

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01//176

16th August, 2017

VACANCIES ANNOUNCEMENT

On behalf of The Local Government Training Institute (**LGTI**), Tanzania Forestry Research Institute (**TAFORI**), Tanzania Wildlife Research Institute (**TAWIRI**), Procurement and Supplies Professionals and Technicians Board (**PSPTB**), National Identification Authority (**NIDA**), President's Office, Ethics Secretariat, Government Chemist Laboratory Authority (**GCLA**), Government Procurement Services Agency (**GPSA**), Tanzania Food Drugs Authority (**TFDA**), Eastern Africa Statistical Training Centre (**EASTC**), Tropical Pesticides Research Institute (**TPRI**), Tanzania Forest Services (**TFS**) Agency and Tanzania Electrical, Mechanical and Services Agency (**TEMESA**), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill (**189**) vacant posts as mentioned below;

1.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management.

1.1. DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist the Rector in all academic matters of the Institute;
- ii. Act as the Rector of the Institute whenever the Rector is unable to act;
- iii. Ensure smooth operations and development of academics in the Institute;
- iv. Advise the Rector in all matters pertaining to academics, research and consultancy;

- v. Establish and maintain a workable system for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all academic programs;
- vi. Plan, direct, organize, monitor and control all matters related to industrial training of students;
- vii. Plan, direct, organize, monitor and advice on the recruitment, deployment and development academic/teaching staff;
- viii. Review existing and develop new academic programs based on established and market signals;
- ix. Responsible for promoting, planning, implementing, monitoring and controlling research, consultancy and professional activities in the Institute;
- x. Responsible for planning, promoting and advising the Principal on admissions, examinations and students policies and procedures;
- xi. Develop and maintain academic links with local and International Institutions; and
- xii. Perform other duties as may be assigned by the Rector from time to time.

1.1.2 QUALIFICATION AND EXPERIENCE

- i. Doctorate degree with higher academic standing or eligible for position of Senior Lecturer or above preferably in the field related to the Institute's operations and is eligible for registration as a technical teacher;
- ii. Be a person with outstanding academic and administrative experience and capability in the area of technical education and training; and
- iii. Teaching experience in Technical Education institutions of not less than ten (10) years, of which 5 years is in a Senior Managerial Position in the reputable organization.

1.1.3 REMUNERATION

- Depends on academic position as per NACTE evaluation + 15% or a fixed responsibility allowance as prescribed by the government.

1.1.4 TERMS OF ENGAGEMENT

- Four years contract renewable once upon satisfactory service.

1.1.5 DIRECTOR OF FINANCE (BURSAR) - 1 POST

1.1.6 DUTIES AND RESPONSIBILITIES

- i. Heads the Department of Finance and Accounts;
- ii. Initiates, develops, and monitors implementation of financial policies, systems, and procedures for sound financial management and operations;
- iii. Plans, co-ordinates, directs and controls all financial accounting matters of the Institute;
- iv. Ensure that daily accounting and financial operations are properly managed;

- v. Prepares and maintains accounting records of the Institute;
- vi. Prepares financial statements and have them audited for presentation to the Rector, Governing Board and other interested bodies;
- vii. Prepares and submits to the Rector monthly, quarterly reports and any other Financial information required by law, Rector or Governing Board;
- viii. Prepares Institute's budgets (Income and Expenditure) using inputs from different directorates and units;
- ix. Implements directives on financial accounting matters from the Governing Board, Rector, and Deputy Rector (Planning, Finance and Administration);
- x. Assists the Deputy Rector (Planning, Finance and Administration) in making sound judgment regarding Institute's Financial matters;
- xi. Ensure all monies of the Institute are properly collected, banked and used;
- xii. Ensure timely preparations and payments of salaries and emoluments;
- xiii. Maintain up to date financial information on revenue and expenditure;
- xiv. Oversee arrangements for the maintenance of an inventory of assets held by the Institute, and ensure that they are insured;
- xv. Maintain up to date and transparent Management Information System on all accounts at all level;
- xvi. Supervise staff and other functions in the department;
- xvii. Interpret financial regulations and provide adequate guidance to staff members;
- xviii. Conduct internal training of the accounting and supplies staff in liaison with the Directorate of Human Resources;
- xix. Assist in the implementation of resolutions of the Board and its committees in Financial matters;
- xx. Review financial accounting policies, systems and procedures;
- xxi. advice the top management on all financial matter; and
- xxii. Performs any other duties assigned by his/her seniors.

1.1.7 QUALIFICATION AND EXPERIENCE

- Master's Degree in either in Finance, Accounting or Business Administration from a recognized University/Institution plus CPA (T), ACCA, ACA or equivalent qualifications who has been registered as Associate Certified Public Accountant.
- She/he should have a strong background of Financial Reporting Standards with advanced computer knowledge on Integrated Financial Management Systems plus at least ten (10) years relevant experience, five (5) of which must be in managerial position in a reputable organisation.

1.1.8 REMUNERATION

PGSS 14.1

1.1.9 ESTATE MANAGER - 1 POST

1.1.10 DUTIES AND RESPONSIBILITIES

- i. Prepare plans and budgets for the estate management activities;
- ii. Responsible for advising all estate works pertaining to the maintenance of buildings, infrastructure, internal and external built areas, as well as keeping open and sports grounds;
- iii. Take care of all lands of the Institute, maintaining the boundaries, following up all renters and developers within the Institute's compounds;
- iv. Supervises the Section staff and ensures the proper use of all tools and equipment of the Institute;
- v. Initiate and prepare all required drawings for refurbishment, and maintenance of facilities, infrastructure, and buildings;
- vi. Ensure the environments and facilities of the Institute including machinery, vehicles, utilities, buildings and landscape are well kept;
- vii. Ensure all properties of the Institute are registered and relevant property documents are properly kept;
- viii. Prepare and submit to relevant authorities periodic reports of the section; and
- ix. Performs other duties assigned by the LGTI management.

1.1.11 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Architecture, Building Economics, or Quantity Surveying plus the working experience of eight (8) years of which three (3) years should be in Managerial Position.

1.1.12 REMUNERATION

PGSS 13.1

1.1.13 ASSISTANT LECTURER (Human Resources Management) – 2 POSTS DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelors 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. Supervises students project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor.

1.1.14 QUALIFICATION AND EXPERIENCE

- Master's Degree in Human Resources Management with undergraduate degree in the relevant field.

- Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

1.1.15 REMUNERATION

PHTS 2.1

1.1.16 ASSISTANT LECTURER (Law)- 1POST

1.1.17 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelors 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. Supervises students project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor.

1.1.18 QUALIFICATION AND EXPERIENCE

- Master's Degree in Law with undergraduate degree in the relevant field.
- Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

1.1.19 REMUNERATION

PHTS 2.1

1.1.20 ASSISTANT LECTURER (Project Planning)- 1POST

1.1.21 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelors 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. Supervises students project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor.

1.1.22 QUALIFICATION AND EXPERIENCE

- Master's Degree in Project Planning with undergraduate degree in the relevant field.
- Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

1.1.23 REMUNERATION

PHTS 2.1

1.1.24 ASSISTANT LECTURER (Mathematics/Statistics and Economics)- 2 POSTS

1.1.25 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelors 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. Supervises students project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor.

1.1.26 QUALIFICATION AND EXPERIENCE

- Master's Degree in Mathematics/Statistics and Economics with undergraduate degree in the relevant field.
- Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

1.1.27 REMUNERATION

PHTS 2.1

1.1.28 TUTORIAL ASSISTANT (Law) - 1POST

1.1.29 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision; and
- vi. Performs any other duties as assigned by supervisor.

1.1.30 QUALIFICATION AND EXPERIENCE

Bachelor Degree with not less than 3.5 GPA in the field of Law.

1.1.31 REMUNERATION

PHTS 1.1

1.1.32 TUTORIAL ASSISTANT (Local Government Administration) – 1 POST

1.1.33 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);

- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision; and
- vi. Performs any other duties as assigned by supervisor.

1.1.34 QUALIFICATION AND EXPERIENCE

- Bachelor Degree with not less than 3.5 GPA in the field of Local Government Administration.

1.1.35 REMUNERATION

PHTS 1.1

1.1.36 TUTORIAL ASSISTANT (Human Resources Management) – 2 POSTS

1.1.37 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision; and
- vi. Performs any other duties as assigned by supervisor.

1.1.38 QUALIFICATION AND EXPERIENCE

- Bachelor Degree with not less than 3.5 GPA in the field of Human Resources Management.

1.1.39 REMUNERATION

PHTS 1.1

1.1.40 COMPUTER SYSTEM ANALYST II - 1 POST

1.1.41 DUTIES AND RESPONSIBILITIES

- i. Assist in standard software and hardware installation;
- ii. Assist troubleshooting LAN and hardware/software problems;
- iii. Assist students and other ICT users in system analysis and design;
- iv. Supervise IT/Computer Laboratory Technicians;
- v. Assist in managing server operating systems;
- vi. Assist in managing and maintaining networks; and
- vii. Perform other duties assigned by his/her supervisor.

1.1.42 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Computer or equivalent qualification from recognised Institution.

