

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/174

13th November, 2022

VACANCY ANNOUNCEMENT (RE- ADVERTISEMENT)

On behalf of Dar es salaam Institute of Technology (DIT), The Vocational Education and Training Authority (VETA), The Institute of Judicial Administration Lushoto (IJA), The Law School of Tanzania (LST), The Open University of Tanzania (OUT) na The Mwalimu Nyerere Memorial Academy (MNMA) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **68** vacant posts as mentioned below;

1.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania.

1.0.1 LECTURER – Mechanical Engineering (1 Post)

1.0.2 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9;
- 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 researches, consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff;
- viii. To conduct research and recommend solutions being on the research findings; and

- ix. To perform any other duties as assigned by supervisor.

1.0.3 Qualifications

Holder of Doctorate (PhD) Degree in Mechanical Engineering, Masters of Mechanical Engineering and Bachelor Degree or Advanced Diploma in Mechanical Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.4 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.5 LECTURER – Electrical Engineering (1 Post)

1.0.6 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9;
- 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 researches, consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff;
- viii. To conduct research and recommend solutions being on the research findings; and
- ix. To perform any other duties as assigned by supervisor

1.0.7 Qualifications

Holder of Doctorate (PhD) Degree in Biomedical Engineering, Masters of Electrical Engineering and Bachelor Degree or Advanced Diploma in Electrical Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.8 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.9 LECTURER – Civil Engineering (1 Post)

1.0.10 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9;

- 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 researches, consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff;
- viii. To conduct research and recommend solutions being on the research findings; and
- ix. To perform any other duties as assigned by supervisor.

1.0.11 Qualifications

Holder of Doctorate (PhD) Degree in Civil Engineering, Masters of Civil Engineering and Bachelor Degree or Advanced Diploma in Civil Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

1.0.12 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.13 LECTURER – Science and Laboratory Technology (1 Post)

1.0.14 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9;
- 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 researches, consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake teaching manuals, simulations and case studies for training;
- vii. To coach junior teaching staff;
- viii. To conduct research and recommend solutions being on the research findings; and
- ix. To perform any other duties as assigned by supervisor.

1.0.15 Qualifications

Holder of Doctorate (PhD) Degree in any of the following Biotechnology, Molecular Biology, Microbiomes or Genetics, Masters of Science and Laboratory Technology and Bachelor Degree or Advanced Diploma in Science and Laboratory Technology with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.16 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.17 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 3/1**

1.0.18 TUTORIAL ASSISTANT – Electrical Engineering (2 Posts)

1.0.19 Duties and Responsibilities for Tutorial Assistant

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions;
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor.

1.0.20 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Biomedical Engineering with **GPA of 3.5** and above.

1.0.21 Skills Required

Good presentation and communication skills.

1.0.22 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

2.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2019. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have “Tanzania with sufficient and competent artisans”. The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting and financing Vocational Education and Training in order to contribute to socio-economic development.

2.0.1 VOCATIONAL TEACHER II – FOOD PROCESSING – 3 POSTS

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in
- v. Log books in order to evaluate their level of competences;
- vi. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee’s assessment forms in order to evaluate training status;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- ix. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- x. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- xi. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xii. To perform any other duties as may be assigned by immediate supervisor.

2.0.3 QUALIFICATIONS

Full Technician Certificate (FTC) or Diploma in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.0.4 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

2.0.5 VOCATIONAL TEACHER II – REFRIGERATION AND AIR CONDITIONING – 3 POSTS

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in
- v. Log books in order to evaluate their level of competences;

- vi. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- x. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- xi. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xii. To perform any other duties as may be assigned by immediate supervisor.

2.0.7 QUALIFICATIONS

Full Technician Certificate (FTC) or Diploma in Refrigeration Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.0.8 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

2.0.9 ASSISTANT VOCATIONAL TEACHER - HANDLOOM WEAVING – 1 POST

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;

- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

2.0.11 QUALIFICATIONS AND EXPERIENCE

National Vocational Award Level 3 or Trade Test Grade I Certificate in Handloom Weaving. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.0.12 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

2.0.13 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 1 POST

2.0.14 DUTIES AND RESPONSIBILITIES

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

2.0.15 QUALIFICATIONS

National Vocational Award Level 3 or Trade Test Grade I Certificate in either Water Supply and Sanitation Engineering, Plumbing and Pipe Fitting or Boiler Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.0.16 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

2.0.17 ASSISTANT VOCATIONAL TEACHER – FOOD PROCESSING – 3 POSTS

2.0.18 DUTIES AND RESPONSIBILITIES

- i. To prepare and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

2.0.19 QUALIFICATIONS AND EXPERIENCE

National Vocational Award Level 3 or Trade Test Grade I Certificate in either Food Science, Food Technology, Home Economics, Nutrition or Culinary Art. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

2.0.20 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.0 INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2002). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

3.0.1 ASSISTANT LECTURE (RECORDS MANAGEMENT) – 1 POST

3.0.2 REPORTING TO: HEAD OF DEPARTMENT OF LEGAL STUDIES

3.0.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- 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 student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

3.0.4 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in any of the following fields: -Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with a GPA of 3.8 and a Bachelor Degree in any of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with a GPA of 3.5.

