

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/315

6th June, 2023

VACANCY ANNOUNCEMENT

On behalf of National Ranching Company Limited (NARCO), Marine Parks and Reserves Unit (MPRU) and Fisheries Education and Training Agency (FETA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill eighteen (18) vacant posts as mentioned below;

1.0. THE NATIONAL RANCHING COMPANY LIMITED (NARCO)

The National Ranching Company (NARCO) Limited was established in 1975 to operate and establish other ranches that could produce high quality cattle and beef to satisfy home consumption and surplus for export market. Currently NARCO is under the Ministry of Livestock and Fisheries (MLF). The Company has registered some achievement for example, directly managing eight ranches, keeping more than 17524 heads of cattle, over 3,049 sheep, over 1,948 goats, 31 horses, fattening cattle and supplying improved breeds and quality beef to customer

1.1. FIELD OFFICER II – 8 POSTS

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To carry out ranch management duties in a Ranch such as ranch administration, veterinary or range duties in a section with at most 2,000 animals; and
- ii. To perform any other duties as may be assigned from time to time by immediately supervisor.

1.1.2. QUALIFICATION AND EXPERIENCE

Holder of Form IV/Form VI Certificate plus Diploma in Veterinary Science, or Ranch Management or Animal Husbandry or Range Management from a recognized institution.

1.1.3. SALARY SCALE: NGSS 4

2.0. FISHERIES EDUCATION AND TRAINING AGENCY (FETA)

The Fisheries Education and Training Agency (FETA) is an Executive Agency established under the Executive Agency Act No. 30 of 1997. It was established in 28 October 2011 by merging former fisheries training institutes MFDC and NFFI. The Agency was registered and accredited by the National Council for Technical Education (NACTE) in the year 2005 with registration Number REG/ANE/002 for MFDC and REG/ANE/014 for NFFI.

2.1. TUTOR II – MARINE ENGINEERING – 1 POST

2.1.1. DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 6 and may assist teaching in higher levels;
- ii. To conduct examination up to NTA level 7;
- iii. To conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. To prepare aquaculture learning resources; and
- vi. To perform any other duties as assigned by the Head of Department or senior staff.

2.1.2. QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA 8) in Marine Engineering from recognized Institutions.

2.1.3. SALARY SCALE: PTSS 10

2.2. ASSISTANT TUTOR II – MASTER FISHERMAN- 1 POST

2.2.1. DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out aquaculture consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To train fish farmers on aquaculture technology;
- vi. To prepare material for practical exercises; and
- vii. To perform any other duties assigned by supervisors.

2.2.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Master fisherman from recognized Institutions.

2.2.3. SALARY SCALE: PTSS 7

2.3. ASSISTANT TUTOR II – FISH PROCESSING/FOOD SCIENCE – 1 POST

2.3.1. DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out aquaculture consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises; and
- vi. To perform any other duties assigned by supervisors.

2.2.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Food Science and Fish Processing from recognized Institutions.

SALARY SCALE: PTSS 7

2.4. ASSISTANT TUTOR II – MARINE ENGINEERING – 1 POST

2.4.1. DUTIES AND RESPONSIBILITIES

- i. To teach programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;

- iii. To assist in carrying out aquaculture consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises; and
- vi. To perform any other duties assigned by supervisors.

2.4.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Marine Engineering recognized Institutions.

2.4.3. SALARY SCALE: PTSS 7

3.0. MARINE PARKS AND RESERVES UNIT (MPRU)

The Marine Parks and Reserves Unit was established under the Marine Parks and Reserves (MPRU) Act 29 of 1994. The MPRU is Managed by the Board of Trustees whose role among other things is to oversee management of marine parks and reserves operating under auspice of MPRU, formulating policies on Marine Protected Areas (MPAs) and related facilities, and advise the responsible Minister (currently the Minister Of Agriculture, Livestock and Fisheries) on approval, revision and amendment of general management plan of any Marine Parks including other legislative matters pertaining to the conservation and Management of Coastal and Marine resources.

3.1. MARINE CONSERVATION ASSISTANT II – 3 POSTS

3.1.1. DUTIES AND RESPONSIBILITIES

- i. To assist in all matters related to licensing and enforcement of MPAs regulations including prosecution;
- ii. To assist in issuance of local permits and collection of park revenues;
- iii. To liaise with MPAs user groups;
- iv. To participate in guiding MPA visitors;
- v. To assist in logistics and maintenance of MPA infrastructures; and
- vi. To perform any other official duties as may be assigned by supervisor.

3.1.2. QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields: Aquaculture, Fisheries, Wildlife, Fish Processing, Environmental and Coastal Resource Management, Marine Science or Natural Resource Management or equivalent qualifications from a recognized institution

3.1.3. SALARY SCALE: PGSS 4

3.2. FERRY/BOAT OPERATOR – 3 POSTS (READVERTISED)

3.2.1. DUTIES AND RESPONSIBILITIES

- i. To handle and operate boat and other equipments during operations at sea;
- ii. To prepare all essential gears on board;
- iii. To ensure safety of all sea going personnel in the boat;
- iv. Keep and maintain records of log books/sheets for all boat trips;
- v. Participate in all activities required for management of boat equipments, service and spare parts;
- vi. To maintain order and good storage of all appliances required for boat operations including seat trails, boat slipways, anchors, ropes, boat house, etc;
- vii. To prepare fuel for all trips to be made by boats;
- viii. To maintain general services of boats, engines, boat yards and slipways and all other appliances;
- ix. To prepare monthly report of activities performed;
- x. To be in-charge of all sea going trips; and
- xi. Perform any other official duties as may be assigned by supervisor.

3.2.2. QUALIFICATION AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate in Marine Operations (NTA Level 5) or equivalent qualifications from recognized institutions. Must have completed six months course in Marine rescue and Swimming, Crowd Management and passenger safety.

3.2.3. SALARY SCALE: PGSS 3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **19th June, 2023;**

- xvi. Only shortlisted candidates will be informed on the date of interview and;
- xvii. 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**