

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/19

08th February, 2026

VACANCY ANNOUNCEMENT

On behalf of Institute of Accountancy Arusha (IAA), Occupational Safety and Health Agency (OSHA), The Tanzania National Roads Agency (TANROADS), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), National Construction Council, Mpanda Water Supply and Sanitation Authority (MUWSSA), Centre for Foreign Relations, Iringa Urban Water Supply and Sanitation Authority (IRUWASA), Government Procurement Services Agency (GPSA), The Benjamin Mkapa Hospital (BMH), Muhimbili National Hospital (MNH), National Institute of Transport (NIT)., The Law School of Tanzania (LST) and Tanzania Public Service College (TPSC), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill two hundred and ten (210) vacant posts mentioned below;

INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

1.0 TUTORIAL ASSISTANT (COMPUTER SCIENCE) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;

- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Computer Science, Computer Engineering, Software Engineering with GPA of 3.5 (out of 5.0) and above from recognized institutions

1.3 SALARY SCALE

PHTS 1

2.0 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Accounting and Finance, Business Administration majoring in Accounting and Finance with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.3 SALARY SCALE

PHTS 1

3.0 TUTORIAL ASSISTANT (BUSINESS MANAGEMENT) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Business Management or Business Administration with GPA of 3.5 (out of 5.0) and above from recognized institutions

3.3 SALARY SCALE

PHTS 1

4.0 TUTORIAL ASSISTANT (MARKETING AND PUBLIC RELATION) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;

- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Marketing and Public relation GPA of 3.5 (out of 5.0) and above from recognized institutions

4.3 SALARY SCALE

PHTS 1

5.0 TUTORIAL ASSISTANT (PROCUREMENT SUPPLY CHAIN MANAGEMENT) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Procurement and Logistics Management or Procurement and Supply Chain Management with GPA of 3.5 (out of 5.0) and above from recognized institutions

5.3 SALARY SCALE

PHTS 1

6.0 TUTORIAL ASSISTANT – BANKING AND FINANCE - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma)
- ii. To assist in conducting tutorial and practical exercises for students under close supervision
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder Bachelor Degree in Banking and Finance or its equivalent from a recognized University/Institution with GPA of 3.8 or above, who is registered or eligible for registration by NACTE as a technical teacher.

6.3 SALARY SCALE

PHTS 1

7.0 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Human Resources Management/ Human Resources and Labor

Relations Management or Labor Relations/ Public Administration/ Political Science and Public Administration or Business Administration (Human Resources Management) with GPA of 3.5 (out of 5.0) and above from recognized institutions.

7.3 SALARY SCALE

PHTS 1

8.0 TUTORIAL ASSISTANT (RECORDS MANAGEMENT) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management with GPA of 3.5 (out of 5.0) and above from recognized institutions

8.3 SALARY SCALE

PHTS 1

9.0 ASSISTANT LECTURER (ECONOMIC AND FINANCE) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Master's Degree in Economics and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate and a GPA of at least 3.8 at post graduate

9.3 SALARY SCALE

PHTS 2

10.0 PRODUCER II (TV AND RADIO BROADCASTING) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking production of television programmes;
- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To selection and production of music programmes;
- iv. To assist in production of education development programmes;
- v. To participate in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To assists in scheduling routine programmes; and
- vii. To perform any other related duties as may be assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in the following fields: TV/Radio Film Production, Arts in Film and Television studies, Arts in Media Design, Science in Digital

Content and Broad Casting Engineering, Science in Multimedia Technology and Animation.

10.3 SALARY SCALE

PGSS 6

11.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To type and deal with all forms of correspondences, memoranda, minutes and reports
- ii. To organize and maintain diary of appointments
- iii. To take care of working facilities and equipment
- iv. To receive, screen and direct telephone calls and relay messages
- v. To welcome and attend visitors
- vi. To arrange for meetings and taking minutes
- vii. To produce official documents when required
- viii. To organize and store official documents
- ix. To arrange travel and accommodation
- x. To perform any other related duties.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of form IV Certificate with Diploma in secretarial management services with pass of 100 w.p.m shorthand either in Kiswahili or in English. Certificate in computer applications e.g. MS-Windows, MS-Office, internet, and e-mail.

11.3 SALARY SCALE

PGSS 5

OCCUPATIONAL SAFETY AND HEALTH AGENCY (OSHA)

1.0 ICT OFFICER II - SECURITY - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in planning, design, development and implementation of ICT security policies, procedures, standards, guidelines, information security awareness programmer and other requirement statements needed to support ICT security throughout the Government Network supported operations
- ii. To assist in coordination integration of security into day to-day ICT operational activities including change management
- iii. To assist in implementing software patches timely
- iv. To assist in installation, configuration, and updating antivirus software
- v. To assist in alerting users on various security risks, threats and vulnerabilities
- vi. To assist in supporting and training users on computer and network security issues
- vii. To perform any other duty as may be assigned by his superior

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent qualifications from recognized institutions.

