

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/7

08th November, 2025

VACANCY ANNOUNCEMENT

On behalf of Mwalimu Nyerere Memorial Academy (MNMA), Tanzania Forestry Services Agency (TFS), Tanzania National Parks (TANAPA), Tanzania Shipping Agency Corporation (TASAC), Tanzania Shipping & Handling Company (TASHICO), Muhimbili Orthopaedic Institute (MOI), Centre for Agricultural Mechanisation and Rural Technology (CAMARTEC), The Personal Data Protection Commission (PDPC), Warehouse Receipt Regulatory Board (WRRB), Fisheries Education and Training Agency (FETA), Small Industries Development Organisation (SIDO), Tanzania Extractive Industries Transparency Initiative (TEITI), Chuo cha Ardhi Morogoro (ARIMO), Tanzania Industrial Research & Development Organisation (TIRDO), Tanzania Civil Aviation Authority (TCAA), Tanzania Airport Authority (TAA), Tanzania Medicines and Medical Devices Authority (TMDA), National Identification Authority (NIDA), Tanzania Mining Commission (TMC), Rural Water Supply and Sanitation Agency (RUWASA), Tanzania Fisheries Research Institute (TAFIRI), Tanzania Livestock Research Institute (TALIRI), College of Business Education (CBE), Geological Survey & Mineral Research Institute of Tanzania (GST), Tanzania Food and Nutrition Centre (TFNC), Government Chemist Laboratory Authority (GCLA), Mzinga Corporation, Tanzania Trade Development Authority, Water Institute (WI), National Housing Corporation (NHC), Ocean Road Cancer Institute (ORCI) and Tanzania Veterinary Laboratory Agency (TVLA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill nine hundred and seventy-six (976) vacant posts mentioned below;

MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

1.0 TUTORIAL ASSISTANT (STATISTICS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars 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; and
- vi. To perform any other related duties as assigned by the supervisor;

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Statistics from recognized Institutions with GPA 3.8 and above out of 5.0.

1.3 SALARY SCALE

PHTS 2.1

2.0 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT/ PUBLIC ADMINISTRATION) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars 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; and
- vi. To perform any other related duties as assigned by the supervisor;

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Human Resource Management or Public Administration from recognized Institutions with GPA 3.8 and above out of 5.0

2.3 SALARY SCALE

PHTS 2.1

3.0 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLY) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 (Ordinary Diploma);
- ii.To assist in conducting tutorial, seminars 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; and
- vi.To perform any other related duties as assigned by the supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Procurement and Logistics Management, Procurement and Supplies Management, Bachelor of Science in Procurement and Supply Chain Management, Bachelor of Procurement and Supply Chain Management, Bachelor of Commerce in Procurement and Logistics Management, Bachelor of Commerce in Procurement and Supply Chain Management from recognized Institutions with GPA 3.8 and above out of 5.0.

3.3 SALARY SCALE

PHTS 2.1

4.0 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars 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; and
- vi. To perform any other related duties as assigned by the supervisor;

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Business Administration, from recognized Institutions with GPA 3.8 and above out of 5.0.

4.3 SALARY SCALE

PHTS 1.1

5.0 TUTORIAL ASSISTANT (ACCOUNTANCY) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars 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; and
- vi. To perform any other related duties as assigned by the supervisor;

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Accounting or Accounting and Finance from recognized Institutions with GPA 3.8 and above out of 5.0.

5.3 SALARY SCALE

PHTS 1.1

TANZANIA FORESTRY SERVICES AGENCY (TFS)

1.0 CONSERVATION RANGER III – ASSISTANT BEEKEEPING OFFICER - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist managing bee reserves and apiaries;
- ii. To assist in collecting beekeeping statistics;
- iii. To assist in keeping records on beekeeping research work;
- iv. To assist carrying out beekeeping extension services;
- v. To assist managing bee colonies;
- vi. To assist undertaking patrols within the forests/bee reserve and apiaries;
- vii. To carry out any other duties as assigned from time to time by Supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Bee Resources Management, Beekeeping Science and Technology, Zoology from recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course

1.3 SALARY SCALE

TFSS 3.1

2.0 CONSERVATION RANGER III – BOAT OPERATOR - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To operate the boat from one point to another in accordance with applicable rules, regulation and acceptable general practices;
- ii. To conduct established schedules for patrol and surveillance;
- iii. To report any deficiencies or irregularities to the Boat in charge.
- iv. To inspect the boat before and after any route/journey in order to identify required maintenances or rehabilitation;
- v. To ensure that a boat and its equipment are available and are in good condition;
- vi. To carry out minor/routine maintenances of the boat;
- vii. To ensure that life jacket and other rescue equipment are available in the boat;
- viii. To record and maintain records pertaining to any journey in the Logbook;
- ix. To perform any other related duties as may be assigned time to time by Immediate Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form Four Certificate plus Certificate in one of the following fields: Maritime Transport, Marine Engineering, Shipping and Logistics Management or equivalent qualifications from recognized Institution. The candidate must possess a Mandatory Certificate of navigating ferries approved by Dar es Salaam Maritime Institute or recognized Institution recognized by Government/IMO, Rating forming part of Navigation Watch issued by TASAC or other Institution recognized by Government/IMO and attended at least six (6) months sea time course in Marine/Navigation services. The candidate shall be required to attend and pass Paramilitary recruit course.

2.3 SALARY SCALE

TFSS 2.1

3.0 CONSERVATION RANGER III- ADMINISTRATIVE OFFICER - 3 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To handle the day-to-day issues on the Agency's rules and regulations governing employment;
- ii. To assist superiors in handling staff welfare issues including grievances, leave transfer and terminal benefits;
- iii. To assist in analyzing issues related to staff salaries and other incentives;
- iv. To assist superior in preparation of staff disciplinary cases;
- v. To supervise junior staff in the good upkeep of office facilities and equipment;
- vi. To participate in facilitation of Agency's meetings and conferences.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelors' Degree in one of the following fields; Human Resources Management, Public Administration, Industrial Relations from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

3.3 SALARY SCALE

TFSS 4.1

4.0 CONSERVATION RANGER III – HEALTH ASSISTANT - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist carrying out general cleanliness of working environment;
- ii. To assist patients;
- iii. To assist in taking samples for laboratory test;

- iv. To make follow up of medicines;
- v. To perform any other duty assigned by supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate plus one-year Certificate in Health from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

4.3 SALARY SCALE

TFSS 2.1

5.0 CONSERVATION RANGER III – ICT OFFICER (NETWORKING ADMINISTRATION) - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in analyzing the organization's network and system requirements;
- ii. To assist in researching and analyzing the network devices, protocols, services, and standards to support network activities;
- iii. To install and maintain network servers and operating systems to ensure backup copies of all files are securely stored at a specific location;
- iv. To troubleshoot problems with network devices and perform updates when required;
- v. To administer and maintain end-user accounts, authentication, and permission rights;
- vi. To install, configure, and maintain network communications and other networking devices such as hubs, switches, and UPS;
- vii. To maintain and perform the necessary needs of all network-connected devicesviii. To perform other duties as may be assigned by supervisor from time to time.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer

Engineering or Information Technology from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

5.3 SALARY SCALE

TFSS 4.1

6.0 CONSERVATION RANGER III – ICT OFFICER (SOFTWARE DEVELOPMENT) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To discuss business requirements with clients;
- ii. To assist in building clean and efficient code based on user needs;
- iii. To test software and debug for any issues;
- iv. To collaborate with other developers and designers in building software;
- v. To assist in identifying and deploying software tools, systems, and components;
- vi. To assist in monitoring and upgrading existing systems;
- vii. To assist in implementing quality assurance standards
- viii. To assist in writing and updating technical documentation;
- ix. To provide advice on identifying areas for operational improvements and implement necessary modifications;
- x. To perform other duties as may be assigned by supervisor from time to time.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Software Development from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

6.3 SALARY SCALE

TFSS 4.1

7.0 CONSERVATION RANGER III – ICT OFFICER (INFORMATION SYSTEM SECURITY) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in monitoring and analyzing security events and incidents to identify potential threats to our information systems;
- ii. To support the implementation of security policies, standards, and procedures to mitigate risks;
- iii. To participate in vulnerability assessments and security audits to ensure compliance with regulatory requirements;
- iv. To collaborate with cross-functional teams to educate staff on security best practices and protocol;
- .v. To help maintain documentation of security incidents, investigations, and responses;
- vi. To stay updated on the latest security trends and technologies to enhance our security posture;
- vii. To perform other duties as may be assigned by supervisor from time to time.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Software Development from a recognized institution. The candidate shall be required to attend and pass Paramilitary recruit course.

7.3 SALARY SCALE

TFSS 4.1

8.0 CONSERVATION RANGER III - OFFICE MANAGEMENT SECRETARY - 7 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i.To assist in handling and word process classified information;
- ii.To assist receiving letters and other forms of correspondence directed to his/her office;
- iii.To assist in receiving visitors and directs them to relevant scheduled officers;
- iv.To assist in keeping records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v.To assist in receiving calls, files and transmit messages to relevant recipients;
- vi.To assist in providing information to the relevant scheduled officers
- vii.To assist in manage/run the office of the Manager he/she is working under;
- viii.To assist acquiring office goods and supplies; To assist collecting/receive files and deliver to the addressed Manager;
- ix.To assist in preparing documents for departmental meetings;
- x.To assist in facilitating and service official meetings; To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili with Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution. The candidate shall be required to attend and pass military recruit course

8.3 SALARY SCALE

TFSS 3.1

9.0 CONSERVATION RANGER III – PROCUREMENT OFFICER - 6 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To assist undertaking purchase of supplies,

- ii. To assist in handling acquisitions and ascertain supplies are purchased within price quotations;
- iii. To assist keeping all materials in the store
- iv. To arrange items/materials in the store;
- v. To participate in following up supplies from suppliers;
- vi. To assist receiving and recording new materials from bidders
- vii. To distribute materials to users in the office
- viii. To assist preparation receipt for incoming materials To assist in preparation procurement reports;
- ix. To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Materials Management, Procurement and Supplies Management, Logistic Management, Business Administration majoring in Procurement Management or Supplies Management from recognized Institution. The candidate must be registered by PSPTB as Graduate Procurement Officer. The candidate shall be required to attend and pass military recruit course.

9.3 SALARY SCALE

TFSS 4.1

10.0 CONSERVATION RANGER III – RECORDS MANAGEMENT ASSISTANT - 5 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To assist entering records and information in the existing computerized system;
- ii. To assist providing availability of records and statistical data as needed;
- iii. To assist maintaining the existing system for numbering, filing, storage and retrieval of files and other documents
- iv. To assist safeguarding equipment and facilities for records keeping

- v. To perform any other related duties as may be assigned from time to time by Immediate Supervisor

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) in one of the following fields: Records Management from a recognized Institution. The candidate shall be required to attend and pass military recruit course.

10.3 SALARY SCALE

TFSS 3.1

11.0 CONSERVATION RANGER III – TECHNICIAN (MECHANICAL) - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i.To assist carrying out detailed inspection of the Institute Motor Vehicles, Plants and equipment;
- ii.To assist in preparation of cost estimates for maintenance of Vehicles, Plants and equipment;
- iii.To assist in carrying out regular preventive maintenance and repairs of Motor vehicles, Plants and Equipment;
- iv.To assist in the repair and maintenance of laboratory or workshop facilities
- v.To assist in the preparation of inspection report; and
- vi.To perform any other related duties as may be assigned by immediate supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechanical, from a recognized institution.

11.3 SALARY SCALE

TFSS 3.1

12.0 CONSERVATION RANGER III – ECONOMIST - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To participate in collection of data and statistics for economic analysis;
- ii. To assist in analyzing economic data and statistics;
- iii. To participate the preparation plans (Development, Strategic;
- iv. Business, investment, Action plans);
- v. To assist in the preparation of implementation reports;
- vi. To participate in the preparation of budgets
- vii. To participate in conduction monitoring and analyze performance of planned activities.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Agricultural Economics, Project Planning and Management from recognized Institutions. The candidate shall be required to attend and pass Paramilitary recruit course.

12.3 SALARY SCALE

TFSS 4.1

13.0 CONSERVATION RANGER III – TOURISM OFFICER - 6 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i To respond to specific information enquiries from stakeholders;
- ii.To participate in providing a range of information on local tourism attractions;
- iii.To participate in guiding tourists to hotels, TFS and other tourist destinations;
- iv.To maintain and update records of tourist hotel rates and bookings, transport systems

and other necessary tourist facilities;

v.To assist visitors with accessing and utilizing IT facilities available in the tourist information centre;

vi.To assist in collecting of information and updating of tourism publications;

vii.To assist in distribution of tourism materials and information to tourism information centers;

viii.To participate in promotional campaigns such as promotional trips, joint publicity campaigns, educational tours, promotional affairs, etc.;

ix.To perform any other related duties as may be assigned time to time by Immediate Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Tourism Management, Tourism and Hospitality Management, Cultural Anthropology and Tourism, Business Administration or Commerce majoring in Tourism and Hospitality Management, Cultural Anthropology and Tourism from recognized Institutions. The candidate shall be required to attend and pass military recruit course.

13.3 SALARY SCALE

TFSS 4.1

14.0 CONSERVATION RANGER III – ACCOUNTS OFFICER - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To participate in Preparation of Expenditure and Revenue Reports;
- ii. To participate in preparation of revenue reports;
- iii. To assist in the preparation of salaries report;
- iv. To assist in the preparation of Government bills and acknowledgement of receipts;
- v. To assist in the preparation monthly trial balance and bank reconciliation statements;
- vi. To assist in verifying assets and reconcile the same between general ledger and

fixed assets register; and

- vii. To perform any other related duties as may be assigned time to time by Immediate Supervise

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Tax Management, Commerce/Business Administration majoring in Accountancy or Finance from recognized institution. The candidate shall be required to attend and pass military recruit course.

14.3 SALARY SCALE

TFSS 4.1

15.0 CONSERVATION RANGER III –ASSISTANT PROCUREMENT OFFICER - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i.To assist in preparation of procurement reports;
- ii.To assist in receiving and issuing material goods as per authorized requisition.
- iii.To assist in preparing Goods Received Notes (GRN);
- iv.To assist in maintaining stock control and accounts;
- v.To assist in preparing procurement plans; To assist in drafting tender documents;
- vi.To assist in preparing and maintaining store records; and To perform any other related duties assigned by supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma in one of the following fields; Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management from recognized institutions. Must be

registered by PSPBT as Procurement and Supplies Technician or Procurement and Supplies Full Technician. The candidate shall be required to attend and pass military recruit course.

15.3 SALARY SCALE

TFSS 3.1

16.0 CONSERVATION RANGER III – BEEKEEPING ASSISTANT - 9 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i.To assist in managing apiaries and bee reserves;
- ii.To assist in collection of beekeeping data;
- iii.To assist in keeping beekeeping records;
- iv.To participate in handling harmful bee swarms;
- v.To prepare implementation reports;
- vi.To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with Certificate in one of the following fields; Bee Resources Management, Beekeeping Science and Technology, Zoology from recognized institution. The candidate shall be required to attend and pass military recruit course.

16.3 SALARY SCALE

TFSS 2.1

17.0 CONSERVATION RANGER III- FOREST GUARD - 56 Posts

17.1 DUTIES AND RESPONSIBILITIES

- i.To guard and prevent unauthorized entry into natural or plantation forests
- ii.To assist in carrying out planned and ad hoc patrols of forests
- iii.To assist in monitoring movements of people with suspicious forest products and report them to appropriate authorities
- iv.To assist in arresting illegal forest entrants in conjunction with authorized local authorities
- v.To participate in forest fire management practices and;
- vi.To perform any other related duties as may be assigned from time to time by Immediate Supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Secondary education. The candidate must have attended and pass National Service training, Militia, fire and rescue from a recognized institution. The candidate shall be required to attend and pass military recruit course.

17.3 SALARY SCALE

TFSS 2.1

18.0 CONSERVATION RANGER III- LABORATORY SCIENTIST - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i.To assist in conducting seed tests with regards to viability, weight, content, geniuses, diseases and pests and keep records;
- ii.To take part in training Laboratory Technicians in laboratory routines;
- iii.To take part in training participants during short courses in seed testing;
- iv.To participate in the collection of samples required for laboratory investigation;
- v.To assist in the preparation of implementation reports; and

vi.To perform any other related duties as may be assigned time to time by Immediate Supervisor.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Laboratory Biotechnology, Plant Laboratory Biotechnology from recognized Institutions. The candidate shall be required to attend and pass military recruit course.

18.3 SALARY SCALE

TFSS 4.1

19.0 CONSERVATION RANGER III – BEEKEEPING OFFICER - 6 Posts

19.1 DUTIES AND RESPONSIBILITIES

- i.To participate in the establishment of bee reserves and apiaries;
- ii.To assist in the conduction of research;
- iii.To implement beekeeping policies and enforce legislation;
- iv.To assist in building capacity of staff and stakeholders;
- v.To assist in planning and ensure quality of beekeeping products;
- vi.To participate in setting standards of bee products; and
- vii.To carry out any other duties as assigned from time to time by Supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Beekeeping, Beekeeping Science and Technology, Science Bee Resource Management, Botany, Zoology, from recognized institution. The candidate shall be required to attend and pass military recruit

course.

19.3 SALARY SCALE

TFSS 4.1

20.0 CONSERVATION RANGER III - DRIVER - 21 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. To drive the Agency's vehicles;
- ii. To maintain vehicle logbook and movement records;
- iii. To maintain smooth running of vehicles;
- iv. To assist in making simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents. The candidate shall be required to attend and pass Paramilitary recruit course.

20.3 SALARY SCALE

TFSS 2.1

21.0 CONSERVATION RANGER III – PLANT OPERATOR - 4 Posts

21.1 DUTIES AND RESPONSIBILITIES

- i. To drive heavy duty machinery (wheel loader, folk lift and caterpillars)
- ii. To assist in maintaining smooth running of heavy-duty machines
- iii. To maintain logbook and movement records
- iv. To maintain machinery cleanliness and service schedule
- v. To perform any other related duties as may be assigned from time to time by

Immediate Supervisor.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four or six certificates with trade test grade III/NVA level I in Motor Vehicle Mechanics from recognized institutions. Candidate should have Class F driving license. The candidate shall be required to attend and pass military recruit course.

21.3 SALARY SCALE

TFSS 2.1

22.0 CONSERVATION RANGER III- INTERNAL AUDIT OFFICER - 1 Post

22.1 DUTIES AND RESPONSIBILITIES

- i. To assist in executing audit programs.
- ii. To assist the preparation and implementation of audit plans
- iii. To ascertain audit queries responses.
- iv. To assist the preparation of auditing reports based on the audit findings
- v. To carry out any other duties as assigned from time to time by Supervisor

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Tax Management, Commerce or Business Administration majoring in Accountancy, Finance from recognized institutions. The candidate shall be required to attend and pass military recruit course

22.3 SALARY SCALE

TFSS 4.1

23.0 CONSERVATION RANGER III – MARINE ENGINEER - 1 Post

23.1 DUTIES AND RESPONSIBILITIES

- i.To assist in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii.To assist in recording fuel consumption and lubricants;
- iii.To assist in enforcing applicable marine engineering rules and regulations during watch keeping;
- iv.To assist maintaining the log book;
- v.To assist in emergency scene; and
- vi.To perform any other duties as may be assigned by the superior.

23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate of Secondary Education (CSEE) or Form VI Advanced Certificate of Secondary Education (ACSEE) or Bachelor Degree /Advanced Diploma in Marine Engineering. with basic mandatory Certificate as per STCW95 and Rating Forming Part of Engineering Watch (RFPEW) with Class 4 Certificate of Competence (COC). Must be registered by ERB as a Graduate or Professional Engineer. The candidate shall be required to attend and pass military recruit course.

23.3 SALARY SCALE

TFSS 4.1

24.0 CONSERVATION RANGER III – TRANSPORT OFFICER - 4 Posts

24.1 DUTIES AND RESPONSIBILITIES

- i To assist coordinating transport services;
- ii.To assist supervision of issuance/purchase of fuel;
- iii.To assist supervision of maintenance and repair of vehicles;

- iv.To assist in maintaining fuel allocation and vehicle maintenance records;
- v.To participate in controlling the transport fleet and
- vi.To perform other related duties as may be assigned by supervisor.

24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following: Transport Management, Logistics Management, Logistic and Transport Management from a recognized Institution. The candidate shall be required to attend and pass military recruit course.

24.3 SALARY SCALE

TFSS 4.1

TANZANIA NATIONAL PARKS (TANAPA)

1.0 CONSERVATION RANGER III -ATTENDANT - 18 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i Maintaining proper up keep of beds;
- ii.Providing laundry services;
- iii.Dusting furniture, mopping and ensure tidiness of houses and tourism facilities;
- iv.Identifying requirements and replenishing house products;
- v.Cooking and preparing food and beverage for visitors; and
- vi.Ensure safety of visitors and their belongings
- vii.Loading and unloading of goods and supplies;
- viii.Registering porters and guides and their trash and baggage;
- ix.Moving official documents and distributing office supplies as required;
- x.Carrying out the duties of messenger

- xi. Providing office refreshment;
- xii. Photocopying, scanning, laminating and binding office documents
- xiii. Undertaking general cleaning duties of infrastructures, facilities and environment;
Trimming grass, trees, shrubs;
- xiv. Assisting in general operation of plants, trucks and boats;
- xv. Taking inventory, prepare requests and ensure safe up keeping and storage of working material, equipment and facilities;
- xvi. Implementing best practices in areas of work specialization;
- xvii. Reporting defects of equipment and facilities and follow up on repair;
- xviii. Clearing runway and taxiway from objects and wild animals and
- xix. Performing any other related duties that may be assigned by superior.

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili and Basic Technician Certificate NTA level 4 in either of the following fields; Office Attendant and Cleaning, Food Production and House Keeping from a recognized institution. Age limit: not above 25 years

1.3 SALARY SCALE

TNPSS B

2.0 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-DRIVING - 21 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Driving assigned motor vehicles ensuring security and safety of the vehicle passengers

- i. Driving assigned motor vehicles, ensuring security and safety of the vehicle, passengers and goods on and off the road;
- ii. Accounting for fuels, oil and spares parts as per stipulated procedures;
- iii. Taking routine checks on the vehicles systems, conducting preventive maintenance and reporting on detected malfunctions of the vehicle systems;
- iv. Recording motor vehicle operations, repair and maintenance in logbooks.
- v. Undertaking minor repair and maintenance of vehicles;
- vi. Participating in repair and maintenance of vehicles;
- vii. Maintaining cleanliness of the vehicle and park;
- viii. Ensuring safety of passengers and their belongings

2.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with valid Driving License Class E and C and must possess a Motor Vehicle Driving Certificate from a recognized institution.

Age limit: not above 25 years of age.

