

THE UNITED REPUBLIC OF TANZANIA TANZANIA INSTITUTE OF EDUCATION (TIE)



VACANCY ANNOUNCEMENT ON CONTRACTUAL TERMS

1. TANZANIA INSTITUTE OF EDUCATION (TIE)

The Tanzania Institute of Education (TIE) is a Government Institute under the Ministry of Education, Science and Technology established under Act No.13 of 1975 (CAP 142 RE 2002). Its basic mandate is to interpret Government policies on education into befitting curricula, curricula support materials and programmes aiming at facilitating provision of quality education at Pre-primary, Primary, Secondary and Teacher education levels. Specific functions of TIE are to:

- i. Design, develop and review curricula for Pre-primary, Primary, Secondary, and Teacher Education levels;
- ii. Prepare curricular support materials including textbooks, syllabi and teachers guides;
- iii. Provide in-service teachers training so as to enable teachers implement the curriculum effectively and efficiently; and
- iv. Conduct research on various educational related matters including teaching and learning processes and the general quality of education.

1.1 MARKETING OFFICER GRADE II: 6 POSTS

1.2 DUTIES AND RESPONSIBILITIES

- i. To market and promote TIE products to expand brand visibility and reach;
- ii. To identify and target potential customers for TIE products;
- iii. To sell related TIE products;
- iv. To offer relevant information regarding to TIE products;
- v. To provide customers with accurate quotations;

- vi. To ensure sales are only made to creditworthy customers and avoid dealing with defaulters;
- vii. To follow up on customer payments to ensure timely collection;
- viii. To gather and share feedback on underperforming products on the market and suggest ways to improve them; and
- ix. To perform any other related duties as may be assigned by supervisor.

1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Marketing, Entrepreneurship, Business Administration/Commerce majoring Marketing or its equivalent from a recognized Institution.

1.4 REMUNERATION

Attractive remuneration package in accordance to TIE Scheme of Service (PGSS 6.1)

GENERAL CONDITIONS

An applicant must:

- i. Be a Tanzanian citizen with an age not above 45 years;
- ii. Attach an up-to-date Curriculum Vitae (CV) with reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Attach certified copies of the: -
 - (a) Postgraduate/Degree/Advanced Diploma/ Form IV and Form VI National Examination Certificates;
 - (b) Professional Registration and Training Certificates from Respective Registration or Regulatory Bodies (where applicable);
 - (c) A birth certificate,
 - (d) NIDA.
- iv. Attach recent Passport Size Photo (coloured); and
- v. Indicate three reputable referees with their reliable contact information.
- vi. An applicant employed in the Public Service in Permanent and Pensionable terms should not apply;**

vii. **Applicants with disabilities are highly encouraged to apply and should indicate in the application for TIE attention;**

Note:

- Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA). Also, professional certificates from foreign universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and/or National Council for Technical Education (NACTE).
- Copies of Form IV and form VI results slips, as well as Testimonials and all Partial transcripts are strictly not accepted.

viii. **A signed application letter should be written in English, sent and addressed to:**

**The Director General,
Tanzania Institute of Education,
132 Ali Hassan Mwinyi Road,
P.O.BOX 35094,
DAR ES SALAAM OR: director.general@tie.go.tz**

- ix. **Deadline** for application is 15th November, 2024;
- x. Only shortlisted candidates will be informed on the date of interview.
- xi. Presentation of forged certificates and other information will necessitate legal action.
- xii. For detail information about TIE, visit: www.tie.go.tz

Released by:



**DIRECTOR GENERAL
TANZANIA INSTITUTE OF EDUCATION**