



THE UNITED REPUBLIC OF TANZANIA

JUDICIAL SERVICE COMMISSION



Ref No.JA.8/217/01/93

5 Julai, 2024

VACANCY ANNOUNCEMENT

The Judicial Service Commission is an independent entity established under article 112 (1) of the Constitution of United Republic of Tanzania, 1977 and the Judiciary Administration Act CAP 237. The mandates of Judicial Service Commission include undertaking recruitment for judiciary staff.

The Judicial Service Commission wishes to inform the qualified Tanzanians of available vacancies for **ICT Officers** in various areas and **Technician** in the field of ***Welding and Fabrication, Plumbing, Air Condition, Civil, Electrical and Mechanical***. Interested candidates are invited to submit their applications to Secretary, Judicial Service Commission of P.o.Box 8391, Dar es Salaam not later than 20th July 2024. General conditions of these positions and information's regarding application processes please, visit Judicial Service Commission website through www.jsc.go.tz

1.0 ICT OFFICERS

1.1 ICT OFFICER II (SYSTEM DEVELOPER) – TGS E

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Design, develop, and maintain software applications according to user requirements and specifications. This involves coding, testing, debugging, and deploying software solutions.
- (ii) Analyze user requirements, system specifications, and existing processes to develop efficient software solutions. This involves gathering and documenting technical and functional requirements.
- (iii) Plan and manage software development projects, including setting timelines, milestones, and deliverables. Ensure projects are completed on time and within budget.
- (iv) Conduct thorough testing of software applications to identify and fix bugs. Implement quality assurance processes to ensure the reliability and performance of software products.
- (v) Provide ongoing maintenance and support for existing software applications. Address and resolve technical issues, implement updates, and improve software functionality.
- (vi) Create and maintain detailed documentation for software applications, including user manuals, technical specifications, and code comments. Ensure documentation is up-to-date and accessible.
- (vii) Implement security measures to protect software applications from vulnerabilities and threats. Ensure compliance with security standards and protocols.

- (viii) Optimize software performance by identifying and addressing performance bottlenecks. Implement best practices for code optimization and efficient resource utilization; and
- (ix) Perform any other official duties as may be assigned by immediate supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems or equivalent qualifications from a recognized institution.

1.1.3 DESIRED SKILLS/ABILITIES

- (i) Proficiency in various programming languages such as PHP, Java, Python, C++, React Js, and Node Js. Ability to write clean, efficient, and maintainable code.
- (ii) Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, jQueryMobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage.
- (iii) Experience in SOAP/REST/Web Services, Application Servers (Apache, Apache Tomcat, WebLogic etc.)
- (iv) Experience in Laravel PHP Framework (MVC) and other similar application development frameworks.
- (v) Hands-on experience with Versioning Control - Git and Git Hub, etc.
- (vi) Experience/knowledge on Application Programming Interface (APIs) Development with Node Js, XML, JSON and other similar data exchange protocols.
- (vii) Experience/knowledge on AngularJS and other front-end development languages and tools.
- (viii) Working knowledge of Linux and Unix Server platforms.
- (ix) Strong problem-solving abilities to diagnose issues, debug code, and develop effective solutions. Analytical skills to understand complex requirements and design efficient algorithms.
- (x) Understanding of the full software development life cycle, including requirements gathering, design, development, testing, deployment, and maintenance. Familiarity with Agile and Scrum methodologies.
- (xi) Proficiency in database design, development, and management. Ability to work with relational databases like MySQL, PostgreSQL, and NoSQL databases such as MongoDB.
- (xii) Possession of a relevant recognized ICT professional certification will be an added advantage.

1.2 ICT OFFICER II (SECURITY MANAGEMENT) – TGS E

1.2.1 DUTIES AND RESPONSIBILITIES:

- (i) Perform regular security audits and risk assessments to identify vulnerabilities and ensure compliance with security standards.
- (ii) Continuously monitor security systems, networks, and applications to detect and respond to security breaches or incidents.

- (iii) Develop and implement incident response plans to address security breaches. Coordinate the response to security incidents to minimize impact.
- (iv) Deploy, configure, and manage security tools and technologies, such as firewalls, antivirus software, intrusion detection/prevention systems (IDS/IPS), and encryption tools.
- (v) Ensure that the organization complies with relevant laws, regulations, and standards related to information security.
- (vi) Conduct security training and awareness programs for employees to educate them on security best practices and policies.
- (vii) Create and maintain disaster recovery and business continuity plans to ensure the organization can recover from disruptions.
- (viii) Conduct thorough investigations of security breaches and incidents, documenting findings and implementing measures to prevent recurrence
- (ix) Perform any other official duties as may be assigned by immediate supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, Information Security, Cybersecurity or equivalent qualifications from recognized institution.

1.2.3 DESIRED SKILLS/ABILITIES

- (i) Knowledge of Open-Source Intelligence (OSINT) techniques and common tool sets like Trace Labs OSINT VM, OSINT Framework, Maltego, Shodan, social media scraping tools, etc.
- (ii) Knowledge of forensic analysis on all common operating system environments, including, but not limited to, Microsoft Windows, Mac OS, UNIX, Linux, Solaris, and embedded systems.
- (iii) Added advantage of having certifications like Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Certified Information Security Manager (CISM), CompTIA Security+, and Certified Information Systems Auditor (CISA).

