

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/507

08th April, 2024

VACANCY ANNOUNCEMENT

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

THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of examinations administration and certification as provided for in the Act.

1.1 DRIVER II (1 POST)

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 **21st April, 2024**;
- 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 <https://www.utumishismz.go.tz/>

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRET**

