

**THE UNITED REPUBLIC OF TANZANIA**

**PRESIDENT'S OFFICE**



**PUBLIC SERVICE RECRUITMEN SECRETARIAT**

**Ref.No.JA.9/259/01/B/96**

**18<sup>th</sup> November, 2024**

**VACANCY ANNOUNCEMENT**

On behalf of the Tanzania Public Service College (TPSC), Ethics Secretariat, Sokoine University of Agriculture (SUA), Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT), Dar es Salaam University College of Education (DUCE), Mkwawa University College of Education (MUCE) Tanzania Veterinary Laboratory Agency (TVLA), Tanzania Engineering and Manufacturing Design Organization (TEMDO), Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), Public Service Recruitment Secretariat (PSRS), invites, dynamics and suitable qualified Tanzanians to fill ninety nine (99) vacant posts mentioned below.

**1.0 TANZANIA PUBLIC SERVICE COLLEGE (TPSC)**

TPSC was established in 2000 under the Executive Agencies Act Cap. 245 and it operates as semi-autonomous Government Agency under the Office of the President, Public Service Management and Good Governance (PO-PSMGG). The College is also registered with the National Council for Technical and Vocational Education and Training (NACTVET) to offer various long-term training programs.

The main objective of establishing TPSC was to compliment the Government efforts of improving public service delivery by ensuring that the Government is self-sufficient with trained and skilled human resources to manage its economy. TPSC is entrusted with the mandate of training public servants in different specializations. Its primary role is to provide competence-based learning programs to public sector organizations

or state-owned institutions and public servants at large in Tanzania. The College is therefore, meeting such obligations by designing, packaging and delivering demand-driven training programs, consulting and applied research services.

## **1.1 ASSISTANT LECTURER- HUMAN RESOURCE MANAGEMENT 2 POST,**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Human Resource Management from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.1.3 SALARY SCALE: PHTS 2/1**

## **1.2 ASSISTANT LECTURER- PUBLIC ADMINISTRATION 1 POST,**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Public Administration from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.2.3 SALARY SCALE: PHTS 2/1**

## **1.3 ASSISTANT LECTURER- MATHEMATICS/STATISTICS 4 POST,**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Mathematics/Statistics, from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.3.3 SALARY SCALE: PHTS 2/1**

## **1.4 ASSISTANT LECTURER- INFORMATION COMMUNICATION TECHNOLOGY 3 POST,**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Information Communication Technology from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.4.3 SALARY SCALE: PHTS 2/1**

## **1.5 ASSISTANT LECTURER- LAW 3 POST,**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

## **1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

## **1.5.3 SALARY SCALE: PHTS 2/1**

## **1.6 ASSISTANT LECTURER- PROCUREMENT/SUPPLIES MANAGEMENT 4 POST,**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Procurement/Supplies Management from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.6.3 SALARY SCALE: PHTS 2/1**

## **1.7 ASSISTANT LECTURER- COMMUNICATION SKILLS 2 POST,**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in communication Skills from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

### **1.7.3 SALARY SCALE: PHTS 2/1**

## **1.8 TUTORIAL ASSISTANT – SECRETARIAL STUDIES 7 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- i. To assist in conducting tutorial and practical exercise for students under close supervision;
- ii. To prepare training and learning resources for tutorial exercise;
- iii. To assist in conducting researches under close supervision;
- iv. To carry out consultancy and community services under close supervision; and
- v. To perform any other related duties as assigned by supervisor.

### **1.8.2 QUALIFICATION**

Holder of Bachelor Degree in Secretarial Studies from recognized Institutions with a GPA of at least 3.5.

## **1.9 TUTORIAL ASSISTANT – RECORDS AND ARCHIVES MANAGEMENT 3 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare training and learning resources for tutorial exercise;
- iv. To assist in conducting researches under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

### **1.9.2 QUALIFICATION**

Holder of Bachelor Degree in Accounts or Finance from recognized Institutions with a GPA of at least 3.5.

## **1.10 TUTORIAL ASSISTANT ACCOUNTS/FINANCE 4 POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out teaching of students up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare training and learning resources for tutorial exercise;
- iv. To assist in conducting researches under close supervision;
- v. To carry out consultancy and community services under close supervision; and

- vi. To perform any other related duties as assigned by supervisor.