1.3 ICT OFFICER II (SYSTEMS ADMINISTRATOR) – TGS E

1.3.1 DUTIES AND RESPONSIBILITIES

- (i) Implement and maintain monitoring tools to track system performance and uptime (e.g., Nagios, Zabbix, SolarWinds);
- (ii) Management and administration of Microservices infrastructure such as containerization with Kubernetes.
- (iii) Install, configure and manage operating systems (Windows, Linux, Unix) on different platforms.
- (iv) Ensure systems are up-to-date and patched to protect against vulnerabilities and security loopholes.
- (v) Support system Development through preparation of deployment environment, test environment and server infrastructure to support DevOps.
- (vi) Implement, manage and perform regular backups solutions and disaster recovery tests as per the DRP plan to ensure data integrity and availability.

- (vii) Set up and maintain physical, virtual servers (e.g VMware and HyperV) and Load Balancers.
- (viii) Configure server user accounts, permissions, and access controls and features such as Active Directory, DNS, DHCP and Web Servers to ensure data security.
- (ix) Manage, and monitor user accounts, group assignments, and group policy objects regarding local computers and users in the active directory.
- (x) Carryout systems backups and replications for high availability of Authority's Information Systems.
- (xi) Maintain comprehensive documentation of system configurations, procedures, and changes.
- (xii) Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- (xiii) Provide 2nd level support to users on systems-related incidents.
- (xiv) Maintain systems software asset register; and
- (xv) Plan and manage ICT projects related to system upgrades, migrations, and new implementations; and
- (xvi) To perform any other official duties as may be assigned by the immediate supervisor

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, or equivalent qualifications from a recognized institution.

1.3.3 DESIRED SKILLS/ABILITIES

- (i) Experience in managing various operating systems such as Windows Server, Linux (e.g., Ubuntu, CentOS), and Unix with the capability to perform installation, configuration, and troubleshooting of operating systems.
- (ii) Knowledge of network protocols (e.g., TCP/IP, DNS, DHCP).
- (iii) Experience in setting up and managing servers (physical and virtual) for different purposes such as web hosting, file sharing, and database management and in-depth understanding of server roles and services (e.g., Active Directory, DNS, DHCP, FTP).
- (iv) Knowledge of storage technologies (e.g., RAID, SAN, NAS) and ability to manage disk partitions, file systems, and storage arrays.
- (v) Proficiency in scripting languages such as Bash, PowerShell, or Python with the Ability to automate routine tasks and system administration processes.
- (vi) Understanding of different virtualization technologies such as VMware, HyperV, and Micro services (Kubernetes and open-source container solutions).
- (vii) Strong analytical and problem-solving skills to diagnose and resolve technical issues efficiently.
- (viii) Strong knowledge of backup solutions such as Vembu and backup appliances.
- (ix) Ensure Security implementation on operating systems, user reviews and patching of the operating systems and respective applications to mitigate vulnerabilities and loopholes.

- (x) Added advantage of having certifications like CompTIA A+, Windows Server Certification, Linux Professional Institute (LPI), ITIL Foundation, VMware Certified Professional.

1.4 ICT OFFICER II (NETWORK ADMINISTRATOR) -TGS E

1.4.1 DUTIES AND RESPONSIBILITIES:

- (i) Design, configure, and maintain the organization's local area network (LAN) and wide area network (WAN). Ensure network performance and reliability.
- (ii) Implement and manage network security measures to protect data, software, and hardware from threats. This includes configuring firewalls, setting up VPNs, and monitoring network traffic.
- (iii) Diagnose and resolve hardware, software, and network issues. Provide timely solutions to ensure minimal disruption to network services.
- (iv) Monitor network performance and perform regular tests to ensure networks are operating optimally. Use network monitoring tools to identify and address performance issues.
- (v) Develop and implement backup and disaster recovery plans to ensure data integrity and availability in case of network failures or disasters.
- (vi) Plan and execute software and hardware upgrades. Ensure that network components are updated with the latest software and firmware versions.
- (vii) Provide support to end-users for network-related issues. Conduct training sessions to educate users about network security practices and new technologies.
- (viii) Maintain detailed documentation of network configurations, procedures, and policies. Prepare reports on network performance and incidents.
- (ix) Collaborate with vendors for procurement, installation, and maintenance of network equipment. Manage relationships and ensure service level agreements (SLAs) are met.
- (x) Participate in the planning and design of network infrastructure. Evaluate emerging technologies and recommend upgrades or enhancements to the network; and
- (xi) To perform any other official duties as may be assigned by the immediate supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, or equivalent qualifications from a recognized institution.

1.4.3 DESIRED SKILLS/ABILITIES

- (i) Strong understanding of networking principles, including LAN, WAN, TCP/IP, DNS, DHCP, and network protocols. Proficiency in configuring and managing network devices such as routers, switches, and firewalls.
- (ii) Ability to diagnose and resolve network issues efficiently. This includes identifying the root cause of network problems and implementing effective solutions to minimize downtime.

- (iii) Knowledge of network security principles and best practices. Ability to implement and manage security measures such as firewalls, intrusion detection systems, and VPNs to protect the network from threats.
- (iv) Excellent verbal and written communication skills to effectively communicate technical information to non-technical users. Ability to work collaboratively with other IT team members and departments.
- (v) Ability to maintain detailed documentation of network configurations, procedures, and policies. Strong organizational skills to manage multiple tasks and projects efficiently.
- (vi) Added advantage of having certifications like Cisco Certified Network Associate (CCNA), CompTIA Network+, Azure Administrator Associate.