3.0.5 REMUNERATION

Salary scale as per Treasury Registrar's salaries Circulars No. 8 of 2015

4.0 THE LAW SCHOOL OF TANZANIA (LST)

The Law School of Tanzania (LST) was established by the Law School of Tanzania Act 2007 (the Act) that came into force on 2nd May 2007. The School has the following functions, namely to: offer, conduct, manage and impart practical legal training programmes as may be prescribed by the Council. Promote and provide opportunities and facilities for the study of and for the training in legal practice and allied subjects.

4.0.1 SENIOR LECTURER – 2 POSTS

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures and / or practical legal instructions to students;
- 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 such as training manuals, simulations and cases studies;
- iv. To conduct consultancy and community service;
- v. To design and review programme curriculum;

- vi. To undertake individual research and participates in scientific / academic congregations;
- vii. To supervise field work;
- viii. To coach junior teaching staff;
- ix. To assume managerial leadership roles e.g. coordination of training programmes or major research projects and consultancy; and
- x. To perform any other duties as assigned by supervisors.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Doctorate (PhD) Degree in Law who is a practicing advocate of not less than five years and is eligible for registration as a technical teacher, must have attended and passed the Postgraduate Diploma in Legal Practice of the Law School of Tanzania or completed prior internship programme. Applicants must have a Masters Degree in Law with a GPA of 3.8 or above and a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

4.0.4 REMUNERATION Salary Scale: PHTS 4.

4.0.5 LECTURER – 6 POSTS

4.0.6 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures and / or practical legal instructions to students;
- ii. To guide and supervise students in building up their legal practical and research projects;
- iii. To prepare learning resources and design training exercises for students such as teaching manuals, simulations and case studies;
- iv. To conduct consultancy and community service;
- v. To participate in programme curriculum development;
- vi. To undertake individual research and participates in scientific/training congregations;
- vii. To coach junior teaching staff; and
- viii. To perform any other duties as assigned by supervisors.

4.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of a Doctorate (PhD) Degree in Law who is a practicing advocate of not less than five years and is eligible for registration as a technical teacher, must have attended and passed the Postgraduate Diploma in Legal Practice of the Law School of Tanzania or completed prior internship programme. Applicants must have a Masters Degree in Law with a GPA of 3.8 or above and a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

OR

Holder of Masters Degree in Law with a GPA of 3.8 or above, a practicing advocate of not less than five years and is eligible for registration as technical teacher with experience preferably in research/consultancy of at least ten years in the industry and has published at least five consultancy/research reports in the legal and academic profession from recognized Institutions. Must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching will be an added advantage.

4.0.8 REMUNERATION: Salary Scale: PHTS 3.

5.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in line with the Universities Act No. 7 of

2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

5.0.1 TECHNICIAN II (COOLANT)-1 POST

5.0.2 DUTY STATION: HEAD QUARTER

5.0.3 DUTIES AND RESPONSIBILITIES

- i. Provides equipment support which may include coolant/fluid changes, scrap material removal, and machine cleanings;
- ii. Performs general office equipment maintenance;
- iii. Ensure proper spare parts needed during repair as per manufacturing manual;

- iv. To diagnose and troubleshoot routine equipment problems;
- v. Remove and install parts, disassemble and assemble components, and test and adjust assemblies as required with minimal supervision;
- vi. To install new Ices in the offices as per request; and
- vii. Performs any other duties with minimal supervision

5.0.4 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning equivalent qualifications from a recognized institution.

5.0.5 REMUNERATION:

Offered according to OUT Scheme of Service

6.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and become in operational on 1st October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

The Academy seeks candidates of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives. Therefore the Academy is announcing the following vacancies;

6.0.1 LECTURER - HISTORY (1 POST)

6.0.2 WORK STATION – KARUME CAMPUS

6.0.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

6.0.4 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree majoring in History, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

6.0.5 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.6 LECTURER – HUMAN RESOURCES MANAGEMENT (2 POST)

6.0.7 WORK STATION – KIVUKONI CAMPUS (1 POST) AND KARUME CAMPUS (1 POST)

6.0.8 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and

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

6.0.9 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Human Resources Management, Human Resources Planning and Management 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 recognised Institution.

6.0.10 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.11 LECTURER - KISWAHILI (1 POST)

6.0.12 WORK STATION-KARUME CAMPUS

6.0.13 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities.

6.0.14 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Kiswahili, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

6.0.15 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.16 LECTURER – ECONOMICS (1 POST)

6.0.17 WORK STATION – KIVUKONI CAMPUS

6.0.18 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities.

6.0.19 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Economics, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

6.0.20 REMUNERATION:

Offered according to MNMA Scheme of Service.

6.0.21 LECTURER – PROJECT PLANNING (1 POST)

6.0.22 WORK STATION - KIVUKONI CAMPUS

6.0.23 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;

- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities.

6.0.24 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Project Planning and Management, 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 Institution.

6.0.25 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.26 LECTURER – COMMUNITY DEVELOPMENT (1 POST)

6.0.27 WORK STATION -KIVUKONI CAMPUS

6.0.28 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

6.0.29 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Community Development 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 Institution.