2.3 SALARY SCALE

TNPSS B

3.0 CONSERVATION OFFICER II – CORPORATE COMMUNICATION - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i.Publicizing institution's activities;
- ii.Promoting and maintaining positive image of the organization;
- iii.Gathering and documenting organization events;
- iv.Ensuring and implementing best practices in areas of work specialization;

- v.Participating in the preparation of media outlet materials;
- vi.Maintaining close working relationship with the media;
- vii.Organizing press conferences;
- viii.Participating in preparation of reports related to crisis management;
- ix.Analyzing media coverage and tracking emerging issues relating to the organization;
- x.Preparing and submit periodic reports timely;
- xi.Participating in preparation of unit budget;
- xii.Participating in developing and implementation of corporate communication manual and guidelines;
- xiii.Coordinating protocol courtesies and reception to executive official visitors;
- xiv.Participating in developing and implementing information dissemination strategies and plans;
- xv.Build and maintain strong working relationships with internal and external key stakeholders;
- xvi.Participating in preparation of speeches for executives; and
- xvii.Performing any other duties related to the field as may be assigned by superior.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in either of the following fields; Journalism, Public Relations, Mass Communication, Business Communication, International Relations or equivalent qualifications from a recognised institution.

Age limit: not above 30 years of age.

3.3 SALARY SCALE

TNPSS E

4.0 CONSERVATION RANGER III – NURSING - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i.Administrating prescribed medications and treatments to patients;
- ii.Preparing equipment and assist medical practitioner during treatment and examination of patient;
- iii.Clarifying procedures and treatments to patient to gain cooperation, understanding and alleviate apprehension;
- iv.Reassuring patient;
- v.Observing, assessing patient condition and reactions to detect deviation from normal and notifying the supervisor;
- vi.Documenting nursing history and physical assessment for assigned patients;
- vii.Undertaking patient education plan according to the individualized needs of the patient, as prescribed by physician including patient and family instruction;
- viii.Implementing best practices in areas of work specialization;
- ix.Providing maternal and paternal health education on family planning and safe motherhood to the parks and neighboring communities;
- x.Conducting Reproductive Child Health (RCH) care and family planning services in the park community;
- xi.Providing primary health education on nutrition, sanitation and vaccination
- xii.Participating in ensuring a continues quality improvement of dispensary services;
- xiii.Providing first aid services to the staff and park community;
- xiv.Arranging and participating in first aid training to the staff;
- xv.Identifying supplies and equipment requirements for the dispensary;
- xvi.Conducting and providing inputs for wellness programs to the staff;

- xvii.Educating and sensitizing people about infectious and none infectious diseases and securing voluntary counseling and testing (VCT);
- xviii.Maintain cleanness and proper disposal of medical waste;
- xix.Preparing reports for the work performed; and
- xx.Performing other relevant duties as assigned by the Superiors

4.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with a Certificate in Nursing. Must be a licensed and Enrolled Nurse (EN) by the Tanzania Nurses and Midwives Council (TNMC). Age limit: Not above 25 years.

4.3 SALARY SCALE

TNPSS B

5.0 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-LAW ENFORCEMENT - 19 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i.Conducting patrol activities in and around the park;
- ii.Guarding visitors, staff and their properties and ensuring their security;
- iii.Enforcing National Parks laws, rules and regulations;
- iv.Responding to emergency situations such as rescue and instituting First Aid;
- v.Participating in marking, clearing and protection of park boundary;
- vi.Reporting on matters relating to the security, safety and general operations of the respective section to the immediate superior;
- vii.Checking, searching, apprehending and/or arresting person/persons suspected of

wildlife offences;

viii.Ensuring safety of sentry area and handle all incidences;

ix.Participating in routine and ad–hoc parades;

x.Investigating matters relating to possible wildlife offences and give evidence before the court of law;

xi.Participating in joint protection activities with other wildlife institutions and law enforcement agencies in, around and cross–borders;

xii.Participating in collaborative patrol operations with adjacent communities in protecting properties and human life;

xiii.Participating in ecological monitoring activities such as animal health monitoring, animal counts/census, weather data collection, early burning, fire suppression and GIS;

xiv.Performing minor preventive maintenance work on Park infrastructures, facilities and machines;

xv.Ensuring that the parking bay of designated aircraft is clear of objects; or obstruction 5 minutes before arrival or departure of an aircraft;

xvi.Guiding aircraft to allocated parking stand using the designated markings;

xvii.Collecting and reporting threatening information pertaining to flights/aviation at park's airstrips;

xviii.Responding to aircraft fires, hazardous spills and structural fires on airstrip facilities; and

xix.Conducting screening of passengers, cargo, mail and belongings before boarding flights from park's airstrip.

5.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Basic or Technician Certificate in Wildlife related fields or One-year of National Service Certificate from a

recognized institution

. Age limit: not above 25 years of age.

5.3 SALARY SCALE

TNPSS B

6.0 CONSERVATION OFFICER II – PROCUREMENT - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i.To prepare tender advertisement documents;
- ii.To issue approved tendering and contract documents;
- iii.To communicate with user Departments on procurement needs/plan;
- iv.To collect and maintain market price data base on various products;
- v.To verify procurement payment vouchers;
- vi.To prepare and review bidding documents and oversee evaluation of tender documents;
- vii.To procure goods and services as per provided specifications by users and supervise receipts;
- viii.To maintain Register of all contract awarded;
- ix.To ensure and implement best practices in areas of work specialization;
- x.To undertake clearing and forwarding of goods;
- xi.To participate in the preparation and implementation of the Organization's procurement plan;
- xii.To ensure contracts comply with bench marking, quality assurance, service levels and the Organization internal policies;
- xiii.To develop and encourage alternative procurement and partnership arrangements that aims for best value service delivery;

- xiv. To analyze information and provide recommendations regarding the awarding of tenders and contracts;
- xv. To prepare and submit monthly reports timely;
- xvi. To manage archive records of the procurement and disposal process; and
- xvii. To perform other related duties assigned by a superior.

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Procurement and Supplies/Logistics or equivalent qualification from a recognised institution with Certified Procurement and Supplies Professional Certificate. Candidate must be registered by Procurement and Supplies Professional Technician Board (PSPTB).

6.3 SALARY SCALE

TNPSS E

7.0 CONSERVATION OFFICER II-VETERINARY - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. Monitoring and carrying out investigation of animal health and disease outbreaks in and outside the park;
- ii. Conducting systematic animal health surveillance;
- iii. Handling and rescuing of sick, injured or snared animals;
- iv. Devising and ensuring effective mechanism for implementation of disease control and intervention measures;
- v. Overseeing research related to wildlife diseases in the ecosystem;
- vi. Planning and conducting tsetse-fly control activities;

- vii. Participating in identification and management of rare, endangered and species of interest in the ecosystem;
- viii. Ensuring and implementing best practices in areas of work specialization;
- ix. Coordinating collection of samples and carrying out laboratory examination;
- x. Participating and providing guidance on appropriate techniques on animal handling, immobilization, treatment, translocation and sampling;
- xi. Establishing and maintaining a reliable and up to date database of samples and wildlife diseases trends affecting the respective ecosystem;
- xii. Carrying out post-mortem examinations on dead or moribund animals;
- xiii. Preparing, analyzing and verifying veterinary reports;
- xiv. Providing veterinary expertise and supervising authorized research scientists;
- xv. Collaborating with District Veterinary Officers in offering Veterinary services to local communities;
- xvi. Ensuring proper handling and safe keeping of veterinary facilities, equipment and materials;
- xvii. Preparing actions plans and budget for veterinary unit activities and ensure its effective implementation; and
- xviii. Performing any other related duties as may be assigned by the superior.

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science Degree in Veterinary Medicine or equivalent qualification from a recognized institution and must be registered by the Veterinary Council of Tanzania.

7.3 SALARY SCALE

TNPSS E

8.0 CONSERVATION OFFICER II – WILDLIFE MANAGEMENT-LAW ENFORCEMENT - 4 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i.Organizing and participating in anti–poaching patrols and security of park resources;
- ii.Investigating, prosecuting and presenting evidence before the courts of law for issues pertaining to poaching or banditry;
- iii.Participating in managing park boundary;
- iv.Managing trophies and armory as per stipulated guidelines;
- v.Carrying out intervention operations to contain problem animal incidences;
- vi.Managing radio communication and communication equipment within the park;
- vii.Foreseeing, identifying and solving work challenges and ensure a fair working environment is maintained;
- viii.Inspecting sentry points and other park properties;
- ix.Participating in development and implementation of effective security plans for park resources and facilities;
- x.Participating in human wildlife conflicts resolution.
- xi.Performing any other related duties as may be assigned by the superior.

8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in either of the following fields; Wildlife Management, Conservation Science, Wildlife Ecology or equivalent qualifications from a recognized institution.

Age limit: not above 30 years of age.

8.3 SALARY SCALE

TNPSS E

9.0 CONSERVATION RANGER II – OFFICE MANAGEMENT - 4 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. Composing, proofreading and editing reports, correspondences memorandum, develops charts, graphs, diagrams and other organization working documents;
- ii. Maintaining updated office diary for the respective superior;
- iii. Identifying, requesting and controlling office materials and supplies;
- iv. Coordinating work assignments for clerical staff;
- v. Ensuring cleanness and proper upkeep of office fittings and equipment;
- vi. Participating in organizing official meetings;
- vii. Carrying out effective official communication within assigned scope of responsibility;
- viii. Implementing best practices in areas of work specialization;
- ix. Screening telephone calls and handling enquires;
- x. Maintaining updated the official communication directory;
- xi. Receiving visitors and direct them to relevant offices;
- xii. Receiving and distributing documents to respective superiors;
- xiii. Maintaining confidentiality of official documents and information;
- xiv. Performing any other duties as assigned by the superior.

9.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Studies from accredited training institution with typing speed of 80/100 W.P.M and computer proficiency in word processing and spread sheet.

Age limit: not above 25 years of age.

9.3 SALARY SCALE

TNPSS C

10.0 CONSERVATION RANGER II – ACCOUNTS - 15 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. Maintaining staff imprest records and staff loan register;
- ii. Preparing list of outstanding payments;
- iii. Receiving and attending customers at points of sale;
- iv. Receiving payment and issuing receipts to customers;
- v. Attending/previewing online payment system;
- vi. Registering visitor details and issuing of permit;
- vii. Implementing best practices in areas of work specialization;
- viii. Preparing daily revenue collection, visitors and other related reports;
- ix. Conducting Bank reconciliations
- x. Preparing journal voucher for the reconciled items;
- xi. Preparing and maintaining books of accounts;
- xii. Maintaining accounts records, registers and files;
- xiii. Keeping proper custody of accounting documents and other related materials;
- xiv. Presenting account documents to the bank and other institutions; and
- xv. Performing any other duties as assigned by the superior.

10.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Accountancy or equivalent qualifications from a recognised institution.

Age limit: not above 25 years of age.

10.3 SALARY SCALE

TNPSS C

11.0 CONSERVATION OFFICER II PLANNING - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. Studying national and global economic trend and advise the superior accordingly;
- ii. Participating and ensuring EIAs/EIC are conducted to park development projects;
- iii. Conducting environmental audit and ensuring compliance to environmental standards;
- iv. Participating in the preparation of organization investment prospectus and investment guidelines;
- v. Participating in the review and implementation of CSP and GMP's;
- vi. Participating in coordinating preparation and review of Corporate budget;
- vii. Participating in conducting M & E of projects and plans;
- ix. Participating in writing financial proposals;
- x. Ensuring and implementing best practices in areas of work specialization;
- xi. Participating in the process of annexation of potential areas to the park;
- xii. Drafting appropriate tools and instruments to be utilized in the monitoring and reporting of programs and projects; ·
- xiii. Submitting periodic reports on existing programs, policies and procedures and

recommends measures to improve services, systems and procedures;

xiv. Participating in identification and determining project viability and setting project priorities;

xv. Performing any other related duties assigned by the superior.

11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in either of the following fields; Economics, Land Use Planning, Environmental Planning, Economics Planning or equivalent qualifications from a recognised institution. Must have successfully completed Paramilitary Recruit Course.

Age: not above 30 years of age.

11.3 SALARY SCALE

TNPSS E

12.0 CONSERVATION OFFICER II – LEGAL SERVICES - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

i. Assisting in providing legal advice; · Drafting and reviewing organization legal documents;

ii. Studying and preparing legal opinions on civil matters;

iii. Formulating prosecution strategies for cases in which the organization is a part;

iv. Preparing legal reports; · Ensuring and implementing best practices in areas of work specialization;

v. Making follow-up and supervision of prosecution of wildlife related crimes for the organization;

vi. Initiating and pursuing legal proceedings on behalf of the organization;

vii. Maintaining an up to date data base of the status of court cases and other legal bodies;

- viii. Maintaining an up to date register of legal documents and ensuring their safety;
- ix. Participating in budget preparation and ensuring its effective implementation;
- x. Participating in negotiating, drafting, reviewing and vetting of contracts, agreements and other legal documents;
- xi. Organizing training and refresher courses for public prosecutors working for the organization;
- xii. Participating in responding to internal and external audit quires;
- xiii. Providing support in interpretation of national and international laws;
- xiv. Performing any other related duties as assigned by the superior;

12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Laws (LLB) from a recognised institution and must be a registered Advocate. Must have successfully completed Paramilitary Recruit Course. Age: not above 30 years of age.

12.3 SALARY SCALE

TNPSS E

13.0 CONSERVATION RANGER II - RECORDS MANAGEMENT - 2 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. Managing and maintaining records management software systems;
- ii. Participating in formulation and implementation of organizational guidelines for records–keeping;
- iii. Advising on proper procedures for records management;
- iv. Carrying out inventory, classification and indexing of records for easy retrieval;
- v. Establishing and implementing records management control tools;

- vi. Receiving and dispatching both incoming and outgoing correspondence and parcels;
- vii. Implementing best practices in areas of work specialization;
- viii. Sending official correspondence for preview and action assignment;
- ix. Filing documents and ensuring proper distribution files to appropriate officer;
- x. Carrying out daily marking and file census;
- xi. Determining record office requirements;
- xii. Conducting sorting and decongestion of files;
- xiii. Handling properly confidential and open records;
- xiv. Maintaining office facilities, equipment and materials;
- xv. Ensuring adherence to records policy, Acts, regulations and manuals;
- xvi. Appraising records and transfer semi active records to records centre;
- xvii. Ensuring cleanliness and proper records office arrangement;
- xviii. Dealing with enquiries and requests for information for both internal and external clients;
- xix. Performing other related duties as assigned by the superior;

13.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Records Management, Archives Management or equivalent qualification from a recognized institution. Must have successfully completed Paramilitary Recruit Course. Age not above 25 years.

13.3 SALARY SCALE

TNPSS C

14.0 CONSERVATION RANGER III - GRAPHIC DESIGN - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. Participating Interpreting client needs, designing concepts, graphics and layout for product illustrations as per client's request;
- ii. Selecting colors, artwork, photography, animation, style of type, and other visual elements for the design;
- iii. Selecting the size and arrangement of the different elements on the page or screen;
- iv. Observing best practices and update branding guidelines as needed;
- v. Reviewing the mock-up design for errors before final publication;
- vi. Adhering to copyright and reprint procedures in production of graphic works;
- vii. Implementing best practices in areas of work specialization;
- viii. Performing other relevant duties as required or assigned by supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) and Certificate in Graphic Design or equivalent qualification from a recognized training institution. Must have successfully completed Paramilitary Recruit Course. Age not above 25 years.

14.3 SALARY SCALE

TNPSS B

15.0 CONSERVATION RANGER II - INFORMATION COMMUNICATION TECHNOLOGY - 2 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. Troubleshooting and repairing of hardware, operating systems and applications;
- ii. Integrating security and physical control solutions for all confidential data and systems;
- iii. Debugging pages and fixing broken links and images;

- iv. Integrating and configuring computer networking for best performance;
- v. Addressing user complaints;
- vi. Maintaining computer systems and networks;
- vii. Running regular social promotions and campaigns and track their success through online discussion;
- viii. Implementing best practices in areas of work specialization;
- ix. Identifying the security gaps and providing relevant solutions in consultation with the ICT Supervisor;
- x. Testing and evaluating all new technology including ARUTI-HRIS, M&E systems etc.;
- xi. Documenting, presenting technical procedures, operating methods and new systems;
- xii. Providing inputs in the preparation of departmental annual budget and plans;
- xiii. Installing, supporting and maintaining existing and new hardware and software infrastructure for computer systems and networks;
- xiv. Monitoring and controlling network availability and functionality and instill trouble shooting where necessary;
- xv. Preparing and submitting periodic reports; and · Performing any other related duties as may be assigned by superior.

15.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Computer Science or Information Technology or equivalent qualifications from a recognized institution. Must have successfully completed Paramilitary Recruit Course. Age not above 25 years.

15.3 SALARY SCALE

TNPSS C

16.0 CONSERVATION RANGER II - MULTIMEDIA PROJECTION - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. Collecting, processing and producing multimedia products;
- ii. Developing digital images and artworks for animation sequences;
- iii. Editing and manipulating digital audio/video files;
- iv. Installing and commissioning new multimedia equipment and facilities;
- v. Advising on the procurement of multimedia equipment and facilities;
- vi. Carrying out minor maintenance and repair of multimedia equipment;
- vii. Managing the media hall and programming the automation system according to schedule;
- viii. Ensuring cleanness of multimedia center equipment and its surroundings;
- ix. Providing input in the planning, budgeting and implementation of the unit's plans and activities;
- x. Implementing best practices in areas of work specialization; and
- xi. Performing any other duties as may be assigned by superior.

16.2 QUALIFICATIONS AND EXPERIENCE

Diploma in video/film production qualifications from a recognized institution. Age limit: not above 25 years

16.3 SALARY SCALE

TNPSS C

TANZANIA SHIPPING AGENCY CORPORATION (TASAC)

1.0 BOAT OPERATOR II - 9 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate the vessel and manage crew;
- ii. To operate engine throttles and steering mechanisms in order to guide boats on desired courses;
- iii. To secure boats to docks with mooring lines, and cast-off lines to enable departure;
- iv. To follow safety procedures in order to ensure the protection of crew and other staff while onboard with their items;
- v. To maintain safety requirement during exercises mandate on Issue of directives for loading, unloading, and seating in boats;
- vi. To maintain desired courses, using compasses or electronic navigational aids;
- vii. To direct safety operations in emergency situations (search and rescue operations);
- viii. To maintain equipment such as range markers, fire extinguishers, boat fenders, lines, pumps, and fittings;
- ix. To maintain all vessel documents available onboard;
- x. To report any observed navigational hazards to authorities;
- xi. To ensure fuel and other lubricants oil are available for vessel and ready for operations at any time required;
- xii. To clean boats and repair hulls and superstructures, using hand tools, paint, and brushes;
- xiii. To participate in budget preparation; and
- xiv. To perform any other official duties as may be assigned by the supervisor from time to time.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with credit pass on science subjects and Officer In charge of a Navigational watch less than 500GT, Certificate of Competency (COC) Reg. II/3 (Near Coastal Voyage) as per STCW 1978 as amended.

1.3 SALARY SCALE

TASACS 2

TANZANIA SHIPPING & HANDLING COMPANY (TASHICO)

1.0 MARINE ENGINEER II - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To assist in inspection and maintain all equipment and reports malfunctions and make adjustments or repairs;
- iii. To record fuel consumption and lubricants;
- iv. To enforce applicable marine engineering rules and regulations during watch keeping;
- v. To maintain log book;
- vi. To participate in fire and boat drills;
- vii. To participate in any emergency scene;
- viii. To assist in maintaining records of store and equipment; and
- ix. To perform any other duties as may be assigned by the superior.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced certificate of Secondary Education (ACSEE) and Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg.II/1). Must have at least one (1) year of working experience as OINW on ships of 500 GRT or more. Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be added advantage or equivalent qualification from recognized institutions.

1.3 SALARY SCALE

MSCS 5

2.0 DECK OFFICER II - 5 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist on matters pertaining to the safe operation of the vessel;
- ii. To participate in bridge operations;
- iii. To assist in preparing watch assignments;
- iv. To participate in fire and boat drills;
- v. To participate in any emergency scene;
- vi. To assist in maintaining records of store and equipment; and
- vii. To perform any other duties as may be assigned by the superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced certificate of Secondary Education (ACSEE) and Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg.II/1). Must have at least one (1) year of working experience as OINW on ships of 500 GRT or more. Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be added advantage or equivalent qualification from recognized institutions.

2.3 SALARY SCALE

MSCS 5

3.0 ORDINARY SAILOR II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform general cleanness of vessel;
- ii. To ensure that equipments, utensils and place of work are clean.
- iii. To maintain rescue boats;
- iv. To stand lookout watch;
- v. To perform painting works of the vessel;
- vi. To direct loading and offloading of cargo;
- vii. To perform lashing and rope works;
- viii. To perform laundry duties;
- ix. To maintain gangway watch to prevent unauthorized person from boarding ship;
- x. To respond as emergency team member during vessel emergencies;

- xi. To resolve or refer passenger problems to the mate; and
- xii. To perform any other duties as may be assigned by the superior.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with Basic Mandatory Certificates as per STCW95 and Rating Forming Part Navigation Watch (RFPNW) and Sea Service of not less than one (1) year.

3.3 SALARY SCALE

MSCS 2

MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

1.0 TECHNICIAN II (CIVIL) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor.
- ii. To carry out cleaning of machines, equipment and working environment.
- iii. To assist Technicians and Engineers in repairing of non-biomedical and carrying out engineering related activities.
- iv. To observe safety precautions to personnel, tools, instruments and equipment.
- v. To be punctual at reporting for work and emergencies.
- vi. To record and monitor timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Institution equipment.
- vii. To assist in recording inventory of related working equipment/tools.
- viii. To carry out specified tasks related to Laboratory and other Hospital equipment under supervision.

- ix. To assist senior staff in relevant fields of operation.
- x. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- xi. To implement specified technical plans in relevant fields of operations. xii. To execute Quality Assurance Programmes.
- xiii. To assist in planning and conducting research.
- xiv. To engage in continuous professional development
- xv. To ensure adherence to standard operating procedures and MOI business process.
- xvi. To perform any other duties related to his/her work as assigned by his/her supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate or Diploma in Civil Engineering from a recognized institution.

