

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

#### VACANCY ANNOUNCEMENT

**Ref.No.JA.9/259/01/A/ 451**

**28<sup>th</sup> December, 2023**

On behalf of The Mining Commission (MIC) and The State Mining Corporation (STAMICO), The Geological Survey of Tanzania (GST), Tanzania Police Force (TPF) and Tanzania National Parks Authority (TANAPA) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **forty-two (42)** vacant posts as mentioned below;

#### **1.0 MINING COMMISSION (MIC)**

The Mining Commission was established under the Mining Act 2010 as amended by Written Laws (Miscellaneous Amendment) Act 2017. The Commission came into existence through the Government Notice No. 27 issued on 7th July, 2017.

The Commission has taken over all operational functions that were being performed by Minerals Division under Ministry of Energy and Minerals and all functions that were being performed by Tanzania Minerals Audit Agency (TMAA) and Tanzania Diamond Sorting Organization (TANSORT). The responsibility of the Minerals Division shall now be advising the Minister on all matters related to the mining sector. The aim of the Commission is to enhance management of the Mining Sector and to ensure that the Government is benefiting from the income generated in a sustainable manner.

## **1.1 ENGINEER II (MINING ENGINEERING) – 29 POSTS**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To collect, analyze and keep mining information/data, accidents records and other related statistical data and information.
- ii. To examine mine plans, plant designs and related structures.
- iii. To assist in designing and supervision of drilling and blasting plans.
- iv. To assist in assessment of the feasibility studies of new sites.
- v. To assist in monitoring and evaluation of mines performance.
- vi. To assist in monitoring operations and equipment comply with health, safety and Environmental requirements.
- vii. To record tracking and keeping in the mine's operations.
- viii. To assist in identification and recommend suitable mining method, mining equipment and machinery particularly for Small Scale Miners.
- ix. To train small scale miners on the Mining Act and its Regulations and issues related to safety in mining.
- x. To assist in developing individual objectives and/ or targets as part of the individual performance agreement in consultation with the immediate supervisor and
- xi. To perform any other related duties as assigned by supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in Mining Engineering from a recognized Institution and must be Registered with Engineers Registration Board (ERB) as a graduate Engineer.

### **1.1.3 Salary Scale MCSS 6**

## **1.2 GEOGRAPHICAL INFORMATION SYSTEM OFFICER II 2 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Assist in collecting, compiling and processing of spatial and non-spatial data for development of Geographical Information System (GIS)
- ii. Assist in designing and maintaining GIS databases.
- iii. Assist in providing technical support on the use of GIS products by users.

- iv. Assist to create, populate and maintain corporate geospatial and attribute systems and databases.
- v. Assist in providing technical support to internal and external clients on GIS-related issues.
- vi. Assist in providing inputs, including spatial analysis and thematic mapping, to census or survey data analysis, report writing and dissemination and
- vii. Performs any duties as may be assigned by one's reporting officer

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Geographical Information System, Geometrics, Geoinformatics, Cartography or equivalent qualification from a recognized Institution. Must be computer literate.

### **1.2.3 Salary Scale                      MCSS 6.**

## **2.0 THE STATE MINING CORPORATION (STAMICO)**

The State Mining Corporation (STAMICO) is a state-owned enterprise established in 1972 under the Public Corporation Act, 1969 through the State Mining Corporation Order No. 163 of 1972 as amended by GN. 171 of 2015.

STAMICO's responsibilities is to invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, support to small scale mining and other related business.

In order for STAMICO to implement its responsibilities and roles, the Corporation wishes to advertise to fill the following vacant positions:

### **2.1 ENGINEER II (MINERAL PROCESSING) 1 POST**

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

- i. To undertake pilot test to determine optimum flow sheet;
- ii. To identify and recommend suitable processing technology;
- iii. To search literature and assimilate information generated by others with the aim of solving relevant processing issues;
- iv. To prepare detailed design of processing engineering drawings
- v. To direct and manage mineral extraction and beneficiation processes;

- vi. To plan and implement extraction systems;
- vii. To prepare or assess the feasibility studies and the potential for commercial benefit of new or refurbishment sites;
- viii. To participate in monitoring and evaluation of joint venture new and redevelopment projects;
- ix. To recommend suitable mineral processing machines;
- x. To Develop individual objectives or targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor and
- xi. To perform other duties as assigned by immediate Supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of BSc. In Mineral Processing Engineering from a recognized Institution and must be computer literate. Must be registered by ERB as Graduate.