1.1.43 REMUNERATION

PGSS 7.1

1.1.44 TECHNICIAN II (PLUMBING) - 1 POST

1.1.45 DUTIES AND RESPONSIBILITIES

- Participate in activities connected to problem identification in a relevant technical area;
- Helps in identifying suitable spare parts, tools and equipment needed to accomplish given tasks;
- Assists in repair and maintenance of the items of the given technical area;
- Assist senior staffs in the relevant fields of operation;
- Provide technical support to end user within the Institute;
- Identify and trouble shoot technical problems;
- Assist in rectifying technical faults identified and report accordingly;
- Assist in identifying materials and parts needed for maintenance of equipments, tools and infrastructure;
- Properly maintains working environment and tools used in the maintenance works; and
- Perform other duties assigned by his/her supervisor.

1.1.46 QUALIFICATION AND EXPERIENCE

- Full Technician Certificate (FTC), or Diploma in Plumbing or its equivalent from a recognised Institution.

1.1.47 REMUNERATION

PGSS 2.3

1.1.48 JANITOR II - 1 POST

1.1.49 DUTIES AND RESPONSIBILITIES

- Assist in supervising hall attendants;
- Assist in enforcing students' rules and regulations;
- Assist in keeping and maintaining proper students residential records;
- Assist in ensuring security in and around halls of residence;
- Assist in issuing and collecting materials to hall users;
- Ensure the halls of residence are clean, safe, and properly maintained; and
- Perform other duties as prescribed by his/her supervisor from time to time

1.1.50 QUALIFICATION AND EXPERIENCE

- Diploma in Social Work, Education, Home Economics from a reputable Institution.

1.1.51 REMUNERATION

PGSS 4.1

1.1.52 RECORDS MANAGEMENT ASSISTANT II – 1 POST

DUTIES AND RESPONSIBILITIES

- Receive all incoming mails and enters them in the relevant registers;
- Receive and distribute official publications according to standing instructions;
- Sort, address, dispatch letters, files and other documents;
- File letters and other documents;
- Prepare file indexes;
- Maintain safe keeping of files;
- Prepare file movement cards and ensures that daily markings are made; and
- Perform other duties as prescribed by his/her supervisor from time to time.

1.1.53 QUALIFICATION AND EXPERIENCE

- Certificate of Secondary School Education who has attained a certificate in Records Management from a recognised Institution.

1.1.54 REMUNERATION

PGSS 1.1

1.1.55 LIBRARY ASSISTANT II - 2 POSTS

1.1.56 DUTIES AND RESPONSIBILITIES

- Undertake various basic library duties under close supervision;
- Prepare books orders;
- Receives new materials;
- Handles simple enquire from readers;
- Undertakes bibliographical searching; and
- Perform other duties assigned by his/her supervisor from time to time.

1.1.57 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Secondary School Education who has attained a certificate in Library Services from a recognised Institution. The applicant must be computer literate.

1.1.58 REMUNERATION

PGSS 1.1

1.1.59 GAME COACH II - 1 POST

1.1.60 DUTIES AND RESPONSIBILITIES

- i. Provide elementary physical education for both students and staff;
- ii. Assist coaching games and sports at the Institute;
- iii. Assist in promotion of sporting activities at the Institute for both students and staff;
- iv. Assist in organizing competitions within the Institute and outside; and
- v. Perform other duties assigned by his/her supervisor from time to time.

1.1.61 QUALIFICATION AND EXPERIENCE

- Diploma in Physical Education and Sports from a recognised Institution.

1.1.62 REMUNERATION

PGSS 4.1

1.1.63 RECEPTIONIST II - 2 POSTS

1.1.64 DUTIES AND RESPONSIBILITIES

- i. Answer calling signals;
- ii. Connect calls within the exchange area;
- iii. Make booking calls and searches them as appropriate;
- iv. Receive and direct visitors; and
- v. Perform other duties assigned by his/her supervisor from time to time

1.1.65 QUALIFICATION AND EXPERIENCE

- Holder of Form IV certificate who has passed at Credit level in English and Kiswahili.

1.1.66 REMUNERATION

POSS 1.1

2.0 TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)

Tanzania Forestry Research Institute (TAFORI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism, established by act No.5 of 1980 with a broad mandate of Conducting and Coordinating Research in all aspects of Forest Production and Utilization.

TAFORI with its Headquarters at Kingolwira in Morogoro Municipality has Seven Research Centres located at: - Kibaha, Lushoto, Moshi, Dodoma, Tabora, Malya and Mufindi.

2.1 RESEARCH OFFICER GRADE II- 3 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist in setting up experiments, data collection and analysis;
- ii. Search for relevant literature required and writing research reports;
- iii. Collect forestry research data;
- iv. Supervise maintenance of research trial plots;
- v. Work on specific projects more independently;
- vi. Supervise Laboratory Technicians;
- vii. Assist in data collection and analysis;
- viii. Carry out literature surveys;
- ix. Train Laboratory Technicians and Junior Research Officers;
- x. Perform any other duties related to official responsibilities assigned by the supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

- Masters Degree in Forestry from a recognized University and a Bachelor Degree in Forestry who attained a minimum of an Upper Second Class Honours degree at undergraduate level.
- Must possess knowledge in Computer programs applicable in research data processing and analysis.

2.1.3 REMUNERATION

PRSS 2

2.1.4 LABORATORY TECHNICIAN GRADE II- 1POST

2.1.5 DUTIES AND RESPONSIBILITIES

- i. Assist Research Officers in carrying out research programmes by conducting laboratory tests and reporting results;
- ii. Operate and maintain laboratory/field equipment's;
- iii. Coordinate and maintain laboratory quality control;
- iv. Receive, extract, and record samples for laboratory investigation;
- v. Prepare laboratory equipments and chemical for laboratory tests and investigation
- vi. Maintain list of laboratory equipment's;
- vii. Carry out laboratory verification and examination of samples collected from the field and record the results under the supervision of Senior laboratory technician;
- viii. Perform any other duties related to official responsibilities assigned by the supervisor.

2.1.6 QUALIFICATION AND EXPERIENCE

- Diploma in Laboratory Technology from a recognized Institution.
- Must possess knowledge in Computer programs applicable in research data processing and analysis.

2.1.7 REMUNERATION

PGSS 4

2.1.8 FORESTRY ASSISTANT GRADE II- 2POSTS

2.1.9 DUTIES AND RESPONSIBILITIES

- i. Undertakes sanitary cleaning of experimental plots, arboreta, graveyards, office premises;
- ii. Involvement in layout of experiments, preparation of directional treaties, writing of signposts;
- iii. Assists Technicians in supervising and maintenance of experiments
- iv. Assists in the assessing of experiments;
- v. Carries out some basic repairs Performs specified tasks under close supervision of Seniors Forest Assistants;
- vi. Determines the need for spares and components in his/her section and reports the same to the respective section;
- vii. Keeps discipline and order in trade units;
- viii. Perform any other duties related to official responsibilities assigned by the supervisor.

2.1.10 QUALIFICATION AND EXPERIENCE

- Holder of Secondary School Certificate who has relevant training (Certificate) in Forestry from any recognized Institution.

2.1.11 REMUNERATION

POSS 3

2.1.12 INFORMATION AND DOCUMENTATION OFFICER GRADE II- 1POST

2.1.13 DUTIES AND RESPONSIBILITIES

- i. Collects useful documents and identifies these for research purposes;
- ii. Develops a suitable system of classification arrangement, storage and retrieval of information;
- iii. Acquires suitable publications;
- iv. Initiates development of information and documentation system;
- v. Maintains TAFORI database and archives for all documents of the Organization;
- vi. Any other duties related to official responsibilities assigned by the supervisor.

2.1.14 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Information Technology from recognized Institution.
- Must be Computer literate on programmes applicable in Library data processing and analysis.

2.1.15 REMUNERATION

PGSS 6

2.1.16 INTERNAL AUDITOR GRADE II - 1 POST

2.1.17 DUTIES AND RESPONSIBILITIES

- i. Record receipts, payment and cheque register;
- ii. Check cash stamps on bank reconciliation statements;
- iii. Execute audit to all payments;
- iv. Auditing financial and inventories report;
- v. Ensuring that financial and internal control systems are effective and are consistent with institute financial rules and regulations;
- vi. Auditing accounts;
- vii. Ensuring budget control system if effective;
- viii. Preparing and advising on audit guideline to be used by the institution;
- ix. Ensuring that internal audit reports are prepared according to audit standards;
- x. Undertaking special checks and investigation for audit purposes;
- xi. Advising and following up accountants on dealing with external audit queries;
- xii. Ensure proper maintenance of accounting records as prescribed in financial regulations;
- xiii. Carry out all Internal audit activities including routine checking of records;
- xiv. correct audit queries;
- xv. Perform any other duties related to official responsibilities assigned by the Supervisor.

2.1.18 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Accountancy, B. Commerce (Accounting) or its equivalent from a recognized institution.
- Must be Computer literate on programmes applicable in financial/ accounts data processing and analysis.

2.1.19 REMUNERATION

PGSS 6

2.1.20 PERSONAL SECRETARY GRADE II – 1 POST

2.1.21 DUTIES AND RESPONSIBILITIES

- i. Typing open and confidential reports, letters and memorandum and documents;
- ii. Receives and guides visitors;
- iii. Keeps appointment records;
- iv. Takes dictation;
- v. Makes sure that all work is done accurately within the required time;
- vi. Facilitates internal and external telecommunications;
- vii. Typing of all non-confidential letters, minutes, memorandum and all other typing works and filling them properly;
- viii. Ensure that all-working machines and materials are used economically and are safely kept;
- ix. Ensuring that copies of letters are filed in proper files;

- x. Ensuring that other stationery for typing duties is available;
- xi. Sends messages internally and externally;
- xii. Perform any other duties related to official responsibilities assigned by the Supervisor.