1.3 SALARY SCALE

PGSS 5/1

2.0 BIOMEDICAL ENGINEER II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance schedules for all laboratory and Hospital equipment.
- ii. To carry out inspection and calibration of theatre equipment.
- iii. To ensure safe custody of workshop tools.
- iv. To ensure timely availability of spares for repairs and maintenance.
- v. To establish and implement preventive maintenance plans for the Institute's equipment.
- vi. To maintain Institute's equipment as per manufacturer standards.
- vii. To carry out independently specified routine technical tasks which require a higher

degree of technical knowledge and skills.

viii. To carry out installations of machines and equipment.

ix. To implement specified maintenance plans for machines, equipment and building.

x. To supervise technicians in maintenance of equipment in the theatres, or sterilization center, or generator, or hospital equipment.

xi. To give professional advice and guidance to hospital equipment users.

xii. To assist in formulation of policies relating to maintenance of hospital equipment.

xiii. To ensure adherence to standard operating procedures and MOI business process.

xiv. To perform any other duties related to his/her work as assigned by his/her supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Bio-medical Engineering from a recognized institution. He/She must register by ERB as a graduate Engineer. accordance with Institute's

2.3 SALARY SCALE

PMGSS 5/1

3.0 RADIOLOGY SCIENTIST II - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

i. To carry out various x-ray examinations

ii. To keep and maintain Radiology equipment.

iii. To ensure quality of x-rays.

iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results.

v. To supervise and train junior staff in the unit.

vi. To participate in ward rounds

- vii.To participate in clinical meetings
- viii.To advice on proper levels of amputations to surgeons.
- ix.To advice on proper prescription of appliance.
- x.To ensure safe custody of Unit equipment.
- xi.To ensure high quality of Prosthetic and Orthotic services to both inpatients and outpatients.
- xii.To design, fabricate and fit Orthopaedic appliances.
- xiii.To keep up and maintaining x-ray equipment and sterilising radiology instruments in the unit.
- xiv.To ensure adherence to standard operating procedure and MOI business process.
- xv.To perform any other duties related to his/her work as assigned by his/her supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Degree in one of the following fields: Radiography, X-ray Technology, Radiology, Medical Imaging or equivalent from recognized Institution. Must be registered by the Medical Radiology and Imaging Professional Council.

3.3 SALARY SCALE

MOI Scale

4.0 ICT OFFICER II (PROGRAMMER) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To design computer systems charts and providing the necessary systems documentation.

- ii. To assist users in systems analysis and design.
- iii. To execute and document test plans according to quality management standards and methods.
- iv. To prepare systems flow charts of information movements.
- v. To undertake low level routine maintenance of ICT equipment.
- vi. To ensure adherence to standard operating procedures and MOI business process.
- vii. To perform any other duties related to his/her work as assigned by his/her supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Telecommunication, from recognized Institution.

4.3 SALARY SCALE

PGSS 7

5.0 MEDICAL SPECIALIST II – (ANAESTHESIA) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To attend emergency medical duties.
- ii. To carry out ward rounds
- iii. To perform surgical duties.
- iv. To perform clinical duties in both private and public outpatient clinics.
- v. To carry out researches in their respective medical fields.
- vi. To participate fully in morning clinical sessions, patients' presentation and journal clubs.
- vii. To teach and supervise medical doctors and students in clinical works and surgical procedures.

- viii. To participate in outreach programs.
- ix. To participate in preparation of budget of Medical Directorate
- x. To initiate, create and plan strategies to improve his/her professional services.
- xi. To prepare continuing education programs for medical personnel.
- xii. To provide medical advice or opinions in Courts of Law.
- xiii. To carry out administrative duties in his respective working area.
- xiv. To ensure adherence to standard operating procedure and MOI business process.
- xv. To perform any other duties related to his/her work as assigned by his/her supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Anaesthesia from recognised institutions. Must be fully registered by the Medical Council of Tanganyika.

5.3 SALARY SCALE

PMGSS 11

6.0 ASSISTANT ACCOUNTANT II - 3 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To receive cash deposits from clients and banking as per supervisor's instruction.
- ii. To effect cash payments to clients.
- iii. To record all transactions and reconcile them with cash balance.
- iv. To receive and keep proper custody of all bills, invoices and other claims pending for payments.
- v. To maintain cheque registers.

- vi. To prepare petty cash payment vouchers and accounts documents and maintaining accounts records.
- vii. To issue receipts and keeping in safe custody all accounts and supporting documents pending audit scrutiny.
- viii. To keep records and making follow-ups of all debts from credit clients.
- ix. To send all letter and other documents relating to accounts issues to the bank.
- x. To ensure adherence to standard operating procedure and MOI business process.
- xi. To perform any other duties related to his/her work as assigned by his/her supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Accounting or ATEC II from recognized institutions.

6.3 SALARY SCALE

PGSS 4/1

7.0 RADIOGRAPHY TECHNICIAN II - 6 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays.
- ii. To keep up and maintain x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. To ensure quality diagnosis of x-rays taken.
- iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- v. To provide technical advice on radiation in the unit.
- vi. To prepare contrast media and chemicals for x-rays.
- vii. To processing x-ray films.
- viii. To carry out special examination under supervision.
- ix. To keep and maintain patient's records.
- x. To ensure adherence to standard operating procedure and MOI business process.
- xi. To perform any other duties related to his/her work as assigned by his/her supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be a Holder of a Diploma in Radiography from recognised institution. Must be enrolled in the register of Medical Radiology and Imaging Professional Council.

7.3 SALARY SCALE

PMGSS 4/1.

8.0 BIOMEDICAL TECHNICIAN II - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To assist higher level technicians in repairing, installing, calibrating, or maintaining a range of general biomedical/ clinical equipment, e.g., replacing components, taking test readings, and wiring circuits in accordance with specific instructions
- ii. To perform preventative maintenance and electrical safety testing of equipment
- iii. To make minor repairs on medical electronic equipment
- iv. To maintain appropriate records of repairs and preventative maintenance
- v. To execute Quality Assurance Programmes.
- vi. To assist in planning and conducting research.
- vii. To engage in continuous professional development
- viii. To ensure adherence to standard operating procedures and MOI business process.
- ix. To perform any other duty as assigned by the Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Biomedical Engineering from a recognized institution.

8.3 SALARY SCALE

9.0 TECHNICIAN II (MECHANICAL) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To carry out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor.
- ii. To carry out cleaning of machines, equipment and working environment.
- iii. To assist Technicians and Engineers in repairing of non-biomedical and carrying out engineering related activities.
- iv. To observe safety precautions to personnel, tools, instruments and equipment.
- v. To be punctual at reporting for work and emergencies.
- vi. To record and monitor timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Institution equipment.
- vii. To assist in recording inventory of related working equipment/tools.
- viii. To carry out specified tasks related to Laboratory and other Hospital equipment under supervision.
- ix. To assist senior staff in relevant fields of operation.
 - x. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- xi. To implement specified technical plans in relevant fields of operations.
- xii. To execute Quality Assurance Programmes.
- xiii. To assist in planning and conducting research.
- xiv. To engage in continuous professional development
- xv. To ensure adherence to standard operating procedures and MOI business process.

xvi. To perform any other duties related to his/her work as assigned by his/her supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate or Diploma in Mechanics from a recognized institution.

9.3 SALARY SCALE

PGSS 5/1

10.0 DRIVER II - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

i. To drive Institute vehicles

ii. To maintain log books.

iii. To ensure safe-keeping of the vehicle and its tools.

iv. To maintain disciplined behaviour smartness and proper conduct in rendering services.

v. To maintain cleanliness of the vehicle and tools.

vi. To report promptly any defects or problems detected in the vehicle.

vii. To perform messenger duties such as dispatching documents/letters and collecting mail.

viii. To check validity of insurance, motor vehicle license and report the same to the Transport Officer for necessary action.

ix. To perform any other duties related to his/her work as assigned by his/her supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate of Secondary Education plus a Basic Driving Course certificate from VETA or other recognized College. Must have a valid Driving License in class E or C with at least One (1) Year driving experience without causing an accident.

10.3 SALARY SCALE

PGSS 2/1

11.0 ENVIRONMENTAL HEALTH OFFICER II - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To advice and ensure the best ways to distribute clean water and quality control;
- ii. To ensure proper collection disposal of clinical and non-clinical waste;
- iii. To educate the community on different ways to avoid and combat eruption of diseases;
- iv. To collect and assess statistics regarding Environment Health;
- v. To make sure there is implementation of the by-laws on the Environment Health;
- vi. To prepare information on the implementation and submit them to the responsible special unit;
- vii. To conduct inspection on food, water, chemicals in the working premises;
- viii. To inspect and advise on environmental management issues and vector control; and
- ix. To perform any other related duties as may be assigned by his Supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Health Environment, Environmental Health Sciences from a reputable institution and must be resgistered by the Environmental Health Practitioners Registration Council.

11.3 SALARY SCALE

PMGSS 5/1

CENTRE FOR AGRICULTURAL MECHANISATION AND RURAL TECHNOLOGY (CAMARTEC)

1.0 ENGINEER II (AGRICULTURAL) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance service and repair of Agricultural machinery and Rural Technologies and supervision of senior Engineers
- ii. To take part in agricultural engineer designs under supervision of senior engineer
- iii. To perform agricultural machinery and rural technologies performance and durability testing under supervision of senior engineers
- iv. To supervise agricultural machinery and rural technologies development
- v. To prepare important documents relating to agricultural engineering such as preparation of BOQs , Testing reports and work plans; and
- vi. To perform any other duties as may be assigned by seniors.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agricultural Engineering or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a graduate engineer.

1.3 SALARY SCALE

SALARY SCALE: PGSS7

2.0 ENGINEER II (ELECTROMECHANICAL) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare development plans, proposals and designs for new and improved
- ii. electromechanical facilities
- iii. Designing and manufacturing of electro-mechanical systems and devices such as automated machinery, and control systems.
- iv. To prepare requisitions for procurement and replacement, overhaul, utilization
- v. and arrangement of the plant, equipment and Centre facilities.
- vi. Integrating mechanical components with electrical systems to ensure they work
- vii. together seamlessly in a machine, plant or devices.

- viii. Testing of prototypes of systems, plants and devices for performance,
- ix. functionality, and reliability.
- x. To conduct capacity building, manpower development and training;
- xi. To prepare and submit monthly, quarterly and annual performance reports.
- xii. To do troubleshooting and maintenance which includes diagnosing and resolving problems with mechanical, electrical and electronics systems
- xiii. To perform any other duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Electromechanical Engineering or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a graduate engineer.

2.3 SALARY SCALE

PGSS 7

3.0 ENGINEER II (CIVIL) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform minor Civil work under the supervision of the Professional Engineer registered by the Engineers Registration Board;
- ii. To inspect buildings of the Center and advise the Management accordingly; and
- iii. To make follow up and ensure that the Center abides with construction rules and guidelines.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Civil Engineering or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a graduate engineer.

3.3 SALARY SCALE

PGSS 7

4.0 TECHNICIAN II (MECHANICAL) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform daily plumbing works, electrical works, carpentry works or
- ii. masonry works including installation and fixing broken units in the system;
- iii. To participate in simple repair and maintenance of facilities;
- iv. To identify and reports on areas that needs rehabilitation in the system
- v. including the quantity of material required for repair work;
- vi. To identify the likely defects that might cause damage in electric, masonry
- vii. or plumbing systems;
- viii. To perform any other duties and responsibilities as may be assigned by
- ix. one's reporting officer; x. To ensure proper arrangements, cleanness and maintenance of
- x.. machinery, equipment and tools;
- xi.. To ensure timely availability of required materials.

4.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA 6)/FTC in one of the following fields; Mechanics Engineering from recognized institution.

4.3 SALARY SCALE

PGSS 5

5.0 ARTISAN II (WELDING AND METAL FABRICATION) - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and

5.2 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate with Trade Test Grade II in Welding and Metal Fabrication from recognized institution.

5.3 SALARY SCALE

PGSS 2

6.0 ARTISAN II (FITTER AND TURNER) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To perform any other duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate with Trade Test Grade II in Fitter Mechanics from a recognized institution.

6.3 SALARY SCALE

PGSS 2

THE PERSONAL DATA PROTECTION COMMISSION (PDPC)

1.0 ICT OFFICER II (SYSTEMS AND NETWORK ADMINISTRATOR) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure including MS Windows, Linux and Unix Server platforms; remote administration, train and support end users;
- ii. To perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data;
- iii. To administer servers, security systems, databases, business applications, tools, and manage user accounts;
- iv. To prepare reports and documents for various stakeholders i.e system users and management;
- v. To troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- vi. To provide appropriate infrastructure technology solution to support operations;
- vii. To prepare systematic documentation for monitoring hosting infrastructure;
- viii. To be responsible for administration of server virtualization and infrastructure;
- ix. To manage security access to assigned systems, related records, documents, and data;
- x. To perform backups and disaster recovery operations;
- xi. To confer with employees and the project team to provide technical advice, support, and to resolve problems;
- xii. To create and update procedural and training documents for the assigned systems;
- xiii. To manage ICT assets, systems diagrams and related documentation,
- xiv. To manage hardware devices and licenses of all programs in use;

xv. To ensure high-availability of infrastructure, products and services

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Computer Science, Computer Engineering or equivalent degree from a recognized institution.

1.3 SALARY SCALE

PDPC S 5

2.0 ICT OFFICER GRADE II (SECURITY MANAGEMENT) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement ICT security policies, procedures, standards, and guidelines;
- ii. To integrate ICT security into day-to-day ICT operational activities and provision of periodic security reports;
- iii. To install, configure and manage security systems/software;
- iv. To provide security advisory on various security risks, threats and vulnerabilities;
- v. To support, monitor and assess ICT security compliance in the Government, and
- vi. To handle timely ICT security incidents;
- vii. To prepare and deliver cyber security trainings to public institutions;
- viii. To monitor security alerts and incidents, analyze logs and network traffic for suspicious activities using SIEM and other tools, and
- ix. To perform Vulnerability Assessment and Penetration Testing for systems, network infrastructure and mobile devices to identify vulnerabilities and recommend mitigation strategies.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Computer Security, Software Engineering or equivalent degree from a recognized institution.

2.3 SALARY SCALE

PDPC S 5

3.0 ICT OFFICER GRADE II (BUSINESS ANALYST) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To analyze and perform the Institutional business process modelling as well as their association with technology solutions;
- ii. To analyze and document business processes and translate these into functional specifications;
- iii. To act as a bridge between business groups with need or problem and the technology teams designing/offering a solution to a problem or need;
- iv. To participate in analysis of user requirements, prototyping, and integration of technological components, testing and deployment;
- v. To participate in designing, development and implementation of enterprise-wide applications for various channels (Web/Mobile/Desktop etc.);
- vi. To ensure business requirements are translated accurately into working technical designs;
- vii. To participate in development of new systems, business processes re-engineering, strategy planning or potentially organizational change;
- viii. To provide support in the implementation of e-Government initiatives throughout project life cycle;
- ix. To involve in solution testing and evaluation as part of quality assurance and control and communicating the deliverables state to the users;

- x. To assist in the collection and consolidation of projects required information and data;
- xi. To prepare and maintain technical and user documentations for various software functionalities, and
- xii. To train and support of software users for effective utilization of deployed systems.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution.

3.3 SALARY SCALE

PDPC S 5

4.0 ICT OFFICER II (APPLICATION PROGRAMMERS) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- 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. 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,
- iv. To analyze, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis,
- v. To test Software and quality assurance, vi. To support, maintain and document software functionality,

- vii. To install and configuration of appropriate application servers based on the application programs to be supported;
- viii. To support, maintain, and preparation of technical and user documentations for various software functionalities;
- ix. To train and support of software users for effective utilization of deployed systems;
- x. To assist in troubleshooting and resolving routine software application problems;
- xi. Software modelling and simulation;

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Computer Engineering, Information Technology, Information System, Computer Science or Computer Engineering or equivalent degree from a recognized institution.

4.3 SALARY SCALE

PDPC S 5

WAREHOUSE RECEIPT REGULATORY BOARD (WRRB)

1.0 ICT OFFICER II (DATA BASE ADMINISTRATION) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tablets, views, procedures functions triggers etc.
- ii. To perform database performance optimization and tuning.
- iii. To perform administration of systems and database, server's virtualization and server infrastructure.
- iv. To manage security aspects to the assigned system, database, integrity control, related record and documents.
- v. To Install, upgrade and maintenance of software application and database.

- vi. To maintain, administrate, monitor, problem management and production for databases.
- vii. To undertake daily maintenance, testing, backup, and recovery of system and databases.
- viii. To apply patches and upgrade of system and database.
- ix. To install, configure, operate, upgrade and maintain assigned system hardware, software and infrastructure.
- x. To provide appropriate infrastructure technology solutions to support operations.
- xi. To assist in Management of hardware devices, licensing and all programs as assigned.
- xii. To produce database reports when requested.
- xiii. To ensure high – availability of systems and services

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree of science/Bachelor's degree of engineering in information technology or information system or Computer Science/Computer Engineering or equivalent degree from a recognized institution.

1.3 SALARY SCALE

WRSS 4

2.0 PUBLIC RELATIONS OFFICER II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist collecting and organizing news for the Board's newsletter and Journal.
- ii. To assist in collecting and compilation of information for preparation of reports, booklets, prospectus, calendars, greeting cards and posters.
- iii. To assist collection and sub-edit of materials for Radio/TV programs.
- iv. To assist in collection and analyze media coverage.
- v. To assist in preparation of press releases.

- vi. To distribute calendars, greeting cards and posters.
- vii. To collect news.
- viii. To prepare press releases.
- ix. Taking videos and documentaries.
- x. To draft speeches leaflets, brochures and journals.
- xi. To disseminate information.
- xii. To maintain media statistics.
- xiii. To assist preparation of catalogues /web resources.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in any of the following fields: Public Relations, Journalism, Mass communication, Business Communication or equivalent qualification from a recognized institution.

2.3 SALARY SCALE

WRSS 4

3.0 LICENSING OFFICER II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist with review and verify the completeness and accuracy of licensing applications for Warehouse operators.
- ii. To assist in analyzing financial capabilities of applicants for Warehouse operator applications.
- iii. To liaise with Insurance Officers in assessing insurance contracts/policies submitted by applicants.
- iv. To ensure all required documentation is submitted and meets regulatory standards;
- v. To assist in maintain accurate records of all licensed Warehouse operators and their status.

vi. To assist in Updating databases with new applications, renewals, and any changes in Registrants status.

vii. Serve as a point of contact for stakeholders, providing excellent customer service and ensuring their concerns are addressed promptly; and

viii. To assist in conducting preliminary evaluations or audits under the supervision of senior officers.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Economic, Statistics or Economics and Statistics from a recognized institution.

3.3 SALARY SCALE

WRSS 4

4.0 QUALITY ASSURANCE OFFICER II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

i. To assist in routine inspections of warehouses to ensure they comply with regulatory standards;

ii. To assist in performing audits of warehouse operations and documentation to verify adherence to quality guidelines;

iii. To assist in review and verify the accuracy and completeness of documents related to warehouse receipts and operations;

iv. To assist in verify submitted documentations to ensure its complies with established quality standards and regulatory requirements;

v. To assist in analyzing data to identify trends, inconsistencies, and areas for improvement in the quality processes;

vi. To assist in monitoring compliance with quality standards and regulatory requirements within the warehouse receipts system;

vii. To assist in preparation of detailed reports on inspection findings, audits, and compliance status

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Accounting, Finance or Accounting and Finance from a recognized institution.

4.3 SALARY SCALE

WRSS 4

FISHERIES EDUCATION AND TRAINING AGENCY (FETA)

1.0 TUTOR II (FISH PROCESSING) - 6 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in one of the following fields -Food Science, Food Processing, Food Science and Technology or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

1.3 SALARY SCALE

PTSS 3.1

2.0 TUTOR II (MARINE ENGINEERING) - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;

- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in Marine and refrigeration Engineering or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

2.3 SALARY SCALE

PTSS 3.1

3.0 TUTOR II (MECHANICAL ENGINEERING) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in one of the following fields -Mechanical Engineering, Marine and refrigeration Engineering or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

3.3 SALARY SCALE

PTSS 3.1

4.0 TUTOR II (ENVIRONMENTAL ENGINEERING) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in Environmental science and management, Environmental engineering or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

4.3 SALARY SCALE

PTSS 3.1

5.0 TUTOR II (ICT) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in Information, Communication and Technology or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

5.3 SALARY SCALE

PTSS 3.1

6.0 TUTOR II (AQUACULTURE) - 3 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in Aquaculture or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

6.3 SALARY SCALE

PTSS 3.1

7.0 TUTOR II (MASTER FISHERMAN) - 4 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA 8) in one of the following fields Maritime Transportation, Marine and refrigeration Engineering, Naval Architecture and Ship Building, or equivalent

qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

7.3 SALARY SCALE

PTSS 3.1

8.0 ASSISTANT TUTOR II (MARINE AND REFRIGERATOR ENGINEERING) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To facilitate learners up to basic technician certificate (NTA Level 4);
- ii. To assess learners acquired competences at NTA Level 4;
- iii. To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA Level 5);
- iv. To prepare learning resources for facilitating learning; and
- v. To carry out project assignment under close supervision.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Marine and Refrigeration Engineering from recognized Institutions. The candidate must possess a minimum GPA 3.0 out of 5.0 at ordinary diploma from a recognized institution.

8.3 SALARY SCALE

PTSS 1.1

9.0 ASSISTANT TUTOR II (AQUACULTURE) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To facilitate learners up to basic technician certificate (NTA Level 4);
- ii. To assess learners acquired competences at NTA Level 4;
- iii. To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA Level 5);
- iv. To prepare learning resources for facilitating learning; and
- v. To carry out project assignment under close supervision.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Aquaculture from recognized Institutions. The candidate must possess a minimum GPA 3.0 out of 5.0 at ordinary diploma from a recognized institution

9.3 SALARY SCALE

PTSS 1.1

10.0 ASSISTANT TUTOR II (FISH PROCESSING) - 3 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To facilitate learners up to basic technician certificate (NTA Level 4);
- ii. To assess learners acquired competences at NTA Level 4;
- iii. To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA Level 5)
- iv. To prepare learning resources for facilitating learning; and
- v. To carry out project assignment under close supervision.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Fish processing, and Food Science and Technology from recognized institution. The candidate must possess a minimum GPA 3.0 out of 5.0 at ordinary diploma from a recognized institution

10.3 SALARY SCALE

PTSS 1.1

11.0 ASSISTANT TUTOR II (ENVIRONMENTAL) - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To facilitate learners up to basic technician certificate (NTA Level 4);
- ii. To assess learners acquired competences at NTA Level 4;
- iii. To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA Level 5);

- iv. To prepare learning resources for facilitating learning; and
- v. To carry out project assignment under close supervision

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Environment and Coastal Management from recognized institution. The candidate must possess a minimum GPA 3.0 out of 5.0 at ordinary diploma from a recognized institution

11.3 SALARY SCALE

PTSS 1.1

12.0 ASSISTANT TUTOR II (ICT) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To facilitate learners up to basic technician certificate (NTA Level 4);
- ii. To assess learners acquired competences at NTA Level 4;
- iii. To assist in conducting practical exercises for learners under close supervision up to technician certificate (NTA Level 5);
- iv. To prepare learning resources for facilitating learning; and
- v. To carry out project assignment under close supervision.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Information Communication Technology (ICT) from recognized institution. The candidate must possess a minimum GPA 3.0 out of 5.0 at ordinary diploma from a recognized institution

12.3 SALARY SCALE

PTSS 1.1

13.0 TECHNICIAN II (MECHANICAL) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To carry out routine vehicle check-ups;

- ii. To verify vehicle serviceability by conducting test drives; adjusting controls and systems;
- iii. To comply with state vehicle requirements by testing engine, safety, and combustion control standards;
- iv. To maintain vehicle appearance by cleaning, washing, and painting;
- v. To maintain vehicle records by recording service and repairs.
- vi. To keep supplies ready by inventorying stock and placing orders;
- vii. To maintain workshop facilities and equipment;
- viii. To assist senior staff in relevant fields of operations; and
- ix. Performs any other duties assigned to him by his seniors

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in one of the following fields Mechanical Engineering, Automotive Engineering, or equivalent qualification from a recognized institution.

