

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/416

24th October, 2023

VACANCY ANNOUNCEMENT

On behalf of The Tanzania Meteorological Authority (**TMA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill One (1) vacant posts as mentioned below,

THE TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather. Events for protection of human life and properties.

Before then, Meteorological services within the country were provided by the Tanzania Meteorological Agency that was established by the Executive Agencies Act No 30 of 1997. During the East African Community (EAC) Meteorological Services were provided under the EAC Protocol and after the collapse of the EAC the meteorological services were issued under the Directorate of Meteorology. The vacancy posts consist of Driver II, and Personal Secretary II cadre as indicated below;

1.1 DRIVER II (1POST)

1.1 Duties and Responsibilities

- i. To make pre – vehicle inspection to the assigned vehicle prior traveling;
- ii. To drive Authority vehicles as assigned by the Transport Officer;
- iii. To report vehicle mechanical defects discovered to the Transport Officer;

- iv. To keep record of vehicle movements, distance covered within its logbook;
- v. To keep record of fuel and type filled within its logbook;
- vi. To perform routine service to his vehicle; and
- vii. Performs any other duties as may be assigned by the supervisors.

1.2 Qualifications

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class C or E and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age between **18 and 45 years**
- 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 who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;

- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. 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.
- xiii. Deadline for application is **07th November, 2023**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.zanajira.go.tz> and not otherwise (This address also can be found at Civil Services Commission (CSC) Website, Click www.zanajira.go.tz)

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

