

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

#### VACANCY ANNOUNCEMENT

**Ref.No.JA.9/259/01/A/ 424**

**03<sup>rd</sup> November, 2023**

On behalf of the Mwalimu Nyerere Memorial Academy (MNMA) and Tanzania Institute of Education (TIE), Public Service Recruitment Secretariat invites qualified Tanzanians to fill thirty - three (**33**) vacant post mentioned below.

#### **1.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy (MNMA) was established on the 1<sup>st</sup> 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.

#### **1.1 ASSISTANT LECTURER (Gender Studies) 2 POSTS**

##### **1.1.2 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 as studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise students' project;
- vi. To performing any other related duties as assigned by supervisor

### **1.1.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Gender Studies, Community Development, Sociology, and Rural Development from recognized institutions with GPA 3.8 Bachelor (Gender Studies, Community Development, Sociology or Rural Development) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.1.4 Salary Scale: PHTS 2.1**

**1.1.5 Work Station (Pemba)**

## **1.2 ASSISTANT LECTURER (Procurement) 4 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

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

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Procurement and Supply Chain Management from recognized institutions with GPA 3.8 Bachelor (Procurement and Supply Chain Management) and 4.0 Masters or equivalent qualifications from recognized Institutions.

**1.2.3 Salary Scale: PHTS 2.1**

**1.2.4 Work Station (Kivukoni 1, Karume 1, Pemba 2)**

## **1.3 ASSISTANT LECTURER (Economics) (1 POST)**

### **1.3.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Economics from recognized institutions with GPA 3.8 Bachelor (Economics) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.3.3 Salary Scale: PHTS 2.1**

**1.3.4 Work Station (Pemba)**

## **1.4 ASSISTANT LECTURER (Accountancy) (2 POST)**

### **1.4.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Accountancy from recognized institutions with GPA 3.8 Bachelor (Accountancy) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.4.3 Salary Scale: PHTS 2.1**

**1.4.4 Work Station (Kivukoni 1, Karume 1)**

## **1.5 . ASSISTANT LECTURER (Political Science and Public Administration) (3 POSTS)**

### **1.5.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Political Science and Public Administration from recognized institutions with GPA 3.8 Bachelor (Political Science and Public Administration) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.5.3 Salary Scale: PHTS 2.1**

**1.5.4 Work Station (Kivukoni 1, Karume 2)**

## **1.6 ASSISTANT LECTURER (Human Resource Management) 3 POSTS**

### **1.6.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Human Resource Management from recognized institutions with GPA 3.8 Bachelor (Human Resource Management) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.6.3 Salary Scale: PHTS 2.1**

**1.6.4 Work Station (Kivukoni 1, Karume 2)**

## **1.7 ASSISTANT LECTURER (Records, Archives and Information Management) (2 POSTS)**

### **1.7.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;

- vi. To perform any other related duties as assigned by supervisor

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree Records, Archives and Information Management from recognized institutions with GPA 3.8 Bachelor (Records, Archives and Information Management) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.7.3 Salary Scale: PHTS 2.1**

**1.7.4 Work Station ( Kivukoni 1 , Karume 1)**

## **1.8 ASSISTANT LECTURER (Library and Information Management) 2 POSTS**

### **1.8.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree Library and Information Management from recognized institutions with GPA 3.8 Bachelor (Library and Information Management) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.8.3 Salary Scale: PHTS 2.1**

**1.8.4 Work Station (Kivukoni 1. Karume 1)**

## **1.9 ASSISTANT LECTURER (ICT- Programming) 1POST**

### **1.9.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

## **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in information System, Computer Engineering, Software Engineering from recognized institutions with GPA 3.8 Bachelor (information System, Computer Engineering, Software Engineering) and 4.0 Masters or equivalent qualifications from recognized Institutions