13.3 SALARY SCALE

FETAS 3.1

14.0 TECHNICIAN II (PLUMBER) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To repair and maintain a wide range of plumbing equipment on the full range of institution buildings;
- ii. To undertake specified tasks connected with planning and designing the construction work for civil projects under supervision;
- iii. To assist in the repair and maintenance of institute plumbing infrastructure;
- iv. To assist senior staff in relevant fields of operations; and
- v. To undertake any other duties appropriate to the post objectives as required by management.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Plumbing or equivalent qualification from a

Holder of Ordinary Diploma (NTA level 6) in Carpentry or equivalent qualification from a recognized institution

14.3 SALARY SCALE

FETAS 3.1

15.0 TECHNICIAN II (CARPENTRY AND JOINERY) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To undertake specified tasks connected with planning and designing the construction work for carpentry projects under supervision;
- ii. To assist in the repair and maintenance of institute buildings;
- iii. To assist senior staff in carpentry operations; and
- iv. To perform any other duties assigned to him by his seniors.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Carpentry and Joinery or equivalent qualification from a recognized institution.

15.3 SALARY SCALE

FETAS 3.1

16.0 TUTOR II (MARINE AND REFRIGERATION ENGINEERING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Marine and refrigeration Engineering or equivalent

qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

16.3 SALARY SCALE

PTSS 3.1

17.0 TUTOR II (MARITIME TRANSPORTATION) - 2 Posts

17.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Maritime Transportation or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

17.3 SALARY SCALE

PTSS 3.1

18.0 TUTOR II (MATHEMATICS AND STATISTICS) - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Mathematics and Statistics or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

18.3 SALARY SCALE

PTSS 3.1

19.0 TUTOR II (COMMUNICATION SKILLS) - 2 Posts

19.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in one of the following fields Communication Skills / language or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

19.3 SALARY SCALE

PTSS 3.1

20.0 TUTOR II (ELECTRICAL ENGINEERING) - 2 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;

- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Electrical Engineering or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

20.3 SALARY SCALE

PTSS 3.1

21.0 TUTOR II (AQUATIC SCIENCE) - 1 Post

21.1 DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Aquatic Science, or equivalent qualification. The candidate must possess a minimum GPA 3.0 out of 5.0 at Bachelor Degree from a recognized institution.

21.3 SALARY SCALE

PTSS 3.1

SMALL INDUSTRIES DEVELOPMENT ORGANISATION (SIDO)

1.0 TECHNICIAN GRADE II (MECHANICAL) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To operate machinery and equipment in Workshop
- ii. To carry out service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties;
- iii. To carry out cleaning of machines equipment and working environment;
- iv. To assist Engineers in repairing of machines and carry out engineering related activities;
- v. To observe safety precautions to personnel, tools, instruments and equipment and
- vi. To operate moulds and manufacture products.
- vii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education (CSE) with Full Technician Certificate or Diploma in Mechanical Engineering or equivalent in the related field from any recognized institution.

1.3 SALARY SCALE

PGSS 5

2.0 FINANCE MANAGEMENT OFFICER GRADE II - 10 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct credit training sessions and programmes for clients on the management of credit and the credit methodology.
- ii. To receive and assess credit applications.
- iii. To make all necessary preparations for the disbursement of loans, including preparing repayment schedules and drafting loan contracts.
- iv. To maintain records and tracking loans.

- v. To make loan follow-up for clients to ensure loans are paid promptly.
- vi. To conduct impact monitoring and assessment; the Credit Officer will contribute to the assessment of the impact on clients of the financial services.
- vii. To participate in Regional Office Management and planning meetings, as well as relevant external meetings.
- viii. To assist the Regional Manager in developing and maintaining relations with the local business community, including but not limited to potential and actual clients, and with other institutions providing micro financing services.
- ix. To contribute in identifying the need for programme improvements or for new micro financing services, and contribute to their development.
- x. To propose changes in the credit policies of the Regional Office to the Manager.
- xi. To contribute to the preparation, organization and implementation of training programme for SIDO staff on credit matters when required.
- xii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Finance, Business Administration majoring in Finance or equivalent qualifications from recognized institutions.

2.3 SALARY SCALE

SALARY SCALE: PGSS 6

3.0 TRAINING ASSISTANT II (FOOD PROCESSING) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. Conducts on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.

- ii. Observes and evaluates students' work to determine progress, provide feedback, and make suggestions for improvement.
- iii. Prepares outline of instructional program and training schedule and establishes course goals.
- iv. Administers oral, written, or performance tests to measure progress and to evaluate effectiveness of training.
- v. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

3.2 QUALIFICATIONS AND EXPERIENCE

Form IV /VI certificate with Vocational Certificate (NVA Level II) in Food Processing or equivalent qualification from recognized institution.

3.3 SALARY SCALE

SALARY SCALE : POSS 2

4.0 ICT OFFICER GRADE II (DATABASE ADMINISTRATION) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. Install, configure, and upgrade database software such as PostgreSQL and MySQL.
- ii. Perform database maintenance tasks including patching, updates, and optimization.
- iii. Monitor database performance and tune queries to ensure fast data retrieval.
- iv. Ensure data security, integrity, and backup or recovery procedures are in place and functioning.
- v. Design and implement database schemas, tables, views, indexes, and stored procedures.
- vi. Provide support to developers, analysts, and other team members with database-related issues.

- vii. Implement and enforce database policies, procedures, and standards.
- viii. Create and maintain documentation for database systems, architecture, and processes.
- ix. Carryout regular capacity planning for database storage.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Information Technology qualification from a recognized institution.

4.3 SALARY SCALE

SALARY SCALE: PGSS 7

5.0 ICT OFFICER GRADE II (APPLICATION PROGRAMMING) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. Design, code, test, and debug software applications based on business requirements.
- ii. Collaborate with cross-functional teams including analysts, testers, and project managers to ensure timely delivery of software solutions.
- iii. Maintain and enhance existing applications by identifying areas for improvement and implementing changes.
- iv. Write clear and well-documented code in accordance with organization standards and best practices.
- v. Troubleshoot application issues and provide timely resolutions.
- vi. Conduct software testing and validation procedures.
- vii. Assist in the preparation of technical documentation, user manuals, and deployment guides.
- viii. Stay updated on emerging software development tools and technologies to enhance development efficiency and effectiveness.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Computer Science, Software Engineering.

5.3 SALARY SCALE

SALARY SCALE: PGSS 7

6.0 ARTISAN GRADE II (FITTER AND TURNER) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To operate machinery and equipment in Workshop
- .ii. To operate moulds and manufacture products.
- iii. To perform specified craft jobs under close supervision
- .iv. To take care of tools and equipment.
- v. To carry out the maintenance and repair of machinery and equipment.
- vi. To carry out electrical installation, maintenance and repair works.
- vii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

6.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate with certificate in Trade Test II in Fitter and Turner, or equivalent qualifications from a recognized Institute.

6.3 SALARY SCALE

PGSS 2

7.0 TRAINING OFFICER GRADE II - 3 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. Assist in the implementation of training programmers at the department level while the Regional Offices deliver these services and the Regional Managers are fully responsible at that level

ii. To development and delivery of training programmers to SMEs in collaboration with other Staff in the Directorate of Training and Extension and Regional Offices.

iii. Identifying training and development needs within an Organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments

iv. Designing and developing training and development programmers based on both the organization's and the individual's needs;

v. To development and delivery of training programmers to SMEs in collaboration with other Staff in the Directorate of Training and Extension and Regional Offices.

vi. Considering the costs of planned programmers and keeping within budgets as assessing the return on investment of any training or development programmer is becoming increasingly important.

vii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Food Science and Technology, Home Economics and Human Nutrition, or equivalent qualifications from recognised institution. Training or teaching experience and knowledge of and experience with moderation and facilitation techniques are added advantage.

7.3 SALARY SCALE

SALARY SCALE: PGSS 6

8.0 ARTISAN GRADE II (TAILORING) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

i. To operate machinery and equipment in Workshop.

ii. To operate moulds and manufacture products.

- iii. To perform specified craft jobs under close supervision
- . iv. To take care of tools and equipment.
- v. To carry out the maintenance and repair of machinery and equipment.
- vi. To carry out electrical installation, maintenance and repair works.
- vii. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

8.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate with certificate in Trade Test II in Tailoring or equivalent qualifications from a recognized Institute.

8.3 SALARY SCALE

PGSS 2

9.0 TRAINING ASSISTANT II (LEATHER PRODUCT) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. Conducts on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects
- .ii. Observes and evaluates students' work to determine progress, provide feedback, and make suggestions for improvement.
- iii. Prepares outline of instructional program and training schedule and establishes course goals.
- iv. Administers oral, written, or performance tests to measure progress and to evaluate effectiveness of training
- .v. Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

9.2 QUALIFICATIONS AND EXPERIENCE

Form IV /VI certificate with Vocational Certificate (NVA Level II) in Leather Products or equivalent qualification from recognized institution

9.3 SALARY SCALE

PGSS 2

10.0 ARTISAN GRADE II (TAILORING) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i.To operate machinery and equipment in Workshop;
- ii.To operate moulds and manufacture products;
- iii.To perform specified craft jobs under close supervision;
- iv.To take care of tools and equipment;
- v.To carry out the maintenance and repair of machinery and equipment;
- vi.To carry out electrical installation, maintenance and repair works and
- vii. Perform any other duties as may assigned by Supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate with Trade Test II in Tailoring or equivalent qualifications from a recognized Institute.

10.3 SALARY SCALE

PGSS 2

TANZANIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (TEITI)

1.0 PUBLIC RELATIONS OFFICER II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To contribute in updating the Committee Website;
- ii. To receive, register and attend to customer complaints;
- iii. To contribute in preparation of reports on Public Relations, Communication and Education and Communication activities;
- iv. To seek for Airspace through the radio and TV for public education programs;
- v. To prepare production schedules and list of target audience;
- vi. To participate in developing feature articles for publication and distribution of print media; and
- vii. To perform any other duties as assigned by immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Public Relations, Journalism, Mass Communication from any recognized University/Institution.

1.3 SALARY SCALE

TEIT 4

2.0 LEGAL OFFICER II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To compile evidence relevant for court cases involving the TEITI Committee;
- ii. To assist in taking charge of documents and correspondences of already assigned cases;
- iii. To assist in dealing with legal routine correspondences addressed to TEITI Committee;

- iv. To file and appear for proceedings in courts;
- v. To assist in administering compliance to the terms of agreements and contracts;
- vi. To compile a list of amended legislations, regulations and rules;
- vii. To maintain an updated database of court decisions; and
- viii. To perform any other duties as assigned by immediate supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Law (LLB) from any recognized Institution who has attended a Law School of Tanzania or undergone one (1) year internship program recognized by the Office of the Attorney General.

2.3 SALARY SCALE

TEIT 5

CHUO CHA ARDHI MOROGORO (ARIMO)

1.0 TUTOR II (GEOMATICS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations up to NTA level 6;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff.
- vii. To perform any other related duties as assigned by superiors.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or equivalent qualification in Geomatics, Geo- informatics with a minimum GPA of 3.0 out of 5.0.

1.3 SALARY SCALE

PTSS - 3

2.0 TUTOR II (LAND MANAGEMENT AND VALUATION) - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations up to NTA level 6
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff.
- vii. To perform any other related duties as assigned by superiors.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or equivalent qualification Land Management and Valuation with a minimum GPA of 3.0 out of 5.0.

2.3 SALARY SCALE

PTSS - 3

TANZANIA INDUSTRIAL RESEARCH & DEVELOPMENT ORGANISATION (TIRDO)

1.0 TECHNICIAN II (ICT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with laboratory analysis, research projects,

consultancy and services under supervision;

ii. To assist in the repair and maintenance of laboratory facilities in collaboration with workshop maintenance technicians;

iii. To assist Senior staff in relevant fields of laboratory operations;

iv. To participate in all issues concerning accreditation of the laboratory;

v. To supervise and maintain cleanliness of the laboratory; and

vi. To perform any other related duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Diploma OR Full Technician Certificate (FTC) in Information Communication Technology (ICT) from recognized institution.

1.3 SALARY SCALE

PGSS 5

2.0 ENGINEER II (CHEMICAL AND PROCESSING) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To perform minor Chemical Processing Under the supervision of the Professional Engineer registered by the Engineers Registration Board;

ii. To conduct research to develop new products and improve manufacturing processes. ;

iii. To design, plan, and scale up chemical processes from the lab to full-scale production;

iv. To perform tests on materials and products, analyze the data, and use the results to draw conclusions and improve processes; and

v. To perform any other official duties as may be assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in Chemical and Processing Engineering from

Bachelor Degree or Advance Diploma in Chemical and Processing Engineering from recognized institution and should be registered as graduate Engineer. The candidate should be a Computer literate.

2.3 SALARY SCALE

PGSS 7

3.0 TEXTILE ENGINEER II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform Textile Work Under the supervision of the Professional Engineer registered by the Engineers Registration Board;
- ii. To conduct research to create innovative and sustainable materials;
- iii. To improve existing products for better strength, durability, and comfort. ;
- iv. To make follow up and ensure that the Organization abides with textile rules and guidelines; and
- v. To perform any other official duties as may be assigned by Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in Textile Engineering from recognized institution and should be registered as graduate Engineer. The candidate should be a Computer literate.

3.3 SALARY SCALE

PGSS 7

4.0 ENGINEER II (CIVIL) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform minor Civil Work Under the supervision of the Professional Engineer registered by the Engineers Registration Board;
- ii. To inspect buildings of the Organization and advise the Management accordingly;

- iii. To make follow up and ensure that the Organization abides with construction rules and guidelines; and
- iv. To perform any other official duties as may be assigned by Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in Civil Engineering from recognized institution and should be registered as graduate Engineer. The candidate should be a Computer literate.

4.3 SALARY SCALE

PGSS 7

5.0 RESEARCH OFFICER II (HYDROLOGY) - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i To assist in the training of professional personnel and industrialist;
- ii To carry out research and development work or other customer oriented services;
- iii To submit regular reports on the progress of research projects or services undertaken;
- iv To prepare project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- v To prepare articles in a form suitable for presentation or publication; and vi To perform any other related duties as may be assigned by Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Hydrology engineering. The candidate should have a Bachelor Degree with at least upper second class

5.3 SALARY SCALE

PRSS 2

6.0 RESEARCH OFFICER II (CYBER SECURITY) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Cyber Security from recognized institution. Must have scored at least Upper Second Class at Bachelor Degree. Master Degree must be related to the Bachelor Degree.

6.3 SALARY SCALE

PRSS 2

7.0 RESEARCH OFFICER II (ENVIRONMENT) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;

- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by Supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Environmental Sciences or Environmental Engineering from recognized institution. Must have scored at least Upper Second Class at Bachelor Degree. Master Degree must be related to the Bachelor Degree.

7.3 SALARY SCALE

PRSS 2

8.0 RESEARCH OFFICER II (ANALYTICAL CHEMISTRY) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancy; and

viii. To perform any other official duties as may be assigned by Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Analytical Chemistry from recognized institution. Must have scored at least Upper Second Class at Bachelor Degree. Master Degree must be related to the Bachelor Degree.

8.3 SALARY SCALE

PRSS 2

TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

1.0 AIR TRAFFIC MANAGEMENT OFFICER II - 17 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To plan, execute and monitor the control of aircraft movement for the purpose of preventing collision through use of air traffic control clearances and instructions to arriving and departing aircraft within aerodrome traffic zone.
- ii. To provide information for safe, orderly, and economic conduct of flights outside controlled airspace.
- iii. To alert emergency services, assist aircraft under emergency and determine course of action regarding the aircraft in emergency situations.
- iv. To notify military or state organs in respect to aircraft being subjected to unlawful interference, bomb scares, or any possibility of civil aircraft interception.
- v. To coordinate and communicate effectively with other air traffic control units within the flight information region and with adjacent flight information regions where necessary.
- vi. To transmit metrological conditions to pilots and other agencies.
- vii. To record information regarding a condition or incident that warrants a written record.
- viii. To perform any other related duties as may be assigned by immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Air Traffic Management, Physics, Mathematics, Geographical Information System, Geomatics, Statistics from a recognized Institution and Air Traffic Control License endorsed with Aerodrome rating. Must have passed Physics and Mathematics at Advanced Certificate of Secondary Education.

1.3 SALARY SCALE

TCAA.SS.8

2.0 AERONAUTICAL INFORMATION OFFICER II - 15 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in accepting, processing and disseminating Flight Plans to all Air Traffic Management units designated Authorities, Search and Rescue units, including those along aircraft flight routes to destination, and alternate aerodromes according to ICAO Flight plan format.
- ii. To assist in providing face to face briefing and/or facilitate self-briefing to the Aircrew on all information from aerodrome of departure to destination and alternate.
- iii. To assist in transmitting over the AFTN/AMHS all accepted flight plans to relevant controlling units /organizations along aircraft flight routes to destination and alternate
- iv. To assist in coordinating with Air Traffic Management units for notification on operationally significant information that requires immediate attention by airline operators or airborne traffic.
- v. To assist in preparing Pre-flight Information Bulletins (PIB) for scheduled and non-scheduled flights.
- vi. To perform any other related duties as may be assigned by immediate supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Information Technology, Geo-informatics, Geographical Information System, Geomatics from a recognized Institution and a

Certificate in Aeronautical Information Service, and who has successfully completed on Job Training.

2.3 SALARY SCALE

TCAA.SS.7

TANZANIA AIRPORT AUTHORITY (TAA)

1.0 ENGINEER II - CIVIL - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To ensure that capital projects are implemented as planned and designed and in accordance with the strategic plan, master plan and design standards.
- ii. To provide day to day oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes.
- iii. To coordinate the implementation of activities for capital projects and ensure that budget and timelines are adhered to.
- iv. To inspect civil engineering infrastructures and buildings to ensure they are in good conditions and provide preventive maintenance services as per set schedules.
- v. To advise on maintenance/repair alternatives and methods including necessary drawings, technical specifications, bills of quantities (BOQ) and cost estimates.
- vi. To prepare tender documents and request for proposals for procurement of contractors and consultants and participate in tender openings and evaluation
- vii. To participate in preparation of contract documents for maintenance and development of airport works in liaison with the immediate supervisor and procurement unit.
- viii. To provide technical advice to airport users on alterations or modifications of existing structures.
- ix. To prepare departmental annual procurement programs according to set goals and deadlines.

- x. To participate in the preparation of strategic plans and budget for the department.
- xi. To supervise and monitor minor works to ensure implementation is done according to specifications and finished on time.
- xii. To inspect, evaluate and prepare interim payment certificates for minor/small works.
- xiii. To manage, train and develop civil engineering technicians and.
- xiv. To perform any other duties as may be assigned supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Civil Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

1.3 SALARY SCALE

SALARY SCALE: TAAS 5.1

2.0 ICT OFFICER II - NETWORK - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To design, install and configure LAN and WAN infrastructure.
- ii. To test network equipment and devices.
- iii. To implement network security plan and ensure network and systems security in terms of confidentiality, integrity & availability.
- iv. To develop and implement preventive maintenance plan for the network.
- v. To monitor and maintain software and hardware for optimal network performance.
- vi. To review and update network configuration plan.
- vii. To analyze network problems, traffic and work out appropriate solutions.
- viii. To evaluate and recommend changes to current and future network requirements to meet needs.

- ix. To implement the overall strategic goals of the network system.
- x. To create and present reports regarding LAN and WAN performance
- xi. To troubleshoot network systems and recommend improvements.
- xii. To perform other related duties as may be assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology, Network System Engineering, Computer Systems Security, Data Science and Artificial Intelligence, or equivalent qualifications from a recognized Institution. Relevant professional qualification such as CISA, CCNA, CCNP, CISSP, CEH, GSEC CompTIA Security is an added advantage.

2.3 SALARY SCALE

SALARY SCALE: TAAS 5.1

3.0 ARCHITECT II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in designing and planning of buildings and other related structures.
- ii. To assist in preparation of different building/construction and related project proposals.
- iii. To assist in estimating construction costs based on the building and/or structure designed.
- iv. To assist in carrying out feasibility studies and drafting of technical documents related to the designs.
- v. To assist in implementation of daily building/construction and related activities.
- vi. To assist in inspecting building projects at all stages.
- vii. To perform any other related duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Architecture, Building Design, Architectural and Building Engineering Technology, Landscape Architecture, Architectural Technology, Architectural Engineering, Interior Design or equivalent qualification from a recognized institution. Must be registered by the Architect and Quantity Surveyors Registration Board (AQSRB) as a graduate Architect.

3.3 SALARY SCALE

SALARY SCALE: TAAS 5.1

4.0 AIRPORT OPERATION OFFICER II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular airfield inspection on the maneuvering areas of airport and apron to ensure safety and serviceability of infrastructure and landing aids and report status,
- i.To supervise services rendered by services contractor in the terminal building and public areas and ensure compliance to Service Level Agreement,
- ii.To ensure upkeep of airport airstrip (grass cutting, open drainage and cleanness),
- iii.To ensure quality services and serviceability of facilities in terminal building and public areas,
- iv.To ensure availability and readiness of apron management services,
- v.To respond and provide assistance during airport emergencies as may be required/directed by senior operations officer,
- vi.To participate in the coordination and facilitation of VIP's and Heads of state,
- vii.To perform other duties as may be assigned by Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Business Administration, Human Resources, Public Administration, Law, Logistics Management or equivalent qualification from a

recognized Institution.

4.3 SALARY SCALE

TAA SCALE 4

5.0 CUSTOMER SERVICE OFFICER II - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To identify customers and their needs.
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided.
- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually.
- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment.
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face.
- vi. To facilitate training of other employees in customer care issues and encourage sharing of experience.
- vii. To perform other duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Marketing, Mass Communication, Entrepreneurship, Public Relations, Commerce/Business Administration majoring in Marketing, or equivalent qualifications from a recognized Institution.

