

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/82

5th January, 2018

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Forestry Research Institute (TAFORI) and Tanzania Broadcasting Corporation (TBC), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill (22) vacant posts as mentioned below.

1.0 INTRODUCTION

1.1 Tanzania Forestry Research Institute (TAFORI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism established by Act of Parliament No. 5 of 1980 with a broad mandate of conducting and coordinating forestry research in all fundamental aspects of sustainable forest production and utilization in relation to the conservation of natural forests and plant genetic resources.

1.1.1 Position: Director General
Duty Station: Headquarters, Morogoro
Age Limit: Not above 50 years
Reports to: The Board of Directors

1.1.2 Qualifications and Experience:

- i. Holder of PhD Degree in Forestry from a recognized University with at least 10 years of forestry research experience and 12 scientific papers published in the internationally recognized Journals after attaining the PhD qualifications and 5 years of Administrative experience.
- ii. Must be Computer literate in programmes applicable in forestry research.

1.1.3 Personal Attributes

- i. Able to demonstrate in-depth knowledge of principle of new public Management and familiar with research reforms;
- ii. Good leadership skills and qualities;

- iii. Able to communicate with proven interpersonal skills;
- iv. Veracity in critical management skills of transformation leadership, action planning, performance and total quality management, team building, decision making, problem solving and change management.

1.1.4 Duties and Responsibilities

- i. Chief Executive Officer of the Institute;
- ii. Accounting Officer of the Institute;
- iii. Responsible to the Board of Directors;
- iv. Overall in-charge of planning, organizing, coordinating and controlling the Institute's activities;
- v. Ensures that the organization's research and other scientific and administrative activities are of the highest standard and reflect national priorities;
- vi. Responsible for interpretation and implementation of technical, financial, legal and administrative policies of the Institute;
- vii. Chief spokesman of the Institute;
- viii. Makes sure the role of forestry research is well known to the policy makers both at national and international levels;
- ix. Ensures incorporation of modern technologies in the institute activities down to centre level
- x. Ensures that forestry research results are made available to the stakeholders/end-users; and
- xi. Chief overseer of Forestry Research in the Institute.

1.1.5 Remuneration

Will be in line with current Treasury Registrar's Salary Scale, PRSS 8 plus other fringe benefits in accordance with the Treasury Registrar's circulars issued from time to time.

2.0 TANZANIA BROADCASTING CORPORATION (TBC)

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1965 and Televisheni ya Taifa (TVT) which was established in 1999.

2.1 JOURNALIST II (6 posts)

2.1.1 Qualifications and Experience:

Holder of Bachelor Degree or Advanced Diploma in Journalism, Mass Communication, TV/Film Production from a recognized Institution. Knowledge in word processing, graphics, photographing, photo-editing and video shooting will be an added advantage. Computer skills are essential.

2.1.2 Duties and Responsibilities:

- i. Gathers and writes news and stories;
- ii. Writes scripts and continuities and prepares programmes for radio and television products;
- iii. Collects, reports and comments on news and current affairs for broadcasting by radio or television;
- iv. Interviews politicians and other public figures at press conferences and on occasions, including individual interviews recorded for radio or television;
- v. Writes editorials and selects, revises, arranges and edits submitted articles and other materials for broadcasting on radio or television;
- vi. Writes advertising copy promoting particular products or services;
- vii. Selects, assembles and prepares publicity materials about business or other organizations for being broadcast through radio, television or other media;
- viii. Provides professional and technical support to other junior reporters/journalists; and
- ix. Perform any other related duties as may be assigned by Supervisor.

2.1.3 Salary scale: PGSS 6/1

2.1.4 Age Limit: Not more than 45 years.

2.2 TECHNICIAN II (2 posts)

2.2.1 Qualification and Experience:

- i. Holder of Diploma/Full Technician Certificate in Electronics or Telecommunications from recognized college or institution. Computer skills will be an added advantage.

2.2.2 Duties and Responsibilities:

- i. Carry out technical operations;

- ii. Carry out servicing and maintenance work of technical equipment under supervision of experienced technician;
- iii. Ensure proper maintenance of all equipment at workplace; and
- iv. Perform any other related duties as may be assigned by the supervisor.

2.2.3 Salary: PGSS 5/1

2.2.4 Age Limit: Not more than 45 years.

2.3 CAMERAMAN II (2 posts)

2.3.1 Qualification and Experience:

Holder of Certificate/Advanced Certificate in Journalism with specialized training on Cinematography, Video shooting, Video production, or its equivalent from a recognized Institution. Computer skills are essential.

2.3.2 Duties and Responsibilities:

- i. Undertake filming/recording of television programmes such as talk shows, education, documentaries, religion etc. in good quality standard and consonant with the requirement of the producer;
- ii. Load and unloads camera, cleans and place lenses, filters, extension tubes and makes;
- iii. Participate in shooting various events;
- iv. Participate in developing a shooting programme;
- v. Determines camera, video tape and lighting equipment to be utilized;
- vi. Directs technical personnel to achieve photographic effects; and
- vii. Performs other related duties as may be assigned by the Supervisor.

2.3.3 Salary: PGSS 3/1

2.3.4 Age Limit: Not more than 45 years.

2.4 GRAPHIC DESIGNER II (1 post)

2.4.1 Qualification and Experience:

Holder of Bachelor Degree or Advanced Diploma in ICT majoring in Graphic Designing or its equivalent for TV Broadcasting from a recognized Institution.

2.4.2 Duties and Responsibilities:

- i. Design artistic graphics for promotion;
- ii. Design artistic material for news, programmes and commercial adverts;
- iii. Design screen graphics;
- iv. Demonstrates illustrative skills with rough sketches;
- v. Edit video and audio promotion materials;
- vi. Produce video artistic jingles and animation;
- vii. Perform any other related duties as may be assigned by the supervisor.

2.4.3 Salary: PGSS 6/1

2.4.4 Age Limit: Not more than 45 years.

2.5 PRODUCER II (2 posts)

2.5.1 Qualification and Experience:

Holder of Bachelor Degree or Advanced Diploma in Mass Communication, Journalism TV/Radio/Film Production or its equivalent from a recognized Institution. Computer skills are essential.

2.5.2 Duties and Responsibilities:

- i. Assist in undertaking production of television programmes;
- ii. Assist in production of radio programmes, drama and light entertainment;
- iii. Selection and production of music programmes;
- iv. Assist in production of education development programmes;
- v. Participate in talk shows/documentaries/magazine, religious programmes, sports etc; and
- vi. Scheduling routine programmes.

2.5.3 Salary: PGSS 6/1

2.5.4 Age Limit: Not more than 45 years.

GENERAL CONDITIONS

- i.* All applicants must be Citizens of Tanzania;
- 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.* Applicants who will attach copies of the following certificates will strictly not have 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 certified 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 **19 January 2018** 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.aiira.go.tz/> and not otherwise (This address can also be found at PSRS Website, Click 'Recruitment Portal')

SECRETARY

PUBLIC SERVICE RECRUITMENTSECRETARIAT.