### **1.10.2 QUALIFICATION**

Holder of Bachelor Degree in Accounts or Finance from recognized Institutions with a GPA of at least 3.5.

### **1.10.3 SALARY SCALE: PHTS 1/1**

## **1.11 ICT OFFICER GRADE II (PROGRAMMER) - 1 POST**

### **1.11.1 DUTIES AND RESPONSIBILITIES:**

- i. To carry out day to day installation, configuration, update, troubleshooting and maintenance of computer hardware, software and peripheral equipment (such as printers, scanners, etc);
- ii. To carry out day to day management of College's networks, intranets and internet connectivity
- iii. To provide technical support to staff, students and other users in the use of IT services and equipment;
- iv. To assist in the backing up of the College's database and secondary storage facilities and systems;
- v. To operate and maintain in good condition all equipment and systems installed in the College;
- vi. To plan preventive maintenance schedules of computers and related equipment; and
- vii. To manage multimedia tools and equipment of the College; and
- viii. To perform any other duties as may be assigned by supervisor.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Systems Analysis or equivalent qualifications from recognized institutions.

### **1.11.3 SALARY SCALE: TPSCS 5**

## **2.0 PRESIDENT'S OFFICE ETHICS SECRETARIAT**

The Ethics Secretariat is an Independent Department under the President's Office entrusted with powers to administer ethical conduct of Public Leaders. The mandates of the Ethics Secretariat stipulated under Article 132 of the Constitution of the United Republic of Tanzania of 1977, (Cap. 2) is to implement the Public Leadership Code of Ethics Act (PLCEA), No. 13 of 1995 (Cap. 398).

### **2.1 INVESTIGATION OFFICER GRADE II - 5 POSTS**

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

- i. To assist in preparation of ethics promotion programs to Public Leaders;
- ii. To provide ethic education to Public Leaders, private sector and public in general in liaison with Government Communication Unit;
- iii. To monitor implementation of Integrity Pledge to the Public Servants;
- iv. To advise public leaders on Conflict of Interest;
- v. To update Integrity Pledges, register;
- vi. To monitor Ethics Clubs at Primary and Secondary Education Level; and
- vii. To prepare reports regarding ethics promotion activities.

#### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of bachelor Degree in Leadership, Governance and Ethics, Philosophy and Ethics or equivalent from recognized institution.

#### **2.1.3 SALARY SCALE: TGS D 1**

### **2.2 ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER (SYSTEM ADMINISTRATOR) GRADE II- 5 POSTS**

#### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. Design, install and configure LAN and WAN infrastructure;
- ii. To integrate subsystem;
- iii. To perform unit testing and rework code;
- iv. To participate on security requirements implementation into software application;
- v. Test network equipment and devices;
- vi. Implement network security guidelines; and
- vii. Perform network troubleshooting and repair.

## **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

## **2.2.3 SALARY SCALE: TGS D 1**

## **3.0 THE MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (MJNUAT)**

The Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT) is a Public Institution established in 2014. It has its headquarters in Butiama - Mara Region. The University Urgently require staff to support the development and operations of this institution, including their involvement in the implementation of Higher Education for Economic Transformation (HEET) Project, under the Ministry of Education, Science and Technology (Mo EST); which aim to develop the university infrastructure as well as its human resource capital. MJNUAT invites dynamic and suitable qualified Tanzanians to fill the following 4 vacant posts;

## **3.1 INSTRUCTOR II (Agriculture) - 1 POST**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To administers and guide seminars and practical training for undergraduate students;
- ii. To teach and administer examinations for technical level students;
- iii. To conduct and support research and consultancy works;
- iv. To provide supervisory support to postgraduate students;
- v. To prepare learning resources for undergraduates' students and external stakeholders;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.



### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Agriculture General, Agricultural Extension, Agriculture, Agricultural Science, Agricultural Biotechnology, Agricultural Education, Agricultural Engineering, Applied Agricultural Extension, from recognized institutions.