5.3 SALARY SCALE

TAAS 4.1

6.0 AIRCRAFT MARSHALLER II - 23 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To marshal the aircraft and ensure that engine start up signals is signaled to the cockpit when ready for startup and the danger areas around the engines are clear of FOD, personnel and equipment,
- ii. To arrange and ensure proper allocation of aircraft parking bays based on their type and size and make proper parking arrangement for VIP flights,
- iii. To take charge of apron operations including overseeing, controlling and directing the towing/push back operations and ensure visual contact with the tug operator, cockpit and wing/tail walkers,
- iv. To direct wing walkers to remove chocks when the cockpit has confirmed the aircraft brakes are set,
- v. To ensure safe operations of equipment around the aircraft comply with all ICAO, IATA and TCAA Standard Operating Procedures,
- vi. To receive flight information from air traffic controllers and disseminate the same to airport users for announcements and development of daily may fly,
- vii. To effectively disseminate technical information concerning aircraft parking to airline, ground handler, and controllers,
- viii. To monitor apron safety rules (such as wearing reflectors, safety boots, ear guards, and proper parking of equipment's) to ensure compliance with apron safety operating procedures,
- ix. To report accident/incidents on air side and apron on relevant forms immediately after reported by assistant marshaller,
- x. To inspect AVOP licenses to all drivers operating on the air side all the time,
- xi. To track flights movements in the system all the time, record and maintain all aircraft and passenger movement data in the log book,
- xii. To prepare and submit daily working reports before handing over the shift.

xiii. To perform other duties as may be assigned by Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Public Administration, Human Resources, Statistics, Business Administration/Commerce majoring in Finance or Accounting, Banking or equivalent qualification from a recognized Institution and should have computer knowledge. The candidate must have attended Apron Management course.

6.3 SALARY SCALE

TAAS 3.1

7.0 ELECTRICAL TECHNICIAN II - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

(i)To undertake daily inspection of all airport facilities so as to determine need for service or maintenance,

(ii)To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs,

(iii)Carry out maintenance of airport equipment and buildings in accordance with preventive maintenance schedules/programs,

(iv)To liaise with supervisor for modifications, improvements, installations and commissioning work,

(v)Assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,

(vi)To maintain awareness and compliance with technical, safety health environment (SHE), standards, regulations and procedures.

(vii)To liaise with other airport users interested in making alterations or additions to existing structures,

(viii)To collect data for planning, maintain and update records whenever necessary,

(ix)Maintain a high standard of proficiency in own skill areas and,

(x)To perform any other duty as may be assigned by supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI with a Diploma or Full Technician Certificate (FTC) in Electrical Engineering or equivalent qualifications from recognized Institution.

7.3 SALARY SCALE

TAAS 3.1

8.0 MECHANICAL TECHNICIAN II - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

(i)To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,

(ii)To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,

(iii)To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work

(iv)To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance,

(v)To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles,

(vi)To assists in the purchase of materials and production equipments including sourcing for quotations on costs of new projects,

(vii)To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous,

(viii)To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,

(ix)To liaise with other airport users interested in making alterations or additions to existing structures,

(x)To collect data for planning, maintain and update records whenever necessary,

(xi)To maintain a high standard of proficiency in own skill areas,

(xii)To perform any other duties as may be assigned supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI with a Diploma or Full Technician Certificate (FTC) in Mechanical Engineering or equivalent qualifications from recognized Institution

8.3 SALARY SCALE

SALARY SCALE: TAAS 3.1

9.0 ASSISTANT AIRPORT SECURITY OFFICER II - 74 Posts

9.1 DUTIES AND RESPONSIBILITIES

i. To assist in provide screening services to departing passengers and Mails and Cargo, aircrew/hostesses, flights and visitors at the airport.

- ii. To assist in control movement of people, vehicles and animals in the security protected areas.
- iii. To prevent and spot any suspicion of theft and burglary at the airport.
- iv. To ensure that passengers adhere to security procedures before boarding or disembarking the aircraft
- v. To report any unattended baggage as per the established SOPs.
- vi. To assist in search of vehicles at security access areas/gates.
- vii. To assist in conduct patrol and general surveillance.
- viii. To assist in escort visitors to security restricted areas.
- xi. To perform any other relevant duties as may be assigned by the supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Sociology, Linguistic, Public Administration, International Relations, Public Relations, Business Administration or equivalent qualification from a recognized Institution or equivalent qualifications

9.3 SALARY SCALE

TAAS 3.1

10.0 ARTISANS II - PLUMBING - 12 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To undertake the planning and control of maintenance activities related to plumbing.
- ii. To maintain and repair valves, pipes, pipe fittings, plumbing systems
- iii. To keep plumbing equipment and tools in good working condition;
- iv. To manage plumbing workshop.
- v. To assist in maintaining machinery, tools and equipment;

- vi. To undertake plumbing works;
- vii. To undertake semi-annually scheduled cleaning of water storage tanks.
- viii. To undertake service and maintenance of cold and hot water systems
- ix. Daily inspection and maintenance of waste water systems
- x. Daily inspection and maintenance of clean water systems
- xi. Monthly water meter reading and recording for DAWASA and tenants perform other relevant duties as may be assigned by the supervisor

10.2 QUALIFICATIONS AND EXPERIENCE

Form Four (IV) Certificate with Trade Test II or Level II in one of the following fields: plumbing and pipe fitting from VETA or any other recognized Vocational training institution

10.3 SALARY SCALE

TAA SCALE 2

11.0 ARTISANS II - CIVIL - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and report a list of operational repairs of machinery, buildings and problems to the supervisor;
- ii. To perform general cleanness of the plant and its surroundings;
- iii. To assist in maintaining machinery, tools and equipment;
- iv. To undertake carpentry and masonry works;
- v. To keep carpentry and masonry equipment and tools in good working condition;
- vi. To perform other relevant duties as may be assigned by the supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Form Four (IV) Certificate with Trade Test II or Level II in one of the following fields: civil, masonry, carpentry and joinery from VETA or any other recognized Vocational training institution

11.3 SALARY SCALE

TAA SCALE 2

12.0 ARTISANS II - MECHANICAL - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and report a list of operational repairs of machinery, facilities and problems to the supervisor;
- ii. To perform general cleanness of the plant and its surroundings;
- iii. To assist in maintaining machinery, tools and equipment;
- iv. To undertake repair works or fabricate equipment and plants
- v. To carry out maintenance and repair of plants and other mechanical equipment;
- vi. To maintain mechanical equipment and working tools;
- vii. To perform other relevant duties as may be assigned by the supervisor

12.2 QUALIFICATIONS AND EXPERIENCE

Form Four (IV) Certificate with Trade Test II or Level II in one of the following fields: mechanics, Electronics from VETA or any other recognized Vocational training institution.

12.3 SALARY SCALE

TAA SCALE 2

13.0 ARTISANS II - ELECTRICAL - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and report a list of operational repairs of machinery, buildings and problems to the supervisor;
- ii. To perform general cleanness of the plant and its surroundings;
- iii. To assist in maintaining machinery, tools and equipment;
- iv. To maintain electrical installation, systems and components,
- v. To maintain and operate the power plants
- vi. To undertake repair and maintenance works for electrical installation and components.
- vii. To undertake auto-electric repair and maintenance works.
- viii. To maintain auto-electric circuit in motor vehicle and other equipment/plants.
- ix. To perform general cleanness of the plant and its surroundings.
- x. To perform other relevant duties as may be assigned by the supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Form Four (IV) Certificate with Trade Test II or Level II in one of the following fields: electrical, and Electronics from VETA or any other recognized Vocational training institution.

13.3 SALARY SCALE

TAA SCALE 2

14.0 DRIVER II - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- (i)To handle and drive the vehicle assigned,
- (ii)To keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip,
- (iii)To make regular inspection of vehicles,

- (iv) To carry out minor repairs to the vehicle,
- (v) To collect and dispatch mails,
- (vi) To clean vehicles,
- (vii) To maintain up-to-date logbook in connection with vehicle movements and,
- (viii) To perform other related duties as may be assigned from time to time by Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Secondary School Certificate and Class 'C' or 'E' driving license, Attended Basic Driving Course offered by VETA or any recognized Institution, motor vehicle driving experience of at least one (1) year without causing an accident

14.3 SALARY SCALE

SALARY SCALE: TAAS 2.1

TANZANIA MEDICINES AND MEDICAL DEVICES AUTHORITY (TMDA)

1.0 MEDICAL DEVICES OFFICER II (BIOMEDICAL ENGINEERING) - 6 Posts

1.1 DUTIES AND RESPONSIBILITIES

MEDICAL DEVICES REGISTRATION

- i. To receive applications for marketing authorization and promotional materials for medical devices, diagnostics, laboratory equipment, medical gases and blood and blood products;
- ii. To assess the performance of medical devices, diagnostics and laboratory equipment prior to marketing authorization;
- iii. To classify medical devices and diagnostics depending on risk as per International Classification Rules;

- iv. To assess the quality, safety and efficacy of blood, blood products and its components;
- v. To assess the quality, safety and efficacy of medical gases;
- vi. To evaluate promotional materials related to medical devices, diagnostics, laboratory equipment, blood and blood products;
- vii. To assist in drafting guidelines, SOPs, regulations and performance standards;
- viii. To update relevant product registration databases and other information on registered products; and
- ix. To perform any other official duties as may be assigned by the immediate supervisor.

MEDICAL DEVICES INSPECTIONS

- i. To conduct monitoring of medical devices and diagnostics circulating on the market;
- ii. To conduct haemovigilance of blood and blood products circulating on the market;
- iii. To conduct post-marketing surveillance related to medical devices, diagnostics and laboratory equipment;
- iv. To authenticate radio-imaging equipment such as X-Ray machines, magnetic resonance imaging (MRI) machines and CT-Scanners installed in hospitals.
- v. To conduct good storage and distribution practices (GSP and GDP) inspection to ensure compliance of medical devices, diagnostics, medical gases and laboratory equipment premises to requirements;
- vi. To conduct inspections to ensure compliance of blood donating centres;
- vii. To prepare and issue import and export permits for medical devices, diagnostics, laboratory equipment, blood and blood products;
- viii. To conduct quality audits of both domestic and foreign manufacturing facilities for medical devices and diagnostics to ensure compliance to ISO Standards and Good Manufacturing Practices (GMP) inspection of manufacturers of medical gases, blood, blood products and its components;

- ix. To recall medical devices, diagnostics, laboratory equipment, blood and blood products that are substandard or counterfeit circulating on the market; and coordinate the disposal;
- x. To assist in the destruction and disposal of unfit medical devices, diagnostics and laboratory equipment;
- xi. To assist in drafting guidelines, SOPs, regulations and performance standards; and
- xii. To perform any other official duties as may be assigned by the immediate supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Biomedical Engineering from a recognized institution. The candidate must be registered with ERB.

1.3 SALARY SCALE

TMDA 5

NATIONAL IDENTIFICATION AUTHORITY (NIDA)

1.0 REGISTRATION OFFICER II - 50 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. Filling the application forms;
- ii. Verifying applicants information on the forms and attachments before data entry;
- iii. Perform data entry and biometric data capture;
- iv. Preparation of registration and biometric reports;
- v. Requesting and sorting registration materials;
- vi. Scanning of applicants documents;
- vii. Ensure if the applicant is registered in the resident register book;
- viii. Attend to customer's enquiries;
- ix. Ensure all registration materials are available at the registration centre;
- x. Verifying applicant information before biometric data capturing;
- xi. Proper management of application forms, Mobile Enrolment Units and other office machines and equipment;
- xii. Prepare proper working environment for Registration, Identification and biometric

data capture;

xiii. Performs any other duties as may be directed by the superior.

1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree either in Public Administration, Sociology, Social works, Economics, Records Management, Demography or Law from any recognized institution.
- Computer skills are mandatory.

1.3 SALARY SCALE

NIDA SS 5

2.0 REGISTRATION ASSISTANT II - 10 Posts

2.1 DUTIES AND RESPONSIBILITIES

- To assist the applicant in filling the application forms;
- To assist in verifying applicants information on the forms and attachments before data entry;
- To assist in data entry and biometric data capture;
- To assist in preparation of registration and biometric reports
- To request and sort registration materials;
- To perform any other duties as may be directed by the superior.

2.2 QUALIFICATIONS AND EXPERIENCE

- Diploma either in Records Management, Public Administration, Sociology, Social Work, Demography or Law from any recognized institution.
- Computer skills are mandatory.

2.3 SALARY SCALE

NIDA SS 3

3.0 ICT OFFICER II - SYSTEMS DEVELOPER - 3 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, and deployment;
- ii. To conduct software analysis, code analysis, software review, identification of code metrics, and software reliability analysis;
- iii. To design, coding, and debugging desktop and mobile based applications based on various deployment platforms, operating systems, programming languages, and database management systems;
- iv. To design, coding and debugging SMS, USSD and mobile based applications using software languages;
- v. To integrate software components and third party programs;
- vi. To support, maintain and document software functionality;
- vii. To install and configure appropriate application servers based on the application programs to be supported;
- viii. To support, maintain, and prepare technical and user documentations for various software functionalities;
- ix. To carry out software testing and quality assurance;
- x. To troubleshoot, debug and upgrade existing software as necessary;
- xi. To carry out performance tuning, improvement, load balancing, usability, and automation;
- xii. To produce detailed technical specifications and software code documentation; and
- xiii. To perform any other duties assigned by your supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

3.3 SALARY SCALE

NIDA SS 5

4.0 INFORMATION COMMUNICATION TECHNOLOGY II (SYSTEM DEVELOPER) - 3 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, and deployment;
- ii. To conduct software analysis, code analysis, software review, identification of code metrics, and software reliability analysis;
- iii. To design, coding, and debugging desktop and mobile based applications based on various deployment platforms, operating systems, programming languages, and database management systems;
- iv. To design, coding and debugging SMS, USSD and mobile based applications using software languages;
- v. To integrate software components and third party programs;
- vi. To support, maintain and document software functionality;
- vii. To install and configure appropriate application servers based on the application programs to be supported
- viii. To support, maintain, and preparer technical and user documentations for various software functionalities;

- ix. To carry out software testing and quality assurance;
- x. To troubleshoot, debug and upgrade existing software as necessary;
- xi. To carry out performance tuning, improvement, load balancing, usability, and automation;
- xii. To produce detailed technical specifications and software code documentation; and
- xiii. To perform any other duties assigned by your supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

4.3 SALARY SCALE

NIDA SS 5

5.0 INFORMATION COMMUNICATION TECHNOLOGY II (NETWORK AND SYSTEMS SECURITY ADMINISTRATOR) - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To design and configure network equipment and devices security parameters;
- ii. To test security of network equipment and devices;
- iii. To develop and implement security maintenance plans;
- iv. To plan, implement, upgrade, and monitor security measures for the protection of computer networks and information;
- v. To perform audit and security compliance checks, including network penetration testing, vulnerability scans, and other configuration analysis;
- vi. To uncover potential trending security threats and mitigate;
- vii. To take part in the software development lifecycle to uncover and address potential

flaws before and after deployment;

viii. To implement security controls as stipulated in the policies and procedures;

ix. To users security awareness and knowledge; and

x. To perform any other relevant duties as may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

5.3 SALARY SCALE

NIDA SS 5

6.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - SYSTEMS ADMINISTRATOR - 3 Posts

6.1 DUTIES AND RESPONSIBILITIES

i.To provide administration, operation and maintenance support of NIDA systems and platforms;

ii.To assist in installing, configuration and supporting of new hardware and application software for client / server;

iii.To perform maintenance activities for ICT equipment and infrastructure;

iv.To carryout data and system backups, replications, recovery, periodic testing and restoration;

v.To create and maintain user accounts;

vi.To provide support to NIDA systems and platforms;

vii.To identify and implement proactive monitoring solutions for maximum availability of databases and systems;

- viii.To produce hardware and software technical specifications and standards;
- ix.To prepare ICT management systems and technical documentations;
- x.To establish ICT knowledge gaps, prepare appropriate training materials and conduct trainings;
- xi.To perform systems quality assurance checks; and
- xii.To perform any other relevant duties as may be assigned by the supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution

6.3 SALARY SCALE

NIDA SS 5

7.0 ICT OFFICER II - DATABASE ADMINISTRATOR - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i.To coordinate users to determine common needs and functions;
- ii.To design architecture, build, implement and test database;
- iii.To develop back and front-end database connectivity;
- iv.To provide Database client and user services;
- v.To maintain secure databases to optimum level;
- vi.To perform databases integrity and security checks;

- vii.To implement database security policy and access controls;
- viii.To prepare database management documents;
- ix.To produce analyzed periodic reports;
- x.To provide technical support and train database users; and
- xi.To perform any other relevant duties as may be assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

7.3 SALARY SCALE

NIDA SS 5

8.0 ESTATE OFFICER II - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To provide technical advice relating to design, construction and rehabilitation of the Authority's Buildings;
- ii. To collect information and statistics relating to building and land of the Authority;
- iii. To ensure construction and rehabilitations of buildings are properly planned, executed according to the design required and within budget and time framework;
- iv. To make follow up on the availability of building permit as well as title deed for the Authority's buildings and land;
- v. To verify sketches, design and plans of the Authority physical structures for approval;
- vi. To inspect time to time all Authority's buildings and propose routine maintenancevii. To

perform any other duties as may be assigned by his superiors.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Building Economics from a recognized University/Institution or equivalent qualifications

8.3 SALARY SCALE

NIDA SS 5

9.0 OFFICE MANAGEMENT SECRETARY II - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To type classified/confidential matters;
- ii. To ensure that computers are well maintained;
- iii. To receive telephone calls and keeps records of messages;
- iv. To receive visitors and arranges for appointments;
- v. To keep a record of files;vi. To perform any other related duties as may be assigned by his superiors.

9.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Secretarial Studies, Office Management or equivalent qualifications from recognised Institutions who have passed both shorthand (English) and Kiswahili (Hatimkato) at a speed of 80 words per minute with computer knowledge in programs of Ms Word, Ms Excel, Ms Publisher, Internet and E-mail.

9.3 SALARY SCALE

NIDA SS 3

10.0 DRIVER II - 14 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To drive NIDA vehicles skillfully;
- ii. To maintain and keeps up-to-date log-books;
- iii. To adhere to Maintenance Schedules;
- iv. To keep motor vehicles in good running conditions and reports immediately faults and defects to Transport officer;
- v. To ensure that valid documents are obtained prior to commencing any journey;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To send and collect mails to and from the office;
- viii. To perform any other duties as may be assigned by his superiors.

10.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate and a Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents.

10.3 SALARY SCALE

NIDA SS 2

TANZANIA MINING COMMISSION (TMC)

1.0 TECHNICIAN II (GEMMOLOGY) - 6 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To sort and grade gemstones according to various aspects;
- ii. To design and manufacture gem and jewellery products;
- iii. To identify and certify gemstones using appropriate equipment and tools;
- iv. To examine, test, cut and make mineral products;

- v. To prepare equipment, tools and materials for gemstone testing;
- vi. To maintain laboratory equipment, tools and materials;
- vii. To maintain testing statistics are kept in safe custody;
- viii. To collect and prepare specimens for laboratory testing;
- ix. To prepare and submit performance reports on execution of gemmological and lapidary activities;
- x. To perform gemstone valuation according to the gemstone valuation
- xi. guide;
- xii. To perform jewellery price estimation according to the prevailing market price;
- xiii. To ensure the guidelines for laboratory activities are in place and adhered; and
- xiv. To inspect condition of equipment and tools and perform maintenance.

1.2 QUALIFICATIONS AND EXPERIENCE

Diploma (FTC) in Gemmology, Gem and Jewellery from a recognized Institutions.

1.3 SALARY SCALE

MCSS 4.

2.0 TECHNICIAN II (ELECTRICAL) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare detailed electrical engineering plans for the mines;
- ii. To ensure electrical works complies with specification and safety standards;
- iii. To ensure electrical works complies with specification and safety standards;
- iv. To carry out work place inspections on electric;

- v. To conduct electric risk assessment;
- vi. To plan and implement specific electric programs for both workers and management; and
- vii. To develop individual objectives or targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma (FTC) in Electrical from a recognized Institutions.

2.3 SALARY SCALE

MCSS 4.

3.0 TECHNICIAN II (MINING ENGINEERING) - 7 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collecting and analysing mining and explosives information and data;
- ii. To assist in preparation of inquiries and other logistics related to investigations in mining accidents and incidences;
- iii. To assist in monitoring explosives handling, storage and usage and disposal in the country;
- iv. To assist in preparing and pre-processing applications for blasting certificates; and
- v. To develop individual objectives and targets and performance standards as part of individual performance agreement in consultation with his/her immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma (FTC) in Mining Engineering from a recognized Institutions.

3.3 SALARY SCALE

MCSS 4.

4.0 ENGINEER II (MINERAL PROCESSING) - 7 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To monitor the actual production of minerals in medium and large-scale miners;
- ii. To assist in ascertaining and recording the weight of minerals produced in various stage of process in medium and large-scale mines;
- iii. To assist in sampling of the minerals produced, recording and packing of the samples in appropriate packages ready for sending to the laboratory for analysis;
- iv. To assist in verifying/calculating and recording the actual weight of chemical reagents used in dry calcite prior to smelting in medium and large-scale mines;
- v. To collect and analyse mineral production data and/or information and them associated statistics;
- vi. To examine mineral processing techniques used in the mines and advice accordingly;
- vii. Conduct training to small scale licensed mineral processing operate on proper processing technology;
- viii. To assist in witnessing and records daily sorting and recovery of gemstones in gemstones mines;
- ix. To assists in monitoring and control of daily shaft face picking after blasting of gemstones in gemstones mines;
- x. To establish and maintain a database of processing plants, smelters and refinery; and xi. To perform any other related duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mineral Processing Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

4.3 SALARY SCALE

MCSS 6.

5.0 ENGINEER II (MINING ENGINEERING) - 13 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To collect, analyse and keep mining information/data, accidents records and other related statistical data and information;
- ii. To examine mine plans, plant designs and related structures;
- iii. To assist in designing and supervision of drilling and blasting plans;
- iv. To assist in assessment of the feasibility studies of new sites;
- v. To assist in monitoring and evaluation of mines performance;
- vi. To assist in monitoring operations and equipment comply with health, safety and Environmental requirements;
- vii. To record tracking and keeping in the mine's operations;
- viii. To assist in identification and recommend suitable mining method, mining equipment and machinery particularly for Small Scale Miners;
- ix. To train small scale miners on the Mining Act and its Regulations and issues related to safety in mining;
- x. To assist in developing individual objectives and/ or targets as part of the individual performance agreement in consultation with the immediate supervisor; and
- xi. To perform any other related duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mining Engineering from a recognized Institution and must be Registered with Engineers Registration Board (ERB) as a graduate Engineer.

5.3 SALARY SCALE

MCSS 6.

6.0 TECHNICIAN II (GEOLOGY) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i.To prepare necessary documents, data and information for issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii.To assist in collection of geological data and information related to exploration, mining, exploitation and mineral trade;
- iii.To prepare documents, reports, plans and other logistics to facilitate inspection and monitoring of mineral exploration and prospection activities;
- iv.To assist in controlling minerals smuggling through major exit points;
- v.To undertake routine systematic geological sample collection, preparation, storage and submission to laboratory for further investigation;
- vi.To assist in collection, compilation and pre-processing of Mineral Rights and licensing applications;
- vii.To assist in preparation of responses to customer queries and searches;
- viii.To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- ix.To perform any other related duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Geology from a recognized Institute.

