

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/241

13th March, 2023

VACANCY ANNOUNCEMENT-RE ADVERTISED

On behalf of the Tanzania Airport Authority (TAA)), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **sixteen (16)** vacant posts mentioned below.

1.0 TANZANIA AIRPORT AUTHORITY (TAA)

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

1.0.1 ASSISTANT AIRCRAFT MARSHALLER -16 POSTS

1.0.2 DUTY STATION: JULIUS NYERERE INTERNATIONAL AIRPORT (JNIA) AND REGIONAL AIRPORTS

1.0.3 DUTIES AND RESPONSIBILITIES

- i. To assist Aircraft Marshaller in marshalling of aircraft activities;
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger Movements;
- iii. To assist in disseminating aircraft movement information to the public address centre and other users;
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder

- the aircraft's maneuvering on the apron;
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability;
 - vi. To observe and ensure all apron movements (vehicles, equipment's, staff and passengers) comply with developed safety operating procedures;
 - vii. To report the occurrence of accident or incidents on airside and apron immediately;
 - viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size;
 - ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside;
 - x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management; and
 - xi. To perform other duties as may be assigned by Supervisor.

1.0.4 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Business Administration, Public Administration, Human Resources, Statistics or equivalent qualification from a recognized Institution and should have computer knowledge. Applicant with knowledge of foreign Languages will be an added advantage

1.0.5 SALARY SCALE: TAAS 2

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;**
- 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 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. 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 Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **26th March, 2023;**
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. 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**