

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/346

5th August, 2023

VACANCY ANNOUNCEMENT

On behalf of Kibaha Education Centre (KEC), Tanzania Institute of Education (TIE), Arusha Technical College (ATC), Mzumbe University (MU), Vocational Education and Training Authority (VETA), Institute of Rural Development Planning (IRDP), and Mwalimu Nyerere Memorial Academy (MNMA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill sixty-eight (68) vacant posts as mentioned below;

1.0 KIBAHA EDUCATION CENTRE (KEC)

Kibaha Education Centre is a multi-purpose Educational institution situated in Coastal Region. The Centre was established in 1963 as per Public Corporation Act, No.17 of 1969 as revised by Public Corporation Act, Cap 257 R.E 2002, sponsored by five countries – The Government of Tanzania on one hand and the Government of the four Nordic Countries on the other hand i.e. Denmark, Finland, Norway and Sweden. The overall objective of the Centre as originally conceived was, through its institutions, to launch a three frontal attack to provide education on the problems of Poverty, Ignorance and Diseases collectively named as main National development enemies.

1.1 TEACHER GRADE IIIC (Home Economics and Human Nutrition)-2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;

- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Home Economics and Human Nutrition or Nutrition as teaching subject or Bachelor Degree in Home Economics and Human Nutrition or Nutrition or equivalent plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions

1.1.3 REMUNERATION

PSTS 3

1.2 TEACHER GRADE IIIC (Biology)- 3 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Biology as teaching subject or Bachelor Degree in Biology plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions

1.2.3 REMUNERATION

PSTS 3

1.3 TEACHER GRADE IIIC (Mathematics & Information and Communication Technology - ICT)- 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Mathematics & Information and Communication Technology - ICT as teaching subject or Bachelor Degree in Mathematics & Information and Communication Technology - ICT plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions.

1.3.3 REMUNERATION

PSTS 3

1.4 TEACHER GRADE IIIC (Physics) – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Physics as teaching subject or Bachelor Degree in Physics plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions.

1.4.3 REMUNERATION

PSTS 3

1.5 TEACHER GRADE IIIC (Chemistry) – 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Chemistry as teaching subject or Bachelor Degree in Chemistry plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions.

1.5.3 REMUNERATION

PSTS 3

1.6 TEACHER GRADE IIIC (Literature in English) – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with Literature in English as teaching subject or Bachelor Degree in Literature in English plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions.

1.6.3 REMUNERATION

PSTS 3

1.7 TEACHER GRADE IIIC (English) – 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education or Bachelor Degree with Education - with English as teaching subject or Bachelor Degree in English plus Post Graduate Diploma in Education or equivalent qualifications from recognized Institutions.

1.7.3 REMUNERATION

PSTS 3

1.8 TEACHER GRADE IIIC (Special Needs) – 2 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for proper records of all examinations;
- ii. To arrange the preparation and moderation of examination papers;
- iii. To prepare and to have proper records of the student's assessments;
- iv. To supervise studies associations;
- v. To prepare the action plans on the Academic year;
- vi. To take care of the teaching equipment;
- vii. To be responsible for counseling and guidance of Students; and
- viii. To perform any other duties related to his or her work as assigned by his or her Supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Education Special Needs (Science Subjects) as teaching subject or equivalent qualifications from recognized Institutions.

1.8.3 REMUNERATION

PSTS 3

2.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programs and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels. Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

2.1.1 CURRICULUM DEVELOPER II (FINE ART)- 1 POST (Re-advertised)

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist designing, developing and trying out instructional materials;;
- ii. To assist in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Directorate on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assist in conducting research, monitoring and evaluation of curriculum or any other education activities;
- vi. To assist and participates in the provision of consultancy service in education;
- vii. To assist writing academic papers and publications; and
- viii. To perform other related duties as may be assigned by supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any educational field of Fine Arts, Music or Theatre Arts or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

2.1.4 REMUNERATION :PHTS 1

3.0 THE ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24th July, 2015. The College is mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

3.1.1 ASSISTANT LECTURER (DATA SCIENCE) – 1 POST (Re-advertised)

3.1.2 DUTIES AND RESPONSIBILITIES

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

3.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Data Science/Computer Science/Machine Learning/Artificial intelligence/Internet of Things/Information technology with a minimum GPA of 3.8 and must have a Bachelor's degree in Computer Science/Computer Engineering/Information Technology with a minimum GPA of 3.5