6.3 SALARY SCALE

MCSS 4

RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

1.0 WATER ENGINEER II - 20 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in planning and designing of rural water supply and sanitation infrastructure;
- ii. To participate in conducting feasibility studies for rural water supply and sanitation projects;
- iii. To participate in reviewing design works related to rural water supply and sanitation projects;
- iv. To participate in preparing bills of quantities for water supply and sanitation projects;
- v. To support tender boards and user departments in preparation of Terms of References and tender and contract documents for implementation of rural water supply and sanitation projects;
- vi. To participate in site meetings and coordinate consultant and contractor's activities;
- vii. To participate preparation of monthly, quarterly, semi-annual and annual performance reports;
- viii. To participate in Resolving conflicts and disputes between CBWSOs and customers or CBWSOs and CBWSOs in collaboration with District Commissioner's Officer;
- ix. To participate in research on identified issues in rural water supply and sanitation services for domestic purposes and other sectors water supply and development
- x. To participate in research on optimal solution to reduce the Non-revenue water (NRW) in rural water supply projects;
- xi. To participate in Quality Assurance /Quality Control (QA/QC) Training;
- xii. To participate in Monitoring and evaluation of performance of rural water supply and sanitation projects;

- xiii. To participate in development of quality assurance operational procedures and policy;
- xiv. To participate in assessment and evaluation of implementation of annual quality assurance plans;
- xv. To participate in monitoring water quality and standards of performance for provision of water supply and sanitation;
- xvi. To participate in collecting relevant data from different sources necessary to conduct research and provide for documentation and dissemination of re-search findings; and
- xvii. To perform any other related duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Water Resource and irrigation Engineering qualification from a recognized University/Institution. Must be registered by Engineers Registration Board as Graduate Engineer.

1.3 SALARY SCALE

RSS 5

TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

1.0 DECKHAND AUXILLARY II - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To 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. To perform general cleanliness duties;
- iii. To assist handling and operation of deck machinery;
- iv. To ferry research equipment, to and from research vessel;
- v. To participate in the lubrication duties of the vessel and carry out minor repair under guidance of senior crew members; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate plus Certificate (NTA level 4) in one of the following fields: Navigation and fishing Science, Fishing and Fisheries Technology, Master-fisherman, Nautical Science or equivalent qualifications from a recognized Institution.

1.3 SALARY SCALE

PGSS 3

TANZANIA LIVESTOCK RESEARCH INSTITUTE (TALIRI)

1.0 PLANT OPERATOR GRADE II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i.To drive plant under supervision of experienced Plant operator;
- ii.To keep safety and maintain plant equipment, machinery and tools;
- iii.To maintain log book;
- iv.To perform any other official duties as may be assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

The Direct Entry Qualifications Holder of Certificate of Secondary Education Examination (CSEE), with Class “G” driving License, and experience of driving Plant for one year without causing accident.

1.3 SALARY SCALE

POSS 2

2.0 LIVESTOCK ATTENDANTS - 40 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To clean pens, bomas, sheds and equipment;
 - ii. To do dipping, dehorning, disbudding, debeaking and other related operations;
 - iii. To carryout milking and egg collection;
 - iv. To take care of experimental animals;
 - v. To keep the registers of institute properties (livestock of all kinds) and incoming and outcoming visitors and outgoing and incoming items or Assets
 - vi. To conduct regular non and night patrol around institutes' boundaries;
 - vii. To check and make sure that all doors and windows and any other inlets and outlets are properly closed after office hours;
 - viii. To switch off lights in cases where they are not being used;
 - ix. To make sure that all Institute properties which go outside the office have been registered and authorized by proper authority and report any problem which may occur; and To perform any other duties as may be assigned by the Supervisor.
- 9.1.2 QUALIFICATION Form IV certificate, Government and National Service Training and/or Militia Training Phase II and/or any other form of military training. The Certificate of General Animal or Crop Husbandry from FDC or VETA or any other Institution recognized will be added advantage to the applicant.

2.2 QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Form IV certificate, Government and National Service Training and/or Militia Training Phase II and/or any other form of military training. The Certificate of General Animal or Crop Husbandry from FDC or VETA or any other Institution recognized will be added advantage to the applicant.

2.3 SALARY SCALE

POSS 2

COLLEGE OF BUSINESS EDUCATION (CBE)

1.0 RECEPTIONIST II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To answer calling signals from subscribers within and distant exchanges;

- ii. To connect calls within the exchange and outside and raise appropriate charges where required;
- iii. To make bookings for international exchange and prepare necessary records and report to his/her supervisor;
- iv. To perform any other related duties and responsibilities as may be determined from time to time by one's reporting officer.

1.2 QUALIFICATIONS AND EXPERIENCE

Form IV or VI Certificate with credit passes in English or Swahili plus Certificate in the following fields: Front Office, Reception, Customer Care or equivalent qualifications from recognized institution.

1.3 SALARY SCALE

PHTS. 2

2.0 DRIVER II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To drive institution's vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repair
- ; iii. To take vehicles due for routine maintenance/repair to the appointed service agents;
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle at all times;
- vi. To ensure that valid documents and permits are acquired prior commencement of any journey;
- vii. To report promptly accidents or incidents involving the vehicles to the relevant authority;
- viii. To ensure that the vehicle assigned to him/her is maintained, serviced regularly and

kept clean;

- ix. To maintain a logbook and record all movement as instructed; and
- x. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate of Secondary Education who holds Driving Course certificate from VETA or NIT or any other recognized institution. Must have a valid Driving Licence in class C or E with at least one year plus driving experience without causing an accident.

2.3 SALARY SCALE

PHTS. 2

3.0 OFFICE MANAGEMENT SECRETARY II - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in organizing meetings in the Department;
- ii. To make booking and travel arrangement for immediate officer;
- iii. To provide general services in the Department;
- iv. To take minutes during the meeting;
- v. To provide secretarial services at meetings, seminars e.t.c;
- vi. To record official appointment and make sure that the officer is kept informed in time;
- vii. To perform any other related duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA level 6) in Secretarial Studies who has passed Shorthand (English) and Hatimkato (Kiswahili) at a speed of 100 words per minute. Must possess computer knowledge in MS Word, MS Excel, Internet, Email, MS Publisher from recognized institution.

3.3 SALARY SCALE

PGSS 4

4.0 LIBRARY ASSISTANT II - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To undergo on the job training on library duties;
- ii. To perform library clerical duties;
- iii. To assist in registration of readers;
- iv. To issue books to readers;
- v. To receive books from readers;
- vi. To handle simple enquiries from readers;
- vii. To assist in bibliographical searching; and
- viii. To perform any other related duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the followings fields: Library and Information Studies, Records, Archives and Information Management or equivalent qualification from a recognized institution.

4.3 SALARY SCALE

PGSS 3

5.0 ICT OFFICER II (SYSTEMS SECURITY) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To ensure software patches are implemented timely;
- ii. To install, configure and update antivirus software;

- iii. To alert users on various security risks, threats and vulnerabilities;
- iv. To perform systems audit on regular basis;
- v. To implement security mechanisms and controls; and
- vi. To perform any other related duties as may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

5.3 SALARY SCALE

PGSS 7

6.0 ICT OFFICER II (SERVER ADMINISTRATOR) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To ensure servers and networked systems are running smoothly and securely;
- ii. To set up physical or virtual servers;
- iii. To manage and maintain servers (install and configure server operating systems e.g. Windows Server, Linux hardware and operating systems);
- iv. To ensure adequate backup and disaster recovery (Manage server backups, snapshots, and storage redundancy and ensure recovery plans for servers);
- v. To ensure adequate security and access controls (configure firewalls, antivirus, OS user permission, and ensure physical and network security);
- vi. To ensure server uptime and performance and perform systems performance optimization (monitor CPU, memory and disk usage, manage server load balancing and virtualization, apply OS -level performance tuning);
- vii. To ensure compliance and auditing (maintain system level logs and audit trails, ensure

hardware and software licensing compliance).

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

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

6.3 SALARY SCALE

PGSS 7

7.0 ICT OFFICER II (PROGRAMMER) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in capturing user Customer Requirement Specification (CRS);
- ii. To perform systems analysis and design;
- iii. To implement software systems (written and document code);
- iv. To perform systems testing (software validation and verification) and document test results;
- v. To perform system configuration; vi. To assist in conducting user acceptance test;
- vii. To participate in design review and provide input for user documentation;
- viii. To liaise with user user support staff in supporting end users; i
- x. To maintain and support various business process applications; and
- x. To perform any other related duties as may be assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Computer Science, Information Systems,

Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

7.3 SALARY SCALE

PGSS 7

8.0 PUBLIC RELATIONS OFFICER II - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in facilitating conferences, seminars, ceremonies, production of Radio and Television programmes;
- ii. To maintain photographic records of major events;
- iii. To assist in the routine public relations and marketing activities such as writing features for the College Newsletter, carrying out photographic assignments and handling of advertisement;
- iv. To ensure proper recording and filling of press cutting for public relations and responses;
- v. To assist in manning exhibition stands (e.g. Trade Fairs, Open Day Exhibition);
- vi. To report public criticism and complaints to one's superior; and vii. To perform any other related duties as may be assigned by the supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Mass Communication, Journalism, Marketing or equivalent from recognized institution.

8.3 SALARY SCALE

PGSS 6

9.0 LIBRARIAN II - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To undertake bibliographic searches on behalf of the users;
- ii. To promote the use of IT in meeting user needs;
- iii. To research on the information needs of users;
- iv. To undertake research and consultancy activities in library/information matters;
- v. To handle challenging professional and supervisory duties in the library;
- vi. To participate in developing new library systems and procedures;
- vii. To identify materials to be ordered; and
- viii. To perform any other related duties as may be assigned by the supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Library Studies, Library and Information Science, Information Studies, Documentation, Information Management or equivalent qualification from recognized institutions.

9.3 SALARY SCALE

PGSS 6

10.0 EXAMINATION OFFICER II - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To administer and supervise examinations according to the Examination Rules of the College;
- ii. To make sure that examination timetable is prepared and adhered to by all parties;
- iii. To keep all examination documents in good and safe condition;
- iv. To make sure examinations are conducted effectively and efficiently;
- v. To deal with all problems related to examination matters;

- vi. To report to the proper authority any examination irregularity;
- vii. To keep proper records of examination and course work result;
- viii. To perform any other related duties as may be assigned by the supervisor.\

10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Education, Business Administration, Sociology, Public Administration or equivalent qualification from recognized institution.

10.3 SALARY SCALE

PGSS 6

11.0 TUTORIAL ASSISTANT (ACCOUNTANCY) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Accounting from recognized institutions. The GPA should not be below 3.8 points.

11.3 SALARY SCALE

PHTS - 1

12.0 TUTORIAL ASSISTANT (PUBLIC RELATIONS) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Marketing, Public Relations, Marketing Management, Business Administration majoring in Marketing. The GPA should not be below 3.8 points.

12.3 SALARY SCALE

PHTS - 1

13.0 TUTORIAL ASSISTANT - METROLOGY AND STANDARDIZATION - 4 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and

- vi. To assist in carrying out consultancy and community services under close supervision.

13.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Metrology and Standardization or Legal and Industrial Metrology. The GPA should not be below 3.8 points.

13.3 SALARY SCALE

PHTS - 1

14.0 TUTORIAL ASSISTANT (BANKING AND FINANCE) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

14.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Banking and Finance, Finance, Accounting, Accounting and Finance. The GPA should not be below 3.8 points.

14.3 SALARY SCALE

PHTS - 1

15.0 TUTORIAL ASSISTANT (COMMUNICATION SKILLS) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

15.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Linguistics, Language Studies or English Studies. The GPA should not be below 3.8 points.

15.3 SALARY SCALE

PHTS - 1

16.0 TUTORIAL ASSISTANT (ECONOMICS) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

16.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Economics, Economics and Statistics, Economic Planning and Policy. The GPA should not be below 3.8 points.

16.3 SALARY SCALE

PHTS - 1

17.0 TUTORIAL ASSISTANT (HUMAN RESOURCES MANAGEMENT) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

17.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Human Resources Management, Business Administration majoring in Human Resources Management, and Public Administration. The GPA should not be below 3.8 points.

17.3 SALARY SCALE

PHTS - 1

18.0 TUTORIAL ASSISTANT (ICT DATABASE) - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials, 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 participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

18.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) or equivalent qualification in Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics. The GPA should not be below 3.8 points.

18.3 SALARY SCALE

PHTS - 1

19.0 ASSISTANT LECTURER (FLOW MEASUREMENT/PROCESS ENGINEERING) - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

19.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in Metrology/Measurement Science or Applied Measurement Science. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

19.3 SALARY SCALE

PHTS. 2

20.0 ASSISTANT LECTURER (LAWS) - 1 Post

20.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

20.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in Laws. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

20.3 SALARY SCALE

PHTS. 2

21.0 ASSISTANT LECTURER (ICT DATABASE) - 1 Post

21.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium

21.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

21.3 SALARY SCALE

PHTS. 2

22.0 ICT OFFICER II (PROGRAMMING) - 1 Post

22.1 DUTIES AND RESPONSIBILITIES

- i. To assist in capturing user Customer Requirement Specifications- CRS;

- ii.To perform systems analysis and design;
- iii.To implement software systems (Write and document code);
- iv.To perform systems testing (Software validation & verification) and document test results;
- v.To perform system configurations;
- vi.To assist in conducting user acceptance test;
- vii.To participate in design review and provide input for user documentation;
- viii.To liaise with user support staff in supporting end users;
- ix.To maintain and support various business process applications; and
- x.To perform any other related duties assigned by supervisor.

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

22.3 SALARY SCALE

As per Treasury Registrar Circular

23.0 ASSISTANT LECTURER (EDUCATION) - 1 Post

23.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;

- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

23.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in Education. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

23.3 SALARY SCALE

PHTS. 2

24.0 ASSISTANT LECTURER (COMMUNICATION SKILLS) - 1 Post

24.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

24.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Linguistic, Language Studies, English Studies. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

24.3 SALARY SCALE

PHTS. 2

25.0 ASSISTANT LECTURER (RECORDS AND ARCHIVES MANAGEMENT) - 2 Posts

25.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

25.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Records Management, Records and Archives Management, Records and Information Studies. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

25.3 SALARY SCALE

PHTS. 2

26.0 ASSISTANT LECTURER (PROCUREMENT AND SUPPLY CHAIN MANAGEMENT) - 1 Post

26.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

26.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Procurement, Procurement Management, Procurement and Supply Chain Management. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

26.3 SALARY SCALE

PHTS. 2

27.0 ASSISTANT LECTURER (HUMAN RESOURCES MANAGEMENT) - 1 Post

27.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);

- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

27.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Human Resources Management, Business Administration majoring Human Resources Management or Public Administration. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

27.3 SALARY SCALE

PHTS. 2

28.0 ASSISTANT LECTURER (TRANSPORT AND LOGISTICS MANAGEMENT) - 2

Posts

28.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

28.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Transport and Logistics Management or Logistics Management and a Bachelor Degree in Transport and Logistics Management or Logistics Management or related field from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

28.3 SALARY SCALE

PHTS. 2

29.0 ASSISTANT LECTURER (FINANCE) - 1 Post

29.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

29.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Finance , Accounting and Finance. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters

Degree.

29.3 SALARY SCALE

PHTS. 2

30.0 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 1 Post

30.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project
- ; vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific projects; and To attend workshops, conferences and symposium.

30.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Accounting, Finance, Accounting and Finance. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

30.3 SALARY SCALE

PHTS. 2

31.0 ASSISTANT LECTURER (ACCOUNTING AND TAXATION) - 1 Post

31.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree)
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project; vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific projects; and
- ix. To attend workshops, conferences and symposium.

31.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Accounting, Taxation, Accounting and Taxation. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Master's Degree.

31.3 SALARY SCALE

PHTS. 2

32.0 ASSISTANT LECTURER (NETWORKING) - 1 Post

32.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- . To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part

of the capacity building;

- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific projects; and
- ix. To attend workshops, conferences and symposium.

32.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Master's Degree.

32.3 SALARY SCALE

PHTS. 2

33.0 ASSISTANT LECTURER - TOURISM. - 2 Posts

33.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision

v. Performs any other relevant duties as assigned by supervisor

33.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Tourism, Tourism and Marketing and a Bachelor Degree in Tourism, Tourism and Marketing, Business Administration majoring in Tourism from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

33.3 SALARY SCALE

PHTS 2.1

34.0 ASSISTANT LECTURER (ICT PROGRAMMING) - 1 Post

34.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorials up to NTA level 9 as part of the capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;

34.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The

applicant should have studied similar disciplines/field in both Bachelor and Masters Degree.

34.3 SALARY SCALE

PHTS - 1

GEOLOGICAL SURVEY & MINERAL RESEARCH INSTITUTE OF TANZANIA (GST)

1.0 ASSISTANT TECHNICIAN II (MINERAL LABORATORY) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in the preparation of reagents and apparatus for analytical works.
- ii. Assisting in the reception of samples from geology department, small scale miners and mining companies.
- iii. Assisting in conducting fire assay, base metals, major and trace elements analysis and water analysis.
- iv. Assisting in preparing samples for chemical analysis.
- v. Assisting in preparing samples for petrography, mineral processing and mineralogical studies.
- vi. Performing any other official duties assigned by his immediate Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI certificate or Trade Test Grade II or Certificate in Geology, Geophysics and Geochemistry or equivalent in from a recognized institution.

1.3 SALARY SCALE

GSTS 2

2.0 ASSISTANT TECHNICIAN (GEOLOGY) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in the mobilization and maintenance of field gears.
- ii. Assisting in field camp maintenance.
- iii. Assisting in sampling, sample handling, sample sorting and preparation.
- iv. Assisting in the preparation of observation profiles.
- v. Performing any other official duties as may be assigned by the immediate Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI certificate or Trade Test Grade II or Certificate in Geology, Geophysics and Geochemistry or equivalent from a recognized institution.

2.3 SALARY SCALE

GSTS 2

3.0 LIBRARY ASSISTANT II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in the performance of library duties.
- ii. Assisting registration of customers/readers.
- iii. Assisting in issuing/ Receiving of library materials to customers/readers.
- iv. Assisting in sorting and arranging library materials.
- v. Performing any other duties assigned by the immediate Supervisors.

3.2 QUALIFICATIONS AND EXPERIENCE

Form IV / VI Certificate with credit passes in languages, with Certificate in library studies from a recognized institution.

3.3 SALARY SCALE

4.0 ASSISTANT ACCOUNTANT II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. Preparing Payment Vouchers.
- ii. Preparing list of outstanding payments.
- iii. Keeping un-banked cash and cheques for immediate banking
- iv. Issuing cash payments.
- v. Recording details of special and staff imp rest to the register.
- vi. Maintaining preliminary books of accounts such as journals and cash books.
- vii. Receiving cash and issues receipts.
- viii. Banking cash.
- ix. Handling control, and preparing summaries, of payments.
- x. Recording, and maintaining Petty cash registers.
- xi. Preparing payment voucher and issuing cheques
- xii. Writing cheques upon approval and draws cash from the bank.
- xiii. Analyzing and reimbursing the petty cash fund.
- xiv. Keeping and maintaining cheque register.
- xv. Performing any other official duties as may be assigned by the immediate Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Accountancy or Foundation Stage modules A and B or equivalent. Must be computer literate.

4.3 SALARY SCALE

GSTS 4

5.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (DEVELOPER) - 1

Post

5.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in standard software installation.
- ii. Assisting in hardware installation.
- iii. Assisting troubleshooting LAN and hardware/software problems.
- iv. Assisting staff and other ICT users in GST.
- v. Performing any other officials' duties as may be assigned by his immediate supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree in Information Technology, Computer Science, Computer Engineering, Data Management or equivalent from a recognized institution.

5.3 SALARY SCALE

EGASS 05

6.0 TECHNICIAN II (MINERAL LABORATORY) - 3 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. Supervising Assistant Technicians (Mineral Laboratory).
- ii. Preparing reagents and apparatus for analytical, petrography and mineral processing works.
- iii. Receiving samples from clients.
- iv. Conducting micrometric and gravimetric analysis.
- v. Keeping in good custody the laboratory equipment.

- vi. Receiving and stores laboratory chemicals/reagents.
- vii. Assisting in preparing technical reports on works done.
- viii. Measuring chemical, physical and optical properties of rocks and minerals.
- ix. Preparing samples for chemical, petrographic, mineralogical and mineral processing studies.
- x. Assisting in conducting batch mineral processing tests.
- xi. Performing any other official duties assigned by his immediate Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Full Technicians Certificate (FTC) or Ordinary Diploma in Mineral Processing, Geochemistry and Geo Technical or equivalent from a recognized institution.

6.3 SALARY SCALE

GSTS 3

7.0 TECHNICIAN II (GEOLOGY) - 3 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. Supervising assistant Technicians in the field.
- ii. Mobilizing and maintaining field gear.
- iii. Planning and maintaining field camp.
- iv. Conducting sampling, sample handling and sample sorting.
- v. Preparing observation profiles.
- vi. Assisting Geologists in conducting Geo-scientific surveys.
- vii. Performing any other official duties assigned by his immediate Supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Full Technicians Certificate (FTC) or Ordinary Diploma in Geology, Geophysics and Geochemistry or equivalent in from a recognized institution.

7.3 SALARY SCALE

GSTS 3

8.0 CHEMIST GRADE II - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. Conducting investigations on major and trace elements.
- ii. Carrying out chemical analysis on rocks, soil, sediments, water, mineral samples and allied products.
- iii. Keeping records of samples and technical reports.
- iv. Preparing draft of technical reports.
- v. Implementing quality assurance in line with set standards.
- vi. Performing any other official duties related to his/her work assigned by his/her superior.

8.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Chemistry or Geology with Chemistry or equivalent from a recognized institution. Must be computer literate.

8.3 SALARY SCALE

GSTS 4

TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

1.0 RESEARCH OFFICER II (EPIDEMIOLOGY) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, Computer data entry, and analysis and in a gathering of

relevant literature under close supervision of Senior Researchers;

ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;

iii. To undertake specific research activities with less supervision from Senior Researchers or Team Leaders;

iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;

v. To train and supervise Junior Researchers;

vi. To assist in preparing research progress reports according to the respective work plans;

vii. To assist in the planning of specific research projects;

viii. To assist in preparing fundable research proposals and Consultancy; and

ix. To perform any other official duties as may be assigned by one's supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree with a minimum of upper second class at Bachelor's Degree (or an overall minimum pass of grade B+ for a classified Degree such as Doctor of Medicine) in one of the following: Nutrition Epidemiology, Epidemiology from a recognized Institution.

1.3 SALARY SCALE

PRSS 2

2.0 RESEARCH OFFICER II (MICROBIOLOGY) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To perform field data collection, Computer data entry, and analysis, and in a gathering relevant literature under the close supervision of Senior Researchers;

- ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;
- iii. To undertake specific research activities with less supervision from Senior Researchers or Team Leaders;
- iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;
- v. To train and supervise Junior Researchers;
- vi. To assist in preparing research progress reports according to the respective work plans;
- vii. To assist in the planning of specific research projects;
- viii. To assist in preparing fundable research proposals and Consultancy; and
- ix. To perform any other official duties as may be assigned by one's supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree with a minimum of upper second class at a Bachelor's Degree (or an overall minimum pass of grade B+ for a unclassified Degree such as Doctor of Medicine) in one of the following: Microbiology, general microbiology, Clinical microbiology, food microbiology, microbiology and immunology, biotechnology, molecular biology from a recognized Institution.