## **4.0 THE DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)**

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College, as stipulated in the Charter and the Rules of 2010, are to provide integrated teaching, research and public service. To enhance effective teaching and learning, research and provision of public services.

### **4.1 TRANSCRIBER II (BRAILLE) - 2 POSTS**

#### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To transcribe handouts, chapters and passages and books;
- ii. To service Braille's, digital voice recorders and computers;
- iii. To make minor maintenance;
- iv. To train and organize sports and games for students with visual impairments
- v. To read for students with visual impairments and record books for talking books; and
- vi. To perform any other duties related to his/her work as assigned by the supervisor.

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

Holder of Bachelor Degree in Special Education or equivalent qualification from recognized institution specializing in Braille and Assistive Technology.

#### **4.1.3 SALARY SCALE: PUSS 4.1**

### **4.2 TEACHER IIIC (THEATRE ARTS) - 1 POST**

#### **4.2.1 DUTIES AND RESPONSIBILITIES**

- i. To be responsible for proper records of all examinations;
- ii. To prepare and moderate examination papers;
- iii. To prepare and keep proper records of students' assessments;
- iv. To supervise students' associations;
- v. To prepare action plans for each academic year;
- vi. To take care of the teaching equipment;

- vii. To be responsible for counselling and guidance of students; and
- viii. To perform any other duties related to his/her work as assigned by the supervisor.

#### **4.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's Degree in Education specializing in Theatre Arts or Bachelor's Degree in Theatre Arts and a Postgraduate Diploma in Education.

#### **4.2.3 SALARY SCALE: PSTS 3.1**

### **4.3 TEACHER III B (ENGLISH LANGUAGE) – 1 POST**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- i. To set and mark students examinations;
- ii. To assess the progress results of the students;
- iii. To prepare and keep records of the continuous assessment of the students;
- iv. To monitor 'students' examinations;
- v. To prepare and assist in maintaining proper storage of 'students' performance records;
- vi. To prepare examinations timetable and allocation of rooms; and
- vii. To perform any other related duties as may be assigned by relevant supervisors.

#### **4.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Advanced Certificate of Secondary Education Examination (Form Six) and Ordinary Diploma in Secondary Education (NTA Level 6) with two or more teaching subjects in Arts or Languages.

#### **4.3.3 SALARY SCALE: PSTS 2.1**

### **4.4 TEACHER IIIA – 1 POST**

#### **4.4.1 DUTIES AND RESPONSIBILITIES**

- i. To look after a class of children;
- ii. To maintain day care playing grounds structure;
- iii. To teach / give instruction in one's specialized content subjects;
- iv. To prepare plan of work, course preparation, teaching aids, pupil exercises, tests and examinations;
- v. To mark pupils' work;

- vi. To evaluate pupils' progress;
- vii. To provide progress report to the school management;
- viii. To prepare and keep progress reports of each pupil;
- ix. To participate in the teacher on duty responsibility;
- x. To take care of pupils' welfare in and outside the classroom; and
- xi. To perform any other related duties as may be assigned by the supervisor.

#### **4.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Grade IIIA Teachers' Certificate or Childcare Certificate specialized in science subjects from a recognized academic institution that uses English as a Medium of Instruction.

#### **4.4.3 SALARY SCALE: PSTS 1.1**

### **5.0 MKWAWA UNIVERSITY COLLEGE OF EDUCATION (MUCE)**

The Mkwawa University College of Education is a Constituent College of the University of Dar es Salaam in Iringa, Tanzania. The College was established in 2005 following the upgrading of the former Mkwawa High School.

### **5.1 TRANSCRIBER II (SIGN LANGUAGE INTERPRETER) – 1 POST**

#### **5.1.1 DUTIES AND RESPONSIBILITIES**

- i. To interpret lecturers, discussion and announcement during lecture hours;
- ii. To provide sign language interpretation during seminar, workshops and meetings;
- iii. Hearing assessment and Rehabilitation;
- iv. To interpret conversations, events and spoken words situations;
- v. To perform any other duties assigned by supervisor;

#### **5.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Special Education (sign language interpretation) from a recognized Institution.