1.3 SALARY SCALE

OSHAS 5

2.0 RECEPTIONIST II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To receive and direct visitors to relevant officers with permission of the officers
- ii. To keep and maintain visitors register
- iii. To receive and direct telephone calls to relevant staff
- iv. To keep incoming and outgoing calls register

- v. To maintain switchboard cleanliness
- vi. To report on telephone defects promptly
- vii. To perform any other related duties as may be assigned by supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI certificate with passes in English and Kiswahili and who has Certificate in Telephone Operation, Reception, Front Office or equivalent qualification from a recognized institution

2.3 SALARY SCALE

OSHAS 2

3.0 DRIVER GRADE II - 10 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To drive properly all types of Motor Vehicles
- ii. To attend minor mechanical faults
- iii. To undertake routine checks on the vehicle to ensure that it is serviced
- iv. To send the vehicle for service when due and advise on fuel consumption rates
- v. To ensure that vehicles are in good running condition at all times
- vi. To use the vehicle only on assigned duties and to keep time when on duty
- vii. To certify that the maintenance carried out on the vehicle are of adequate standards
- viii. To report promptly any detected fault or defect on the motor vehicle
- ix. To inspect a vehicle before and after journey to verify their roadworthiness
- x. To maintain vehicle log book accurately and timely recorded
- xi. To ensure that the vehicle is always having a valid insurance cover
- xii. To ensure that the vehicle assigned is always clean, in good running condition and is parked in a safe place
- xiii. To perform any other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

3.3 SALARY SCALE

OSHAS 2

THE TANZANIA NATIONAL ROADS AGENCY (TANROADS)

1.0 ASSISTANT LABORATORY TECHNICIAN II - 11 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To provide support in testing and analyzing soils, aggregate concrete and bituminous materials and geotechnical projects;
- ii. To assist in sample collection preparation, laboratory and field testing, data acquisition and recording and equipment maintenance;
- iii. To maintain standard operating procedures for laboratory operations;
- iv. To clean Laboratory premises;
- v. To carry out in situ testing;
- vi. To maintain laboratory apparatus and equipment;
- vii. To undertake laboratory tests and monitor tests results and trends; and
- viii. To perform such other related duties as may be assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Certificate (NTA Level 5) in one of the following fields; Road Construction and Maintenance, Labour Based Construction or equivalent qualifications from recognized institution.

1.3 SALARY SCALE

Attractive remuneration package

2.0 TECHNICIAN WEIGHBRIDGE II (MECHANICAL AND AUTOMOBILE) - 30 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To enforce Axle Load Control by the use of weighbridge scale devices;
- ii. To impose road damage fees on the spot for overloaded vehicles;
- iii. To measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter for provision of relevant advice;
- iv. To record all necessary particulars regarding the motor vehicle being weighed;
and
- v. To perform other duties as may be assigned from time to time by the Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in one of the following engineering fields; Mechanical, Automobile and Electro-Mechanical or equivalent qualification from recognized institutions.

2.3 SALARY SCALE

Attractive remuneration package

3.0 TECHNICIAN WEIGHBRIDGE II (ELECTRICAL) - 20 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To enforce Axle Load Control by the use of weighbridge scale devices;
- ii. To impose road damage fees on the spot for overloaded vehicles;
- iii. To measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter for provision of relevant advice;
- iv. To record all necessary particulars regarding the motor vehicle being weighed;
and
- v. To perform other duties as may be assigned from time to time by the Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Electrical Engineering or equivalent qualification from recognized institutions.

3.3 SALARY SCALE

Attractive remuneration package

4.0 TECHNICIAN WEIGHBRIDGE II (CIVIL AND HIGHWAY) - 10 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To enforce Axle Load Control by the use of weighbridge scale devices;
- ii. To impose road damage fees on the spot for overloaded vehicles;
- iii. To measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter for provision of relevant advice.
- iv. To record all necessary particulars regarding the motor vehicle being weighed; and
- v. To perform other duties as may be assigned from time to time by the Supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holders of Full Technician Certificate (FTC) or Diploma in Civil or Highway Engineering or equivalent qualification from recognized institutions.

4.3 SALARY SCALE

Attractive remuneration package

TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

1.0 DIVER II - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To dive, inspect and ensure that propellers and sea suction are checked periodically and all deficiencies are corrected/cleaned;
- ii. To assist in rescue operations;
- iii. To ensure that propellers and sea suction are rubbish free;
- iv. To inspect and ensure that hull under water is checked periodically and all

deficiencies are reported for repair; and

v.To perform any other related duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of form IV certificate who has Mandatory Course Certificates offered by TASAC and attended open diving short course in Swimming and Sea survival or any related short courses offered by recognized Institution.