**1.9.3 Salary Scale: PHTS 2.1**

**1.9.4 Work Station (Pemba)**

## **1.10 WARDEN II - 1POST**

### **1.10.1 DUTIE AND RENSIPOSIBILITIES**

- i. To Counsel and guide students in the halls of residence;
- ii. To coordinate students' cultural, recreational and sports activities;
- iii. To take care of students' welfare and ensure that sick Student are urgently treated and taken care satisfactorily;
- iv. To ensure that academy's by-laws and regulations guiding students' life are being observed;
- v. To handle problems of accommodation in the halls of residence;
- vi. To ensure that the halls of residence are in good order; and
- vii. To perform any other duties as assigned by Supervisor

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Psychology, Guidance and Counselling, Governance and Leadership, or equivalent qualifications from recognized Institutions.

**1.10.3 Salary Scale: PGSS 6**

**1.1.1 Work Station (Kivukoni)**

## **1.11 ASSISTANT LECTURER – LITERATURE 3posts - (READVERTISEMENT)**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8;
- 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;
- vi. To prepare teaching manual; and

- vii. To perform any other assigned duties and responsibilities.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Applicant must be a holder of Master's and Bachelor degree majoring in Literature, Languages or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institution

**1.11.3 Salary Scale:** PHTS 2.1

## **1.12 ASSISTANT LECTURER (STATISTICS) 2 POSTS – (RE-ADVERTISEMENT)**

### **1.12.1 DUTIES & 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;
- vi. To perform any other related duties as assigned by supervisor

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

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

**1.12.3 Salary Scale:** PHTS 2.1

## **13. ASSISTANT LECTURER (MATHEMATICS) 2 POSTS (RE-ADVERTISEMENT)**

### **13.1.1 DUTIES & RESPONSIBILITIES**

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. carrying out consultancy and community services under supervision;
- v. Supervising students project;
- vi. Performing any other related duties as assigned by supervisor.

### **13.1.2 QUALIFICATIONS AND EXPERIENCE**

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

**13.1.3 Salary Scale:** PHTS 2.1

## **13.2 ASSISTANT LECTURER (ICT) 1POST – (RE-ADVERTISEMENT)**

### **13.2.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

### **13.2.2 QUALIFICATIONS AND EXPERIENCE**

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

**13.2.3 Salary Scale:** PHTS 2.1

## **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 CURRICULUM DEVELOPER II (FINE ART SUBJECT)-1POSTS**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assists to design, develop and to try out instructional materials;
- ii. To assists to conduct professional learning and seminars for tutors and teachers;



- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorize dummy for mass production;
- v. To assist in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assist and participate in the provision of consultancy services in education;
- vii. To assist to write academic papers and publications; and
- viii. To perform any other duties assigned by immediate supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's Degree in any educational field of study majoring in Fine Art or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

### **2.1.3 Salary Scale: PHTS 1.1**

## **2.2 CURRICULUM DEVELOPER II (THEATRE ART SUBJECT) 1POST**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist to design, develop and to try out instructional materials;
- ii. To assist to conduct professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorize dummy for mass production;
- v. To assist in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assist and participate in the provision of consultancy services in education;
- vii. To assist to write academic papers and publications; and
- viii. To perform any other duties assigned by immediate supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's Degree in any educational field of study majoring in theatre Art or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

### **2.1.3 Salary Scale: PHTS 1.1**

## **2.3 ASSISTANT PRINTER II 3POSTS**

### **2.3.1 DUTIES & RESPONSIBILITIES**

- i. To perform elementary proof-reading,

- ii. To assist in carrying out routine general binding operations of work, half binding, and library binding,
- iii. To prepare document binding or collection,
- iv. To carry out folding or stitching,
- v. To offset printing machine operations and,
- vi. To perform any other related official duties as may be assigned by supervisor

### **2.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate (NTA Level 5) in one of the following filed: Printing, Book Binding, Machine Binding, Litho Printing or equivalent qualification from recognized institution.

### **2.3.3 Salary scale PGSS.3**

### **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. 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.**
- xiv. Deadline for application is **16<sup>th</sup> November, 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/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**