#### **5.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institute's

#### **5.1.4 SALARY SCALE: PUSS 4**

## **6.0 TANZANIA VETERINARY LABORATORY AGENCY (TVLA)**

The Tanzania Veterinary Laboratory Agency (TVLA) is a Government Agency under the Ministry of Livestock and Fisheries established by the Law on Government Agencies No. 245 (amended in 2009) and announced in the Government Gazette of March 9, 2012. The agency was officially launched on July 11, 2012 by the Chief Secretary. This agency was the result of the merger of the former Central Veterinary Laboratory (CVL), Regional Centers for Investigation and Diagnosis of Veterinary Diseases (VICs), Ndorobo Research Institute (TTRI) Tanga and Ndorobo Research Center (TTRC) Kigoma.

### **6.1 LABORATORY TECHNICIAN II – VETERINARY LABORATORY TECHNOLOGY – 5 POSTS**

#### **6.1.1 DUTIES AND RESPONSIBILITIES**

- i. Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy, and services under close supervision
- ii. Receive and prepare samples for laboratory processing
- iii. Perform laboratory tests on received samples
- iv. Prepare and avail the necessary materials for disease diagnostic techniques to be carried
- v. Maintain cleanness of the laboratory and equipment to minimize infection risks.
- vi. Prepare and keep a laboratory register book for daily activities
- vii. Performs any other duties assigned by one's reporting officer

#### **6.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Veterinary laboratory Technology or equivalent qualifications from recognized institutions.

#### **6.1.3 SALARY SCALE: TVLA 3**

## **7.0 TANZANIA ENGINEERING AND MANUFACTURING DESIGN ORGANIZATION (TEMDO).**

Tanzania Engineering and Manufacturing Design Organization (TEMDO) is one of the primary institutions established for the development of the industrial production sector. The idea of establishing TEMDO emerged during the preparation of the third five-year National Development Plan (1975/76-1979/80). TEMDO was established by the Parliament Act No. 23 of 1980, and officially began its activities in July, 1982. The goal being to build capacity in designing and creating plants and machines, and encouraging commercial production and its use in various sectors of the country's economy.

### **7.1 ENGINEER II (MECHANICAL ENGINEERING) - 4 POST**

#### **7.1.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare drawings and designs for manufacture and fabrication of tool, equipment, machine, and plant components;
- ii. To repair and prepare maintenance schedules for plants, machines and equipment;
- iii. To plan and estimate work and activities or project costs;
- iv. To prepare technical specification and evaluation of tenders for designs, consultancy, materials, plants and equipment;
- v. To draw general facilities layout for new workshops and workshop improvements;
- vi. To maintain records and prepare report on testing prototypes, equipment and plants
- vii. To install and implement modern automated equipment management systems
- viii. To maintain and submits updated inventory of materials, plant and equipment;
- ix. To perform any other duties as may be assigned to him by his senior.

#### **7.1.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Bachelor Degree in Mechanical Engineering, or related fields from a recognized Institution. Must be registered by ERB as Graduate Engineer.

#### **7.1.3 SALARY SCALE -PGSS 7/1**

### **7.2 ENGINEER II (INDUSTRIAL ENGINEER) 1 POST**

#### **7.2.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare drawings and designs for manufacture and fabrication of tool, equipment, machine, and plant components;

- ii. To repair and prepare maintenance schedules for plants, machines and equipment;
- iii. To plan and estimate work and activities or project costs;
- iv. To prepare technical specification and evaluation of tenders for designs, consultancy, materials, plants and equipment;
- v. To draw general facilities layout for new workshops and workshop improvements;
- vi. To maintain records and prepare report on testing prototypes, equipment and plants
- vii. To install and implement modern automated equipment management systems
- viii. To maintain and submit updated inventory of materials, plant and equipment;
- ix. To perform any other duties assigned to him by his senior.

### **7.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Industrial Engineering. Must be registered by ERB as Graduate Engineer.