### **2.1.3 Salary Scale                      SMC 5**

## **2.2 GEOLOGIST II 3 POSTS**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out mineral exploration including geological mapping, rock chip sampling, geo-chemical and geo-physical surveys.
- ii. To undertake exploration drilling activities including logging of Rotary Air Blasting (RAB), Reverse circulation (RC), diamond drilling and geotechnical drilling.
- iii. To review, analyze available geological exploration information and advises on mineral potential areas for license acquisition by STAMICO.
- iv. To visit identified areas to further exploration works.
- v. To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

## **2.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Geology, Geo-science or related field from recognized institution and must be computer literate. Knowledge in 2D and 3D mining packages will be added advantage.

**2.2.3 Salary Scale                    SMC 5**

## **2.3 SAFETY AND HEALTH INSPECTOR II 1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in the enforcement of safety cardinal rules policies, plans, regulations.
- ii. To participate in investigation of incidences to determine safety breach and recommend accordingly
- iii. To carry out general work place inspection.
- iv. To measure and monitors work safety and environmental parameters e.g. heat or cold, noise, light, dust, gases, fumes, aerosol, mist, vapor, radiation, indoor air quality, ventilation, and efficiency.
- v. To prepare monthly and annual report.
- vi. To conduct safety training.
- vii. To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- viii. To perform any other related duties as may be assigned by the immediate supervisor.

## **2.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Science in one of the following fields; Medicine, Public Health, Occupational Nursing, Occupational Medicine, Ergonomics or any other related field from a recognized institute. Must be computer literate.

**2.3.3 Salary Scale                    SMC 5**



maxillofacial density;

- ii. To provide primary healthcare;
- iii. To give out outreach programmes;
- iv. To teach in the health institutions;
- v. To conduct the removal of teeth;
- vi. To perform dental checks and measurements;
- vii. To procure and care of Dental working tools and Dental workshop.
- viii. To perform dental prosthesis, partial dentures.
- ix. To perform any other duties related to his/her work as assigned by Supervisor.

#### **4.1.2 QUALIFICATIONS AND EXPERIENCE:**

National Form IV examination certificate who has attended and passed 3 years Diploma course in Dentistry in a Government recognized Institution.

4.1.3 **REMUNERATION** – Attractive package in accordance with institution's salary structure.

#### **4.0 TANZANIA NATIONAL PARKS (TANAPA)**

Tanzania National Parks (TANAPA) is a unit of Wildlife and Forest Conservation Service (WFCS) under the Ministry of Natural Resources and Tourism. The organization is mandated to manage and regulate the use of areas designated as National Parks by such means and measures to preserve the country's heritage, encompassing natural and cultural resources, both tangible and intangible resource values, including the fauna and flora, wildlife habitat, natural processes, wilderness quality and scenery therein and to provide for human benefit and enjoyment of the same in such manner and by such means as will leave them unimpaired for future generations. Currently, TANAPA manages 22 National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural inheritance.

For the purpose of ensuring adequate human resources and promoting professionalism, the organization seeks to recruit high caliber, results oriented and self-driven professionals with integrity to fill the following posts below:

## **4.1 CONSERVATION RANGER III – ATTENDANT (3 POSTS) RE-ADVERTISEMENT**

### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. Maintaining proper up keep of beds;
- ii. Providing laundry services;
- iii. Dusting furniture, mopping and ensure tidiness of houses and tourism facilities;
- iv. Identifying requirements and replenishing house products;
- v. Cooking and preparing food and beverage for visitors; and
- vi. Ensure safety of visitors and their belongings
- vii. Loading and unloading of goods and supplies;
- viii. Registering porters and guides and their trash and baggage;
- ix. Moving official documents and distributing office supplies as required;
- x. Carrying out the duties of messenger
- xi. Providing office refreshment;
- xii. Photocopying, scanning, laminating and binding office documents
- xiii. Undertaking general cleaning duties of infrastructures, facilities and environment;  
Trimming grass, trees, shrubs;
- xiv. Assisting in general operation of plants, trucks and boats;
- xv. Taking inventory, prepare requests and ensure safe up keeping and storage of  
working material, equipment and facilities;
- xvi. Implementing best practices in areas of work specialization;
- xvii. Reporting defects of equipment and facilities and follow up on repair;
- xviii. Clearing runway and taxiway from objects and wild animals and
- xix. Performing any other related duties that may be assigned by superior.

### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili and Technician Certificate NTA level 4 in either of the following fields; Office Attendant and Cleaning, Food Production and House Keeping or equivalent Certificate from a recognized institution.

Age limit: **not above 25 years of age.**

### **3.1.3 Salary Scale: TNPSS B**



## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

- xiii. 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.**
- xiv. Deadline for application is **10<sup>th</sup> January, 2024;**
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**