1.3 SALARY SCALE

TMSS 1

NATIONAL CONSTRUCTION COUNCIL

1.0 INFORMATION COMMUNICATION TECHNOLOGY II (DATABASE ADMINISTRATION) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

i.To respond to user calls, analyses and rectifies faults to ensure accessibility to the database;

ii.To report to higher authorities, the faults that cannot be resolved by him/her

iii.To assist in the training of users on database accessibility

iv.To run the start, end of day and periodic processes for business systems.

v.To produce relevant reports and other information as requested by business units.

vi.To provide access privileges of the system to users based on their areas of operations.

vii.To monitor database performance and managing database users and data security;

viii.To assist in storing, managing and accessing various user data in computer system;

ix.To design, develop and deliver to the end user relevant training as per users'

requirements and their domain of operations.

x.To liaise with information systems officers for development of application systems for use by NCC; and

xi.To monitor implementation of ICT Security Policy and Guidelines across NCC.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology, Information Systems or equivalent qualifications from recognized institutions. Applicants with engineering qualifications must be registered by Engineers Registration Board as Graduate Engineers.

1.3 SALARY SCALE

PGSS 7

MPANDA WATER SUPPLY AND SANITATION AUTHORITY (MUWSSA)

1.0 Artisan II Pump Operator - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate water pumps according to agreed schedules and ensures that the right quantity of water is pumped from the storage tanks;
- ii. To monitor water level in the storage water tanks/dams;
- iii. To carries out services and maintenance of water pumps, dosing pumps, water filters and gate valves;
- iv. To monitor availability of electricity and records on electricity power failure;
- v. To ensure that the required dosage of chlorine/chemicals is administered according to the required standards; And
- vi. To perform any other duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Trade Test Grade II /level II/Certificate Two in one of the following fields; Electrical Installation, and Mechanical Technology (Electrical Mechanical).

1.3 SALARY SCALE

MPANDAWASS 2.1

2.0 Artisan II Pump Mechanics - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out routine maintenance and repair of water pumps, including surface and submersible pumps.
- ii. To diagnose and rectify mechanical faults in pumps, motors, valves, and related equipment.
- iii. To read and interpret basic technical drawings and manuals.
- iv. To use mechanical tools and equipment effectively.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Trade Certificate (NVA Level II) in one of the following fields Mechanical Technology (Electrical Mechanical), Mechanical Engineering, Pump Mechanics, Mechanical Plant Engineering from a recognized institution.

2.3 SALARY SCALE

MPANDAWASS 2.1

CENTRE FOR FOREIGN RELATIONS

1.0 TUTORIAL ASSISTANT (INTERNATIONAL RELATIONS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 (Ordinary Diploma);ii.

To assist in conducting tutorial and practical exercises for students under close supervision;

- iii.To prepare learning resources for the students exercises;

- iv.To assist in conducting research under close supervision;

- v.To carry out consultancy and community services under close supervision; and

vi.To perform any other related duties as assigned by supervisor;

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in International Relations or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

1.3 SALARY SCALE

PHTS 2.1

2.0 TUTORIAL ASSISTANT (ECONOMICS) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 (Ordinary Diploma);
- ii.To assist in conducting tutorial and practical exercises for students under close supervision;
- iii.To prepare learning resources for the students exercises;
- iv.To assist in conducting research under close supervision;
- v.To carry out consultancy and community services under close supervision; and
- vi.To perform any other related duties as assigned by supervisor;

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Economics or Equivalent qualification with a GPA of 3.5 out of 5.0 or equivalent from recognized Institution.

2.3 SALARY SCALE

PHTS 2.1

IRINGA URBAN WATER SUPPLY AND SANITATION AUTHORITY (IRUWASA)

1.0 ARTISAN GRADE II (PUMP OPERATOR) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate water pumps according to agreed schedules and ensures that the right quantity of water is pumped from the storage tanks;
- ii. To monitor water level in the storage water tanks/dams;
- iii. To carries out service and maintenance of water pumps, dosing pumps, water filters and gate valves;
- iv. To monitor availability of electricity and records on electricity power failure;
- v. To ensure that the required dosage of chlorine/chemicals is administered according to the required standards; and
- vi. To perform any other duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV Certificate with Trade Test Grade II /level II/ NVA/VC II/NTA Level 5 in Water Laboratory Technology or Water Quality and Laboratory Technology from recognized Institutions.