2.1.22 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Secondary Education Examination (CSEE)/ Advanced Certificate of Secondary Education Examination (ACSEE) with Diploma in Secretarial Services from a recognized Institution preferably TPSC (TANZANIA PUBLIC SERVICE COLLEGE) with passes in English and Kiswahili; a typing speed of 50 w.p.m; manuscript and tabulation stage III, Secretarial duties and office practice stage II, English or Kiswahili shorthand speed of 80 w.p.m.; computer operating certificate in Ms-(Office) Windows Platform and use of data spread sheets/excel.

2.1.23 REMUNERATION

PGSS 4

2.1.24 RECORDS MANAGEMENT ASSISTANT GRADE II - 1 POST

2.1.25 DUTIES AND RESPONSIBILITIES

- i. Undertakes general registry duties such as registration of mail, filling, indexing, maintaining of files recording of files, diary maintaining;
- ii. Ensures correct movements of files to scheduled officers;
- iii. Maintains file movement records;
- iv. Sorts, addresses and dispatches letters. Receives and keeps official records;
- v. Receives files, delivers to the appropriate officer and collects and returns them to the registry;
- vi. Opens relevant files according to record keeping regulations;
- vii. Keeps record of movement of files according to laid down procedures;
- viii. Traces, locates and retrieves files when needed by officers;
- ix. Dispatches documents according to instructions of supervisor;
- x. Carries out other related duties that may be assigned by supervisor;
- xi. Perform any other duties related to official responsibilities assigned by the Supervisor.

2.1.26 QUALIFICATION AND EXPERIENCE

- Holder of Form IV/VI Secondary Certificate with passes in Kiswahili and English language and Diploma in Records Management from recognized Institution.
- Must be Computer literate on programmes applicable in records keeping.

2.1.27 REMUNERATION

PGSS 4

3.0 TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism. TAWIRI has the mandate to conduct, supervise and coordinate wildlife research in the United Republic of Tanzania. The Institute has its Headquarters in Arusha and five Research Centers namely, Njiro Wildlife Research Centre (NWRC) in Arusha, Kingupira Wildlife Research Centre (KWRC) in Selous Game Reserve, Serengeti Wildlife Research Centre (SWRC) in the Serengeti National Park, Mahale Wildlife Research Centre (MWRC) in Mahale and Gombe Wildlife Research Centre (GWRC) in Gombe National Parks in Kigoma Region.

3.1.1 PERSONAL SECRETARY II – 1 POST

3.1.2 DUTIES AND RESPONSIBILITIES

- i. Type letters and other documents;
- ii. Receive visitors, ascertain the nature of their business and relay information to the executive concerned;
- iii. Maintain a diary of appointments, meetings, occasions, official travelling and other scheduled activities for the executives and inform/remind them before and on due date;
- iv. Handle incoming mails for personal attention of the relevant executive and ensure that information and correspondences are effectively circulated and managed;
- v. Prepare and facilitate departmental and other meetings and process records of proceedings;
- vi. Take dictations and transcribe accordingly;
- vii. Receive telephone calls and book outgoing telephone calls as required;
- viii. Attend routine hotel and travel arrangements of the executives;
- ix. Keep files, sensitive documents and other material in secured or confidential place;
- x. Perform any other duties assigned by Supervisor(s).

3.1.3 QUALIFICATION AND EXPERIENCE

- Holder of Form IV Certificate with Secretarial Services Certificate from Public Service College or any other recognized Institution who passed 100/120 w.p.m (words per minute) short hand either in Kiswahili or in English, Certificate in computer programs e.g. Windows, Microsoft Office, Internet, E-mail and Publisher from a recognized institution.

3.1.4 REMUNERATION

Salary Scale: PGSS 3

3.1.5 REGISTRY ASSISTANT II – 1 POST

3.1.6 DUTIES AND RESPONSIBILITIES

- i. Prepare file Index/Register;
- ii. Maintain records/ documents in the registry;
- iii. File, dispatch and cross check correspondences;
- iv. Maintain diary and records for files movements;
- v. Check and cross check mails, claims and returns;
- vi. Receive previews, record and facilitate filling and distribute;
- vii. Receive and register incoming/outgoing mails;
- viii. Perform any other duties assigned by supervisor(s).

3.1.7 QUALIFICATION AND EXPERIENCE

- Certificate in Records Management from Public Service College or any other recognized College/Institution. Computer knowledge will be an added advantage.

3.1.8 REMUNERATION

Salary Scale: PGSS 3

4.0 PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD (PSPTB)

The Procurement and Supplies Professionals and Technicians Board (PSPTB) is established under Cap 179 of the laws. The mandate of the Board includes promotion and developing the procurement and supplies profession by imparting the members with knowledge and skills necessary for effective and ethical management of procurement and supplies functions through training, research and professional services.

The Board has exciting opportunities for highly motivated entrepreneurial-minded and result driven individuals to grow and make impact in place where core values of integrity, impartiality, professionalism and accountability are highly respected. Such candidates should have the ability to prioritize activities and exercises good judgement plus the ability to make economic and efficient decision. They should also be prepared to handle multiple tasks and work in constrained environment. Furthermore, prospective applicants should have high personal integrity and be able to work independently with minimum supervision.

4.1 ACCOUNTANT GRADE II -1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. Posts subsidiary registers, Sales, staff debtors, sundry debtors and creditors, fixed assets, investment;
- ii. Prepares Bank and makes Accounts reconciliation;
- iii. Ensure that posting of journal entries recoverable from staff are deducted from their salaries;
- iv. Codes payments vouchers;

- v. Prepare financial statements ;
- vi. Approve the payment based financial rules and regulations;
- vii. Prepare income and expenditure statements and related reports;
- viii. Performs any other related duties assigned by his/her supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

- Degree/Advanced Diploma in Accounting or Finance and who has acquired CPA (T), or equivalent qualifications registered as Graduate Public Accountant.
- Computer literacy will be added advantage.

4.1.3 REMUNERATION

Salary Scale PSPTBSS 4

4.1.4 EXAMINATION COORDINATOR II - 2 POSTS

4.1.5 DUTIES AND RESPONSIBILITIES

- i. Compiling lists of applicants for the Board examinations;
- ii. Organize workshops and related training in research;
- iii. Coordinate the Board's CPSP candidates in the research proposals;
- iv. Assisting in entry form procedures;
- v. Drafting Examination control lists;
- vi. Preparing examination candidacy lists;
- vii. Any other related duties as may be assigned by his/her supervisor.

4.1.6 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Education.
- Computer literacy and CPSP will be added advantage .

4.1.7 REMUNERATION

Salary Scale PSPTBSS 4

4.1.8 MEMBERSHIP SERVICES CO-ORDINATOR II-1 POST

4.1.9 DUTIES AND RESPONSIBILITIES

- i. Registration of Procurement and Supplies Professionals;
- ii. Maintenance of files and a Register for the professional members;
- iii. Sending of Debt Notes in connection with professional fees;
- iv. Dispatching of documents to registered members;
- v. Promote and Co-ordinate the general welfare programme of the professionals;
- vi. Renewal of temporary registration;
- vii. Perform any other related duties as may be assigned by his/her supervisor.

4.1.10 QUALIFICATION AND EXPERIENCE

- Degree or Advanced diploma in Procurement and Supplies/ logistic Management and CPSP holder and must be registered by PSPTB.
- Computer literacy will be added advantage.

4.1.11 REMUNERATION

Salary Scale: PSPTBSS 4

4.1.12 RECORDS MANAGEMENT ASSISTANT GRADE II-1 POST

4.1.13 DUTIES AND RESPONSIBILITIES

- i. Keep and maintain and up to date file index;
- ii. Receive incoming letters, put them in proper files and send them to action officers;
- iii. Keep file records and control movement of files;
- iv. Dispatch outgoing mails;
- v. Deal with subject files;
- vi. Deal with personal files;
- vii. Search for files;
- viii. Put files in racks for safe custody;
- ix. Performs any other related duties as may be assigned to him / her.

4.1.14 QUALIFICATION AND EXPERIENCE

- National form IV/VI with Diploma in Records and Archives Management from any recognized institution.
- Computer literacy will be added advantage.

4.1.15 REMUNERATION

Salary Scale PSPTBSS 2

4.1.16 PERSONAL SECRETARY GRADE II-1 POST

4.1.17 DUTIES AND RESPONSIBILITIES

- i. Will normally be assigned to a senior officer and will undertake responsibility and intensive typing duties;
- ii. Dispatching of letters;
- iii. Distribution of correspondence;
- iv. Keeps office in a well arranged and tidy appearance;

- v. Ensures that office operates at a high level of efficiency;
- vi. Typing of confidential matters;
- vii. Any other related duties as may be assigned by his/her supervisor.

4.1.18 QUALIFICATION AND EXPERIENCE

- Form IV/VI with Diploma in Secretarial studies from TPSC or any other recognized training institutions and passed in;
 - (i) Typewriting stage III
 - (ii) Short hand 80W.P.M
 - (iii) Hati mkato m80 K.D

4.1.19 REMUNERATION

Salary Scale PSPTBSS 2

5.0 NATIONAL IDENTIFICATION AUTHORITY (NIDA)

The National Identification Authority (NIDA) is established under paragraph 2 (1) of the National Identification Authority (Establishment) Instrument, 2008 (GN 122) and come into operation on 1st July, 2008 for the purpose of creating and maintaining the National Population Register and Issuing National Identification Card to Tanzania Citizens, Legal residents and refugees living in the United Republic of Tanzania so as to enhance National peace and Security for socio-economic development.