1.5 ICT OFFICER II (WEB & MULTIMEDIA ADMINISTRATOR) – TGS E

1.5.1 DUTIES AND RESPONSIBILITIES:

- (i) Design, develop, and maintain the Judiciary's websites ensuring they are user-friendly, visually appealing, and functional by ensuring web content is regularly updated and is accurate, and relevant.
- (ii) Implement and manage search engine optimization (SEO) strategies and use web analytics tools to monitor and improve website performance.
- (iii) Integrate multimedia elements such as videos, graphics, and audio into web pages to enhance user experience, maintain consistency in design and branding across all web and multimedia platforms in line with the organization's guidelines.
- (iv) Set up and maintain audio and video recording systems in courtrooms to ensure high-quality recordings of court proceedings.
- (v) Manage and archive recordings, ensuring they are properly stored and accessible for review and legal processes.
- (vi) Provide accurate transcription of court proceedings, ensuring legal standards and confidentiality are maintained.
- (vii) Provide support and training to users on website, multimedia tools, and court recording systems, ensuring they can effectively use these resources.
- (viii) Ensure website, multimedia, and court recording system security by implementing necessary measures to protect against cyber threats, including regular updates and backups; and
- (ix) To perform any other official duties as may be assigned by the immediate supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, or equivalent qualifications from a recognized institution.

1.5.3 DESIRED SKILLS/ABILITIES

- (i) Strong knowledge of web development technologies (HTML, CSS, JavaScript), content management systems (CMS), and website maintenance practices.

- (ii) Ability to integrate multimedia elements such as videos, graphics, and audio into web pages, along with proficiency in design software like Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro).
- (iii) Proficiency in setting up and maintaining audio and video recording systems, as well as transcribing court proceedings accurately.
- (iv) Strong analytical and troubleshooting skills to diagnose and resolve issues related to web, multimedia, and recording systems.
- (v) Excellent verbal and written communication skills to provide effective support and training to users, as well as to create clear technical documentation.
- (vi) Added advantage of having certifications like Web Professional - Web Developer (CWP), Adobe Certified Expert (ACE), Certified Internet Webmaster (CIW) Web Design Specialist, CompTIA A+ Certification, Certified Court Reporter (CCR).

1.6 ICT OFFICER II (DATA SCIENTIST) – TGS E

1.6.1 DUTIES AND RESPONSIBILITIES:

- (i) Gather, clean, and organize judicial data from various sources, including court records, case management systems, and public databases. Ensure data integrity and accuracy.
- (ii) Analyze complex judicial datasets to identify patterns, trends, and insights. Use statistical and machine learning techniques to interpret data and provide actionable recommendations to improve judicial processes.
- (iii) Develop predictive models and algorithms to anticipate case outcomes, identify potential delays, and optimize resource allocation within the judiciary.
- (iv) Create visual representations of judicial data findings using tools like Tableau, Power BI, or custom dashboards. Present complex data in a clear and concise manner to judicial stakeholders.
- (v) Provide data-driven insights and recommendations to support decision-making by judges, court administrators, and policymakers. Help in formulating strategies to enhance judicial efficiency.
- (vi) Develop and implement strategies based on data insights to enhance the performance of the judiciary. Provide recommendations for process improvements and optimization.
- (vii) Implement data security measures to protect sensitive judicial information. Ensure compliance with relevant laws, regulations, and standards related to data privacy and security.
- (viii) Work closely with IT departments, judges, clerks, and other judicial staff to understand their data needs and provide solutions. Collaborate on projects to enhance data utilization within the judiciary.
- (ix) Develop and maintain databases and data warehouses to support data analysis and reporting activities. Ensure databases are optimized for performance and scalability.
- (x) Stay updated with the latest trends, tools, and technologies in data science. Continuously enhance skills and knowledge through training, workshops, and certifications to apply the best practices in the judiciary; and
- (xi) To perform any other official duties as may be assigned by the immediate supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, Data Science or equivalent qualifications from recognized institution.

1.6.3 DESIRED SKILLS/ABILITIES

- (i) Proficiency with data manipulation tools and libraries such as pandas (Python) and dplyr package in R and experience with SQL for querying and managing databases.
- (ii) Awareness in emerging technologies, tools, and trends in big data and data engineering, and evaluate their potential for enhancing existing systems or solving new challenges.
- (iii) Create visualizations to represent data insights using tools like Tableau, Power BI, or Matplotlib and other similar tools.
- (iv) Strong written and verbal communication skills for preparing reports and presenting data and analyses clearly and concisely with ability to interpret and simplify complex datasets, turning raw data into clear, insightful visual stories.
- (v) Develop machine learning models for predictive and prescriptive analytics and use algorithms such as regression, classification, clustering, and neural networks.
- (vi) In-depth understanding of the communication industry, including regulatory frameworks, market dynamics and technical aspects of the justice sector.
- (vii) Added advantage of having certifications like Certified Analytics Professional (CAP), SAS Certified Data Scientist, Tableau Desktop Specialist / Tableau Desktop Certified Associate and Certificate in Big Data Analysis and Artificial Intelligence.