1.3 SALARY SCALE

IWAS 2

2.0 DRIVER II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct routine checks on the vehicle engine, system and accessories to ensure roadworthiness before and after every trip;
- ii. To drive and operate any type of government motor vehicle or motorcycle assigned in a safe, responsible, and professional manner;
- iii. To carry out minor mechanical maintenance and repair on motor vehicle and motorcycle in accordance with approved standards and manufacturer specifications;
- iv. To prepare and maintain job cards for all maintenance and repair works carried

out on assigned vehicles;

- v. To keep accurate, up-to-date records of all vehicles maintenance, repairs, and services undertaken for each motor vehicle and motorcycle;
- vi. To undertake vehicle maintenance and repair work in accordance with the established government and mechanical standards;
- vii. To ensure the assigned vehicle is kept clean, in good running condition and safely parked at authorized locations, and that all tools entrusted are properly secured and accounted for;
- viii. To perform routine vehicle servicing as per approved service schedules;
- ix. To promptly report any detected fault, defect, accident, or abnormal condition of the vehicle to the relevant authority without delay;
- x. To ensure that the vehicle is used strictly for authorized official duties and to properly maintain the vehicle logbook, including mileage, fuel consumption and duty hours;
- xi. To ensure that the vehicle is always equipped with all legally required items including valid insurance cover, fire extinguisher, warning triangles, first aid kit, and any other mandatory safety equipment;
- xii. To maintain discipline, integrity and proper conduct while rendering driving and mechanical services to officers and other employees in accordance with Public Service rules and regulations.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate, and a Class “C or E” Driving License with Certificates that awarded them respective Grades who has attended Basic Driving Course offered by VETA or National Institute of Transport (NIT) or any recognized Institution with Driving experience of at least one (1) year without causing accidents.

2.3 SALARY SCALE

IWAS 2

GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

1.0 ICT OFFICER II (COMPUTER PROGRAMMER) - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. I. To design, code, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc;
- ii. II. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment, III. To design, code and debugging web and mobile based applications in various software languages;
- iii. IV. To perform tuning, improvement, load balancing, usability and automation;
- iv. V. To integrate software with existing systems;
- v. VI. To assist in troubleshooting and resolving routine software application problems;
- vi. VII. To produce detailed technical specifications and software code documentation; and
- vii. VIII. To perform any other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in one of the following fields: Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualification from a recognized Institution.

1.3 SALARY SCALE

GPSA 5

2.0 ICT OFFICER II (NETWORK ADMINISTRATION) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. i. To develop and implement preventive maintenance plan for the network;
- ii. ii. To monitor and maintain software and hardware for optimal network performance;
- iii. iii. To review and update network configuration plan;
- iv. iv. To analyses network problems and work out appropriate solutions;
- v. v. To evaluate and recommend changes to current and future network requirements to meet needs;
- vi. vi. To develop and implement the overall strategies for network systems;
- vii. vii. To create and present reports regarding LAN and WAN performance;
- viii. viii. To coordinate, communicate and document changes in buses/devices network configuration; and
- ix. ix. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in one of the following fields: Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualification from a recognized Institution.

2.3 SALARY SCALE

GPSA 5

3.0 ICT OFFICER II (COMPUTERS SYSTEMS SECURITY) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. I. To ensure network and systems security in terms of confidentiality, integrity & availability;
- ii. II. To implement and managing various security mechanisms;
- iii. III. To implement Data Backup Strategy;
- iv. IV. To supporting and training users on computer and network security issues;
- v. V. To perform security risks analysis, and vulnerabilities assessment in computing

environment;

- vi. VI. To prepare systems audit reports and submitting to the superior official; and
- vii. VII. To perform any other related duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in one of the following fields: Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualification from a recognized Institution.

3.3 SALARY SCALE

GPSA 5

4.0 ICT OFFICER II (DATABASE ADMINISTRATION) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. I. To design database structures and objects including tables, views, procedures functions triggers etc;
- ii. II. To perform database performance optimization and tuning;
- iii. III. To apply patches and upgrade of system and database;
- iv. IV. To manage security aspects to the assigned system, database, integrity control, related record and documents;
- v. V. To install, upgrade and maintain software application and database;
- vi. VI. To produce database reports when requested,
- vii. VII. To ensure high – availability of systems and services; and
- viii. VIII. To perform any other related duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in one of the following fields: Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network

Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualification from a recognized Institution.