NIDA's core functions include Identification and Registration of Persons, Issuance and Management ID Cards, Management and Maintenance of Persons register, and Provision of Information from the register.

5.1 REGISTRATION OFFICER II -2 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. Filling the application forms;
- ii. Verifying applicants information on the forms and attachments before data entry;
- iii. Perform data entry and biometric data capture;
- iv. Preparation of registration and biometric reports;
- v. Requesting and sorting registration materials;
- vi. Scanning of applicants documents;
- vii. Ensure if the applicant is registered in the resident register book;
- viii. Attend to customer's enquiries;
- ix. Ensure all registration materials are available at the registration centre;
- x. Verifying applicant information before biometric data capturing;
- xi. Proper management of application forms, Mobile Enrolment Units and other office machines and equipment;

- xii. Prepare proper working environment for Registration, Identification and biometric data capture;
- xiii. Performs any other duties as may be directed by the superior.

5.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor degree either in Public Administration, Sociology, Social works, Economics, Records Management, Demography or Law from any recognized institution.
- Computer skills are mandatory.

5.1.3 REMUNERATION

- Attractive Package will be offered within NIDA Scale.

5.1.4 REGISTRATION ASSISTANT II - 1 POST

5.1.5 DUTIES AND RESPONSIBILITIES

- i. Assist the applicant in filling the application forms;
- ii. Assist in verifying applicants information on the forms and attachments before data entry;
- iii. Assist in data entry and biometric data capture;
- iv. Assist in preparation of registration and biometric reports;
- v. Requesting and sorting registration materials;
- vi. Performs any other duties as may be directed by the superior.

5.1.6 QUALIFICATION AND EXPERIENCE

- Diploma either in Records Management, Public Administration, Sociology, Social Work, Demography or Law from any recognized institution.
- Computer skills are mandatory.

5.1.7 REMUNERATION

- Attractive Package will be offered within NIDA Scale.

6.0 THE 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 mandate 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). The Secretariat's vision is to be centre of excellence in promoting and monitoring of Public Leadership ethics. However, Secretariat's mission is to promote and monitor ethical standards of Public Leaders through education, investigation, assets

declaration and verification in order to enhance good governance for national development.

6.1 Institutional Framework

The Ethics Secretariat is headed by the Ethics Commissioner and is operating through its headquarters in Dar es Salaam and in Seven Zonal Offices as listed below:-

- (i) Southern Highlands Zone, which includes Mbeya, Iringa, Njombe, Rukwa, Katavi and Songwe, regions;
- (ii) Southern Zone, which includes Mtwara, Lindi and Ruvuma regions;
- (iii) Central Zone, which caters for Dodoma and Singida regions;
- (iv) Northern Zone, which includes Arusha, Kilimanjaro and Manyara regions;
- (v) Western Zone, which includes Tabora, Kigoma and Shinyanga and Simiyu regions;
- (vi) Lake Zone, which includes Mwanza, Geita, Mara and Kagera regions; and
- (vii) Eastern Zone, which includes Pwani, Morogoro and Tanga.

6.1.1 HUMAN RESOURCES OFFICER II- 1 POST

6.1.2 DUTIES AND RESPONSIBILITIES

- i. Keep employees records;
- ii. Interpret and coordinate implementation of scheme of services;
- iii. Search, analyze and estimate the number of employees who are to be trained;
- iv. Prepare training program for both long and short term training;
- v. Estimate and plan training facilities in collaboration with specific training institutions;
- vi. Collect, analyze and arrange all data, statistics and records relating to human resources planning; and
- vii. Perform any other related duties as assigned by his/her Superior.

6.1.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree either in Human Resources Management; Sociology; Public Administration or Manpower Planning.
- A computer literate;
- National Service Training will be an added advantage.

6.1.4 REMUNERATION

Salary Scale TGS D

6.1.5 ACCOUNTANT II -1 POST

6.1.6 DUTIES AND RESPONSIBILITIES

- i. Prepare revenue and expenditure reports;
- ii. Prepare revenue report;
- iii. Collect government revenue and bank them promptly;
- iv. Undertakes bank reconciliation;
- v. Examine/pre audit payment vouchers; and

- vi. Any other related duties as assigned by his Superior.

6.1.7 QUALIFICATION AND EXPERIENCE

- i. Bachelor Degree in Accounting;
- ii. Must be computer literate;
- iii. CPA (T) will be an added advantage;
- iv. National Service Training will be an added advantage.

6.1.8 REMUNERATION

Salary Scale TGS D

6.1.9 ECONOMIST II-1 POST

6.1.10 DUTIES AND RESPONSIBILITIES

- i. Coordinate formulation of and preparation of Ethics Secretariat's annual plan and medium term strategic plan;
- ii. Liaising with Parliamentary Committees, Ministry of Finance, President's Office Public Service Management on strategic and budgeting matters;
- iii. Compile Ethics Secretariat's programs and actions plan;
- iv. Develop strategies for resources mobilization;
- v. Prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports for the Ethics Secretariat;
- vi. Undertake research and impact studies of plans, projects, programmes undertaken by Ethics Secretariat;
- vii. Coordinate mid-year and annual performance review of the Ethics Secretariat; and
- viii. Perform any other related duties assigned by his/her superior.

6.1.11 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Economics;
- A computer literate;
- National Service Training will be an added advantage.

6.1.12 REMUNERATION

Salary Scale TGS D

6.1.13 INVESTIGATION OFFICER II -1 POST

6.1.14 DUTIES AND RESPONSIBILITIES

- i. Receive and analyze complaints on alleged breach of the Code of Ethics by the Public Leaders;
- ii. Prepare, issue and receive Declaration Forms to Public Leaders listed under the Public Leadership Code of Ethics Act (PLCE);

- iii. Enter in the Register the particulars of Assets and Liabilities declared by Public Leaders;
- iv. Conduct physical verification of assets and liabilities declared by public leaders;
- v. Conduct preliminary investigation on alleged breaches of the Code of Ethics by Public Leaders;
- vi. Perform any other related duties assigned by his/her superior.

6.1.15 QUALIFICATION AND EXPERIENCE

- Bachelor Degree either in Public Administration Sociology, Social Work, Human Resources Management or International Relations from a recognized institution;
- A computer literate;
- National Service Training will be an added advantage.

6.1.16 REMUNERATION

Salary Scale TGS D

6.1.17 SUPPLIES OFFICER II-1 POST

6.1.18 DUTIES AND RESPONSIBILITIES

- i. Prepare schedule of requirements;
- ii. Prepare procedure for receiving goods;
- iii. Collect and keep records regarding received, stored and distributed goods;
- iv. Supervise physical distribution of goods;
- v. Design location index;
- vi. Prepare various goods report;
- vii. Conduct stock taking exercise;
- viii. Prepare receiving goods ledger;
- ix. Distribute goods to user department and other users; and
- x. Perform any other related duties assigned by his/her Superior.

6.1.19 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Procurement/Supplies Management from a recognized institution, who is registered by Procurement and Supplies Professionals and Technicians Board (PSPTB) as Graduate Procurement and Supplies Professional;
- A computer literate;
- National Service Training will be an added advantage.

6.1.20 REMUNERATION

Salary Scale TGS D

6.1.21 RECORDS MANAGEMENT OFFICER II- 1 POST

6.1.22 DUTIES AND RESPONSIBILITIES

- i. Control records systems and supervise records use at the Secretariat;
- ii. identify and search for records at Secretariat's registry;
- iii. Control records system generated from computer and supervise its use; and
- iv. Perform any other related duties assigned by his/her Superior.

6.1.23 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Records Management and Archives from a recognized institution;
- A computer literate;
- National Service Training will be an added advantage.

6.1.24 REMUNERATION

Salary Scale TGS D

6.1.25 RECORDS MANAGEMENT ASSISTANT II- 1 POST

6.1.26 DUTIES AND RESPONSIBILITIES

- i. Prepare file register;
- ii. Receive letters from customers and records them in relevant register;
- iii. Stamp all incoming mails;
- iv. Open mail collected from the Post office;
- v. Keep in safe custody files and documents;
- vi. Maintain a record of file movement;
- vii. Take daily note of files in various offices to up-date the file movement; and trace missing files.

6.1.27 QUALIFICATION AND EXPERIENCE

- Holder of National Form Six (VI) with Certificate in Records Management or Diploma in Records Management from a recognized institution;
- Computer knowledge will be an added advantage;

6.1.28 REMUNERATION

Salary Scale TGS B

6.1.29 PERSONAL SECRETARY III- 1 POST

6.1.30 DUTIES AND RESPONSIBILITIES

- i. Type normal letters, reports and documents;
- ii. Receive, interview and assist visitors as per their needs;
- iii. Maintain/keep Diary regarding events, appointments, visitors, meetings date, official trips and other arranged schedules;

- iv. Assist in searching and allocating files and documents needed for official use;
- v. Disseminate information from his/her superior to other staff;
- vi. Receive files and disseminate to officers concerned, collect back and return to the Registry; and
- vii. Perform any other related duties assigned by his/her Superior.

6.1.31 QUALIFICATION AND EXPERIENCE

- Holder of National Form Four (IV) with Certificate in Secretarial studies from a recognized institution. Successfully pass Shorthand 80 words per minute, in English and Swahili computer literature in programs like Windows, Microsoft Office, Internet, E-mail and Publisher;
- Diploma in secretarial Studies will be an added advantage.