### **7.2.3 SALARY SCALE - PGSS 7/1**

## **7.3 ENGINEER II (BIOMEDICAL ENGINEER) - 1 Post**

### **7.3.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare drawings and designs for manufacture and fabrication of tool, equipment, machine, and plant components;
- ii. To repair and prepare maintenance schedules for plants, machines and equipment;
- iii. To plan and estimate work and activities or project costs;
- iv. To prepare technical specification and evaluation of tenders for designs, consultancy, materials, plants and equipment;
- v. To draw general facilities layout for new workshops and workshop improvements;
- vi. To maintain records and prepare report on testing prototypes, equipment and plants

- vii. To install and implement modern automated equipment management systems
- viii. To maintain and submits updated inventory of materials, plant and equipment;
- ix. To perform any other duties assigned to him by his senior.

### **7.3.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Bachelor Degree in Biomedical Engineering or related fields from a recognized Institution. Must be registered by ERB as Graduate Engineer.

### **7.3.3 SALARY SCALE -PGSS 7/1**

## **7.4 ENGINEER II (CHEMICAL AND PROCESSING ENGINEER) - 1 POST**

### **7.4.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare drawings and designs for manufacture and fabrication of tool, equipment, machine, and plant components;
- ii. To repair and prepare maintenance schedules for plants, machines and equipment;
- iii. To plan and estimate work and activities or project costs;
- iv. To prepare technical specification and evaluation of tenders for designs, consultancy, materials, plants and equipment;
- v. To draw general facilities layout for new workshops and workshop improvements;
- vi. To maintain records and prepare report on testing prototypes, equipment and plants
- vii. To install and implement modern automated equipment management systems
- viii. To maintain and submits updated inventory of materials, plant and equipment;
- ix. To perform any other duties assigned to him by his senior.

### **7.4.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Bachelor Degree in Chemical and Processing Engineering, or related fields from recognized Institution. Must be registered by ERB as Graduate Engineer.

### **7.4.3 SALARY SCALE - PGSS 7/1**

## **7.5 ENGINEER II (MECHATRONICS ENGINEER) - 1 POST**

### **7.5.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare drawings and designs for manufacture and fabrication of tool, equipment, machine, and plant components;
- ii. To repair and prepare maintenance schedules for plants, machines and equipment;
- iii. To plan and estimate work and activities or project costs;
- iv. To prepare technical specification and evaluation of tenders for designs, consultancy, materials, plants and equipment;
- v. To draw general facilities layout for new workshops and workshop improvements;
- vi. To maintain records and prepare report on testing prototypes, equipment and plants
- vii. To install and implement modern automated equipment management systems
- viii. To maintain and submits updated inventory of materials, plant and equipment;
- ix. To perform any other duties assigned to him by his senior

### **7.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Mechatronics Engineering, Electrical Engineering, or related fields from a recognized Institution. Must be registered by ERB as Graduate Engineer.

### **7.5.3 SALARY SCALE -PGSS 7/1**

## **7.6 RESEARCH ASSISTANT - 3 POST**

### **7.6.1 DUTIES AND RESPONSIBILITIES:**

- i. To learn and master methods and procedures for research;
- ii. To submit regular reports on the progress of research projects or Services undertaken;



- iii. To assist in the training of professional personnel and industrialists;
- iv. To prepare project documents such as research proposals and feasibility studies as may be required from time to time by sponsors;
- v. To prepare articles in a suitable form for presentation or publication; and
- vi. To perform any other related duties as may be assigned by Supervisor

## **7.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Degree in Mechanical Engineering, Electrical Engineering, Maintenance Engineering, Energy Engineering, Textile Technology, Environmental Sciences, Environmental Engineering, Industrial Engineering and Agriculture Engineering. Must have scored at least an Upper Second Class and registered by ERB as Graduate Engineer. The candidate should be computer literate

### **7.6.3 SALARY SCALE- PRSS 1/1**

## **7.7 TECHNICIAN II (CIVIL TECHNICIAN) - 1 POST**

### **7.7.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of Organization facilities;
- ii. To learn and adopt all workshop safety rules during workshop operations;
- iii. To assist on implementation of projects that need technical assistance and designing;
- iv. To participate at all levels in any consultancy work that need workshop services; and
- v. To perform any other related duties as may be assigned by Supervisor.

### **7.7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Civil, Building, or related qualifications from recognized institution.