1.7 ICT OFFICER II (SYSTEM ANALYST) – TGS E

1.7.1 DUTIES AND RESPONSIBILITIES:

- (i) To performs systems analysis, design, systems testing and assist users in conducting User acceptance Testing
- (ii) To maintains and support various business process applications.
- (iii) Offer first-line support to users experiencing hardware, software, and network issues, Diagnose and troubleshoot system and network problems, Perform hardware and software installation, configuration, and updates.
- (iv) Ensure regular maintenance of IT systems to prevent downtime, Conduct routine checks and preventive maintenance on servers, networks, and peripheral devices, Manage and monitor all installed systems and infrastructure for optimal performance.
- (v) Maintain the organization's LAN/WAN, ensuring connectivity and performance, Configure and maintain network devices such as routers, switches, and firewalls, Monitor network performance and ensure system availability and reliability.
- (vi) Implement and manage security measures to protect data integrity and confidentiality, Ensure regular updates and patches for antivirus software and other security tools, Conduct security audits and risk assessments.

- (vii) Manage data backup systems and disaster recovery plans, Perform regular backups and test restore procedures, Develop and maintain disaster recovery plans to ensure data protection.
- (viii) Provide technical support to end-users and resolve issues promptly, respond to user inquiries and provide solutions in a timely manner, Create and maintain user documentation and manuals.
- (ix) Train staff on new technologies and software applications, Conduct training sessions and workshops for end-users, Develop training materials and resources to enhance user proficiency.
- (x) Manage software licenses and ensure compliance, Install, configure, and upgrade software applications, maintain an inventory of software licenses and ensure compliance with licensing agreements.
- (xi) Assist in the development and implementation of new IT solutions, collaborate with other departments to identify IT needs and requirements, Support the implementation of new software and systems
- (xii) To perform any other official duties as may be assigned by the immediate supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a bachelor's degree in one of the following fields: Computer Science, Electronic Science, Computer Engineering, Information Technology, Information Systems, or equivalent qualifications from a recognized institution.

1.7.3 DESIRED SKILLS/ABILITIES

- (i) Strong knowledge of computer hardware, operating systems (Windows, macOS, Linux), networking (LAN/WAN), and common software applications.
- (ii) Ability to diagnose and resolve hardware, software, and network issues efficiently. Analytical skills to identify problems, determine root causes, and implement effective solutions.
- (iii) Excellent verbal and written communication skills to explain technical issues clearly to non-technical users and create detailed documentation.
- (iv) Commitment to providing high-quality customer service and support, handling user frustrations with patience and empathy, ensuring a positive support experience.
- (v) Willingness to continuously learn and stay updated with the latest technology trends and advancements. Flexibility to adapt to changing technology environments and user needs.
- (vi) Added advantage of having certifications like CompTIA A+ Certification, Microsoft Certified: Modern Desktop Administrator Associate, Cisco Certified Technician (CCT), ITIL Foundation Certification

2.0 TECHNICIANS

2.1 TECHNICIAN II (WELDING AND FABRICATION TECHNICIAN) - TGS C

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Using various tools and machinery to cut, shape, and assemble metal parts according to set specifications. This may involve techniques like drilling, grinding, and sawing.
- (ii) Reading and interpreting technical drawings to understand project requirements and dimensions.
- (iii) Ensuring the quality and accuracy of fabricated parts through inspections and measurements.
- (iv) Employing different welding techniques (e.g., arc welding, MIG welding) to join pieces of metal securely.
- (v) Selecting the appropriate welding method based on the type of metal and the desired outcome.
- (vi) Operating welding equipment safely and efficiently.
- (vii) Inspecting welds for defects and performing corrections as necessary.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Welding and Fabrication, Welding Mechanics or equivalent qualifications from a recognized Institute.

2.2 TECHNICIAN II (AIR CONDITION (HVAC) - TGS C

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) Installing new heating and cooling systems, including furnaces, air conditioners, heat pumps, refrigerators and ventilation equipment.
- (ii) Adhering to safety regulations during the installation process.
- (iii) Testing and commissioning of newly installed systems to ensure proper functionality.
- (iv) Performing routine maintenance on existing HVAC systems to prevent problems and optimize efficiency.
- (v) Cleaning and inspecting system components like filters, ductwork, and coils.
- (vi) Topping up refrigerants or replacing them if necessary.
- (vii) Prioritizing emergency repairs to ensure occupants' comfort and safety, especially during extreme weather conditions.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning or equivalent qualification from a recognized Institution.

2.3 TECHNICIAN II (PLUMBING) - TGS C

2.3.1 DUTIES AND RESPONSIBILITIES

- (i) To attend and report all water leakage;
- (ii) To attend and report water loss, distribution faults and recommends necessary action;

- (iii) To prepare data for periodical reports to the supervisor;
- (iv) To attend and report contamination of water distribution system by customer's service lines;
- (v) To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement
- (vi) To perform any other duties as may be assigned by the Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in the Plumbing and Pipe Fitting from recognized Institutions.

2.4 TECHNICIAN II (CIVIL) - TGS C

2.4.1 DUTIES AND RESPONSIBILITIES

- (i) To undertake maintenance of building and track works;
- (ii) To read and review project drawings and plans to determine the sizes of structures;
- (iii) To prepare track maintenance plans and submit the same to Supervisor;
- (iv) To take part in testing construction materials;
- (v) To ensure that project construction conforms to design specifications and applicable permanent way requirements; and
- (vi) To perform any other duties as may be assigned by supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology/Engineering or equivalent from recognized institution.