6.0.30 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.31 LECTURER – PSYCHOLOGY (1 POST)

6.0.32 WORK STATION - KARUME CAMPUS

6.0.33 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

6.0.34 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Psychology 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 Institution.

6.0.35 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.36 LECTURER – ARCHIVES AND RECORDS MANAGEMENT (1 POST)

6.0.37 WORK STATION - KIVUKONI CAMPUS

6.0.38 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities

6.0.39 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Records Management, Archives, Archive and Documentation, Records and Information Management, with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

6.0.40 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.41 LECTURER – LITERATURE (1 POST) - KIVUKONI CAMPUS

6.0.42 WORK STATION - KIVUKONI CAMPUS

6.0.43 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties and responsibilities.

6.0.44 QUALIFICATIONS AND EXPERIENCE:

Applicant must be a holder of PhD degree, Master's and Bachelor degree majoring Literature 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 Institution.

6.0.45 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.46 LECTURER – MANAGEMENT OF SOCIAL DEVELOPMENT (1 POST)

6.0.47 WORK STATION - KARUME CAMPUS

6.0.48 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 9;
- 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 participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and

- ix. To perform any other assigned duties and responsibilities

6.0.49 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of PhD degree, Master's and Bachelor degree in Management of Social Development 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 recognised Institution.

6.0.50 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.51 WORK STATION - KIVUKONI (2 POST) KARUME (1 POST), PEMBA (1 POST)

6.0.52 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.

6.0.53 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Human Resource Management, Human Resources Planning and Management 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.

6.0.54 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.55 ASSISTANT LECTURER – ECONOMICS (8 POSTS)

6.0.56 WORK STATION - KIVUKONI (6 POST), KARUME (6 POST), PEMBA (2 POST)

6.0.57 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.

6.0.58 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Economics, Marketing, Business Administration, Mathematics, Accountancy, Procurement 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

6.0.59 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.60 ASSISTANT LECTURER – LITERATURE (2 POSTS)

6.0.61 WORK STATION - KIVUKONI (2 POST), KARUME (1 POST)

6.0.62 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.

6.0.63 QUALIFICATION 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.

6.0.64 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.65 ASSISTANT LECTURER – LINGUISTICS (4 POST)

6.0.66 WORK STATION - KIVUKONI CAMPUS (2 POST) KARUME CAMPUS (2POST)

6.0.67 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.

6.0.68 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Linguistics, Languages 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.

6.0.69 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.70 ASSISTANT LECTURER – GENDER (1 POST)

6.0.71 WORK STATION – KIVUKONI CAMPUS

6.0.72 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 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.

6.0.73 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Gender, Social Work, Youth work, Community Development, Woman's Law 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.

6.0.74 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.75 ASSISTANT LECTURER – SOCIAL STUDIES (8 POSTS)

6.0.76 WORK STATION - KIVUKONI (5 POST), KARUME (1 POST), PEMBA (2 POST)

6.0.77 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.

6.0.78 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree in Social Studies, Public Administration, Management of Social Development, Archives and Records Management, Library Information Management Programmes 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.

6.0.79 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.80 ASSISTANT LECTURER – PSYCHOLOGY (1 POST)

6.0.81 WORK STATION - KIVUKONI CAMPUS

6.0.82 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.

6.0.83 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Master's and Bachelor degree of Psychology, Educational Psychology 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.

6.0.84 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.85 TUTORIAL ASSISTANT – INFORMATION AND COMMUNICATION TECHNOLOGY - ICT (2 POST)

6.0.86 WORK STATION - KARUME CAMPUS (1), PEMBA BRANCH (1)

6.0.87 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- 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.

6.0.88 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree of Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management with GPA of 3.8 from a recognized Higher Learning Institution.

6.0.89 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.90 TUTORIAL ASSISTANT - ECONOMICS (1 POST)

6.0.91 WORK STATION - KARUME CAMPUS (1 POST), PEMBA BRANCH (1 POST)

6.0.92 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;

- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor;

6.0.93 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree in Economics, with GPA of 3.8 and above from a recognized Higher Learning Institution.

6.0.94 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.95 TUTORIAL ASSISTANT - LINGUISTICS (1 POST)

6.0.96 WORK STATION – KARUME CAMPUS

6.0.97 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

6.0.98 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor degree majoring in Linguistics, Languages with GPA of 3.8 from a recognized Higher Learning Institution.

6.0.99 REMUNERATION

Offered according to MNMA Scheme of Service.

6.0.100 TUTORIAL ASSISTANT - LIBRARY AND INFORMATION STUDIES (1POST)

6.0.101 WORK STATION – KARUME CAMPUS

6.0.102 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6;
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor

6.0.103 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent with GPA of 3.8 from a recognized Higher Learning Institution.

6.0.104 REMUNERATION

Offered according to MNMA Scheme of Service.

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 **26th November, 2022;**
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>/<http://portal.ajira.go.tz>and not otherwise <http://portal.ajira.go.tz>/(This address also can be found at PSRS Website, Click **'Recruitment Portal'**)

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**