### **7.7.3 SALARY SCALE- PGSS 5/1**

## **7.8 TECHNICIAN II (ELECTRICAL TECHNICIAN) - 1 POST**

### **7.8.1 DUTIES AND RESPONSIBILITIES:**

- i. To assist in the repair and maintenance of Organization facilities;
- ii. To learn and adopt all workshop safety rules during workshop operations;
- iii. To assist on implementation of projects that need technical assistance and designing;
- iv. To participate at all levels in any consultancy work that need workshop services; and
- v. To perform any other related duties as may be assigned by Supervisor.

## **7.8.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Diploma or Full Technician Certificate (FTC) in Electrical from recognized institution.

### **7.8.3 SALARY SCALE- PGSS 5/1**

## **7.9 TECHNICIAN II (BIOMEDICAL TECHNICIAN) - 1 POST**

### **7.9.1 DUTIES AND RESPONSIBILITIES:**

- i. To make, install, maintain and repair medical equipment;
- ii. To test and calibrate parts, identify parts for repair or replacement;
- iii. To perform preventive maintenance on critical equipment to ensure high quality services;
- iv. To provide in-service educational programs on use of medical equipment;
- v. To supervise in the production, repair and maintenance of medical facilities;
- vi. To learn and adopt all workshop safety rules during workshop operations;
- vii. To assist on implementation of projects that need technical assistance and designing;
- viii. To participate at all levels in any consultancy work that need workshop services; and
- ix. To perform any other related duties as may be assigned by Supervisor.

## **7.9.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Diploma or Full Technician Certificate (FTC) in Biomedical or Biomedical Electronics Engineering from recognised Institution.

### **7.9.3 SALARY SCALE- PGSS 5/1**

## **7.10 TECHNICIAN II (MECHATRONICS TECHNICIAN) - 1 POST**

### **7.10.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of Organization facilities;
- ii. To learn and adopt all workshop safety rules during workshop operations;
- iii. To assist on implementation of projects that need technical assistance and designing;
- iv. To participate at all levels in any consultancy work that need workshop services; and
- v. To perform any other related duties as may be assigned by Supervisor.

### **7.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Electrical, Automotive, or Mechatronics **Technician** from recognized institution.

### **7.10.3 SALARY SCALE- PGSS 5/1**

## **7.11 TECHNICIAN II (MECHANICAL TECHNICIAN) - 6 Post**

### **7.11.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the repair and maintenance of Organization facilities;
- ii. To learn and adopt all workshop safety rules during workshop operations;
- iii. To assist on implementation of projects that need technical assistance and designing;
- iv. To participate at all levels in any consultancy work that need workshop services; and
- v. To perform any other related duties as may be assigned by Supervisor.

### **7.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical Engineering from recognized institution.

### **7.11.3 SALARY SCALE- PGSS 5/1**

## **7.12 ARTISAN II (WELDING AND FABRICATION) 6 POSTS**

### **7.12.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out electrical and or gas metal arc welding to manufacture items, technologies, prototype, equipment and the likes components;
- ii. To cut materials into required shapes, check dimensions and thickness;
- iii. To weld or join metal and other materials into a wide range of structures;
- iv. To follow engineering plans, drawings and instructions;
- v. To operate machinery, tools, and welding equipment related machines in Workshop;
- vi. To inspect and test welds with precision measuring instruments and to take care of tools and equipment;
- vii. To carry out the maintenance and repair of machinery and equipment;
- viii. To follow safety and health policies, regulations and instructions;
- ix. To perform any other duties as may be assigned by Supervisor.

### **7.12.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV Certificate with Vocational Training Level Three in Welding and Fabrications, Welding Mechanics or equivalent qualifications from a recognized Institute.

### **7.12.3 SALARY SCALE – PGSS 2/1**

## **7.13 ARTISAN II (FITTER MECHANICS) - 5 POSTS**

### **7.13.1 DUTIES AND RESPONSIBILITIES**

- i. To operate different kinds of machines for cutting, rolling, drilling, bending of iron sheets and metals;
- ii. To carry out electrical and or gas metal arc welding to manufacture items, technologies, prototype, equipment and the likes components;
- iii. To cut materials into required shapes, check dimensions and thickness;
- iv. To weld or join metal and other materials into a wide range of structures;
- v. To follow engineering plans, drawings and instructions;
- vi. To operate machinery, tools, and welding equipment related machines in Workshop;
- vii. To inspect and test welds with precision measuring instruments and to take care of tools and equipment;

- viii. To carry out the maintenance and repair of machinery and equipment;
- ix. To follow safety and health policies, regulations and instructions; and
- x. To perform any other duties as may be assigned by Supervisor.