2.3 SALARY SCALE

PRSS 2

3.0 RESEARCH OFFICER II (BIOCHEMISTRY) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, Computer data entry, and analysis and in a gathering of relevant literature under close supervision of Senior Researchers;

- ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;
- iii. To undertake specific research activities with less supervision from Senior Researchers or Team Leaders;
- iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;
- v. To train and supervise Junior Researchers;
- vi. To assist in preparing research progress reports according to the respective work plans;
- vii. To assist in the planning of specific research projects;
- viii. To assist in preparing fundable research proposals and Consultancy; and
- ix. To perform any other official duties as may be assigned by one's supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree with a minimum of upper second class at a Bachelor's Degree (or an overall minimum pass of grade B+ for unclassified Degree such as Doctor of Medicine) in one of the following: Biochemistry, clinical chemistry, physiology, pathology, biomedical sciences, molecular biology, cell biology and life sciences from a recognized Institution.

3.3 SALARY SCALE

PRSS 2

4.0 RESEARCH ASSISTANT (FOOD SCIENCE) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out field work;
- ii. To assist in supervising field students;
- iii. To assist in proposing, planning and managing food and nutrition research projects

and preparing reports;

- iv. To assist in writing food and nutrition research with other staff;
- v. To assist in drafting guidelines, data collection tools and protocols;
- vi. To make presentation of the research findings at local seminars and workshops;
- vii. To assist in preparation of draft research manuscripts, books, technical reports, training materials, guidelines and protocol for publications;
- viii. To conduct literature search and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines and protocol for publications; and
- ix. To perform any other related duties assigned by one's supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree with a minimum of upper second class in Food Science and Technology or Food Biostatistics from the recognized Institution.

4.3 SALARY SCALE

PRSS 1

5.0 RESEARCH ASSISTANT (EDUCATION MAJORING IN BIOLOGY) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, Computer data entry, and analysis and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To assist in disseminating food and nutrition information including Publications, Mass media, Interpersonal communication, educational programs, public service announcements, preparation of printed materials and online resources;
- iii. To prepare and submit a technical report to the respective Supervisor;
- iv. To prepare and submit a draft manuscript, books, technical reports, training materials, guidelines, and protocol for publication to the respective Supervisor for review;
- v. To assist in drafting guidelines, data collection tools and protocols;

- vi. To make a presentation of the research findings at local seminars and workshops;
- vii. To conduct literature, search, and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines, and protocol for publications;
- viii. To train and supervise other Junior Researchers;
- ix. To assist in preparing research progress reports according to the respective work plans;
- x. To assist in the planning of specific research projects;
- xi. To assist in preparing fundable research proposals and Consultancies; and
- xii. To perform any other official duties as may be assigned by one's supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's degree with a minimum of upper second class in Education (majoring in Biology) from a recognized Institution.

5.3 SALARY SCALE

PRSS 1

6.0 ACCOUNTANT II - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To ensure proper filing and safekeeping of all accounting documents in accordance with established procedures and audit requirements;
- ii. To prepare invoices accurately based on bills received, ensuring timely processing and dispatch;
- iii. To prepare revenue account schedules and perform monthly reconciliations to ensure accuracy and completeness;
- iv. To compile imprest utilization reports, ensuring that all expenditures are properly

documented and accounted for;

v. To conduct regular bank reconciliations to verify consistency between bank statements and internal financial records;

vi. To maintain an up-to-date employees' ledger for travel imprests, including issuance, retirement, and follow-up;

vii. To follow up on outstanding receivables to ensure timely collection and accurate recording of incoming funds;

viii. To prepare trial balances periodically as part of the financial reporting process;

ix. To maintain an accurate and up-to-date register of debtors to support effective credit control and financial planning.

x. To manage the banking of all cheques received by the Centre, ensuring secure handling and prompt deposit.

xi. To perform any other related duties as may be assigned by the Supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in one of the following fields: Accountancy, Finance, Business Administration, or Commerce majoring in Accountancy or Finance from recognized Institutions, plus either CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA.

6.3 SALARY SCALE

PGSS 7

GOVERNMENT CHEMIST LABORATORY AUTHORITY (GCLA)

1.0 RECEPTIONIST II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

i. To attends visitors;

- ii. To maintain an up-to-date visitor's record book;
- iii. To provide telephone services and reporting on the defects;
- iv. To record all out-going telephone calls;
- v. To maintain and update the internal telephone directory; and
- vi. To perform any other related duties as may be assigned by the supervisors.

1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Front Office, Front Desk Management or equivalent qualification from recognized institutions.

1.3 SALARY SCALE

GCS 2.1

2.0 TECHNICIAN II (PLUMBING) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in safe custody of all items purchased for repairs of drainage system;
- ii. To perform maintenance, repairs and installation of plumbing and related fixtures and components;
- iii. To assist in maintaining proper inventory of those items and equipment;
- iv. To respond to routine and emergency calls for repairs and service;
- v. To monitor work done by outside contractors for adherence to Plumbing Code Requirements and reports back to supervisor;
- vi. To support in drawing up a comprehensive maintenance program that ensures preventive maintenance systems work effectively;

- vii. To attend to drainage maintenance and repairs according to the maintenance schedule;
- viii. To monitor and adjust building automation systems;
- ix. To keep a record of all maintenance requests and attends to them as required;
- x. To assist in the writing of specifications for repairs and new construction;
- xi. To attend to all drainage system problems at GCLA promptly and efficiently;
- xii. To adhere to industrial safety regulations in the workshop and use protective gears all time during repair works; x
- iii. To perform any other related duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Plumbing or equivalent qualifications from a recognized institution.

2.3 SALARY SCALE

GCS 4.1

MZINGA CORPORATION

1.0 CHEMIST II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To conducts chemical and microbiology investigation of food, chemicals industrial products, water and sewerage;
- ii. To conduct forensic investigation and toxicological analysis;
- iii. To collect required samples for specific analysis and for other laboratory investigations;
- iv. To conducts routine laboratory analyses such as finished product testing, stability testing, raw material testing, cleaning verification testing and manufacturing in-process testing, perform method qualification, verification or validation occasionally;

v. To troubleshoot basic instrument problems under supervision; and vi. To perform any other related duties as assigned by his/her superior.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Chemistry, Chemical Laboratory, Laboratory Science, Microbiology, Biochemistry, Toxicology or equivalent qualification from a recognized Institution.

1.3 SALARY SCALE

PGSS 6

2.0 TECHNICIAN II - MECHANICAL - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i.To operate, maintain and assist to repair production machines;
- ii.To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;
- iii.To assist to test equipment for proper operation; and
- iv.To Supervise cleanliness of working tools/equipment and Workshop premises;
- v.To carry out repair and maintenance of Vehicles, Plants and Equipment.
- vi.To undertake technical inspection of Vehicles, Plants and equipment;
- vii.To open and maintain job cards for mechanical works records;

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering.

2.3 SALARY SCALE

PGSS 5

3.0 LABORATORY TECHNICIAN II - 4 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare chemicals and reagents;
- ii. To prepare sampling tools and analytical facilities;
- iii. To collect, prepare and assist in laboratory analysis;
- iv. To maintain records of samples, chemicals and reagents;
- v. To keep in safe custody samples, chemicals and reagents
- vi. To assist data entry of Laboratory and chemical management records; and
- vii. To perform any other duties as may be directed from time to time by his/her supervisors;

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Laboratory Technology from recognized Institution.

3.3 SALARY SCALE

PGSS 5

4.0 ARTISAN GRADE II (Electrical) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To maintain electrical installations;
- ii. To maintain and operate the power plant.
- iii. To maintain electronic systems and components;
- iv. To undertake repair and maintenance works for electrical installations and

electronic components;

- v. To undertake auto-electric repair and maintenance jobs;
- vi. To maintain auto-electric circuitry in motor vehicles and other equipment/plants;
- vii. To carry out preventive maintenance according to schedule;
- viii. To carry out preventive maintenance activities according to schedule;
- ix. To perform any other duties as assigned from time to time by the supervisor;

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of form Four Certificate and CBET Level I Certificate or Trade test Grade III Certificate in Electrical.

4.3 SALARY SCALE

PGSS 2

5.0 ARTISAN GRADE II (FITTER MECHANICS) - 16 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepare equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment; and

ix. To perform any other duties as assigned from time to time by the supervisor;

5.2 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate plus CBET Level II Certificate or Trade test Grade II Certificate in Fitter Mechanics.

5.3 SALARY SCALE

PGSS 2,

6.0 ARTISAN GRADE II (MASONRY AND BRICKLAYING) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i.To undertake masonry and bricklaying works;
- ii.To undertake the planning and control of maintenance activities related to masonry and bricklaying;
- iii.To manage the masonry and bricklaying workshops;
- iv.To keep masonry and bricklaying equipment and tools in good working condition;
- v.To undertake the planning and control of maintenance activities related to masonry and bricklaying;
- vi.To perform any other related duties as assigned by his/her superior

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II certificate in Masonry and Bricklaying.

6.3 SALARY SCALE

PGSS 2.

7.0 ACCOUNTS ASSISTANT II - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To keep accounts records;
- ii. To maintain Accounts Register;
- iii. To make submission of various financial documents;
- iv. To prepare payment vouchers;
- v. To sort and file payment vouchers;
- vi. To receive documents from stores and attaching them to relevant payment vouchers; and
- vii. To perform any other related duties as assigned by his/her superior.

7.2 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate plus Certificate in Accountancy, ATEC I from NBAA or recognized Institution.

7.3 SALARY SCALE

PGSS 3.

8.0 ARTISAN GRADE II (MOTOR VEHICLE MECHANICS) - 4 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i.To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii.To prepares equipment to the required standards;
- iii.To carry out maintenance and repair of light equipment;
- iv.To carry out preventive maintenance according to schedule;

- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment;
- ix. To perform any other related duties as assigned by his/her superior.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of CBET Level II Certificate or Trade Test Grade II Certificate in Motor Vehicle Mechanics.

8.3 SALARY SCALE

PGSS 2.

9.0 TECHNICIAN GRADE II (INDUSTRIAL ELECTRICAL) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To carry out installation, repair and maintenance of electrical appliances according to safety standards;
- ii. To upkeep working tools, measuring instruments and equipment in safe and clean environments;
- iii. To open and maintain job cards for electrical works/appliances;
- iv. To install, repair and maintain Electrical Installation systems, Electrical appliances and street lights, generators, transformers and other electrical appliances;
- v. To diagnose cause of electrical malfunction or failure of operational equipment and perform preventive and corrective maintenance;

- vi. To develop wiring diagrams, layout drawings and engineering specifications for system or equipment modifications or expansion, and directs personnel performing routine installation and maintenance duties;
- vii. To perform periodic electrical testing to equipment, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards.

9.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate (FTC) or Ordinary Diploma in Electrical

9.3 SALARY SCALE

PGSS 5

10.0 DENTAL THERAPIST II - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To provide primary health education on dental diseases;
- ii. To participate on planning and implementation of primary health care;
- iii. To keep dental patient's records, prepare and disseminate information on performance progress;
- iv. To provides preventions and curative dental services;
- v. To perform Endodontic treatment – Premolar;
- vi. To report to his Superior on complicated common dental disease cases;
- vii. To perform any other related duties as assigned by his/her superior.

10.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Dentistry from a recognized Dental Training Institution or referral consultant hospitals.

10.3 SALARY SCALE

PMGSS 4

11.0 OFFICE MANAGEMENT SECRETARY II - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To receive and guides visitors;
- ii. To keep appointment records;
- iii. To make sure that all work is done accurately within the required time;
- iv. To clean computers, photocopiers, typewriters chairs and tables;
- v. To receive external telecommunication and channel them to respective Officer or management;
- vi. To make sure that office environment is tidy; and
- vii. To perform any other duties as may be assigned by immediate Supervisor;

11.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Secretarial Studies, Office Management or equivalent qualifications from recognised Institutions who have passed both shorthand (English) and Kiswahili (Hatimkato) at a speed of 80 words per minute with computer knowledge in programs of Ms Word, Ms Excel, Ms Publisher, Internet and E-mail

11.3 SALARY SCALE

PGSS 4

12.0 ARTISAN II (PAINTER) - 2 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare surfaces for painting
- ii. To mix and match paints
- iii. To apply paint and finishes

- iv. To Clean, maintain, and store painting tools and equipment properly.
- v. To ensure safety compliance
- vi. To interpret plans and instructions
- vii. To Inspect finished surfaces to ensure high-quality, even finishes and correct any defects.
- viii. To protect surrounding areas
- ix. To perform any other related duties as assigned by his/her superior

12.2 QUALIFICATIONS AND EXPERIENCE

CBET Level II Certificate or Trade Test Grade II Certificate in Painter.

12.3 SALARY SCALE

PGSS 2

13.0 ARTISAN II (PLUMBING) - 2 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To install and maintain plumbing systems, including water supply and drainage systems in residential, commercial, or industrial settings.
- ii. To diagnose plumbing issues and carry out timely repairs to pipes, fixtures, and appliances.
- iii. To read and interpret blueprints, technical drawings, and building plans to determine plumbing layouts and requirements.
- iv. To Measure, cut, bend, and join pipes using hand and power tools.
- v. To test plumbing systems for leaks and proper functionality using appropriate tools and techniques.
- vi. To ensure safety compliance
- vii. To perform routine maintenance and inspections to ensure systems operate efficiently

and comply with safety standards.

viii. To perform any other related duties as assigned by his/her superior

13.2 QUALIFICATIONS AND EXPERIENCE

CBET Level II Certificate or Trade Test Grade II Certificate in Plumbing.

13.3 SALARY SCALE

PGSS 2

14.0 LAUNDERER II - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To perform laundry work for bed linen and duvets;
- ii. To perform laundry work for Hospital linen;
- iii. To perform laundry work for towels, bathmats and facecloths;
- iii. To perform laundry work for restaurant table linen and chefs wear;
- iv. To work shirts that need washing and pressing;
- v. To perform laundry work for MZC owned items that are rented out, such as work clothing, bedding and towels;
- vi. To work in a reception or collection area checking items being received;
- vii. To collect and delivering items in a van or lorry; and
- viii. To perform any other related duties as assigned by his/her supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the following fields: Laundry, House Keeping, Domestic Science or equivalent qualification from a recognized Institution.

14.3 SALARY SCALE

PMOSS 1

15.0 ARTISAN II (INDUSTRIAL LABORATORY) - 2 Posts

15.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and set up laboratory equipment and instruments for testing, calibration, and analysis in accordance with standard operating procedures.
- ii. To conduct routine tests and experiments on raw materials, in-process samples, and finished products to ensure compliance with corporate standards.
- iii. To maintain and calibrate laboratory instruments regularly to ensure accurate and reliable test results.
- iv. To record and report test results accurately in logbooks, databases
- v. To adhere to safety and quality control procedures while handling chemicals, equipment, and samples in the laboratory environment.
- vi. To assist in troubleshooting and identifying equipment malfunctions and perform basic repairs or escalate issues as necessary.
- vii. To ensure cleanliness and orderliness of the laboratory.
- viii. To perform any other related duties as assigned by his/her superior.

15.2 QUALIFICATIONS AND EXPERIENCE

CBET Level II Certificate or Trade Test Grade II Certificate in Industrial Laboratory or Equivalent.

15.3 SALARY SCALE

PGSS 2

16.0 ARTISAN II (BLACKSMITH FORGING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To heat and shape metal using forging techniques such as hammering, bending, and twisting.
- ii. To operate forging equipment including anvils, hammers, power hammers, and hydraulic presses safely and effectively.
- iii. To read and interpret technical drawings or sketches to produce accurate and functional forged items.
- iv. To perform finishing processes such as grinding, polishing, and applying protective coatings to completed work pieces.
- v. To maintain and repair tools and equipment to ensure optimal performance and safety in the forge.
- vi. To inspect forged items for quality, accuracy, and structural integrity, making adjustments or corrections
- vii. To carry out preventive maintenance according to schedule;
- viii. To perform any other related duties as assigned by his/her superior.

16.2 QUALIFICATIONS AND EXPERIENCE

CBET Level II Certificate or Trade Test Grade II Certificate in Blacksmith Forging or Equivalent.

16.3 SALARY SCALE

PGSS 2

TANZANIA TRADE DEVELOPMENT AUTHORITY

1.0 ICT OFFICER II (APPLICATION PROGRAMMERS) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To design, code, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, 2 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. 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;

iv. To analyze, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software and reliability analysis; v. To test Software and quality assurance;

vi. To support, maintain and document software functionality;

vii. To install and configuration of appropriate application servers based on the application programs to be supported;

viii. To support, maintain, and preparation of technical and user documentations for various software functionalities;

ix. To train and support of software users for effective utilization of deployed systems;

x. To assist in troubleshooting and resolving routine software application problems;

xi. Software modelling and simulation; xii. Front end graphical user interface design/programming;

xiii. To perform tuning, improvement, load balancing, usability and automation;

xiv. To integrate software with existing systems;

xv. To evaluate and identify new technologies for implementation;

xvi. To work closely with analysts, designers and other staff;

xvii. To produce detailed technical specifications and software code documentation.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor degree of Science/bachelor degree of engineering in information technology or information system or Computer Science/Computer Engineering or equivalent degree from a recognized institution.

1.3 SALARY SCALE

TTSS. 5/1

WATER INSTITUTE (WI)

1.0 TUTOR II (QUANTITY SURVEYING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Quantity Surveying, Building Economics, Construction Economics, and Quantity Surveying for Water and Sanitation with GPA of 3.0 (out of 5.0) and above.

1.3 SALARY SCALE

PTSS 3.1

2.0 TUTOR II (STRUCTURAL ENGINEERING) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Civil Engineering, Structural Engineering, Civil and Structural Engineering, or equivalent qualifications from recognized institutions with GPA of 3.0 (out of 5.0) and above.

2.3 SALARY SCALE

PTSS 3.1

3.0 ASSISTANT LECTURER (WATER SUPPLY) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree (NTA Level 9) and Bachelor's Degree (NTA Level 8) in one of the following fields: Water Resources Engineering, Environmental Engineering, Water Supply and Sanitation Engineering, Water Resources and Irrigation Engineering, and Civil and Water Resources Engineering with GPA of 3.8 (out of 5.0) and above in Master's Degree and GPA of 3.5 (out of 5.0) and above in Bachelor's Degree.

3.3 SALARY SCALE

PHTS 2.1

4.0 ASSISTANT INSTRUCTOR II (PLUMBING) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level;
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research and innovation activities under close supervision;
- v. To carry out consultancy and community/outreach services under close supervision; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

4.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Plumbing, Plumbing and Pipe Fittings with GPA of 3.0 (out of 5.0) and above.

.

4.3 SALARY SCALE

PTSS 1.1

5.0 TECHNICIAN II (PLUMBING) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular plumbing maintenance and repair professionally;
- ii. To keep records of plumbing maintenance and repair;
- iii. To carry out regular preventive maintenance of plumbing systems, water plants and equipment;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To ensure prompt and efficient repair of reported plumbing faults; and
- vi. To assist students' projects and practical, research and consultancy works; and
- vii. To perform any other relevant duties as assigned by relevant authority at the Institute.

5.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Plumbing Engineering, Plumbing.

5.3 SALARY SCALE

WDMS 4.1

6.0 TUTOR II (QUANTITY SURVEYING) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Quantity Surveying, Building Economics, Construction Economics, and Quantity Surveying for Water and Sanitation with GPA of 3.0 (out of 5.0) and above.

6.3 SALARY SCALE

PTSS 3.1

7.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (DATABASE ADMINISTRATOR) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To design, develop, implement and testing Database;
- ii. To develop back and front-end connectivity;
- iii. To implement security policy and access control;
- iv. To maintain physical organization of database objects;
- v. To provide Database Client and User Services;
- vi. To perform Database Administration and Maintenance and
- vii. To support end users. To perform other Duties and Responsibilities as may be assigned

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science, Information Systems, Information Communication Technology, Computer Engineering, Telecommunication Engineering from recognized institutions and demonstrated experience in database administration.

7.3 SALARY SCALE

WDMS 5.1

8.0 ASSISTANT INSTRUCTOR II (HYDROLOGY) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises

- ii. To assist in conducting practical exercises for students under close supervisions up to NTA level 5
- iii. To assist in assessing learners acquired practical competences
- iv. To guide learners to abide with regulations required in the particular practical competence
- v. To guide learners to perform minor repair and maintain practical facilities, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

8.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Hydrology and Meteorology with GPA of 3.0 (out of 5.0) and above.

8.3 SALARY SCALE

PTSS 1.1

9.0 ASSISTANT INSTRUCTOR II (WATER SUPPLY) - 3 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises
- ii. To assist in conducting practical exercises for students under close supervisions up to NTA level 5
- iii. To assist in assessing learners acquired practical competences
- iv. To guide learners to abide with regulations required in the particular practical competence
- v. To guide learners to perform minor repair and maintain practical facilities, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

9.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Supply

Engineering, Irrigation Engineering, and Water Supply and Sanitation Engineering with GPA of 3.0 (out of 5.0) and above.

9.3 SALARY SCALE

PTSS 1.1

10.0 ASSISTANT INSTRUCTOR II (WATER QUALITY) - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparing learning resources for practical exercises
- ii. To assist in conducting practical exercises for students under close supervisions up to NTA level 5
- iii. To assist in assessing learners acquired practical competences
- iv. To guide learners to abide with regulations required in the particular practical competence
- v. To guide learners to perform minor repair and maintain practical facilities, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

10.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology, and Water Quality and Laboratory Technology with GPA of 3.0 (out of 5.0) and above.

10.3 SALARY SCALE

PTSS 1.1

11.0 ASSISTANT TUTOR II (COMMUNITY DEVELOPMENT) - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher

NTA level

- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

11.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Community Development, Sociology, Social Work with GPA of 3.0 (out of 5.0) and above.

11.3 SALARY SCALE

PTSS 1.1

12.0 ASSISTANT TUTOR II (WATER SUPPLY) - 2 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

12.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Supply Engineering, and Water Supply and Sanitation Engineering with GPA of 3.0 (out of 5.0) and above.

12.3 SALARY SCALE

PTSS 1.1

13.0 ASSISTANT TUTOR II (WATER QUALITY) - 2 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

13.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology, and Water Quality and Laboratory Technology with GPA of 3.0 (out of 5.0) and above.

13.3 SALARY SCALE

PTSS 1.1

14.0 ASSISTANT TUTOR II (SOIL MECHANICS) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

14.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) in Soil Mechanics with GPA of 3.0 (out of 5.0) and above.

14.3 SALARY SCALE

PTSS 1.1

15.0 ASSISTANT TUTOR II (LAND SURVEYING) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

15.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Land Surveying, Geomatics, with GPA of 3.0 (out of 5.0) and above.