2.5 TECHNICIAN II (ELECTRICAL) - TGS C

2.5.1 DUTIES AND RESPONSIBILITIES

- (i) To assemble, install, test and maintain electrical or electronic wiring, equipment, apparatus and fixtures.
- (ii) To inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- (iii) To test electrical system and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system;
- (iv) To read and interpret electrical schematics to demonstrate the initiative, investigate and offer improvements to our plant/machine's operation;
- (v) To assisting to identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety;
- (vi) To perform any other duties as may be assigned by supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Electrical engineering from recognized Institutions.

2.6 TECHNICIAN II (MECHANICAL) – TGS C

2.6.1 DUTIES AND RESPONSIBILITIES

- (i) To assist in the repair and maintenance of an organization facilities;
- (ii) To learn and adopt all workshop safety rules during workshop operation;
- (iii) To assist on implementation of projects that need technical assistance and designing;
- (iv) To participate at all level in any consultancy work that need workshop services; and
- (v) To perform any other duties as may be assigned by supervisor.

2.6.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical, Mechatronics, and Electromechanical, Oil and gas engineering or related qualifications from recognized Institution.

3.0 GENERAL CONDITIONS

- (i) All applicants must be citizens of Tanzania with an age not above 45 years
- (ii) Applicants with disabilities are highly encouraged to apply.
- (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: -
- (vii) Form IV and form VI results slips.
- (viii) Testimonials and all Partial transcripts.
- (ix) An applicant must upload recent Passport Size Photo in the JSC electronic form.
- (x) An applicant employed in the Public Service should route his application letter through his respective employer.
- (xi) An applicant who is retired from the Public Service for whatever reason should not apply.
- (xii) An applicant should indicate three reputable referees with their reliable contacts
- (xiii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- (xiv) 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).

- (xv) A signed application letter should be written either in Swahili or English and Addressed to **Secretary, Judicial Service Commission P.O. Box 8391, Haki House, 12 Luthuli Street - Dar es Salaam.**
- (xvi) **For inquiry and technical support please contact through mobile number 0734219821 and 0738 247341 or email: maulizo.ajira@jsc.go.tz**
- (xvii) Deadline for application is **20th July, 2024;**
- (xviii) Only shortlisted candidates will be informed on a date for interview and;
- (xix) Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through electronic form using a web address <https://oas.judiciary.go.tz> accessed through www.jsc.go.tz and not otherwise

Released by:



Lydia M. Churi

Ag. Head of Government Communication Unit

JUDICIAL SERVICE COMMISSION



**JAMHURI YA MUUNGANO WA TANZANIA
TUME YA UTUMISHI WA MAHAKAMA**



Kumb Na.JA.8/217/01/92

5 Julai, 2024

TANGAZO LA NAFASI ZA KAZI

Tume ya Utumishi wa Mahakama ni chombo kilichoundwa kwa mujibu wa aya ya 112(1) ya Katiba ya Jamhuri ya Muungano wa Tanzania ya mwaka 1977. Aidha, Ibara ya 113 ya Katiba ya Jamhuri ya Muungano wa Tanzania na Sheria ya Usimamizi wa Mahakama Sura 237 vinaipa Tume ya Utumishi wa Mahakama majukumu mbalimbali ikiwa ni pamoja na kuajiri watumishi wa Mahakama ya Tanzania wa kada mbalimbali..

Hivyo, Tume ya Utumishi wa Mahakama inawatangazia Watanzania wenye sifa zilizoainishwa hapa chini kwa kila nafasi ya kazi na ambao wako tayari kufanya kazi Mahakama ya Tanzania katika Mikoa na Wilaya mbalimbali kuleta maombi yao ya kazi:

1.0 Hakimu Mkazi II – TJS II

1.1 Sifa za kuingilia:-

Waombaji wawe na Cheti cha kuhitimu kidato cha Nne/Sita, Shahada ya Sheria “*Bachelor of Laws*” (L.L.B) kutoka Vyuo Vikuu au Taasisi za Elimu ya Juu zinazotambuliwa na Serikali pamoja na Stashahada ya Uzamili ya Mafuzo ya Sheria kwa Vitendo Kutoka Shule ya Mafunzo ya Sheria kwa Vitendo (*The Law school of Tanzania*). Wenye cheti cha kuhitimu mafunzo ya kompyuta watapewa kipaumbele.

1.2 Kazi za kufanya:-

- (i) Kuandaa mpango wa kusikiliza mashauri ya awali ya mashauri ya Jinai na Madai;
- (ii) Kusikiliza mashauri ya awali ya Jinai na Madai;
- (iii) Kusikiliza mashauri ya awali ya ndoa na mirathi;
- (iv) Kuandaa na kutoa hukumu kuhusu mashauri yote aliyosikiliza;
- (v) Kutoa amri mbalimbali za kimahakama anazoruhusiwa kisheria;
- (vi) Kusuluhisha mashauri;
- (vii) Kusikiliza rufani kutoka Mabaraza ya Kata;
- (viii) Kufanya utafiti wa kisheria na kutoa ushauri; na
- (ix) Kufanya kazi zingine atakazopangiwa na msimamizi wake.