### **7.13.2 QUALIFICATION AND EXPERIANCE**

Holder of Form IV Certificate with Vocational Training Level Three in fitter mechanics, or equivalent qualifications from a recognized Institute.

### **7.13.3 SALARY SCALE – PGSS 2/1**

### **7.14 ARTISAN II (MASONRY) - 1 POST**

#### **7.14.1 DUTIES AND RESPONSIBILITIES**

- i. To interpret blueprints, drawings and specifications for constructions, maintenances and repairs projects;
- ii. To determine project plan layout, costs and other requirements;
- iii. To lay bricks, stones and blocks to construction projects and or structures;
- iv. To mix and apply mortar or other adhesives to bind materials together during constructions;
- v. To refurbish existing buildings or structures to maintain its appearance and uprightness;
- vi. To inspect and repair or replace damaged bricks, stones, or other materials in amasonry structures;

#### **7.14.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Form IV Certificate with Vocational Training Level Three in Mansory ~~ma~~ recognized Institute.

### **7.14.3 SALARY SCALE- PGSS 2/1**

### **7.15 ARTISAN II (PLUMBING) - 1 POST**

#### **7.15.1 DUTIES AND RESPONSIBILITIES**

- i. To install and configure plumbing systems and fixtures;
- ii. To ensure proper alignment and connection of pipes and fixtures;
- iii. To conduct routine inspections of plumbing systems;
- iv. To conduct routine inspection of plumbing systems and advice accordingly on proper maintenance of plumbing systems.

### **7.15.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Form IV Certificate with Vocational Training Level Three in Plumbing from a recognized Institute.

### **7.15.3 SALARY SCALE- PGSS 2/1**

### **7.16 ARTISAN II (PAINTER) - 2 POST**

#### **7.16.1 DUTIES AND RESPONSIBILITIES**

- i. To craft high quality paint manufactured technologies, equipment and dories
- ii. To read painting instructions and examine areas or surfaces to determine the kind and amount of necessary work to be done
- iii. To make on site preparation for painting purposes
- iv. To mix paints and other materials to prepare the right colour or texture
- v. To paint surfaces of equipment, technologies and other dories as per instructions with various tools

#### **7.16.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Form IV Certificate with Vocational Training Level Three in Painting from a recognised Institute.

### **7.16.3 SALARY SCALE- PGSS 2/1**

### **7.17 ICT OFFICER II (PROGRAMING)- 1 POST**

#### **7.17.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in capturing user Customer Requirement Specifications- CRS;
- ii. To perform systems analysis and design;
- iii. To implement software systems (Write and document code);
- iv. To perform systems testing (Software validation & verification) and document test results;
- v. To perform system configurations;
- vi. To assist in conducting user acceptance test;
- vii. To participate in design review and provide input for user documentation;
- viii. To liaise with user support staff in supporting end users;
- ix. To maintain and support various business process applications; and
- x. To perform any other related duties as may be assigned by Supervisor.

### **7.17.2 QUALIFICATIONS AND EXPERIANCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields:Computer Science, Computer Engineering, Software Engineering, Information Technology, Data base Administration, Computer Systems Analysis, ComputerSystems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualifications from a recognized Institution.

### **7.17.3 SALARY SCALE- PGSS 7/1**

### **7.18 ARTISAN (CAPENTRY) - 1 POSTS**

#### **7.18.1 DUTIES AND RESPONSIBILITIES**

- i. To craft high quality carpentry and woodworks in manufacturing technologies, equipment and devices;
- ii. To calculate costs and negotiate prices with customers/clients;
- iii. To perform in the maintenance and repair of institution's facilities;
- iv. To assist in monitoring all work being performed by outside contractors;
- v. To be responsible for maintenance services;
- vi. To ensure inspections of technologies and offices which need carpentry and woodworks are done according to the laid down procedures;
- vii. To monitor and maintain all carpentry works in technologies and building systems as assigned;
- viii. To ensure that maintenance and repair are done properly and professionally;
- ix. To repair and replace worn out or damaged property;
- x. To keep records for every maintenance and repair works undertaken; and
- xi. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

#### **7.18.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate of Secondary Education plus National Vocational Award Level III in Carpentry from a recognized institution.