15.3 SALARY SCALE

PTSS 1.1

16.0 ASSISTANT TUTOR II (CIVIL ENGINEERING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

16.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Civil Engineering, Structural Engineering with GPA of 3.0 (out of 5.0) and above.

16.3 SALARY SCALE

PTSS 1.1

17.0 TECHNICIAN II (ASSISTANT TO ACADEMICIAN) – WATER QUALITY LABORATORY - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To prepare lists of chemicals and reagents required for laboratory investigations
- ii. To carry out water and wastewater sampling
- iii. To carry out physical, chemical and bacteriological analysis of water and wastewater
- iv. To maintain proper records of laboratory investigations
- v. To ensure that equipment in the laboratory is in good working order by performing regular servicing and calibration
- vi. To prepare periodical reports on laboratory activities
- vii. To assist academic staff in research, teaching and consultancy works
- viii. To assist students' projects and practical, research and consultancy work, and
- ix. To perform any other duties as assigned by relevant authority at the Institute.

17.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology, Water Quality and Laboratory Technology.

17.3 SALARY SCALE

WDMS 4.1

18.0 TECHNICIAN II (WATER QUALITY LABORATORY) - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i. To prepare lists of chemicals and reagents required for laboratory investigations
- ii. To carry out water and wastewater sampling To carry out physical, chemical and bacteriological analysis of water and wastewater
- iii. To maintain proper records of laboratory investigations
- iv. To ensure that equipment in the laboratory are in good working order by performing regular servicing and calibration
- v. To prepare periodical reports on laboratory activities
- vi. To assist students' projects and practical, research and consultancy works;, and
- vii. To perform any other duties as assigned by relevant authority at the Institute.

18.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology, Water Quality and Laboratory Technology.

18.3 SALARY SCALE

WDMS 4.1

19.0 TECHNICIAN II (ASSISTANT TO ACADEMICIAN) – WATER SUPPLY ENGINEERING - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular plumbing maintenance and repair professionally;
- ii. To assist academic staff in research, teaching and consultancy works;
- iii. To carry out regular preventive maintenance of plumbing systems, water plants and equipment;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To ensure prompt and efficient repair of reported plumbing faults; and
- vi. To assist students' projects and practical, research and consultancy works and To perform any other duties as assigned by relevant authority at the Institute.

19.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Supply and Sanitation Engineering, Water Supply Engineering.

19.3 SALARY SCALE

WDMS 4.1

20.0 TECHNICIAN II (CIVIL ENGINEERING) - 1 Post

20.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular civil works maintenance and repair professionally;
- ii. To implement specified maintenance plans for Institute's facilities;

- iii. To carry out regular preventive maintenance of kilns, water plants and related infrastructure;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To conduct on job training of civil work equipment To assist students' projects and practical, research and consultancy works; and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

20.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Civil Engineering, Structural Engineering.

20.3 SALARY SCALE

WDMS 4.1

21.0 TECHNICIAN II (ASSISTANT TO ACADEMICIAN) – CIVIL ENGINEERING - 2 Posts

21.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular civil works maintenance and repair professionally;
- ii. To implement specified maintenance plans for Institute's facilities; \
- iii. To carry out regular preventive maintenance of kilns, water plants and related infrastructure;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To conduct on job training of civil work equipment
- vi. To assist academic staff in research, teaching and consultancy works
- vii. To assist students' projects and practical, research and consultancy works; and
- viii. To perform any other duties as assigned by relevant authority at the Institute.

21.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Civil Engineering, Structural Engineering.

21.3 SALARY SCALE

WDMS 4.1

22.0 TECHNICIAN II (PLUMBING) - 1 Post

22.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular plumbing maintenance and repair professionally;
- ii. To keep records of plumbing maintenance and repair;
- iii. To carry out regular preventive maintenance of plumbing systems, water plants and equipment;
- iv. To prepare periodical preventive and corrective maintenance reports;
- v. To ensure prompt and efficient repair of reported plumbing faults; and
- vi. To assist students' projects and practical, research and consultancy works; and
- vii. To perform any other relevant duties as assigned by relevant authority at the Institute.

22.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Plumbing Engineering, Plumbing.

22.3 SALARY SCALE

WDMS 4.1

23.0 ASSISTANT INSTRUCTOR II (PLUMBING) - 3 Posts

23.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level;
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research and innovation activities under close supervision;

- v. To carry out consultancy and community/outreach services under close supervision; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

23.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA Level 6) or its equivalent qualification in Plumbing, Plumbing and Pipe Fittings with GPA of 3.0 (out of 5.0) and above.

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23.3 SALARY SCALE

PTSS 1.1

24.0 TUTOR II (STRUCTURAL ENGINEERING) - 2 Posts

24.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

24.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Civil Engineering, Structural Engineering, Civil and Structural Engineering, or equivalent qualifications from recognized institutions with GPA of 3.0 (out of 5.0) and above.

24.3 SALARY SCALE

PTSS 3.1

25.0 TUTOR II (CIVIL ENGINEERING) - 1 Post

25.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

25.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Civil Engineering, Civil and Structural Engineering or equivalent qualifications from recognized institutions with GPA of 3.0 (out of 5.0) and above.

25.3 SALARY SCALE

PTSS 3.1

26.0 TUTOR II (COMMUNITY DEVELOPMENT) - 1 Post

26.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

26.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Community Development, Sociology Social Work with GPA of 3.0 (out of 5.0) and above.

26.3 SALARY SCALE

PTSS 3.1

27.0 TUTOR II – INFORMATION COMMUNICATION TECHNOLOGY - 2 Posts

27.1 DUTIES AND RESPONSIBILITIES

- i.To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii.To conduct tutorial and practical exercises for students;
- iii.To prepare learning resources;
- iv.To conduct research and innovation activities;
- v.To carry out consultancy and community/outreach services; and
- vi.To perform any other relevant duties as assigned by relevant authority at the Institute.

27.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Computer Engineering, Computer Science, Information Technology or Computer Systems and Networks with GPA of 3.0 (out of 5.0) and above.

27.3 SALARY SCALE

PTSS 3.1

28.0 TUTOR II (MICROBIOLOGY) - 1 Post

28.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services;
- vi. To perform any other duties as assigned by relevant authority at the Institute.

28.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Microbiology, Biology, Applied Microbiology and Chemistry with GPA of 3.0 (out of 5.0) and above.

28.3 SALARY SCALE

PTSS 3.1

29.0 TUTOR II (CHEMISTRY) - 1 Post

29.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

29.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Chemistry, Applied Microbiology and Chemistry with GPA of 3.0 (out of 5.0) and above.

29.3 SALARY SCALE

PTSS 3.1

30.0 TUTOR II (HYDROLOGY) - 1 Post

30.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

30.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Engineering Hydrology, Civil and Water Resources Engineering, Environmental Engineering with GPA of 3.0 (out of 5.0) and above.

30.3 SALARY SCALE

PTSS 3.1

31.0 TUTOR II (WATER SUPPLY ENGINEERING) - 1 Post

31.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

31.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Water Supply Engineering, Water Resources and Irrigation Engineering, and Water Supply and Sanitation Engineering with GPA of 3.0 (out of 5.0) and above.

31.3 SALARY SCALE

PTSS 3.1

32.0 TUTOR II (SANITATION ENGINEERING) - 1 Post

32.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

32.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) in Sanitation Engineering, Environmental Engineering, Water Supply and Sanitation Engineering, Environmental Science and Management, Water Resources Engineering with GPA of 3.0 (out of 5.0) and above.

32.3 SALARY SCALE

PTSS 3.1

33.0 TUTORIAL ASSISTANT (ARCHITECTURE) - 1 Post

33.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level

- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

33.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Architecture, Technology in Architecture with GPA of 3.5 (out of 5.0) and above.

33.3 SALARY SCALE

PHTS 1.1

34.0 TUTORIAL ASSISTANT (SOIL MECHANICS) - 1 Post

34.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

34.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or its equivalent qualification in Soil Mechanics with GPA of 3.5 (out of 5.0) and above.

34.3 SALARY SCALE

PHTS 1.1

NATIONAL HOUSING CORPORATION (NHC)

1.0 ESTATE OFFICER II (REAL ESTATE OPERATIONS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To make prompt follow-up on the timely payment of house rents by tenants and to take appropriate action for any defaulter;
- ii. To attend to any disputes arising from tenants;
- iii. To participate on preparation of annual plans and budgets for the Directorate; and
- iv. To perform any other related duties as may be assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in either Real Estate Finance and Investment, Land Management and Valuation, or Property and Facilities Management. Where applicable the incumbent must be registered under Graduate Category with a respective Professional Board.

1.3 SALARY SCALE

NHC 5.1

2.0 ESTATE OFFICER II (TITLES MANAGEMENT) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To review and update NHC property records including Registers, Title Deeds, Estate Maps, Acquisition of Buildings General Notes (G.N.), Slum Clearance, Ex-owners and Tenant Purchasers, Lifetime and Ex-gratia;
- ii. To make prompt follow-up of bills to Authorities to ensure the timely payment of Land Rent and other dues;
- iii. To attend to any disputes arising from property ownership;
- iv. To participate on preparation of annual plans and budgets for the Directorate;
- v. To participate in preparation of creation of Unit Titles for NHC and customers; and

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

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Land Management and Valuation from a recognized institution. Where applicable the incumbent must be registered under Graduate Category with a respective Professional Board.

2.3 SALARY SCALE

NHC 5.1

3.0 ESTATE OFFICER II (QUANTITY SURVEY) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct regular inspection to ensure that building services are working properly;
- ii. To manage services in NHC buildings;
- iii. To supervise all the equipment and other facilities in the rental buildings are working properly;
- iv. To ensure rental buildings meets health and safety requirements
- v. To supervise all service charges matters in rental buildings
- vi. To perform facility management consultancy services; and
- vii. To perform any other related duties as may be assigned by the supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in any of the following: Quantity Survey, Building Economics, Construction Management, Building Survey or an equivalent qualification from a recognized institution. Must be registered with Architects and Quantity Surveyors Registration Boards (AQRB) as Graduate Quantity Surveyor.

3.3 SALARY SCALE

NHC 5.1

4.0 ESTATE OFFICER II (PROPERTY/FACILITY MANAGEMENT) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct regular inspection to ensure that building services are working properly;
- ii. To manage services in NHC buildings;
- iii. To supervise all the equipment and other facilities in the rental buildings are working properly;
- iv. To ensure rental buildings meets health and safety requirements
- v. To supervise all service charges matters in rental buildings
- vi. To perform facility management consultancy services; and vii. To perform any other related duties as may be assigned by the supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Property and Facilities Management, where applicable the incumbent must be registered under Graduate Category with a respective Professional Board.

4.3 SALARY SCALE

NHC 5.1

5.0 BUSINESS DEVELOPMENT OFFICER II - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in undertaking feasibility studies;
- ii. To collect and compile data for drafting of preliminary project briefs;
- iii. To participate in the preparation of Master Plans of Satellite Cities and Strategic projects from inception stage, approvals and execution while ensuring the business viability of the project is a priority to the Corporation;

- iv. To attend meetings and prepare minutes as required; and
- v. To perform any other related duties that may be assigned by the Supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following: Economics, Marketing, Entrepreneurship, Investment Planning, Finance, Commerce, Real Estate Finance and Investment or Business Administration majoring in Marketing or Entrepreneurship or an equivalent qualification from a recognized institution.

5.3 SALARY SCALE

NHC 4.1

6.0 ARTISAN II (PLUMBING) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To participate in performing routine technical cleaning of the work environment;
- iii. To participate in proper storage of tools and equipment;
- iv. To participate in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To participate in reporting maintenance problems to senior staff; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

- i. Holder of a Secondary Education
- ii. Certificate with a Trade Test Grade I or NVA Level III or an equivalent qualification.
- iii. Certificate in plumbing and pipe fitting or equivalent qualification from recognized institution.

6.3 SALARY SCALE

NHC 2.1

7.0 ARTISAN II (ELECTRICAL) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

i. To perform specified craft jobs under supervision; ii. To participate in performing routine technical cleaning of the work environment; iii. To participate in proper storage of tools and equipment; iv. To participate in operational repairs of machinery, facilities, buildings and infrastructure; v. To participate in reporting maintenance problems to senior staff; and vi. To perform any other related duties as may be assigned by the Supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

- i. Holder of a Secondary Education
- ii. Certificate with a Trade Test Grade I or NVA Level III or an equivalent qualification.
- iii. Certificate in electrical installation, electronics or equivalent qualification from recognized institution.

7.3 SALARY SCALE

NHC 2.1

8.0 TECHNICIAN II (CIVIL) - 3 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the repair and maintenance works of the Corporation's buildings;
- ii. To plan daily works at construction sites and for maintenance works;
- iii. To prepare structural drawings as directed by the Engineer;
- iv. To prepare bar bending schedules;
- v. To implement specified technical plans and designs associated with repair and maintenance works;

- vi. To maintain project or maintenance works records; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate (FTC) or Ordinary Diploma in Engineering or related field from a recognized institution.

8.3 SALARY SCALE

NHC 3.1

9.0 QUANTITY SURVEYOR II - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To prepare preliminary cost estimates;
- ii. To prepare cost benefit analysis of various building designs, technologies and materials;
- iii. To prepare Bills of Quantities;
- iv. To conduct site inspection;
- v. To prepare construction cost estimates;
- vi. To prepare tender pack documents;
- vii. To prepare valuation of the works at various stages;
- viii. To prepare draft interim certificate;
- ix. To participate in conditional survey of existing buildings;
- x. To participate in pre-proposals meetings, pre-site visits and pre-contract negotiations;
- xi. To participate in establishing client's requirements and feasibility studies;
- xii. To prepare analysis of contractual claims;

- xiii. To participate in the evaluation and valuation of completed works and organize payments to contractors;
- xiv. To establish an updated data bank containing information regarding costs and specifications for project;
- xv. To measure changes and agree on quantities and cost for incorporation in the project; and
- xvi. To perform any other related duties that may be assigned by the Supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in any of the following: Quantity Survey, Building Economics, Construction Management, Building Survey or an equivalent qualification from a recognized institution. Must be registered with Architects and Quantity Surveyors Registration Boards (AQRB) as Graduate Quantity Surveyor.

9.3 SALARY SCALE

NHC 5.1

10.0 ARCHITECT II - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the creation of architectural design drawings;
- ii. To assess construction project proposals on development of real estate properties within the Corporation;
- iii. To participate in the evaluation of bids for contractors and make recommendations for awarding contracts;
- iv. To assist in preparation of tender document (drawings and specifications) for contracts;
- v. To participate in, testing and Corporationing in coordination with other professionals;
- vi. To prepare unit plans;

vii. To participate in bid evaluation for contractors and make recommendations for awarding contracts; and

viii. To perform any other related duties that may be assigned by the Supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Architecture, Building Design, Architectural and Building Engineering Technology, Landscape Architecture, Architectural Technology, Architectural Engineering, Interior Design, project management, construction management or an equivalent qualification from a recognized institution and must be registered with Architects and Quantity Surveyors Registration Boards (AQRB) as Graduate Architect.

10.3 SALARY SCALE

NHC 5.1

11.0 ENGINEER II (ELECTRICAL) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

i. To carry out contracts on construction and Corporationing and/or rehabilitation and maintenance of electrical / mechanical machineries and systems or buildings;

ii. To plan, organize and coordinate regular inspections of electrical/ mechanical systems / machinery or buildings.

iii. To test, calibrate and evaluate machinery components;

iv. To prepare mechanical/ electrical/ civil works reports;

v. To participate in the preparation of contract documents on maintenance and development of the NHC works (in liaison with the immediate supervisor and Procurement Unit);

vi. To supervise and monitor minor works to ensure implementation is done according to specifications and finished on time;

vii. To inspect, evaluate and prepare interim payment certificates for major and small

works;

viii. To coordinate maintenance and safety procedures, service schedule and supply of materials required for maintenance; and

ix. To perform any other related duties as may be assigned by the Supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in any of the following: Electrical Engineering, Electrical and Electronics Engineering or an equivalent qualification from a recognized institution and must be registered with Engineers Registration Board (ERB) as a Graduate Engineer

11.3 SALARY SCALE

NHC 5.1

OCEAN ROAD CANCER INSTITUTE (ORCI)

1.0 ENGINEER II (BIOMEDICAL) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance schedules for all laboratory and Hospital equipment;
- ii. To carry out inspection and calibration of theatre equipment;
- iii. To ensure safe custody of workshop tools;
- iv. To ensure timely availability of spares for repairs and maintenance; and
- v. To perform any other duty assigned by the Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Biomedical Engineering field from recognized institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer.

1.3 SALARY SCALE

2.0 MEDICAL PHYSICISTS II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing treatment plan to patients;
- ii. To assist in calculation of dosage to be delivered by radiotherapy equipment;
- iii. To assist in carrying out patient chart checks and dose verification;
- iv. To support to develop and oversee implementation of quality assurance procedures and programs for therapy and related equipment;
- v. To assist to conduct mound room activities including fabrication of shielding blocks and fixations;
- vi. To perform other duties as shall be assigned by his/her superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Physics, Physics and Mathematics or Education majoring in physics and Mathematics from any recognised Institution.

2.3 SALARY SCALE

PMGSS 8/1

3.0 RADIOTHERAPY SCIENTIST II - 3 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To adhere to radiation safety protocol
- ii. To safely and effectively operate a variety of computerized simulation and treatment machines.
- iii. To perform treatment planning.
- iv. To perform treatment time calculation.

- v. To participate in creation of treatment and verification of data.
- vi. To deliver dose to patients. vii. To observe the clinical progress of the patient.
- viii. To perform machine checks.
- ix. To inform medical physicist on machine fault.
- x. To do quality assurance activities.
- xi. To maintain radiotherapy equipment's.
- xii. To construct immobilization devices and employ custom blocking techniques that is conducive to conformal radiation therapy.
- xiii. To utilize sophisticated imaging equipment and treatment planning systems for precise tumor localization.
- xiv. To perform any other duties as assigned by superiors.

3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Radiotherapy from any recognised Institution. Must be registered with the respective board.

3.3 SALARY SCALE

PMGSS 6.1

4.0 RADIOGRAPHER II - 4 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays.
- ii. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- iii. To provide technical advice on radiation in the section.
- iv. To prepare contrast media and chemicals for x-rays.
- v. To process x-ray films.
- vi. To keep and maintain patient's records.

- vii. To perform any other duties related to his/her work as assigned by his/her superior.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Radiography from any recognised Institution. Must be enrolled in the register of Medical Radiology and imaging Professionals as a Radiographer

4.3 SALARY SCALE

PMGSS 4/1

5.0 DRIVER II - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To drive ORCI vehicles to approved destinations and in accordance with traffic regulations.
- ii. To maintain motor vehicle log books, according to laid down regulations
- iii. To provide transport services to both approved staff and patients;
- iv. To check fuel, oil, water, tires, tool kit and the general state of the car before use.
- v. To inspect vehicles for defects before and after trips and submitting report indicating vehicle condition to the reporting authority.
- vi. To reporting promptly and accidents or incidents involving vehicle to the supervisor/ the traffic police.
- vii. To checking to ensure that vehicle and goods are properly locked and secured at all times;
- viii. To perform messenger duties such as dispatching and collecting documents/correspondences.
- ix. To check preventive maintenance due dates and ensure that the vehicle is serviced as planned;
- x. To checks validity of insurance, motor vehicle license and reports the same to the

authority for necessary action.

- xi. To carry out small repairs if the vehicle breaks down;
- xii. To maintain vehicle's cleanliness and neatness.
- xiii. To perform any other related duties as assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI education with a valid Class "C" or E" Driving License and attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing any accident.

5.3 SALARY SCALE

PGSS 2/1

6.0 MEDICAL SPECIALIST II (RADIOLOGY) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer-reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

6.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of Medicine in Radiology, Master of Medicine in Diagnostics Radiology, Bachelor Degree in Medicine and registered by the Medical Council of Tanganyika.

6.3 SALARY SCALE

PMGSS 11.1

7.0 RADIOCHEMIST II - 4 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in doing daily routine work of radiochemical synthesizer preparation, monitoring the chemical process steps, analyzing the results and problems during operation.
- ii. To assist in sterilization and sanitization routines for the production laboratory.
- iii. To assist in preparing the chemical reagent of the production and quality control.
- iv. To assist in writing down the production reports
- v. To contribute in research and development work
- vi. To perform other duties as shall be assigned by his/her superior.

7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields, Chemistry or Chemistry and Physics from any recognised Institution.

7.3 SALARY SCALE

PMGSS 5.1

8.0 NUCLEAR MEDICINE TECHNOLOGIST - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine to diagnostic and therapeutic technical procedures;

- ii. To prepare and positions patients for scanning.
- iii. To prepare and administers radioactive drugs, and operates nuclear medicine instruments and imaging equipments, including pet/ct camera.
- iv. To collect, prepare and analyze biologic specimens and prepares data for interpretation.
- v. To perform radiation safety and quality control procedures on all nuclear medicine equipment.
- vi. To perform various record keeping, customer service functions and communicate feedback to the supervisor on the same.
- vii. To perform any other duties related to his/her work as assigned by his/her superior.

8.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields: Nuclear medicine or Radiography from any recognized Institution. Must be enrolled in the register of Medical Radiology and imaging Professionals.

8.3 SALARY SCALE

PMGSS 4/1

9.0 MEDICAL SPECIALIST II (ONCOLOGY) - 3 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;

- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer-reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

9.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of medicine in Radiation Oncology/ Master of Medicine in Clinical Oncology and must hold a Bachelor Degree in Medicine and registered in the Medical Council of Tanganyika.

9.3 SALARY SCALE

PMGSS 11.1

TANZANIA VETERINARY LABORATORY AGENCY (TVLA)

1.0 LABORATORY TECHNICIAN II (VETERINARY LABORATORY SCIENCE) - 15

Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. Receive and prepare samples for laboratory processing;
- iii. Perform laboratory tests on received samples;
- iv. Prepare and avail the necessary materials for disease diagnostic techniques to be carried;
- v. Maintain cleanness of the laboratory and equipment to minimize infection risks;
- vi. Prepare and keep a laboratory register book for daily activities; and
- vii. Performs any other duties assigned by one's reporting officer

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Veterinary Laboratory Technology from recognized institutions.

1.3 SALARY SCALE

An attractive package as per TVLA S

2.0 LABORATORY TECHNICIAN II (ANIMAL HEALTH AND PRODUCTION) - 5 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. Receive and prepare samples for laboratory processing;
- iii. Perform laboratory tests on received samples;
- iv. Prepare and avail the necessary materials for disease diagnostic techniques to be carried;
- v. Maintain cleanness of the laboratory and equipment to minimize infection risks;
- vi. Prepare and keep a laboratory register book for daily activities; and
- vii. Performs any other duties assigned by one's reporting officer

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Animal Health and Production from recognised institutions

2.3 SALARY SCALE

TVLA 3

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 November, 2025**.
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