3.1.4 REMUNERATION

3.2 ASSISTANT LECTURER (Construction Management) - 2 POSTS (Re-advertised)

3.2.1 DUTIES AND RESPONSIBILITIES

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

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree in Construction Management with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

3.2.3 REMUNERATION

PHTS 2.1

3.3 TUTORIAL ASSISTANT (Land Surveying/Quantity Surveying/Geomatics)–1 POST (Re-advertised)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assists in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To assist in developing software solutions;
- vii. To assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- viii. To perform any other duties as assigned by supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree in Land Surveying/Quantity Surveying/Geomatics with a minimum GPA of 3.5

3.3.3 REMUNERATION

PHTS 1.1

4.0 MZUMBE UNIVERSITY (MU)

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act. No 9 of 2001. As a Training Institute, the University boasts of over 50 years' experience of training in the administration of justice, business management, public administration, accountancy, finance, political science and good governance.

Mzumbe University origin can be traced back to 1953 when the British Colonial Administration established a Local Government School in the country. The school was aimed at training local Chiefs, Native Authority Staff and Councilors. The level of training was elevated after Tanzania (Tanganyika) independence to include training of Central Government Officials, Rural Development Officers and local Court Magistrates. In 1972, the then Local Government School was merged with the Institute of Public Administration of the University of Dar es Salaam to form the Institute of Development Management (IDM-Mzumbe). IDM was a higher learning institution for training professional managers in the public and private sectors.

Given the natural growth of the Institute over the years of successful operation and the changing national and international human resource needs, the Government transformed it into fully fledged public University. This was made under the Act of Parliament No.21 of 2001. In December 2006, the Mzumbe University Act No 21 of 2001 was repealed by the Universities Act of Tanzania No. 7 of 2005 and replaced by the Mzumbe University charter, 2007 which now guide the operations and management of the University. The mandate of the University as stipulated in the Mzumbe University Charter, 2007 focus on training, research, publications and public service consultancy.

4.1 ASSISTANT MEDICAL OFFICER II -1 Post (Re-advertised)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To practice general curative and preventive health services;
- ii. To assist in performing emergency and planned surgical procedures;
- iii. To assist in attending to obstetrics and gynecological cases;
- iv. To assist in attending to general outpatient's clinics;
- v. To assist in conducting ward rounds; and
- vi. To perform any other duties as may be assigned by the supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Holder of Advanced Diploma in Medicine from a recognized Institution and registered with Medical Council of Tanganyika.

4.1.3 REMUNERATION

PGSS 5.1

5.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2019. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have "Tanzania with sufficient and competent artisans". The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting and financing Vocational Education and Training in order to contribute to socio-economic development.

5.1 VOCATIONAL TEACHER II – AUTO ELECTRICAL-7 POSTS (Re-advertised)

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Auto - Electrical Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

5.2 VOCATIONAL TEACHER II – SECRETARIAL STUDIES – 8 POSTS (Re-advertised)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (1) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

5.2.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

5.3 COOK II – 5 POSTS (Re-advertised)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- ii. To observe and test foods to determine if they have been cooked properly;
- iii. To prepare food/meals;
- iv. Take care of kitchen utensils; and
- v. To perform any other duties related to his/her work as assigned by his/her supervisor.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI certificate who has successfully completed a Certificate in Basic Medium course in Food Production, Food Science and Cookery, Culinary Art, Home Economics or equivalent qualifications from recognized institution.

5.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

6.0 INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980s. This Act provides a legal framework for the Institute to be established as an important national centre for provision of training,

research and consultancy services in the field of rural development planning and management with main objective of alleviating qualitative and quantitative shortage of skilled manpower within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development.

6.1 ASSISTANT LECTURER (GEOMATICS) - 1 POST (Re-advertised)

6.1.1 DUTIES AND RESPONSIBILITIES

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

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Land Survey/Geometrics' or in relevant fields. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree and at least 3.8 at Master Degree.

6.1.3 REMUNERATION

PHTS 2

7.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established on the 1st October, 2005 to provide training in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of Social, Economic, Political and technical development of developing Countries within the Ministry of Education and Vocational training. MNMA main campus is located at Kivukoni Dar es Salaam and other campuses are Karume Campus located at Bububu-Zanzibar and Pemba Campus located at Pujini Chakechake Pemba.