2.0 Afisa Hesabu II - TGS. D

2.1 Sifa za kuingilia:-

Waombaji wawe na mojawapo ya sifa zilizotajwa hapa chini;-

- (i) Wenye “Intermediate Certificate” (Module D) inayotolewa na NBAA au sifa nyingine zinazolingana na hizo zinazotambulika na NBAA, au
- (ii) Shahada ya Biashara/Sanaa aliyejiimarisha kwenye fani ya Uhasibu, au
- (iii) Stashahada ya Juu ya Uhasibu kutoka Taasisi yoyote inayotambulika na Serikali.

2.2 Kazi za kufanya:-

- (i) Kushiriki kuandika taarifa ya mapato na matumizi
- (ii) Kushirikiana na Mhasibu kuandaa taarifa za maduhuli
- (iii) Kushiriki kufanya usuluhisho wa hesabu za benki na nyingine zinazohusiana na masuala ya fedha.
- (iv) Kuandaa taarifa mbalimbali za mishahara
- (v) Kuandika hati za malipo na hati za mapokezi
- (vi) Kutunza daftari la amana
- (vii) Kufanya kazi nyingine za fani yake atakazopangiwa na mkuu wake wa kazi.

3.0 Msaidizi wa Hesabu I - TGS. C

3.1 Sifa za kuingilia:-

Waombaji wawe na mojawapo ya sifa zilizotajwa hapa chini;-

- (i) Wenye Stashahada ya Uhasibu kutoka chuo kinachotambulika na Serikali. Au
- (ii) Wenye Cheti cha ATEC II inayotolewa na NBAA au sifa nyingine zinazolingana na hizo zinazotambulika na NBAA.

3.2 Kazi za kufanya:-

- (i) Kutunza daftari la fedha la matumizi ya kawaida na maendeleo.
- (ii) Kutunza nyaraka za hati za malipo.
- (iii) Kuingiza mapato na matumizi kwenye vitabu vya fedha.
- (iv) Kuandika taarifa mbalimbali za fedha zilizopokelewa.
- (v) Kufanya kazi nyingine za fani yake atakazopangiwa na mkuu wake wa kazi.

4.0 Afisa UTawala II - TGS D

4.1 Sifa za kuingilia:-

Waombaji wawe na Shahada ya kwanza kutoka Vyuo Vikuu vinavyotambuliwa na Serikali katika fani zifuatazo:- Utawala, Elimu ya Jamii, Sheria (Baada ya internship), Menejiment ya Umma, Uchumi na wenye na ujuzi wa kutumia kompyuta.

4.2 Kazi za kufanya:-

- (i) Kuweka kumbukumbu za matukio muhimu.
- (ii) Kusimamia utekelezaji wa Sheria, Sera, Kanuni na Taratibu mbalimbali.
- (iii) Kusimamia kazi za utawala na uendeshaji katika Ofisi za Serikali.
- (iv) Kufanya kazi nyingine za fani yake atakzopangiwa na mkuu wake wa kazi.

5.0 Afisa Ugavi Daraja la II (Supplies Officer II) – TGS.D

5.1 Sifa za kuingilia:-

Kuajiriwa wenye Shahada/Stashada ya juu ya Ununuzi/Ugavi kutoka katika Chuo kinachotambuliwa na Serikali AU wenye “Professional level III” inayotolewa na Bodi ya Wataalamu wa Ununuzi na Ugavi nchini (Procurement and Supplies Professionals and Technicians Board – (PSPTB) au sifa nyingine inayolingana na hiyo inayotambuliwa na PSPTB, ambaye amesajiliwa na PSPTB kama “Graduate Procurement and Supplies Professional”.

5.2 Kazi za kufanya:-

- (v) Kutayarisha makisio ya vifaa vinavyohitajika (Schedule of Requirements).
- (vi) Kuandaa utaratibu wa upokeaji wa vifaa
- (vii) Kukusanya na kutunza takwimu za upokeaji, utunzaji na usambazaji wa vifaa.
- (viii) Kusimamia upokeaji, utunzaji na usambazaji wa vifaa (Physical Distribution)
- (ix) Kubuni mfumo wa uwekaji na utunzaji wa vifaa ghalani (Location Index Design).

- (x) Kuandaa taarifa mbalimbali za vifaa.
- (xi) Kuhesabu na kutoa taarifa ya thamani ya vifaa vilivyomo ghalani kwa kufuata taratibu zilizopo.
- (xii) Kuandaa hati za kupokelea vifaa.
- (xiii) Kutoa vifaa kwa watumiaji (Distribution goods to User department and other users).
- (xiv) Kufanya kazi nyingine za fani yake atakzopangiwa na mkuu wake wa kazi.

6.0 Afisa Ugavi Msaidizi I (Assistant Supplies Officer I) – TGS C

6.1 Sifa za kuingilia

Kuajiriwa wenye Stashahada ya Ununuzi/Ugavi au Biashara iliyojiimarisha katika ununuzi na ugavi, kutoka katika Chuo kinachotambuliwa na Serikali, au sifa inayolingana na hizo inayotambuliwa na Bodi ya Wataalamu wa Ununuzi na Ugavi nchini (Procurement and Supplies Professionals and Technician Board". Awe amesajiriwa na PSPTB kama "Procurement and Supplies Full Technician" na awe na ujuzi wa kutumia kompyuta.

