

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/547**

**05<sup>th</sup> June, 2024**

**VACANCY ANNOUNCEMENT**

On behalf of Kibaha Education Centre (KEC) and Tanzania Coffee Board, Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive and suitable qualified Tanzanian citizens to fill Four (3) vacant posts mentioned below;

**1.0 KIBAHA EDUCATION CENTRE (KEC)**

The Kibaha Education Centre (KEC) is a multi-purpose educational institution situated in Pwani 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 then Tanganyika Government 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 OFFICE MANAGEMENT SECRETARY II – 2 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES:**

- i. To type all documents;
- ii. To take care of all office facilities under custody;
- iii. To answer correspondences involving routine matters;
- iv. To check office registers to ensure that they are well maintained;
- v. To receive and direct visitors;
- vi. To keep minutes/records of meetings;
- vii. To take dictations by shorthand;
- viii. To receive, sorting and file mails;
- ix. To prepare agendas and making arrangements for various meetings and
- x. To perform any other duties related to his or her work as may be assigned by Supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

### **1.1.3 REMUNERATION: Salary – PGSS 4.1**

## **2.0 TANZANIA COFFEE BOARD**

The Tanzania Coffee Board is a statutory Organization established under the Tanzania Coffee Board Act No. 23 of 2001 and its Regulations of 2003. Read together with Crop Boards Miscellaneous Amendments of 2009

### **2.1 CLEARING AND FORWARDING ASSISTANT II – 1 POST**

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

- i. To post received documents in the register;
- ii. To open and maintain clearing working file;
- iii. To prepare weekly clearance reports for operations information's and quarterly and annual report for management information;
- iv. To assist exportation planning;
- v. To prepare preliminary reports of the section;
- vi. To perform any other related duties as may be assigned by Immediate Supervisor

#### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with Diploma in one of the following fields: Clearing and Forwarding, Shipping and Ports Operations or equivalent qualifications from recognized institutions.

#### **2.1.3 SALARY SCALE: PGSS 4**

### **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;
- 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **18<sup>th</sup> June, 2024**;
- 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:**

**ACTING SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

