

UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/J/60

03rd November, 2017

VACANCIES ANNOUNCEMENT

On behalf of the College of Business Education (CBE), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(3)** vacant posts as mentioned below;

1.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education is established by Act of Parliament No. 31 of 1965. CBE is a training Government Executive Agency operating 'semi' autonomously and commercially in providing education in Accountancy, Procurement & Supplies Management and other business related disciplines.

1.1 ASSISTANT LECTURER (LEGAL AND INDUSTRIAL METROLOGY) – 1 POST

RE- ADVERTISED

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Teaches up to NTA level 8 (Bachelor's Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out consultancy and community services under supervision;
- (v) Supervise students projects;
- (vi) Prepare teaching manual; and

(vii) Perform any other duties as assigned by supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Production engineering, industrial engineering, electrical engineering, mechanical engineering, Industrial Metrology or standardization with a GPA of 4.0 or an average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

Applicants with Master's Degree in Legal and Industrial Metrology are highly encouraged to apply.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

1.2 ASSISTANT LECTURER (PROCUREMENT AND SUPPLIES MANAGEMENT) – 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- (i) Teaches up to NTA level 8 (Bachelor's Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out consultancy and community services under supervision;
- (v) Supervise students projects;
- (vi) Prepare teaching manual; and
- (vii) Perform any other duties as assigned by supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Procurement and Supplies Management with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. 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;
 - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xii. Deadline for application is 17th November, 2017 and;
- xiii. Only short listed candidates will be informed on a date for interview;

- xiv. 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')*

SECRETARY

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