6.2 Kazi za kufanya

- (i) Kutunza na kupanga vifaa vilivyomo ghalani katika hali ya usafi na usalama.
- (ii) Kupokea vifaa vilivyonunuliwa kutoka kwa wazabuni.
- (iii) Kupokea vifaa ambavyo vimetumika lakini vinahitaji kutunzwa kabla ya kufutwa kwa mujibu wa Sheria, Kanuni na Taratibu zilizopo.
- (iv) Kufungua na kutunza "Bin Card" kwa kila kifaa kilichopo ghalani
- (v) Kufungua leja "Ledger" ambayo itatunza kumbukumbu ya vifaa vinavyoingia, kutunzwa na kutoka ghalani.
- (vi) Kutoa vifaa kwa wateja na watumiaji kwa kuzingatia taratibu zilizopo.
- (vii) Kufanya kazi nyingine za fani yake atakazopangiwa na mkuu wake wa kazi.

7.0 Msaidizi wa Kumbukumbu II - TGS C

7.1 Sifa za Kuingilia:-

Kuajiriwa wahitimu wa kidato cha Nne au Sita wenye Stashahada au NTA Level 6 katika mojawapo ya fani zifuatazo; Utunzaji wa kumbukumbu au Sheria kutoka vyuo vinavyotambuliwa na Serikali na wenye ujuzi wa kompyuta.

7.2 Kazi za kufanya:-

(a) Masjala za Kawaida

- (i) Kuorodhesha barua zinazoitia masjala kwenye rejista.
- (ii) Kuorodhesha barua zinazotoka nje ya Taasisi kwenye rejista.
- (iii) Kusambaza majalada kwa watendaji.
- (iv) Kupokea majalada yanayorushwa masjala kutoka kwa watendaji.
- (v) Kurudisha majalada kwenye kabati la majalada.
- (vi) Kufuatilia mzunguko wa majalada ya Taasisi.

(b) Mahakama

- (i) Kupokea nyaraka au barua zinazohusu ufunguzi wa kesi za jinai na madai.
- (ii) Kuandika samansi (summons) zinazohusu kesi za madai na jinai.
- (iii) Kuandaa orodha ya kesi kila wiki na kutunza mafaili ya kesi zinazoendelea.

8.0 Mwandishi Mwendesha Ofisi Daraja II - TGS C

8.1 Sifa za kuingilia:-

Kuajiriwa wahitimu wa Kidato cha Nne au Sita wenye Stashahada (Diploma) ya Uhazili au Cheti cha NTA level 6 ya uhazili. Aidha, wawe wamefaulu somo la Hatimkato ya Kiswahili na Kiingereza maneno 100 kwa dakika moja na kupata programu za kompyuta za ofisi kama vile: Word, Excel, Powerpoint, Internet, E-mail na Publisher kutoka chuo chochote kinachotambuliwa na Serikali.

8.2 Kazi za kufanya:-

- (i) Kuchapa barua, taarifa na nyaraka za kawaida na za siri;
- (ii) Kupokea wageni na kuwasaili shida zao, na kuwaelekeza sehemu wanazoweza kushughulikiwa;
- (iii) Kutunza taarifa, kumbukumbu za matukio, miadi, wageni, tarehe za vikao safari za mkuu wake na ratiba ya kazi zingine;

- (iv) Kutafuta majalada na nyaraka zinazohitajika katika utekelezaji wa majukumu ya kazi;
- (v) Kupokea majalada na kusambaza kwa Maofisa walio katika Idara/Kitengo/Sehemu husika;
- (vi) Kukusanya, kutunza na kuyarejesha majalada na nyaraka sehemu zinazohusika;
- (vii) Kupanga dondoo na kufanya maandalizi ya vikao mbalimbali;
- (viii) Kuandaa orodha ya mahitaji ya vifaa vya ofisi.

9.0 Dereva II - TGS B

9.1 Sifa za kuingilia:-

- (i) Waombaji wawe na cheti cha kidato cha nne (Form IV) na Leseni ya Daraja la E au C1 ya uendeshaji Magari ambayo amefanyia kazi kwa muda usiopungua mwaka mmoja bila kusababisha ajali.
- (ii) Wawe wamehudhuria mafunzo ya msingi ya uendeshaji magari (Basic Driving Course) yanayotolewa na Chuo cha Mafunzo ya Ufundi stadi (VETA) au Chuo kingine kinachotambuliwa na Serikali.
- (iii) Waombaji wenye cheti cha majaribio ya Ufundi Daraja la II watafikiriwa kwanza.

9.2 Kazi za kufanya:-

- (i) Kukagua gari kabla na baada ya safari ili kubaini hali ya usalama wa gari,
- (ii) Kuwapeleka watumishi maeneo mbalimbali kwenye safari za kikazi,
- (iii) Kufanya matengenezo madogo madogo ya gari,
- (iv) Kukusanya na kusambaza nyaraka mbalimbali,
- (v) Kujaza na kutunza taarifa za safari zote katika daftari la safari,
- (vi) Kufanya usafi wa gari, na
- (vii) Kufanya kazi nyingine kadri atakavyoelekezwa na Msimamizi wake.

10.0 Mlinzi - TGOS A

10.1 Sifa za kuingilia:-

Waombaji wawe wamehitimu kidato cha nne, waliofuzu mafunzo ya Mgambo au JKT na kupata cheti.