The Successful applicant should be willing to work at any Campuses within Mwalimu Nyerere Memorial Academy.

7.1 LECTURER (HUMAN RESOURCE MANAGEMENT) 2 POSTS –(Re-advertised)

7.1.1 WORK STATION (KIVUKONI 1, KARUME 1)

7.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as assigned by supervisors.

7.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree (PhD) in Human Resource Management from recognized institutions, plus a Masters and Bachelor degree in Human Resource Management. The candidate must have a GPA of 4.0 of a Master's degree and a GPA of 3.8 of a Bachelor degree.

7.1.4 REMUNERATION

PHTS 3.1

7.2 LECTURER (STATISTICS) 2 POSTS –(Re-advertised)

7.2.1 WORK STATION (KIVUKONI)

7.2.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;

- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as assigned by supervisors.

7.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree (PhD) in Statistics from recognized institutions, plus a Masters and Bachelor Degree in Statistics. The candidate must have a GPA of 4.0 of a Master's degree and a GPA of 3.8 of a Bachelor degree.

7.2.4 REMUNERATION

PHTS 3.1

7.3 LECTURER (GEOGRAPHY) 2 POSTS (Re-advertised)

7.3.1 WORK STATION (KARUME)

7.3.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for master's degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as assigned by supervisors.

7.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree (PhD) in Geography from recognized institutions, plus a Masters and Bachelor degree in Geography. The candidate must have a GPA of 4.0 of a Master's degree and a GPA of 3.8 of a Bachelor degree.

7.3.4 REMUNERATION

PHTS 3.1

7.4 ASSISTANT LECTURER (MATHEMATICS) 3 POSTS

7.4.1 WORK STATION (KIVUKONI)

7.4.2 DUTIES AND RESPONSIBILITIES

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

7.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in Mathematics from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Masters degree.

7.4.4 REMUNERATION

PHTS 2.1

7.5 ASSISTANT LECTURER (HISTORY) 3 POSTS

7.5.1 WORK STATION (KIVUKONI 2, KARUME 1)

7.5.2 DUTIES AND RESPONSIBILITIES

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

7.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in History from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.5.4 REMUNERATION

PHTS 2.1

7.6 ASSISTANT LECTURER (LITERATURE) 3 POSTS

7.6.1 WORK STATION (KIVUKONI 2, KARUME 1)

7.6.2 DUTIES AND RESPONSIBILITIES

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

7.6.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in Literature from recognized institutions with GPA 3.8 in Bachelor and 4.0 in Master's degree.

7.6.4 REMUNERATION

PHTS 2.1

7.7 ASSISTANT LECTURER (STATISTICS) 2 POSTS

7.7.1 WORK STATION (KIVUKONI)

7.7.2 DUTIES AND RESPONSIBILITIES

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

7.7.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in Statistics from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.7.4 REMUNERATION

PHTS 2.1

7.8 ASSISTANT LECTURER (LINGUISTICS) 2 POSTS

7.8.1 WORK STATION (KIVUKONI 1, PEMBA 1)

7.8.2 DUTIES AND RESPONSIBILITIES

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

7.8.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor in Linguistics from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.8.4 REMUNERATION

PHTS 2.1

7.9 ASSISTANT LECTURER (RECORDS, ARCHIVES AND INFORMATION MANAGEMENT) 2 POSTS

7.9.1 WORK STATION (KIVUKONI 1, KARUME 1)

7.9.2 DUTIES AND RESPONSIBILITIES

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

7.9.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree Records, Archives and Information Management from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.9.4 REMUNERATION

PHTS 2.1

7.10 ASSISTANT LECTURER (LIBRARY AND INFORMATION MANAGEMENT) 1 POST

7.10.1 WORK STATION (KIVUKONI)

7.10.2 DUTIES AND RESPONSIBILITIES

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

7.10.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Library and information Management from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.10.4 REMUNERATION

PHTS 2.1

7.11 ASSISTANT LECTURER (ICT) 3 POSTS

7.11.1 WORK STATION (KIVUKONI 2, PEMBA 1)

7.11.2 DUTIES AND RESPONSIBILITIES

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

7.11.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in information Communication Technology from recognized institutions with GPA of 3.8 in Bachelor and 4.0 in Master's degree.

7.11.4 REMUNERATION

PHTS 2.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania 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. A signed application letter should be written in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **11th August, 2023**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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/> <http://portal.ajira.go.tz/> and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**