

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/128

15<sup>th</sup> May, 2018

### VACANCIES ANNOUNCEMENT

On behalf of Tanzania Cotton Board (TCB), and The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), Agency for the Development of Educational Management (ADEM), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **7** vacant posts as mentioned below;

#### **1.0 TANZANIA COTTON BOARD (TCB)**

Tanzania Cotton Board is a Regulatory Body established under the Cotton Industry Act No. 2 of 2001 whose functions are provision of regulatory, development and promotion services to the cotton industry in Tanzania.

#### **1.1 SAMPLE CLERK II - 1 POST**

##### **1.1.1 DUTY STATION: SHINYANGA**

##### **1.1.2 DUTIES AND RESPONSIBILITIES**

- (i) Sorting of Cotton samples,
- (ii) Preparing samples for classing,
- (iii) Recording samples according to lot numbers,
- (iv) Performing any other related duties as may be directed.

##### **1.1.3 QUALIFICATION AND EXPERIENCE**

Secondary Education Certificate (IV) with at least one Principal Pass in Science Subjects.

##### **1.1.4 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

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

The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC) was established by Act No. 19 of the Parliament of the United Republic of Tanzania in November 1981 and started functioning officially in July, 1982. The Centre has objective of undertaking applied research and development promotion, adaptation and dissemination of appropriate technologies in the field of agricultural mechanization and rural technologies with the aim of improving the standard of living and reducing poverty.

### **2.1 ARTISAN II – BIOGAS – 1 POST**

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

- (i) Construct Biogas Plants,
- (ii) Prepare construction material list as per work assignment,
- (iii) Perform repair of biogas plants,
- (iv) Maintain order and cleanness at work area,
- (v) Prepare work report as per instruction,
- (vi) To do any other duties as assigned by supervisor.

#### **2.1.2 QUALIFICATION AND EXPERIENCE**

Level One Certificate or Equivalent in Masonry from accredited institution, and should have knowledge in Biogas construction.

#### **2.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

### **2.2 ARTISAN II – CARPENTRY – 1 POST**

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

- (i) Fabricate wooden technologies,
- (ii) Prepare work piece/ pattern as per work assignment,
- (iii) Operate wood work machines as per standards operating procedures,
- (iv) Perform minor repair and maintenance of wood work machines and technologies,
- (v) Prepare work report as per instruction,
- (vi) Maintain order and cleanness of machinery and work area,
- (vii) To do any other duties as assigned by supervisor.

#### **2.2.2 QUALIFICATION AND EXPERIENCE**

Level One Certificate or Equivalent in Carpentry from accredited institution, and should have knowledge in wood works and operation of different wood work machines.

#### **2.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.3 ARTISAN II – FITTER AND TURNER – 1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Produce machine parts including gears and shafts,
- (ii) Prepare work piece as per work assignment,
- (iii) Operate machines as per standards operating procedures,
- (iv) Perform minor repair and maintenance of machines and technologies,
- (v) Prepare work report as per instruction,
- (vi) Maintain order and cleanness of machinery and work area,
- (vii) To do any other duties as assigned by supervisor.

### **2.3.2 QUALIFICATION AND EXPERIENCE**

Level One Certificate or Equivalent in Fitter and Turner from accredited institution, and should have knowledge in metal works and different machining operations.

### **2.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.4 ARTISAN II – WELDING AND FABRICATION – 1 POST**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Joining different technology parts by Arc, MIG and Gas Welding,
- (ii) Prepare work piece as per work assignment,
- (iii) Operate machines as per standards operating procedures,
- (iv) Perform minor repair and maintenance of machines and technologies,
- (v) Prepare work report as per instruction,
- (vi) Maintain order and cleanness of machinery and work area,
- (vii) To do any other duties as assigned by supervisor.

### **2.4.2 QUALIFICATION AND EXPERIENCE**

Level One Certificate or Equivalent in Welding and Fabrication from accredited institution, and should have knowledge in metal works, welding and other related machines.

### **2.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.5 DRIVER III – 1 POST**

### **2.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Drive Centre's vehicles to facilitate various activities,
- (ii) Drive Centre's Vehicles and Maintain Logbooks,
- (iii) Be responsible for safe – keeping of the Vehicle and its tools,
- (iv) Maintain cleanliness of the vehicle and tools,
- (v) Report promptly any defect or problems detected in the vehicle,

- (vi) Ensure compliance with Motor Vehicle Laws and Regulations,
- (vii) Perform any other duties as assigned by Supervisor.

## **2.5.2 QUALIFICATION AND EXPERIENCE**

Form Four Certificate (IV) with Passes in Kiswahili and English, a valid Driving Licence Class C or E and one – year Basic Driving Course Certificate plus driving experience of at least one year without causing accidents. Possession of Level two Certificate or Equivalent in Motor Vehicle maintenance/ Mechanics will be an added advantage.

## **2.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **3.0 AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT**

### **(ADEM)**

Agency for the Development of Educational Management (ADEM) was inaugurated in 2001 from the former Institute of Management Training for Educational Personnel (MANTEP). While MANTEP was under the direct control of the then Ministry of Education and Culture, ADEM is a semi-autonomous body of the Ministry of Education and Vocational Training. The Agency is mandated to provide training in Education Leadership, Management and Administration and Quality Assurance to managers and prospective managers serving at various levels in the education sector. The Agency offers one year Certificate in Education Leadership, Management and Administration (CELMA) and a two year Diploma programme in the field of Education Management and School Quality Assurance.

## **3.1 TUTOR II- FINANCE AND PROCUREMENT- 1 POST-RE-ADVERTISED**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. Train students in Finance and procurement;
- ii. Mark students assignments;
- iii. Prepare module assessment plans;
- iv. Prepare and mark examinations;
- v. Supervise student's research work;
- vi. Prepare teaching and learning materials;
- vii. Conducting assessment and evaluation;
- viii. Review the curriculum; and
- ix. Perform any other duties as may be assigned by the supervisor.

### **3.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Commerce with Education plus Master Degree either in Finance or Business Administration from recognized University or Institutions

### 3.1.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale  
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#### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for CAMARTEC vacant posts, age limit is 35;
- 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 28<sup>th</sup> May, 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.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**