10.2 Kazi za kufanya:

- (i) Kuhakikisha kwamba mali yoyote ya ofisi inayotolewa langoni (nje ya ofisi) ina hati ya idhini;

- (ii) Kuhakikisha kuwa mali yote inayoingizwa langoni inazo hati za uhalali wake;
- (iii) Kulinda usalama wa majengo, ofisi na mali za ofisi mchana na usiku;
- (iv) Kuhakikisha kwamba milango na madirisha yote yamefungwa ipasavyo mwisho wa saa za kazi;
- (v) Kuhakikisha kwamba wageni wote wanaoingia katika eneo la ofisi wanaidhini ya kufanya hivyo;
- (vi) Kupambana na majanga yoyote yatakayotokea katika sehemu ya kazi kama vile moto, mafuriko n.k. na kutoa taarifa katika vyombo vinavyohusika kama vile polisi na zimamoto;
- (vii) Kutoa ushauri wa jinsi ya kuboresha huduma ya ulinzi mahali pa kazi.

11.0 Msaidizi wa Ofisi - TGOS. A

11.1 *Sifa za Kuingilia;*

Waombaji wawe wamehitimu kidato cha nne waliofaulu vizuri katika masomo ya Kiingereza, Kiswahili na Hisabati.

11.2 *Kazi za kufanya;*

- (i) Kufanya usafi wa ofisi na mazingira ya nje na ndani ikiwa ni pamoja na kufagia, kufuta vumbi, kupiga deki, kukata majani kupalilia bustani, kumwagilia maji bustani, kupanda maua au miti na kusafisha vyoo;
- (ii) Kuchukua na kupeleka majalada na hati nyingine kwa maafisa wanaohusika na kuyarudisha sehemu zinazohusika;
- (iii) Kusambaza barua za ofisi kama jinsi atakavyoelekezwa;
- (iv) Kutayarisha chai ya ofisi;
- (v) Kupeleka mfuko wa posta na kuchukua barua kutoka Posta;
- (vi) Kuhakikisha kwamba vifaa vya ofisi vinawekwa sehemu inayostahili;
- (vii) Kufungua milango na madirisha ya ofisi wakati wa asubuhi na jioni kuyafunga baada ya saa za kazi;
- (viii) Kudurufu barua au machapisho kwenye mashine za kudurufia;
- (ix) Kuweka majalada nakala za barua zilizochapwa katika ofisi walizomo;
- (x) Kutunza vifaa vya ofisi na kutoa ripoti kila vinapoharibika.

12.0 Maelezo Muhimu kwa waombaji wa kada zote.

- (i) Muombaji awe Raia wa Tanzania.
- (ii) Maombi yote ya kazi yatumwe kwa njia ya kielektroniki kupitia tovuti ya Tume: www.jsc.go.tz (Nakala ngumu hazitapokelewa).
- (iii) Barua ya maombi ya kazi iandikwe kwa **Katibu, Tume ya Utumishi wa Mahakama, S.L.P 8391, Dar es salaam.**
- (iv) Zingatia mambo yafuatayo wakati wa kujaza fomu ya maombi ya kazi:-
 - Pakia kielektroniki (upload) vyeti vyote vya elimu na mafunzo pamoja na matokeo ya vyeti hivyo kadri utakavyohitajika kwenye fomu ya maombi;
 - Pakia cheti cha kuzaliwa;
 - Pakia picha ya rangi (passport size) ya hivi karibu kwenye fomu ya maombi;
 - Taja namba za kitambulisho cha Taifa (NIDA);
 - Pakia nyaraka nyingine kadiri fomu itakavyokuelekeza kutegemea na kazi.
- (v) Hizi ni nafasi za Ajira mpya kwa hiyo watumishi ambao tayari wana ajira za kudumu katika utumishi wa Umma hawastahili kuomba nafasi hizi;
- (vi) Waombaji wawe na umri usiopungua miaka 18 na usiozidi miaka 45 na awe hajawahi kupatikana na kosa lolote la jinai au kufungwa jela;
- (vii) Waombaji watakaoshinda usaili na kuajiriwa watakuwa watumishi wa Mahakama ya Tanzania na wawe tayari kupangiwa kwenye kituo chochote chenye nafasi wazi;
- (viii) Waombaji waliosoma nje ya nchi vyeti vyao vithibitishwe na TCU/NACTE wakishindwa kutekeleza hili maombi yao hayatashughulikiwa;
- (ix) Waombaji waliowahi kuachishwa/kufukuzwa kazi katika Utumishi wa Umma wasiombe;
- (x) Waombaji wasio na sifa zilizotajwa na ambao hawatazingatia masharti yaliyotajwa hapo juu maombi yao hayatashughulikiwa;
- (xi) Waombaji watakaotoa taarifa za uongo mfano kuhusu umri wao, elimu yao au sehemu walizowahi kufanyia kazi na ikagundulika hata kama watakuwa wameshaajiriwa wataondolewa kazini ikiwa ni pamoja na kuchukuliwa hatua kali za kisheria.
- (xii) Waombaji wenye ulemavu watapewa kipaumbele. Mwombaji abainishe aina ya ulemavu alionao kwenye barua ya maombi.
- (xiii) Kwa maelezo zaidi au msaada wasaliana kupitia simu ya maulizo: **0734219821** na **0738 247341** au barua pepe: maulizo.ajira@jsc.go.tz
- (xiv) Mwisho wa kupokea maombi ya kazi ni tarehe **20 Julai, 2024.**

Imetolewa na :-



Lydia M. Churi

Kaimu Mkuu wa Kitengo cha Mawasiliano Serikalini

TUME YA UTUMISHI WA MAHAKAMA