

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/396

03 October, 2023

#### VACANCY ANNOUNCEMENT

On behalf of Local Government Training Institute (LGTI), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill six **(6)** vacant posts as mentioned below;

#### **1.0. THE LOCAL GOVERNMENT TRAINING INSTITUTE**

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PO - RALG). The Institute was established by the Act of Parliament Cap.3 96 R.E 2002, as a body corporate to provide training, Advisory, consultancy and community outreach services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy,

Financial Management, Materials Management, Human Resource Management, Law, community development and other related subject.

## **1.1. ASSISTANT LECTURER (ECONOMICS) – 1 POSTS**

### **1.1.1. DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor 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; and
- v. To perform any other duties as assigned by the Supervisor.

### **1.1.2. QUALIFICATION AND EXPERIENCE**

Master's Degree in relevant field and obtained an upper second (4.0 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

### **1.1.3. SALARY SCALE: PHTS 2.1**

## **1.2. ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) – 1 POST**

### **1.2.1. DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor 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; and
- v. To perform any other duties as assigned by the Supervisor.

### **1.2.2. QUALIFICATION AND EXPERIENCE**

Master's Degree in relevant field and obtained an upper second (4.0 GPA) with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

### **1.2.3. SALARY SCALE: PHTS 2.1**

### **1.3. ASSISTANT LECTURER (LOCAL GOVERNMENT ADMINISTRATION) – 2 POST**

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

- i. To teach up to NTA level 8 (Bachelor 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; and
- v. To supervise students' projects
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

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

Holder of Master's Degree and Bachelor degree in Local Government Administration and obtained an upper second (4.0 GPA) in masters and with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

#### **1.3.3. SALARY SCALE: PHTS 2.1**

### **1.4. RECEPTIONIST II - 2 POSTS**

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

- i. To answer calling signals;
- ii. To make booking calls and searches them as appropriate;
- iii. To receive and direct visitors;
- iv. To timely submit mails and messages to respective points; and;
- v. To perform any other duties as may be assigned to him.

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

Holder of Form IV or VI certificate with credit passes in English, Swahili plus Certificate in one of the following fields; Front Office, Reception, Customer Care or equivalent qualifications from a recognized Institution.

#### **1.4.3. SALARY SCALE: PGSS 2.1**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age of 18- 25 years for the post of Wildlife Management Assistant II and not above 45 years of age for the post of Driver II.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. 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**,

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

- xiv. Deadline for application is **16 October, 2023.**
- xv. Only shortlisted candidates will be informed on the date of 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/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**