4.3 SALARY SCALE

GPSA 5

THE BENJAMIN MKAPA HOSPITAL (BMH)

1.0 MEDICAL SPECIALIST II (NEUROLOGY) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized medical services for in-patients and out patients;
- ii. Supervising ward rounds and advice on appropriate medication;
- iii. Participating in the training medical students;
- iv. Planning, supervising and evaluating health services offered in his/her field;
- v. Preparing periodic reports their respective medical fields;
- vi. Carrying out research in their respective medical fields and publish results for consumption by other experts;
- vii. Supervising junior staff and give them technical advice;
- viii. Planning and supervising outreach programmes in their areas;
- ix. Preparing plans and budget estimates for the respective section;
- x. Preparing curriculum for continuous professional development (CPD) for Medical Personnel;
- xi. Providing Medical legal advice;
- xii. Ensure adherence to standard operating procedure and BMH business process;
- xiii. Participating in Medical Board; and
- xiv. To perform other duties assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree (M.Med) of Science in Neurology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

1.3 SALARY SCALE

Attractive remuneration package in

2.0 MEDICAL SPECIALIST II (EMERGENCY MEDICINE) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized medical services for in-patients and out patients;
- ii. Supervising ward rounds and advice on appropriate medication;
- iii. Participating in the training medical students;
- iv. Planning, supervising and evaluating health services offered in his/her field;
- v. Preparing periodic reports their respective medical fields;
- vi. Carrying out research in their respective medical fields and publish results for consumption by other experts;
- vii. Supervising junior staff and give them technical advice;
- viii. Planning and supervising outreach programmes in their areas;
- ix. Preparing plans and budget estimates for the respective section;
- x. Preparing curriculum for continuous professional development (CPD) for Medical Personnel;
- xi. Providing Medical legal advice;
- xii. Ensure adherence to standard operating procedure and BMH business process;
- xiii. Participating in Medical Board; and
- xiv. To perform other duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree (M.Med) in Emergency Medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

2.3 SALARY SCALE

BMH SCALE

3.0 MEDICAL SPECIALIST II (CRITICAL CARE/ INTENSIVE CARE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized medical services for in-patients and out patients;
- ii. Supervising ward rounds and advice on appropriate medication;
- iii. Participating in the training medical students;
- iv. Planning, supervising and evaluating health services offered in his/her field;
- v. Preparing periodic reports their respective medical fields;
- vi. Carrying out research in their respective medical fields and publish results for consumption by other experts;
- vii. Supervising junior staff and give them technical advice;
- viii. Planning and supervising outreach programmes in their areas;
- ix. Preparing plans and budget estimates for the respective section;
- x. Preparing curriculum for continuous professional development (CPD) for Medical Personnel;
- xi. Providing Medical legal advice;
- xii. Ensure adherence to standard operating procedure and BMH business process;
- xiii. Participating in Medical Board; and
- xiv. To perform other duties assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree (M.Med) of Science in Critical Care Medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

3.3 SALARY SCALE

BMH SCALE

4.0 MEDICAL SPECIALIST II (PEDIATRIC SURGERY) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized medical services for in-patients and out patients;
- ii. Supervising ward rounds and advice on appropriate medication;
- iii. Participating in the training medical students;

- iv. Planning, supervising and evaluating health services offered in his/her field;
- v. Preparing periodic reports their respective medical fields;
- vi. Carrying out research in their respective medical fields and publish results for consumption by other experts;
- vii. Supervising junior staff and give them technical advice;
- viii. Planning and supervising outreach programmes in their areas;
- ix. Preparing plans and budget estimates for the respective section;
- x. Preparing curriculum for continuous professional development (CPD) for Medical Personnel;
- xi. Providing Medical legal advice;
- xii. Ensure adherence to standard operating procedure and BMH business process;
- xiii. Participating in Medical Board; and
- xiv. To perform other duties assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree (M.Med) of Science in Pediatric Surgery who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

4.3 SALARY SCALE

BMH SCALE

5.0 MEDICAL SPECIALIST II (INTERNAL MEDICINE) - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized medical services for in-patients and out patients.
- ii. Supervising ward rounds and advice on appropriate medication.
- iii. Participating in the training medical students
- iv. Planning, supervising and evaluating health services offered in his/her field.
- v. Preparing periodic reports their respective medical fields.
- vi. Carrying out research in their respective medical fields and publish results for consumption by other experts.

- vii. Supervising junior staff and give them technical advice.
- viii. Planning and supervising outreach programmes in their areas.
- ix. Preparing plans and budget estimates for the respective section
- x. Preparing curriculum for continuous professional development (CPD) for Medical Personnel
- xi. Providing Medical legal advice
- xii. Ensure adherence to standard operating procedure and BMH business process.
- xiii. Participating in Medical Board.
- xiv. To perform other duties assigned by the supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree (M.Med) in Internal Medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

5.3 SALARY SCALE

BMH SCALE

6.0 CLINICAL OPTOMETRIST II - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To conducting visual analysis;
- ii. To perform optical prescriptions;
- iii. To maintaining optical aids;
- iv. To keep and maintaining patients' statistics;
- v. To perform other duties assigned by the supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Clinical Optometry or equivalent qualification from a recognized institution.