#### **7.18.3 SALARY SCALE: PGSS 2**

## **8.0 CENTRE FOR AGRICULTURAL MECHANIZATION AND RURAL TECHNOLOGY (CAMARTEC).**

CAMARTEC is a Parastatal Organization under the Ministry of Industry and Trade established by an Act of the Parliament of the United Republic of Tanzania in November 1981 with objectives of undertaking applied research and development promotion, adaptation and dissemination of appropriate technologies in the field of agricultural mechanization and rural technologies with the aim of improving the standard of living and reducing poverty. The CAMARTEC is seeking for experienced and self-motivated professionals to fill the following positions:

### **8.1 ENGINEER II (AGRICULTURAL) - 1 POST**

#### **8.1.1 DUTIES AND RESPONSIBILITY**

- i. To carry out maintenance service and repair of Agricultural machinery and Rural Technologies and supervision of senior Engineers
- ii. To take part in agricultural engineer designs under supervision of senior engineer
- iii. To perform agricultural machinery and rural technologies performance and durability testing under supervision of senior engineers
- iv. To supervise agricultural machinery and rural technologies development
- v. To prepare important documents relating to agricultural engineering such as preparation of BOQs, Testing reports and work plans; and
- vi. To perform any other duties as may be assigned by seniors.

#### **8.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Agricultural Engineering or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a graduate engineer.

#### **8.1.3 SALARY SCALE - SALARY SCALE OF PGSS 7.**

### **8.2 TECHNICIAN II (MECHANICAL) - 2 POST**

#### **8.2.1 DUTIES AND RESPONSIBILITY**

- i. To perform daily plumbing works, electrical works, carpentry works or masonry works including installation and fixing broken units in the system;
- ii. To participate in simple repair and maintenance of facilities;



- iii. To identify and reports on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. To identify the likely defects that might cause damage in electric, masonry or plumbing systems;
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer;
- vi. To ensure proper arrangements, cleanness and maintenance of machinery, equipment and tools;
- vii. To assist in training of Artisans;
- viii. To assist in preparation of work procedures and reports; and
- ix. To ensure timely availability of required materials.

### **8.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6)/FTC in Fitter Mechanics or equivalent qualification from recognized institution.

### **8.2.3 SALARY SCALE - SALARY SCALE OF PGSS 5**

#### **8.3 ARTISAN II (FITTER AND TURNER) - 1 POST**

##### **8.3.1 DUTIES AND EXPERIENCE**

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To perform any other duties as assigned by supervisor.

##### **8.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Form Four Certificate with Trade Test Grade II in Fitter Mechanics or any other qualification from recognized institution

##### **8.3.3 SALARY SCALE – PGSS 2**

#### **8.4 RESEARCH OFFICER II - 2 POST**

##### **8.4.1 DUTIES AND RESPONSIBILITY**

- i. To assist in the field data collection, computer data entry, data analysis and gathering of relevant literature;

- ii. To conduct research under supervision of Senior Researchers;
- iii. To keep records of research findings;
- iv. To provide input in developing research proposals;
- v. To prepare research proposals with minimum supervision of Senior Researchers;
- vi. To collaborate and interact with other Researchers in the dissemination and application of research findings;
- vii. To perform any other official duties as may be assigned by one's reporting officer.

#### **8.4.2 DUTIES AND RESPONSIBILITY**

Holder of Master Degree in Agricultural Engineering. Must have scored at least an Upper Second Class at Bachelor Degree or an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

#### **8.4.3 SALARY SCALE – PRSS 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;**
- 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/Diploma Transcript
  - 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;
- 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 **1<sup>st</sup> December, 2024**;
  - 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**').***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIA**