6.1.32 REMUNERATION

Salary Scale TGS B

7.0 GOVERNMENT CHEMIST LABORATORY AUTHORITY (GCLA)

The Government Chemist Laboratory Authority is an Executive Authority under the Ministry of Health, Community Development, Gender, Elders and Children. The Laboratory is mandated in carrying out laboratory testing of Industrial and natural products samples; forensic and toxicological samples; Regulates and controls Human DNA. The Authority is expected to better meet the requirements of its customers and public in general.

7.1 CHEMIST (Chemistry) II – 5 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- i. Conduct sampling for laboratory analysis;
- ii. Prepare and standardize reagents;
- iii. Assist laboratory analysis of samples: environmental and occupational samples, industrial products and raw materials;
- iv. Prepare draft reports including those for laboratory analysis, inspection and registration;
- v. Assist in maintaining Quality Management Systems and Accreditation;
- vi. Assist in preparation, implementation and review of Laboratory Quality Documents and standard operation procedures (SOPs) ;
- vii. Conduct inspection and registration activities related to GCLA legal mandates;
- viii. Responsible for ensuring safe use of laboratory chemicals and apparatus ;
- ix. Responsible for Health and safety for Laboratory and other staff;
- x. Participate in disposal of obsolete chemicals and analyzed samples;
- xi. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Chemistry.
- Should possess basic computer knowledge.

7.1.3 CHEMIST (Molecular Biology and Biotechnology) II – 5 POSTS

7.1.4 DUTIES AND RESPONSIBILITIES

- i. Conduct sampling for laboratory analysis;
- ii. Prepare and standardize reagents;
- iii. Assist laboratory analysis of samples: environmental and occupational samples, industrial products and raw materials;
- iv. Prepare draft reports including those for laboratory analysis, inspection and registration;
- v. Assist in maintaining Quality Management Systems and Accreditation;
- vi. Assist in preparation, implementation and review of Laboratory Quality Documents and standard operation procedures (SOPs);
- vii. Conduct inspection and registration activities related to GCLA legal mandates;
- viii. Responsible for ensuring safe use of laboratory chemicals and apparatus;
- ix. Responsible for Health and safety for Laboratory and other staff;
- x. Participate in disposal of obsolete chemicals and analyzed samples;
- xi. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.5 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Molecular Biology and Biotechnology.
- Should possess basic computer knowledge.

7.1.6 CHEMIST (Chemical and Process/Biochemical) II- 5 POSTS

7.1.7 DUTIES AND RESPONSIBILITIES

- i. Conduct sampling for laboratory analysis;
- ii. Prepare and standardize reagents;
- iii. Assist laboratory analysis of samples: environmental and occupational samples, industrial products and raw materials;
- iv. Prepare draft reports including those for laboratory analysis, inspection and registration;
- v. Assist in maintaining Quality Management Systems and Accreditation;
- vi. Assist in preparation, implementation and review of Laboratory Quality Documents and standard operation procedures (SOPs);
- vii. Conduct inspection and registration activities related to GCLA legal mandates;
- viii. Responsible for ensuring safe use of laboratory chemicals and apparatus;
- ix. Responsible for Health and safety for Laboratory and other staff;
- x. Participate in disposal of obsolete chemicals and analyzed samples;

- xi. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.8 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Chemical and Process/Biochemical Engineering.
- Should possess basic computer knowledge.

7.1.9 CHEMIST (Environmental Engineering) II- 5 POSTS

7.1.10 DUTIES AND RESPONSIBILITIES

- i. Conduct sampling for laboratory analysis;
- ii. Prepare and standardize reagents;
- iii. Assist laboratory analysis of samples: environmental and occupational samples, industrial products and raw materials;
- iv. Prepare draft reports including those for laboratory analysis, inspection and registration;
- v. Assist in maintaining Quality Management Systems and Accreditation;
- vi. Assist in preparation, implementation and review of Laboratory Quality Documents and standard operation procedures (SOPs);
- vii. Conduct inspection and registration activities related to GCLA legal mandates;
- viii. Responsible for ensuring safe use of laboratory chemicals and apparatus;
- ix. Responsible for Health and safety for Laboratory and other staff;
- x. Participate in disposal of obsolete chemicals and analyzed samples;
- xi. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- xii. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.11 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Environmental Engineering.
- Should possess basic computer knowledge.

7.1.12 LABORATORY TECHNOLOGIST II – 8 POSTS

7.1.13 DUTIES AND RESPONSIBILITIES

- i. Prepare chemicals and reagents;
- ii. Prepare sampling tools and analytical facilities;
- iii. Collect, prepare samples and assist in laboratory analysis;
- iv. Maintain records of samples, chemicals, reagents and equipment's;
- v. Keep in safe custody samples, chemicals, reagents and equipment's;
- vi. Conduct inspection and registration activities related to GCLA legal mandates;
- vii. Assist data entry of laboratory and chemical management records;
- viii. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- ix. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.14 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma in Laboratory Technology from recognized learning institutions.
- Should possess basic computer knowledge.

7.1.15 LABORATORY ATTENDANT II- 2 POSTS

7.1.16 DUTIES AND RESPONSIBILITIES

- i. Clean laboratory glassware apparatus, working benches and floor;
- ii. Dispatch laboratory reports;
- iii. Keep working tools and utilities in respective custody;
- iv. Distribute samples and/or exhibits to respective laboratories;
- v. Follow up laboratory supplies from store;
- vi. Maintain confidential information to the Government and community in all matters concerning GCLA activities;
- vii. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.17 QUALIFICATION AND EXPERIENCE

- Holder of a Secondary Education Certificate who has attained a one year Laboratory training course from recognized Institutions.
- Should possess basic computer knowledge.

7.1.18 COMPUTER SYSTEM ANALYST II- 3 POSTS

7.1.19 DUTIES AND RESPONSIBILITIES

- i. Maintains user account information and authentication;
- ii. Documents the configuration of the system;
- iii. Troubleshoots any reported problems and provides support;
- iv. Identifies the hardware and software needed to provide solutions to problems;
- v. Assists in the customization and adaptation of existing programs to meet users;
- vi. Installs and downloads appropriate software;
- vii. Connects users to networks and provides initial training in facilities and applications;
- viii. Installs, configures and upgrade Database server software and related products;
- ix. Monitors storage and utilization growth and changes and advice on capacity planning;
- x. Performs data backups, storage and recovery during development, implementation and periodical testing;
- xi. Provides database troubleshooting and user support;
- xii. Alert users on various security risk, threats and vulnerabilities;
- xiii. Perform systems audit on regular basis;
- xiv. Install and configure RAN and WAN infrastructure;
- xv. Update web pages and multimedia;
- xvi. Publishing information in the web as per government policies;

- xvii. Performs any other official duties as may be assigned by Supervisors from time to time.

7.1.20 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Computer Science, Computer Engineering or Information and Communication Technology (ICT) from recognized Institutions.

7.1.21 RECORDS MANAGEMENT ASSISTANT II- 2POSTS

7.1.22 DUTIES AND RESPONSIBILITIES

- Receive, make copy, record and direct letters and other document for preview process;
- Find files from circulation;
- Collect processed files from action officers and return them to registry for custody
- Perform daily file tracking;
- Repair damaged files;
- Place/arrange records/documents in file racks/cabinets in registry/ archives;
- Follow up correspondence response from various people, organization To perform file audit and instruct rectification of misfiling;
- Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.23 QUALIFICATION AND EXPERIENCE

- Holder of Ordinary or Advanced Certificate of Secondary Education and Records Management Certificate in either of the following disciplines: health, registry and computer application skills.

7.1.24 RECEPTIONIST – 1 POST

7.1.25 DUTIES AND RESPONSIBILITIES

- Attends visitors and maintains an up-to-date visitor's record book;
- Provides telephone services and reporting on the defects;
- Records all out-going telephone calls;
- Maintains and updates the internal telephone directory;
- Performs any other official duties as may be assigned by the immediate Supervisor;
- Distribute internal memo and place announcements the notice board and remove them as they fall outdated.

7.1.26 QUALIFICATION AND EXPERIENCE

- Holder of an Ordinary Secondary Education Certificate with passes in English and Swahili Languages and attained a certificate in reception fields from recognized institutions.

- Trade Test Grade II and Telephone Operating Examination will be an added advantage.

7.1.27 PERSONAL SECRETARY III – 2 POSTS

7.1.28 DUTIES AND RESPONSIBILITIES

- i. Type open reports, letters and other official documents;
- ii. Receive, interview and direct visitors;
- iii. Keep records of events, appointments, visitors and dates of meetings. Trips of his/her boss and keeping the time table for the boss's activities;
- iv. Assist his/her boss in movement of files, documents and other items as may be needed;
- v. Facilitate communication between a boss and other subordinate;
- vi. Assist in file movements;
- vii. Previewing incoming and outgoing letters, mails, documents and files;
- viii. Pre-meeting arrangements;
- ix. Scanning, fax, binding office documents;
- x. Performs any other official duties as may be assigned by the immediate Supervisor.

7.1.29 QUALIFICATION AND EXPERIENCE

- Holder of Secondary Education Certificate who has a Certificate in Secretarial Duties and should have a minimum Shorthand speed of 80 w.p.m
- Should possess basic computer skills.

8.0 GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

The Government Procurement Services Agency (GPSA) was established under the Executive Agency Act CAP 245 R.E 2009 and came into effect through Government Notice (GN). No. 235 of 7th December 2007 and its amendments through Government Notice No. 133 of 13th, April, 2012.

