

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/392

27th September, 2023

VACANCY ANNOUNCEMENT

On behalf of the Institute of Rural Development Planning (IRDP), College of Business Education (CBE) and Institute of Judicial Administration (IJA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill three (3) vacant posts mentioned below;

1.0 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

1.1.1 TUTORIAL ASSISTANT - REGIONAL PLANNING – 1 POST

1.1.2 DUTIES AND RESPONSIBILITIES

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

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Regional Development Planning. Candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

1.1.4 REMUNERATION: PHTS 1.1

2.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education CAP 315 R.E. 2002 (CBE Act). It is a Public Higher Learning Institution which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement and Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

2.1.1 ASSISTANT LECTURER - HUMAN RESOURCES MANAGEMENT -1 POST

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To teaches up to NTA level 8;
- ii. To prepares learning resources for tutorial exercises;
- iii. To conducts research, seminars and case studies;
- iv. To carries out consultancy and community services under supervision;
- v. To supervises students' projects;
- vi. To prepares teaching manual; and
- vii. To performs any other relevant duties as assigned by supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

Applicants must have studied both Bachelor and Master's Degree in Human Resources Management or Public Administration. The GPA for Master Degree must not be below 4.0 and 3.8 for Bachelor degree or an average of B+ respectively.

2.1.4 REMUNERATION: PHTS 2.1

3.0 INSTITUTE OF JUDICIAL ADMINISTRATION (IJA)

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2002). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

3.1 TUTORIAL ASSISTANT - RECORDS MANAGEMENT – 1 POST

3.1.1 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with a GPA of 3.5.

3.2 DUTIES AND RESPONSIBILITIES

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

3.3 REPORTS TO: Head of Department of Legal Studies.

3.4 REMUNERATION: Salary scale as per Treasury Registrar's salaries Circulars No. 5 of 2022.

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. 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings -**

Dodoma.

- xv. Deadline for application is **3rd October, 2023**;
- xvi. Only short listed candidates will be informed on the date of 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**