

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

### VACANCY ANNOUNCEMENT

REF.NO. CAC.79/126/01/470

23<sup>th</sup> January, 2024

On behalf of The Arusha International Conference Centre (AICC), National Council for Technical Education and Training (NACTVET) and The College of African Wildlife Management - Mweka (CAWM), Public Service Recruitment Secretariat invites qualified Tanzanians to fill eight **(8)** vacancies post.

#### 1.0 THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)

The Arusha International Conference Centre (AICC) was established under the Public Corporation's Act, 1969 by a Presidential Order, i.e. The Arusha International Conference Centre (Establishment Order), issued vide Government Notice Number 115, published on 25<sup>th</sup> August 1978 as amended in 1987. AICC is a 100% government owned, but operates as a fully-fledged commercial entity without any subsidies from the Government. On 19<sup>th</sup> March 2014, the President of United Republic of Tanzania signed establishment Order (Amendment) 2014 which added Julius Nyerere International Convention Centre (JNICC) to the list of properties of the Centre.

#### 1.1 MEDICAL OFFICER II - 4 POSTS

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients.
- ii. To attend emergency medical duties.
- iii. To carry out investigations of admitted patients.
- iv. To ensure that prescribed instructions are carried out.
- v. To conduct minor operations.
- vi. To assist Surgeons at operations.
- vii. To perform any other duties relevant to the scope of work that may be assigned by supervisor.

### **1.1.2 QUALIFICATIONS**

Holders of Bachelor Degree in Medicine from a recognized University/ institution must have undergone internship period of one year with registration as Medical Officer with the Tanganyika Medical Council.

### **1.1.3 REMUNERATION/SALARY SCALE**

As Per AICC Salary Scale

## **1.2 DENTIST II - 1 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To give patient education regarding best oral health habits
- ii. To clean and repair teeth, extracting teeth when necessary, fitting crowns and administering anesthesia prior to dental procedures
- iii. To refer patients to specialists when required
- iv. To attend dental patients.
- v. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

### **1.2.2 QUALIFICATIONS**

Holder of Doctor of Dental Surgery Degree or its equivalent qualification from a reputable institution plus successful completion of Internship and registered with the Medical Council of Tanganyika.

### **1.2.3 REMUNERATION/SALARY SCALE**

As Per AICC Salary Scale

## **2.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA (CAWM)**

College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC).

## **2.1 LECTURER – WILDLIFE MANAGEMENT - 1 POST (RE-ADVERTISEMNT)**

### **2.1.1 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 develop and review existing curriculum;
- vi.To undertake individual research and participates in scientific/academic congregations;
- vii.To prepare teaching manual, simulations and case studies for training;
- viii.To coach junior teaching staff; and
- ix.To perform any other relevant duties as assigned by the supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of PhD in Animal Ecology; Applied Ecology; Stable Isotopes in Ecology, should possess Master’s Degree in Wildlife Management; Conservation and Management of African Ecosystems; Ecosystem Conservation Sciences; African Wildlife Ecology and Conservation; Animal Ecology; Applied Ecology with a GPA of 4.0 and Bachelor Degree in one of the following fields; Wildlife Management; Wildlife Ecology and Conservation, Wildlife Conservation Sciences with a GPA of at least 3.8.

### **2.1.3 RENUMERATION; PHTS 3.1**

## **3.0 THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION AND TRAINING (NACTVET)**

The National Council for Technical Education and Training (NACTEV) is a corporate body established by the National Council for Technical Education and Training Act, 1997 (Act No. 9 of 1997). The Act provides a legal framework for the Council to coordinate provision of technical education and training and establish an efficient national qualifications system that will ensure that products from technical institutions are of high quality and respond to changing needs as well as technological innovations in the world. Technical education in this context is defined as “education and training undertaken by students to equip them to play roles requiring higher levels of skills, knowledge and understanding and in which they take responsibility for their areas of specialization”. NACTVET is thus, a multidisciplinary and multi-sectoral body empowered to oversee and coordinate the provision of technical education and training in Tanzania.

### **3.1 COORDINATOR OF ADMISSIONS AND ARTICULATIONS II - 2 POST (RE-ADVERTISEMNT)**

#### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist Coordination of students' admission into technical and vocational institutions;
- ii. To assist in maintaining admission database;
- iii. To assist in articulation of students' admissions;
- iv. To assist in processing admissions application forms;
- v. To provide admissions statistics on technical and vocational education needed for planning purposes; and
- vi. To perform any other functions related herein as assigned by the Supervisor.

#### **3.1.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree in one of the following fields: Computer engineering, Information Technology Computer Science, Information Communication Technology or Equivalent qualifications.

#### **3.1.3 REMUNERATION- NSS 4**

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
  - xv. Deadline for application is **31<sup>st</sup> January, 2024;**
  - xvi. Only shortlisted 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 SECRETARY**