8.1 SYSTEMS ANALYST II - 1 POST

8.1.1 Duty Station: Dar es Salaam

8.1.2 Reporting to: ICT Manager

8.1.3 DUTIES AND RESPONSIBILITIES

- i. Compile and document systems and user requirements for the Agency;
- ii. Design, program, debug and test applications to meet systems and functional requirement specifications;
- iii. Troubleshoot all problems related to software and resolve them or recommend solutions;
- iv. Provide support to end users;
- v. Configure desktop computers, servers and network devices to their optimal performance levels;
- vi. Design and implement networks (LAN and WAN) and associated services for the Agency;

- vii. Update Agency website and assist in carrying out programming for special computer package;
- viii. Perform regular back up of system files, data files and user files;
- ix. Perform routine preventive maintenances of all IT equipment and maintain updated inventory of IT assets; and
- x. Perform other duties as may be assigned by one's reporting officer.

8.1.4 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Computer Science, Information Systems/ Technology or Computer Engineering from a recognized institution.

8.1.5 REMUNERATION

Salary Scale: GPSA 4

8.1.6 SUPPLIES OFFICER II - 4 POSTS

8.1.7 Duty Station: Mbeya, Manyara, Tabora and Shinyanga

8.1.8 Reporting to: Regional Manager

8.1.9 DUTIES AND RESPONSIBILITIES

- i. Prepare and maintain stores ledger;
- ii. Assist in performing procurement activities;
- iii. Store goods from various suppliers and prepare disposal procedures for obsolete materials;
- iv. Keep bin cards records on stock items;
- v. Open and maintain ledger-book on all items received and issued;
- vi. Distribute goods to customers and other users;
- vii. Prepare vouchers for goods received;
- viii. Check arithmetic errors and keep records;
- ix. Participate in stock-taking/check lists and records keeping; and
- x. Perform other duties as may be assigned by ones reporting office.

8.1.10 QUALIFICATION AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in either Materials Management, Procurement, Supplies and Logistics, Business Administration, Commerce with bias in Procurement, Supplies or Logistics from a recognized institution and must be computer literate.

8.1.11 REMUNERATION

Salary Scale: GPSA 4

8.1.12 SUPPLIES ASSISTANT - 2 POSTS

8.1.13 Duty Station: Tabora and Mbeya

8.1.14 Reporting to: Regional Manager

8.1.15 DUTIES AND RESPONSIBILITIES

- i. ASSIST in attending enquiries from bidders and suppliers;
- ii. Prepare and keep tally cards for each item;
- iii. Check and prepare statements of requirements;
- iv. Receive procured goods;
- v. Prepare issue vouchers and draft Indents;
- vi. Assist evaluating routine, simple and low value procurement;
- vii. Conduct daily stock check;
- viii. Issue goods to customers;
- ix. Arrange stores in bins and location;
- x. Participate in stock-taking/check lists and keep records;
- xi. Perform other duties as may be assigned by ones reporting off.

8.1.16 QUALIFICATION AND EXPERIENCE

- Diploma in either in Materials Management, Business Administration with bias in Supplies or completion of part II of NBMM/PSPTB Professional and must be computer literate.

8.1.17 REMUNERATION

Salary Scale: GPSA 3

8.1.18 ASSISTANT ACCOUNTANT - 1 POST

8.1.19 Duty Station: Kagera

8.1.20 Reporting to: Regional Manager

8.1.21 DUTIES AND RESPONSIBILITIES

- i. Prepare and keep payment vouchers and other records in safe custody;
- ii. Post accounting entries into books of accounts, balances books of accounts and prepares reconciliation statements;
- iii. Serve as a cashier for both receiving and paying funds, issues receipts for funds received and obtains acknowledgements for funds paid, completes and maintains Cheque Dispatch Register;
- iv. Deposit and withdrawals funds into/from the Agency's bank accounts and prepares bank reconciliation statements;
- v. Maintain ledger accounts, journal, cash book and other accounting records and reconciles Control accounts in the general ledger with subsidiary Ledgers prepare trial balance and periodic financial reports;
- vi. Maintain and update fixed assets register;
- vii. Prepare bills and other debt documents;
- viii. Tally and check arithmetical accuracy of accounting documents and records; and
- ix. Perform other duties as may be assigned by one's reporting officer.

8.1.22 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma in Accountancy; completion of NBAA professional intermediate stage will be an added advantage and must be computer literate.

8.1.23 REMUNERATION

Salary Scale: GPSA 3

8.1.24 PERSONAL SECRETARY III - 2 POSTS

8.1.25 Duty Station: Lindi and Kigoma

8.1.26 Reporting to: Regional Manager

8.1.27 DUTIES AND RESPONSIBILITIES

- i. Type letters, reports and documents ;
- ii. Receive visitors, screen and direct them to relevant officers;
- iii. Keep in safe custody reports and other records of events;
- iv. Keep and make appointments and remind the respective officer accordingly;
- v. Search for files, documents and other information;
- vi. Receive and deliver directives to the respective officers;
- vii. Receive files, distribute them to action officers;
- viii. Prepare a list of office supplies and make follow up to ensure their availability; and
- ix. Perform other duties as may be assigned by one's reporting officer.

8.1.28 QUALIFICATION AND EXPERIENCE

- Holder of Form IV secondary school certificate plus secretarial certificate level III with minimum typing speed of 50 wpm; must be conversant with e-mail and internet service; MS Office Word, Excel, Data base, publisher, Power Point and other computer application services.
- Must be fluent in Kiswahili and English languages.

8.1.29 REMUNERATION

Salary Scale: GPSA 2

8.1.30 RECORDS MANAGEMENT ASSISTANT II - 2 POSTS

8.1.31 Duty Station: Iringa and Tanga.

8.1.32 Reporting to: Regional Manager

8.1.33 DUTIES AND RESPONSIBILITIES

- Keep and maintain an up to date file index;
- Receive incoming letters, record, put them in proper files and send them to action officers;
- Record and dispatch outgoing mails and conduct daily file marking;
- Sort/classify incoming mails according to subject matter;
- Keeps confidential files and documents relating to heads office under key and lock;
- Keep file records and control movement of files;
- Handle all files and documents in the registry;

- search files;
- Arrange files in racks ensure their safe custody; and
- Perform other duties as may be assigned by one's reporting officer.

8.1.34 QUALIFICATION AND EXPERIENCE

- Holder of Form VI secondary school education certificate plus a certificate in Records Management or Form IV secondary school with a Diploma in Records Management or equivalent qualifications and must be computer literate.

8.1.35 REMUNERATION

Salary Scale: GPSA 2

9.0 TANZANIA FOOD AND DRUGS AUTHORITY (TFDA)

Tanzania Food and Drugs Authority (TFDA) is an Executive Agency under the Ministry of Health, Community Development, Gender, Elderly and Children which is responsible for regulation of quality, safety and effectiveness of food, medicines, cosmetics and medical devices for the purpose of protecting and promoting public health. TFDA is established under Section 4 (1) of the Tanzania Food, Drugs and Cosmetics Act, Cap 219.

9.1 RECORDS MANAGEMENT ASSISTANT II – 1 POST

9.1.1 DUTIES AND RESPONSIBILITIES

- i. Receive and keep official records;
- ii. Receive files, deliver to the appropriate officer, collect and return them to the registry;
- iii. Open relevant files according to record keeping regulations;
- iv. Keep record of movement of files according to laid down procedures;
- v. Trace, locate and retrieve files when needed by officers;
- vi. Dispatch documents according to instructions;
- vii. Carry out any other duties related to the above that they may be assigned by superior officers.

9.1.2 QUALIFICATION AND EXPERIENCE

- Form IV Secondary Certificate and Certificate in Records Management or equivalent from recognized institutions.

10.0 THE EASTERN AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no. 28 of 1994 enacted by the Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user

member States to produce the statistical data necessary for the assessment, planning and development of the people and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandates as given by Act no, 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions.

10.1 LECTURER - 1 POST

10.1.1 DUTIES AND RESPONSIBILITIES

Teach NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;

- i. Guide and supervise students in building up their practical and research projects;
- ii. Prepare learning resources and design training exercises for students;
- iii. Conduct consultancy and community services;
- iv. Develop and review existing curricula;
- v. Undertake individual research;
- vi. Prepare teaching manuals, simulations and case studies for training; and
- vii. Mentor junior teaching staff.

10.1.2 QUALIFICATION AND EXPERIENCE

- Doctorate (PhD) Degree either in Statistics, Economics, Mathematics, Computer Science or Information Technology.

Or

- Registered technical teacher and holder of Masters Degree/PhD in Economics, Statistics, working in similar position in a recognized institution.

Or

- Masters Degree in Economics, Statistics, Computer Science or Information Technology who has a proven applicable working experience preferably in research/consultancy of at least (10) ten years in the industry and has published at least five consultancy/research reports/papers of the academic and professional appreciable depth in the relevant field.

10.1.3 REMUNERATION

Salary Scale PHTS 5

10.1.4 TERMS AND CONDITIONS OF THE SERVICE

- Permanent and Pensionable

10.1.5 ASSISTANT LECTURER (Statistics)- 15 POSTS

10.1.6 DUTIES AND RESPONSIBILITIES

- i. Teach up to NTA level 8 (Bachelors Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carry out consultancy and community services under supervision;
- v. Supervise student's project; and
- vi. Prepare teaching manual.

