

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/16

02<sup>nd</sup> January, 2026

### VACANCY ANNOUNCEMENT- RE ADVERTISEMENT

On behalf of The Tanzania Atomic Energy Commission (**TAEC**) and The Commission for Human Rights and Good Governance (**CHRAGG**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanian to fill eight (**8**) vacant posts as mentioned below,

#### THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

The Tanzania Atomic Energy Commission (TAEC) is Government body responsible for all Atomic Energy matters in the United Republic of Tanzania. TAEC was established under the Atomic Energy Act No.7 of 2003 Cap 188. It is mandated to regulate and supervise the use of atomic energy and nuclear technology so as to protect workers, patients, public and the environment from harmful effects of both Ionizing and Non-ionizing Radiation. Furthermore, it has the tasks to coordinate and promote nuclear technology transfer for National development.

#### 1.0 ASSISTANT RADIATION SAFETY INSPECTOR II - 3 POSTS

##### 1.1. DUTIES AND RESPONSIBILITIES

- i. To assist Researchers and Radiation Safety Inspectors in the inspection and licensing activities;
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare program of regulatory inspections of ionizing radiation practices;

- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections; and
- vi. To perform any other related duties assigned by supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in any of the following fields; Radiography, Radiation Therapy/Radiotherapy or any equivalent qualifications from recognized institution. The Candidate must be registered by respective professional Board under professional category.

## **1.3 SALARY SCALE: PGSS 5.1**

## **2.0 RECEPTIONIST II – 1 POST**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To operate in a Private Branch Exchange (PBX);
- ii. To maintain register of all trunk and international outgoing calls, indicating the originating extension and the calling Officer;
- iii. To answer telephone calls and provide caller the exact information or direct call to the appropriate person and transmit telephone and fax messages;
- iv. To guide and direct customers and visitors to correct designation;
- v. To schedule and assist in planning appointments and preparation of meetings;
- vi. To maintain all basic office equipment's like fax, postage machine, copier, printers etc;
- vii. To ensure a clean, professional and tidy office environment; and
- viii. To perform any other related duties as may be assigned by Supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Form IV /VI certificate of Secondary Education with passes in English and Kiswahili plus Certificate in one of the following: Hospitality, Hotel Management, Front Office Operations from a recognized institution.

### **2.3 SALARY SCALE: PGSS 2.1**

### **3.0 DRIVER II - 1 POST**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To drive TAEC vehicles;
- ii. To maintain logbooks;
- iii. To ensure safety of passenger (s) during driving;
- iv. To ensure safe-keeping of the vehicle and its tools
- v. To maintain disciplined behaviour, smartness and proper conduct in rendering services;
- vi. To maintain cleanliness of the vehicle and tools;
- vii. To report promptly any defects or problems detected in the vehicle;
- viii. To undertake minor repairs of vehicles when necessary;
- ix. To perform messenger duties such as dispatching documents/letters and collecting mail;
- x. To check validity of insurance, fees etc. and reports the same to the HR Officer for necessary action; and
- xi. To perform any other duties as may be assigned by the supervisor.

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Form IV/VI Certificate and a Class “**C or E**” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing an accident plus training certificates that qualify them for the respective grade.

#### **3.3 SALARY SCALE: PGSS 2.1**

### **THE COMMISSION FOR HUMAN RIGHTS AND GOOD GOVERNANCE (CHRAGG)**

The Commission for Human Rights and Good Governance was established in 2000, through the Thirteen Amendments of the Constitution of the United Republic of Tanzania of 1977. The Commission plays a dual mandate of a National Human Rights Institution (NHRI) under the Paris Principles of 1993 and an Ombudsman Office in accordance with Venice Principles, 2019. The Commission took over the oversight functions of the Permanent Commission of Enquiry (PCE), following the Constitution amendment and the repeal of the PCE Act. No. 25 of 1966. The Commission main functions are to promote, protect and preserve human rights,

principles of good governance and duties to the society in accordance with the Constitution and the laws of the land.

The Commission became operational on the 1<sup>st</sup> July, 2001, after the coming into force of the Commission for Human Rights and Good Governance Act, Cap. 391 hereinafter referred to as the Act, which was enacted in 2001; and through the Government Notice No. 311 of 8<sup>th</sup> June, 2001. In Zanzibar, the House of Representatives extended the jurisdiction, function and powers of the Commission by enacting the Commission for Human Rights and Good Governance (Extension) Act. No. 12 of 2003 which was assented to by the President of Zanzibar on 25<sup>th</sup> April, 2007. The Extension Act commenced its operation on 30<sup>th</sup> April, 2007 through publication on the Official Gazette of Zanzibar No. 31 of 2007.

## **1.0 ACCOUNTS ASSISTANT II – 1 POST**

### **1.1 DUTY STATION: PEMBA**

### **1.2 DUTIES AND RESPONSIBILITIES**

- i. To write and keep register related to accounts activities;
- ii. To keep accounts records;
- iii. To receive and keep proper custody of all bills, invoices and other claims pending for payments;
- iv. prepare petty cash payment vouchers and accounts documents;
- v. To issue receipts and keep in safe custody all accounts and supporting documents pending audit scrutiny;
- vi. dispatch letters and other documents relating to accounts issues to the bank; and
- vii. To perform any other related duties as may be assigned by the supervisor

### **1.3 QUALIFICATION**

Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Certificate in Accountancy or holder of ATEC I Certificate from NBAA.

## **2.0 DRIVER II – 2 POSTS**

### **2.1 DUTY STATION: UNGUJA ONE(1), PEMBA ONE(1)**

### **2.2 DUTIES AND RESPONSIBILITIES**

- i. To inspect vehicles before and after trips to ensure vehicle safety.
- ii. To transport staff to various locations for official duties.
- iii. To form minor vehicle repairs.
- iv. To collect and distribute various documents.
- v. To fill out and keeping records of all trip details in the logbook.
- vi. To clean the vehicle.
- vii. To report vehicle mechanical defects discovered to the Transport Officer;
- viii. To keep record of fuel and type filled within its logbook;
- ix. To perform routine service to his vehicle; and
- x. Performs any other duties as may be assigned by the supervisors.

### **2.3 QUALIFICATION**

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 Advanced Driving Course from NIT or other recognized Institution will an added advantage.

### **GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years 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.
  - Diploma/Certificates.
  - Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.

- Professional Registration and Training Certificates from respective Institutions
  - 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 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)**.
- 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. A signed application letter should be written either in Swahili or English and
- xiv. Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **16<sup>th</sup> January, 2026**
- xiv. Only shortlisted 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.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>***

**Released by:**

**SECRETARY**  
**PUBLIC SERVICE RECRUITMENT SECRETARIAT**