others who have been members of the Governing Body, at different tenures include UNDP/FAO, Frankfurt Zoological Society (FZS), East African Community (EAC), its membership ceased with the death of the organization in 1977, African Wildlife Leadership Foundation (AWLF) and the Organization of African Unity (OAU).

### **12.1 BIODIVERSITY TECHNICIAN II – 1 POST**

#### **12.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Assist in collecting plants, mineral resources, cultural and animal specimens;
- (ii) Assist drying, treating, mounting and storing specimens for the purpose of training research and museum;

- (iii) Assist students to identify plants, animals, cultural and mineral resources specimens;
- (iv) Assist inspecting, cleaning and locating specimen displays;
- (v) Assist arranging for repair, maintenance and replacement of faulty or damaged laboratory equipment; and
- (vi) Perform any other duties as assigned by Supervisor.

### **12.1.2 QUALIFICATION AND EXPERIENCE**

Ordinary Diploma (NTA level 6) in Wildlife Management or Biodiversity Laboratory Technology or equivalent qualifications from recognized Institutions.

### **12.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **PGSS 4**

## **13.0 THE PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

The Public Procurement Regulatory Authority (PPRA) is a regulatory body established under Public Procurement Act Cap 410 and vested with oversight powers and responsibilities on all public procurement activities of all public bodies in the mainland Tanzania. The Authority's Mission statement is "To regulate the public procurement system and promote best practices in order to attain best value for money and other desired socio-economic outcomes" whereas the Vision of the Authority is "a public procurement system with integrity, offering best value for money. "Core values of the Authority are "Integrity, Client Orientation, Transparency, Professionalism, Service Excellence and Accountability."

## **13.1 PROCUREMENT OFFICER II (RESEARCH AND DOCUMENTATION) – 1 POST**

### **13.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Conduct researches and surveys nationally and internationally on procurement matters;
- (ii) Conduct survey on average prices and develop and update a list of works, services and supplies commonly used by more than one procuring entity which may be subject to common procurement;

- (iii) Prepare and update database of institutional arrangement in the procuring entities i.e. PMUs Staff, Tender Board members;
- (iv) Prepare a data base of suppliers and service providers and categorize them on what they provide/supply and their capacity;
- (v) Update the directory of Procuring entities;
- (vi) Participate in evaluation of tenders;
- (vii) Prepare input to draft progress report of the section;
- (viii) Review Documents prepared by the Authority; and
- (ix) Perform any other duties as assigned by Supervisor.

### **13.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Procurement and Supply Chain Management and related fields with proven specialization in procurement; and Computer Literacy.

### **13.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale PPRA 5

## **13.2 PROCUREMENT OFFICER II (TRAINING AND ADVISORY SERVICES) – 1 POST**

### **13.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Provide advisory services on the use of standard tender documents and other guidelines issued by the Authority to all stakeholders;
- (ii) Coordinate training programs offered by the Authority;
- (iii) Maintain policies and operational plan on capacity building, both for institutional and human resources development;
- (iv) Implement procurement capacity building strategy;
- (v) Maintain institutional linkages with procuring entities; and
- (vi) Perform any other duties as assigned by Supervisor.

### **13.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Procurement and Supply Chain Management and related fields with proven specialization in procurement; and Computer Literacy.

### **13.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale PPRA 5

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age, except where stated otherwise;
- 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 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 25<sup>th</sup> September, 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 also can be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**