10.1.7 QUALIFICATION AND EXPERIENCE

- Master's Degree in Statistics Mathematics, Economics or Computer Science with a GPA OF 3.5 and above at bachelor level in area of specialization from any recognized Institution.

10.1.8 TERMS AND CONDITIONS OF THE SERVICE

- Permanent and Pensionable.

10.1.9 COMPUTER SYSTEM ANALYST II - 3 POSTS

10.1.10 DUTIES AND RESPONSIBILITIES

- i. Designing, implementing and maintaining databases;
- ii. Designing, coding and debugging web based applications;
- iii. Software analysis, code analysis and requirements analysis;
- iv. Software modeling and simulation;
- v. Front end graphical user interface design;
- vi. Software testing and quality assurance;
- vii. Support, maintain and document software functionality;
- viii. Integrate software with existing systems;
- ix. Evaluate and identify new technologies for implementation;
- x. Producing detailed technical specifications and writing the programming codes;
- xi. Providing support and system maintenance;
- xii. Execute other assignments as you may be assigned from time to time by your superiors;

10.1.11 QUALIFICATION AND EXPERIENCE

- Bachelor's Degree/Advanced Diploma in Computer Science or Information Technology or related computer studies from recognized institution.

10.1.12 REQUIRED SKILLS

- i. Advanced knowledge in HTML5, CSS3, Bootstrap, JavaScript, jQuery, Responsive Web Design and MVC frameworks;
- ii. Working knowledge of various programming languages (Including PHP);
- iii. Practical skills on Object Oriented Programming (OOP);
- iv. Practical knowledge in MySQL database;
- v. Sound knowledge in Windows and Linux (Ubuntu) operating systems.

10.1.13 REMUNERATION: PGSS 6

10.1.14 TERMS AND CONDITIONS OF THE SERVICE

- Permanent and Pensionable.

10.1.15 ESTATE OFFICER II - 1 POST

10.1.16 DUTIES AND RESPONSIBILITIES

- i. Assist in supervising artisans in the Estates Department;
- ii. Assist in preparing work schedules;
- iii. Assist in planning of Estate activities and services;
- iv. Assist in innovative approaches to conditioning, maintaining and upgrading the built environment;
- v. Keep and maintain working equipment in good working order;
- vi. Assist in designing infrastructure development projects.

10.1.17 QUALIFICATION AND EXPERIENCE

- Degree or Advanced Diploma in Environmental Engineering, Architecture, Building Economics, Civil Engineering, or Land Management and Valuation.
- Must be computer literate.

10.1.18 REMUNERATION

Salary Scale PGSS 6

10.1.19 TERMS AND CONDITIONS OF THE SERVICE

- Permanent and Pensionable.

10.1.20 ADMISSION OFFICER II - 1 POST

10.1.21 DUTIES AND RESPONSIBILITIES

- i. Arrange process and distribute letters of admission to qualified applicants.
- ii. Receive and process applicants' forms and record keeping.
- iii. Compile list of applicants for admission.

- iv. Compile and keep students records.
- v. Open file for newly admitted students.
- vi. Prepare students admission master roll

10.1.22 QUALIFICATION AND EXPERIENCE

- Bachelor Degree/Advanced Diploma from a recognized institution in the field/specialization either in education, Public administration, sociology, economics or statistics from a recognized institution and must be computer literate.

10.1.23 REMUNERATION

Salary Scale PGSS 6

10.1.24 TERMS AND CONDITIONS OF THE SERVICE

- Permanent and Pensionable

11.0 TANZANIA ELECTRICAL, MECHANICAL AND SERVICES AGENCY (TEMESA)

The Tanzania Electrical, Mechanical and Services Agency (TEMESA) is an agency under the Ministry of Works. It was established by the Executive Agency Act No. 30 of 1997 as amended by the Executive Agency (Amendment) Act No. 13 of 2009, through G.N 254 of 26th August, 2005.

11.1 MECHANICAL ENGINEER – 4 POSTS

11.1.1 DUTIES AND RESPONSIBILITIES

- i. Carry out maintenance, service and repair of Motor Vehicles and Plants under a Professional Engineer;
- ii. Prepare maintenance costs and costing of materials;
- iii. Ensure that job cards for maintenance and repair are properly raised;
- iv. Ensure proper valuation of jobs to achieve value for money;
- v. Carry out Planning, designing and fabrication of mechanical works under Professional Engineer.
- vi. Coordinate, supervise and provide technical advice on maintenance, service and repair of motor vehicles and plants.
- vii. Perform any other official related duties as may be assigned by the supervisor.

11.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Mechanical Engineering from a recognized Institution.
- The candidate should be Computer literate.

11.1.3 REMUNERATION

Salary Scale TGS E

11.1.4 CIVIL ENGINEER - 1 POST

11.1.5 DUTIES AND RESPONSIBILITIES

- i. Perform minor Civil work under the supervision of the Professional Engineer registered by the Engineers Registration Board;
- ii. Inspect ferry ramps and buildings of the Agency and advise the Management accordingly;
- iii. Make follow up and ensure that the Agency abides with construction rules and guidelines;

11.1.6 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Civil Engineering from a recognized Institution.
- The candidate should be Computer literate.

11.1.7 REMUNERATION

Salary Scale TGS E

11.1.8 ASSISTANT TECHNICIAN (MECHANICAL)- 3 POSTS

11.1.9 DUTIES AND RESPONSIBILITIES

- i. Carry out cleanness of Workshop premises and working tools.
- ii. Carry out minor repair and maintenance of Vehicles, Plant and Equipment under supervision of a Senior Technician.
- iii. Inspect and repair Motor vehicles, plants and equipments.
- iv. Assist in site survey, settings and drawing for mechanical systems and machines.
- v. Attend routine orders from supervisors.

11.1.10 QUALIFICATION AND EXPERIENCE

- Form IV Secondary Education Certificate who has undertaken Vocational Training and Holder of Trade Test III/II or Level I/II or equivalent qualification from a recognized Institution.

11.1.11 REMUNERATION

Salary Scale TGS A

11.1.12 TECHNICIAN II (Mechanical) – 12 POSTS

11.1.13 DUTIES AND RESPONSIBILITIES

- i. Supervise cleanliness of working tools/equipment and Workshop premises;
- ii. Carry out repair and maintenance of Vehicles, Plants and Equipment.
- iii. undertake technical inspection of Vehicles, Plants and equipment;
- iv. open and maintain job cards for mechanical works records;
- v. attend routine orders from supervisors

11.1.14 QUALIFICATION AND EXPERIENCE

- Diploma/Full Technician Certificate (FTC) in Mechanical.
- The candidate must be computer literate.

11.1.15 REMUNERATION

Salary Scale TGS C

11.1.16 TECHNICIAN II (Electrical) – 3 POSTS

11.1.17 DUTIES AND RESPONSIBILITIES

- i. Carry out installation, repair and maintenance of electrical appliances according to safety standards;
- ii. Upkeep working tools, measuring instruments and equipment in safe and clean environments;
- iii. Open and maintain job cards for electrical works/appliances;
- iv. Install, repair and maintain Electrical Installation systems, Electrical appliances and street lights, Generators, transformers and other electrical appliances;
- v. Diagnose cause of electrical malfunction or failure of operational equipment and perform preventive and corrective maintenance;
- vi. Develop wiring diagrams, layout drawings and engineering specifications for system or equipment modifications or expansion, and directs personnel performing routine installation and maintenance duties;
- vii. Perform periodic electrical testing to equipment, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards.

11.1.18 QUALIFICATION AND EXPERIENCE

- Diploma/Full Technician Certificate (FTC) in Electrical.
- The candidate must be computer literate.

11.1.19 REMUNERATION

Salary Scale TGS C

11.1.20 SUPPLIES OFFICER II (DIPLOMA) - 2 POSTS

11.1.21 DUTIES AND RESPONSIBILITIES

- i. Maintain details of warehouse records and equipment;
- ii. Prepare and recommend future requirements for storage equipment, buildings, yard and layout.
- iii. Maintain appropriate stores records of purchases and issues.
- iv. Assist in preparation of annual general procurement plans.
- v. Prepare purchase requisitions/orders upon approval by superior.
- vi. Receive and issue vouchers, delivery notes and invoices. and
- vii. Perform any other assignments in line with his/her career as may be assigned by supervisor.
- viii. Ensure efficient stock control levels (Inventory Analysis and Control);
- ix. Prepare and maintain stores ledger, received, issues vouchers;
- x. Store goods from various suppliers and prepare disposal procedures for obsolete materials;
- xi. Keep bin cards records on stock items;
- xii. Distribute goods/materials to customers and other users;
- xiii. Check arithmetic errors and maintain procurement;
- xiv. Participate in stock-taking/check lists and records keeping

11.1.22 QUALIFICATION AND EXPERIENCE

- Diploma in Materials Management/ Procurement. Must be registered as Procurement and Supplies Technician or Procurement and Supplies Full Technician by National Materials Management Professional Stage II recognized by PSPTB.
- Must be Computer literate.

11.1.23 REMUNERATION

Salary Scale TGS C

11.1.24 RECORDS MANAGEMENT ASSISTANT II - 1 POST

11.1.25 DUTIES AND RESPONSIBILITIES

- i. Carry out proper record keeping;
- ii. Maintain and update file movement registers;
- iii. Receive incoming mail, to record them in relevant register book and to dispatch outgoing mails;
- iv. Open relevant files according to record keeping regulations,
- v. Trace, locate and retrieve files when needed by officers,
- vi. Perform any other duties as may be assigned the supervisor

11.1.26 QUALIFICATION AND EXPERIENCE

- Holder of at least National Form IV Certificate and Certificate in Records Management from a recognized institution. The candidate should have relevant

computer knowledge.