6.3 SALARY SCALE

BMH SCALE

MUHIMBILI NATIONAL HOSPITAL (MNH)

1.0 HEALTH ASSISTANT II (MORTUARY ATTENDANT) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipment;
- ii. To clean and disinfect the mortuary daily;
- iii. To issue bed sheets, blankets, mattresses in the halls of residence;
- iv. To assist patients with disabilities when taking bath or toilets;
- v. To assist in feeding patients who are not able to feed themselves;
- vi. To collect and send clothes of the patients to the laundry and maintain safe custody of cleaning tools and equipment;
- vii. To collect and send patients' test samples to the laboratory; and
- viii. To perform any other related duties as may be assigned by his supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate and one-year Certificate in Health related fields from a reputable institutions.

1.3 SALARY SCALE

PMOSS 1

2.0 ARTISAN II (WELDING) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning; and

- vi. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI certificate with Trade Test Grade II/Level II Welding from any recognized institutions.

2.3 SALARY SCALE

AS PER MNH SALARY SCALE

3.0 TECHNICIAN II (PLUMBER) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, plumber and civil etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in Plumbing from a reputable institution.

3.3 SALARY SCALE

AS PER MNH SALARY SCALE

4.0 TECHNICIAN II (CIVIL) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, plumber and civil etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and

- iv. To perform any other related duties as may be assigned by his Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Diploma or Full Technician Certificate (FTC) in Civil Engineering from a reputable institution.

4.3 SALARY SCALE

AS PER MNH SALARY SCALE

5.0 HEALTH LABORATORY SCIENTIST II (HISTOPATHOLOGY) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified technical tasks and monitor activities of subordinates;
- ii. To ensure that reagents are prepared in good time;
- iii. To carry out laboratory procedures as required;
- iv. To prepare teaching materials and aids and participate in training;
- v. To ensure that equipment in the laboratory is in working order by requesting regular servicing;
- vi. To execute safety programmer in the laboratory;
- vii. To participate in communicable diseases surveillance and control;
- viii. To ensure proper records of laboratory investigations is maintained;
- ix. To supervise, appraise staff and identify their development and training needs; and
- x. To perform any other related duties as may be assigned by his Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree of Medical laboratory sciences in Histotechnology who has completed internship and registered by the Health Laboratory Practitioners Council.

5.3 SALARY SCALE

AS PER MNH SALARY SCALE

6.0 RADIOGRAPHY TECHNICIAN II - 3 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To make sure that the radiation protection in the department is maintained;
- ii. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- iii. To prepare patients for further procedure;
- iv. To assist Radiographer in setting control for correct exposures;
- v. To perform any other related duties as may be assigned by his Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Radiography, Diagnostic Radiography, Medical Imaging or in any related field and registered by the Medical Radiology and Imaging Professional Council and must have a valid practicing license.

6.3 SALARY SCALE

PMGSS 4

7.0 RADIOLOGY SCIENTIST II - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To perform all Radiographic and Radio therapeutic procedures;
- ii. To maintain privacy and confidentiality of patients;
- iii. To protect the patients, staff, self and general public against unnecessary radiation;
- iv. To ensure that all equipment and machines in the examination rooms are kept in good working order;
- v. To report any faults in the radiographic equipment; and
- vi. To perform any other related duties as may be assigned by his supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of following fields: Radiography, Diagnostic Radiography, Medical Imaging or equivalent field and registered by the Medical

Radiology and Imaging Professional Council and must have a valid practicing license.

7.3 SALARY SCALE

PMGSS 5

8.0 RECORDS MANAGEMENT ASSISTANT II (HEALTH RECORDS) - 4 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To receive and register in the incoming correspondence register all letters and documents brought in the registry;
- ii. To register outgoing letters in the outgoing correspondence register;
- iii. To distribute files to the action officers;
- iv. To receive files from action officers;
- v. To trace for record files and documents which are needed by action officers;
- vi. To arrange files in the cabinets;
- vii. To track movement of files within the institution; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) plus Diploma (NTA Level 6) in Health Records and Information technology from recognized institutions.

8.3 SALARY SCALE

AS PER MNH SALARY SCALE

9.0 ENGINEER II (ENVIRONMENTAL ENGINEER) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To maintain all medical equipment and buildings for the Hospital;
- ii. To carry out independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;

- iii. To implement specified maintenance plans of equipment and buildings; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Environmental Engineering: Must be registered by ERB as a Graduate Engineer.

