

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/ 304

29<sup>th</sup> MEI, 2023

On behalf of The Tanzania Public Service College (TPSC), Public Service Recruitment Secretariat invites qualified Tanzanians to fill eight (08) vacant posts mentioned below.

#### **1.0 THE TANZANIA PUBLIC SERVICE COLLEGE (TPSC)**

The Tanzania Public Service College (TPSC) was established in 2000 under the Executive Agencies Act, Cap 245 as an Executive Agency under the President's Office, Public Service Management and Good Governance (PO-PSMGG) and operates as a semiautonomous Government Agency. Moreover, on 18th June, 2019 the President of the United Republic of Tanzania, approved the merger of Tanzania Public Service College and the Tanzania Global Learning Agency (TaGLA) to form new Executive Agency which retained the name of Tanzania Public Service College so as to provide training and development programmes to build public and private sector competencies and instil public service delivery values and ethics within the framework of devolved systems. The establishment of new TPSC was officially announced vide the Government Notice No. 64 published on 31st January, 2020. The College has six (6) campuses which are located in Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya Regions and it has one Online Training Centre located in Dar Es Salaam. The College is registered with the National Accreditation Council for Technical and Vocational Education and Training (NACTVET).

## **1.1 ASSISTANT LECTURER- (HUMAN RESOURCE MANAGEMENT) (1 Post),**

### **1.1.2 DUTIES AND RESPONSIBILITIES**

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

### **1.1.3 QUALIFICATION AND EXPERIENCE**

Holders of Master Degree in Human Resources Management from recognized institutions with a GPA of at least 3.5.

### **1.1.4 Salary Scale: PHTS 2/1**

## **1.2 ASSISTANT LECTURER- (INFORMATION AND COMMUNICATION TECHNOLOGY) (1 Post)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

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

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holders of Master Degree in Information and Communication Technology, Master Degree of Computer Science, and Master degree in Computer Engineering from recognized institutions with a GPA of at least 3.5. Programming knowledge is an added advantage.

### **1.2.3 Salary Scale: PHTS 2/1**

### **1.3 TUTORIAL ASSISTANT – (INFORMATION AND COMMUNICATION TECHNOLOGY) (1 Post)**

#### **1.3.1 DUTIES AND RESPONSIBILITIES**

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

#### **1.3.2 QUALIFICATION AND EXPERIENCE**

Holders of Bachelor Degree in Information and Communication Technology, Computer Science, Computer Engineering from recognized institutions with a GPA of at least 3.5. Programming knowledge is an added advantage.

#### **1.3.3 Salary Scale: PHTS 1/1**

### **1.4 TUTORIAL ASSISTANT - (HUMAN RESOURCE MANAGEMENT) (1 Post)**

#### **1.4.1 DUTIES AND RESPONSIBILITIES**

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

#### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holders of Bachelor Degree in Human Resources Management from recognized institutions with a GPA of at least 3.5.

#### **1.4.3 Salary Scale: PHTS 1/1**

## **1.5 ASSISTANT TUTOR II (RECORDS AND ACHIEVES MANAGEMENT) (2 Posts)**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision;  
To perform any other duties assigned to him by his seniors

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma in Records and Achieves Management studies with at least G.P.A of 3.5 from accredited higher learning Institution.

### **1.5.3 Salary Scale: PTTS 7/1**

## **1.6 ASSISTANT TUTOR II (SECRETARIAL STUDIES) (2 Posts),**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision;
- vii. To perform any other duties assigned to him by his seniors

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma in Secretarial studies with at least G.P.A of 3.5 from accredited higher learning Institution.

### **1.6.3 Salary Scale: PTTS 7/1**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **11<sup>th</sup> June, 2023;**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

***NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**