11.1.27 REMUNERATION

Salary Scale TGS B

11.1.28 ASSISTANT ACCOUNTANT - 2 POSTS

11.1.29 DUTIES AND RESPONSIBILITIES

- i. Prepares and keeps payment vouchers and other records in safe custody
- ii. Carries posting of accounting entries into books of accounts, balances books of accounts and prepares reconciliation statements
- iii. Serves as a cashier for both receiving and paying funds, issues receipts for funds received and obtains acknowledgements for funds paid, completes and maintains Cheque Dispatch Register
- iv. Deposits and withdrawals funds into/from the Agency's bank accounts and prepares bank reconciliation statements
- v. Maintains ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary Ledgers
- vi. Prepares trial balance and periodic financial reports
- vii. Maintains fixed assets register and ensures that it is up to date
- viii. Prepares bills and other debt documents
- ix. Tallies and checks arithmetical accuracy of accounting documents and records
- x. Carries out any other duties as may be assigned by supervisor

11.1.30 QUALIFICATION AND EXPERIENCE

- Diploma in Accounting, NBAA Intermediate Stage Module C + D/ Certificate in Higher Standard Government Accountancy Examination or equivalent qualification.
- Must be computer literate.

11.1.31 REMUNERATION

Salary Scale TGS C

11.1.32 FERRY/BOAT OPERATOR II - 1 POST

11.1.33 DUTIES AND RESPONSIBILITIES

- i. Tie and untie ferries while at deck.
- ii. Ensure safety of Passengers and vehicles navigated in the pontoon/Boat
- iii. Arrange Passengers and Vehicles in the Pantoon/Boat.
- iv. Operate and direct marine Pantoon/Boat.
- v. Report promptly any problem arising concerning the navigation equipment
- vi. Give daily navigation reports
- vii. Perform any other tasks as may be assigned by the Supervisor

11.1.34 QUALIFICATION AND EXPERIENCE

- Possession of Form Four certificate, with knowledge of navigating ferries approved by Dar es Salaam Marine Institute or any other Institution recognized by the Government for a period of not less than two years and must have qualified a six month course concerned with Swimming, Sea survival and arrangement of passengers and vehicle into the ferry. Possession of Certificate of Competence of at least Class IV issued by SUMATRA/ other Institution recognized by Government/IMO. Working experience in the relevant field of at least 2 years is essential

11.1.35 REMUNERATION

Salary Scale TGS A

12.0 TANZANIA FOREST SERVICES (TFS) AGENCY

Tanzania Forest Services (TFS) Agency as a semi-autonomous Government Agency was established through Government Notice No. 269 of 30th July 2010. TFS establishment is supported by the Executive Agency Act (Cap. 245) as amended in 2009, the National Forest and Beekeeping Policies adopted in March 1998 and administered through the Forest Act Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources.

TFS Headquarters is located in Dar es Salaam at Mpingo House, Ivory Room premises along Nyerere Road. TFS offices outside Dar es Salaam operate in seven zones as follows: Eastern (Kibaha- Kongowe in Pwani Region), Southern (Masasi Town in Mtwara Region) Southern Highlands (Mbeya Municipal in Mbeya Region), Northern (Same Town in Kilimanjaro Region) Western (Tabora Municipal in Tabora Region), Lake (Mwanza Municipal in Mwanza Region) and Central (Dodoma Municipal in Dodoma Region).The Headquarters is responsible for providing Zonal Offices with technical and professional support, establishing standards, systems and procedures for resources management, utilization, capacity building, coordinating the Agency's technical services, monitoring and evaluating the performance of field operations. All operational matters of the Agency are handled at the Zones, and that the Headquarters deals with strategic management issues.

12.1.1 FOREST OFFICER II 1 POST

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.2 DUTIES AND RESPONSIBILITIES

- i. Supervise planting and management of natural forests and plantations
- ii. Conduct research
- iii. Enforce forest policies and legislation
- iv. Build capacity of staff and stakeholders
- v. Conduct planning in forest and coordinate collection and analysis of forest products statistics

12.1.3 QUALIFICATION AND EXPERIENCE

- Degree in Forestry from a recognized institution of higher learning.

12.1.4 FOREST ASSISTANT II 7 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.5 DUTIES AND RESPONSIBILITIES

- vi. collect and good keeping of seeds;
- vii. tend to tree seedlings and management of tree nurseries;
- viii. manage trees and forests;
- ix. undertake patrols within the forests;
- x. inspect and grade forest products;
- xi. carry out mensuration in forest;
- xii. Carry out forest extension services;
- xiii. To carry out any other duties as assigned from time to time by Supervisor.

12.1.6 QUALIFICATION AND EXPERIENCE

- Form IV or VI leaver with Certificate or Diploma in Forestry from a recognized institution.
- Computer knowledge will be an added advantage.

12.1.7 BEEKEEPING OFFICER II 2 POSTS

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.8 DUTIES AND RESPONSIBILITIES

- i. Supervise establishment of bee reserves and apiaries;
- ii. Conduct research;
- iii. Implement beekeeping policies and enforce legislation;
- iv. Build capacity of staff and stakeholders;
- v. Conduct planning in beekeeping and coordinate collection and analysis of

- bee products statistics;
- vi. Plan and ensure quality of beekeeping products;
 - vii. Participate in setting standards of bee products;
 - viii. Carry out any other duties as assigned from time to time by supervisor.

12.1.9 QUALIFICATION AND EXPERIENCE

- Degree in Science specialized in Beekeeping, Botany or Zoology from recognized institution of higher learning. Computer knowledge will be an added advantage.

12.1.10 ASSISTANT ACCOUNTANT II 1 POST

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.11 DUTIES AND RESPONSIBILITIES

- i. Assist in the preparation of various financial statements;
- ii. Keep financial register;
- iii. Prepare bank reconciliation statements;
- iv. Prepare payment vouchers and cheques and post them in vote books;
- v. Prepare credit and loss accounts.

12.1.12 QUALIFICATION AND EXPERIENCE

- NBAA Intermediate Stage Modules C or Diploma in Accounting from recognized institution. Must have basic knowledge of Accounting Packages.

12.1.13 RECORDS MANAGEMENT ASSISTANT II 1 POST

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.14 DUTIES AND RESPONSIBILITIES

- i. Receive and keep records of various documents;
- ii. Implement procedures on keeping and transfer of records;
- iii. Keep files;
- iv. Design and implement modern means of tracking and keeping files;
- v. Manage incoming mails and recording of documents;

12.1.15 QUALIFICATION AND EXPERIENCE

- Diploma in records from recognized institution. Must have basic knowledge of computer.

12.1.16 MECHANICAL TECHNICIAN II 1 POST

Duty Station: TFS Zones/Plantations

Reporting to: Zonal/Plantation Manager

12.1.17 DUTIES AND RESPONSIBILITIES

- i. Conduct vehicles inspection;
- ii. Conduct minor repairs of motor vehicles and machine;
- iii. Prepare motor vehicles and machine repair estimates;
- iv. Guide technicians works on workshop;

12.1.18 QUALIFICATION AND EXPERIENCE

- Mechanical Full Technician Certificate or diploma from recognized institution. Must have basic knowledge of computer.

13.0 TROPICAL PESTICIDES RESEARCH INSTITUTE (TPRI)

Tropical Pesticides Research Institute (TPRI) dates back to 1945 when it started with the objective of investigating application of synthetic insecticides for the control of tropical pests. Since then, the Institute has served under the colonial Government, the East African Common Services Organization, the defunct East African Community and the Government of the United Republic of Tanzania. Currently TPRI's capacity include pesticide regulation, hygiene and safety; pest management, research and services including toxicology; pesticide residues in the environment; pesticides application techniques; food and feeds; sanitary and Phytosanitary control; organic certification; Biosafety; plant and insect taxonomy as well as documentation of natural vegetation and insects; and conservation of plant genetic resources. For TPRI to operate at its peak capacity it requires various inputs including quality of its human resource. The proposed Scheme of Service for the Institute's staff provides an explicit criteria for promotion of scientific and non-Scientific staff, and procedure or criteria for recruitment and advancement within the Institute's service.

PERSONAL SECRETARY GRADE II- 1 POST

DUTIES AND RESPONSIBILITIES

- i. May be attached to Head of Department/Division
- ii. Type confidential correspondences/letters, manuscripts, reports and proceedings.
- iii. Draft simple letters, handle mail and take dictation
- iv. Make travel and hotel arrangements/booking
- v. Ensure availability of stationery and other working equipment's for the
- vi. Department/Division.

QUALIFICATION AND EXPERIENCE

- Form IV certificate with passes in typing speed of 40 w.p.m manuscript and tabulation stage II secretarial duties and Office Practice stage I plus 80 w.p.m shorthand either in Kiswahili or in English from a recognized Secretarial Institute. Computer knowledge from a recognized Institution and certificate in computer programs e.g. Windows, Microsoft office Internet, E-mail and Publisher. Use of modern office equipment will be a necessary requirement.

REMUNERATION

Salary Scale PGSS 4

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
- 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants 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) and National Council for Technical Education

- (NACTE);
- x. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
 - xii. 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.*
 - xiii. Deadline for application is 30th August, 2017 and;
 - xiv. Only short listed candidates will be informed on a date for interview.
 - 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.ajira.go.tz/> and not otherwise (This address can also be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**