9.3 SALARY SCALE

AS PER MNH SALARY SCALE

10.0 RECEPTIONIST II (TELEPHONE OPERATOR) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To provide timely, efficient and effective telephone services;
- ii. To answer calling signals from subscribers within the hospital and from distant exchanges;
- iii. To connect calls within the exchange area and outside and raise appropriate charges where required;
- iv. To record all outgoing calls in the log book;
- v. To answer enquiries coming from subscribers;
- vi. To receive and direct telephone calls from the general lines to appropriate officers; and
- vii. To perform any other related duties as may be assigned by his Supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI Certificate with at least three credits passes in English and Kiswahili and who has Certificate in one of the following fields; Telephone Operation, Reception, Front Office or in any related field from a recognized institution.

10.3 SALARY SCALE

PGSS 2

NATIONAL INSTITUTE OF TRANSPORT (NIT).

1.0 TUTORIAL ASSISTANT (AIRCRAFT MAINTENANCE ENGINEERING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial and practical exercises under close supervision.
- iii. To prepare learning resources for tutorial and practical exercises.
- iv. To assist in conducting research under close supervision.
- v. To conduct assessments for students up to NTA Level 6.
- vi. To carry out consultancy and community services under close supervision.
- vii. To perform any other duties assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in one of the following fields: Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science from a recognized institution, with a minimum GPA of not less than 3.5 from recognized institution. The applicant must demonstrate the ability to teach Avionics subjects at Diploma or Degree level under a Competence-Based Education and Training (CBET) system. Possession of an Aircraft Maintenance Engineer (AME) License recognized by TCAA.

1.3 SALARY SCALE

PHTS 1.1

2.0 TUTORIAL ASSISTANT(AIR TRANSPORT MANAGEMENT) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma).
- ii. To assist in conducting tutorial and practical exercises under close supervision.
- iii. To prepare learning resources for tutorial and practical exercises.
- iv. To assist in conducting research under close supervision.
- v. To conduct assessments for students up to NTA Level 6.
- vi. To carry out consultancy and community services under close supervision.

- vii. To perform any other duties assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Airport Operations, Airport Planning and Management, Air Transport Management, Aviation Management, Sustainable Air Transport Management, Sustainable Air Transport, Air Transport, Air Transport and Logistics, Human Factors, Safety and Human Factors in Aviation, Logistics and Transport Management with a G.P.A of not less than 3.5 from recognized institution.

2.3 SALARY SCALE

PHTS 1.1

3.0 PRINTING ASSISTANT II - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out minor machine repairs.
- ii. To assist in planning colour works.
- iii. To check operation results to ensure adherence to standards of quality work.
- iv. To duplicate, reproduce, staple and bind materials of various types.
- v. To assist in specified jobs in the printing.
- vi. To assist in printing work.
- vii. To print photographs and other jobs involving colour illustrations.
- viii. To carry out minor machine repairs.
- ix. To clear waste and clean work areas and machines.
- x. To assist in specified jobs in the printing.
- xi. To assist in providing day to day job progress within the section assigned.
- xii. To clear waste and cleans work areas and machines.
- xiii. To perform any other related duties as may be assigned by one's reporting officer.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Printing Technology or equivalent qualification plus ICT skills from

recognized Institutions

3.3 SALARY SCALE

PGSS 4.1

THE LAW SCHOOL OF TANZANIA (LST)

1.0 ASSISTANT LECTURER (CONVEYANCING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To give guiding instructions to the candidates;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students' field and research;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

1.3 SALARY SCALE

PHTS 1

2.0 ASSISTANT LECTURER (PROBATE, ADMINISTRATION OF ESTATE AND TRUST) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To give guiding instructions to the candidates;

- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students' field and research; vi. To prepare teaching manual; and
- vi. To perform any other duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

2.3 SALARY SCALE

PHTS 1

3.0 ASSISTANT LECTURER (ALTERNATIVE DISPUTE RESOLUTION AND QUASI JUDICIAL PRACTICE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To give guiding instructions to the candidates;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students' field and research;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is

a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

3.3 SALARY SCALE

PHTS 1

4.0 ASSISTANT LECTURER (PRACTICAL ASPECTS OF COMMERCIAL LAW) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To give guiding instructions to the candidates;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students' field and research;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

4.3 SALARY SCALE

PHTS 1

TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

1.0 ASSISTANT LECTURE – (HUMAN RESOURCE MANAGEMENT) - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Human Resources Management, MBA in Human Resources Management/Public Administration or Public Administration from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.3 SALARY SCALE

PHTS 2/1

2.0 ASSISTANT LECTURER-Public Administration - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following fields: Public Administration, from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

2.3 SALARY SCALE

PHTS 2/1

3.0 ASSISTANT LECTURE (MATHEMATICS/STATISTICS) - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Mathematics/Statistics from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

3.3 SALARY SCALE

PHTS 2/1

4.0 ASSISTANT LECTURE (INFORMATION COMMUNICATION TECHNOLOGY) - 5 Posts

4.1 DUTIES AND RESPONSIBILITIES

To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);

To prepare teaching and learning resources for tutorial exercises;

To conduct research, seminars and case studies;

To supervise and assess students' projects; and

To performs any other duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Computer Science, Computer Engineering, Information and Communication Technology from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

4.3 SALARY SCALE

PHTS 2/1

5.0 ASSISTANT LECTURE (LAW) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

5.3 SALARY SCALE

PHTS 2/1

6.0 ASSISTANT LECTURE – (PROCUREMENT/SUPPLIES MANAGEMENT) - 6 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree Procurement/Supplies Management, Logistics Management, and Supplies Chain Management from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

6.3 SALARY SCALE

PHTS 2/1

7.0 ASSISTANT LECTURE (COMMUNICATION SKILLS) - 8 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in English Language, Linguistics, and Language Studies Majored in English from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

7.3 SALARY SCALE

PHTS 2/1

8.0 ASSISTANT LECTURE (RECORDS MANAGEMENT) - 6 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and

- v. To performs any other duties as assigned by supervisor

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Records and Archives Management from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

8.3 SALARY SCALE

PHTS 2/1

9.0 ASSISTANT LECTURE (FRENCH LANGUAGE) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in French Language or Language studies Majored in French from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

9.3 SALARY SCALE

PHTS 2/1

10.0 ASSISTANT LECTURE (PROJECT MANAGEMENT) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching and learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Project Management, Economics from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

10.3 SALARY SCALE

PHTS 2/1

11.0 ASSISTANT LECTURE (ACCOUNTS AND FINANCE) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To performs any other duties as assigned by supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Finance, Accountancy, Business Administration (Majoring in Accountancy), Finance and Accountancy, Banking and Finance from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

11.3 SALARY SCALE

PHTS 2/1

12.0 TUTORIAL ASSISTANT (SECRETARIAL STUDIES) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- i. To assist in conducting tutorial and practical exercise for students under close supervision;
- ii. To prepare training and learning resources for tutorial exercise;
- iii. To assist in conducting researches under close supervision;
- iv. To carry out consultancy and community services under close supervision; and
- v. To perform any other related duties as assigned by supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in secretarial studies from recognized Institutions with a GPA of at least 3.5.

12.3 SALARY SCALE

PHTS 1/1

13.0 TUTORIAL ASSISTANT (INTERNATIONAL RELATIONS) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare training and learning resources for tutorial exercise;
- iv. To assist in conducting researches under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Public relations or International Relations from recognized Institutions with a GPA of at least 3.5.

13.3 SALARY SCALE

PHTS 1/1

14.0 TUTORIAL ASSISTANT ACCOUNTS/FINANCE, - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i.To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii.To assist in conducting tutorial and practical exercise for students under close supervision;
- iii.To prepare training and learning resources for tutorial exercise;
- iv.To assist in conducting researches under close supervision;
- v.To carry out consultancy and community services under close supervision; and
- vi.To perform any other related duties as assigned by supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: - Accounts or Finance from recognized Institutions with a GPA of at least 3.5.

14.3 SALARY SCALE

PHTS 1/1

15.0 TUTORIAL ASSISTANT (Law) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To conduct short and long term courses
- ii. To prepares learning resources for tutorial exercise
- iii. To conducts research, seminars and case studies

- iv. To carries out under supervision consultancy and community services
- v. To supervises students project
- vi. To prepares teaching manuals

15.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in the field of Law. Candidate should be eligible for registration as technical teacher with a G.P.A of not less than 3.5 in Bachelor degree.

15.3 SALARY SCALE

TPSC Salary scale PHTS 1

16.0 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLIES MANAGEMENT) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare training and learning resources for tutorial exercise;
- iv. To assist in conducting researches under close supervision;
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other related duties as assigned by supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Procurement and Supplies Management. Material Management, Supplies Chain Management, Logistics Management from recognized Institutions with a GPA of at least 3.5.

16.3 SALARY SCALE

PHTS 1/1

17.0 TUTORIAL ASSISTANT (INFORMATION COMMUNICATION TECHNOLOGY) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare training and learning resources for tutorial exercise;
- iv. To assist in conducting researches under close supervision;
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other related duties as assigned by supervisor

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer Engineering, Information and Communication Technology from recognized Institutions with a GPA of at least 3.5.

17.3 SALARY SCALE

PHTS 1/1

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
 - Birth certificate.

4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

**Secretary,
Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **22nd February, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**