

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/33

13th September, 2017

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Industrial Research and Development Organization (TIRDO), Secretary, President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(47)** vacant posts as mentioned below;

1.0 INDUSTRIAL RESEARCH AND DEVELOPMENT ORGANIZATION (TIRDO)

Tanzania Industrial Research and Development Organization (TIRDO) is a Multi-Disciplinary Research and Development Organization established by the Act of Parliament No. 5 of 1979 and it became operational on 1st April, 1979. Its mandate is to assist the industrial sector of Tanzania by providing technical expertise and support services to upgrade their technology base. Furthermore TIRDO is mandated to carry out applied research, for the development of suitable technologies, and value addition to indigenous resources through industrial processing.

1.1 RESEARCH OFFICER (MATERIALS ENGINEERING)- 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;

- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Material Science Technology, Mechanical Engineering, Metallurgy Engineering, Maintenance Engineering, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.2 RESEARCH OFFICER II (ENERGY ENGINEERING) – 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Energy Engineering, Coal Technology, Oil and Gas Engineering, Electrical Engineering, Chemical and Processing Engineering, Mechanical Engineering, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.3 RESEARCH OFFICER II (MECHANICAL ENGINEERING) – 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submit regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepare articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Mechanical Engineering, Electro Mechanical Engineering, Metallurgy Engineering, Maintenance Engineering, Energy Engineering, Materials Science Technology, or any other relevant qualification from recognized University. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.4 RESEARCH OFFICER II (LEATHER AND TEXTILE) – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Mechanical Engineering, Textile and Leather Engineering, Textile Technology, Leather Technology, Material Sciences Technology, Chemical Processing Engineering, Chemistry, Industrial Chemistry, Analytical Chemistry, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.5 RESEARCH OFFICER II (CHEMICAL PROCESSING) – 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Chemical Processing Engineering, Chemistry, Industrial Chemistry, Analytical Chemistry, or any other relevant qualification from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.6 RESEARCH OFFICER II (BIOTECHNOLOGY) – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;

- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Food Science and Technology, Biotechnology, Microbiology, Food Engineering, Genetic Engineering, molecular Biology, Post-harvest Technology, Industrial biotechnology, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.7 RESEARCH OFFICER II (CHEMISTRY) – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Master's Degree either Chemistry, Industrial Chemistry, Analytical Chemistry, Chemical Processing Engineering, Environmental Chemistry, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.8 RESEARCH OFFICER II (FOOD TECHNOLOGY) – 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Food Science and Technology, Biotechnology, Microbiology, Food Engineering, Genetic Engineering, molecular Biology, Post-harvest Technology, Industrial biotechnology, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.9 RESEARCH OFFICER II (INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)) – 2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;

- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Information and Communication Technology, Computer Science, Computer Engineering or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.10 RESEARCH OFFICER II (ENGINEER GENERAL) – 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- (i) Assists in the training of professional personnel and industrialist;
- (ii) Carry out research and development work or other customer oriented services;
- (iii) Submits regular reports on the progress of research projects or services undertaken;
- (iv) Prepares project documents such as research proposals, opportunity studies or feasibility studies as may be required from time to time by sponsors;
- (v) Prepares articles in a form suitable for presentation or publication;
- (vi) May be head of section;
- (vii) Perform any other duties as assigned by Supervisor.

1.10.2 QUALIFICATION AND EXPERIENCE

Master's Degree either in Mechanical Engineering, Electrical Engineering, Metallurgy Engineering, Maintenance Engineering, Energy Engineering, Textile and Leather Engineering, Textile Technology, Leather Technology, Material Science Technology, or any other relevant qualifications from recognized University or Institution. The candidate must have a bachelor degree with at least upper second class honors. Working experience will be an added advantage.

1.11 TECHNICIAN II (FOOD)– 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- (i) Undertake laboratory, workshop and pilot plant activities;

- (ii) Assists in the repair and maintenance of Organization facilities;
- (iii) To learn and adopt all workshop safety rules during workshop operations;
- (iv) Assist artisans on implementing their common duties;
- (v) Assist on implementation of projects that need technical assistance and designing;
- (vi) To participate at all levels in any consultancy work that need workshop services;
- (vii) Perform any other duties as assigned by Supervisor.

1.11.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate in Laboratory Technology or Diploma in Laboratory Technology in a relevant field. Working experience will be an added advantage.

1.12 TECHNICIAN II (ENGINEERING) – 2 POST

1.12.1 DUTIES AND RESPONSIBILITIES

- (i) Undertake laboratory, workshop and pilot plant activities
- (ii) Assists in the repair and maintenance of Organization facilities;
- (iii) To learn and adopt all workshop safety rules during workshop operations
- (iv) Assist artisans on implementing their common duties
- (v) Assist on implementation of projects that need technical assistance and designing
- (vi) To participate at all levels in any consultancy work that need workshop services
- (vii) Performs any other Duties and Responsibilities assigned to him by his seniors.

1.12.2 QUALIFICATION AND EXPERIENCE

Diploma either in Mechanical, Electro Mechanical, Automotive, Full Technician Certificate (FTC) in relevant field or related qualifications from recognized University or Institutions. The candidate must be computer literate.

1.13 TECHNICIAN II (CHEMISTRY) – 1 POST

1.13.1 DUTIES AND RESPONSIBILITIES

- (i) Undertake laboratory, workshop and pilot plant activities

- (ii) Assists in the repair and maintenance of Organization facilities;
- (iii) To learn and adopt all workshop safety rules during workshop operations
- (iv) Assist artisans on implementing their common duties
- (v) Assist on implementation of projects that need technical assistance and designing
- (vi) To participate at all levels in any consultancy work that need workshop services
- (vii) Perform any other duties as assigned by Supervisor.

1.13.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate in Laboratory Technology or Diploma in Laboratory Technology in a relevant field. Working experience will be an added advantage.

1.14 TECHNICIAN (INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)) – 2 POST

1.14.1 DUTIES AND RESPONSIBILITIES

- (i) Undertake laboratory, workshop and pilot plant activities
- (ii) Assist in the repair and maintenance of Organization facilities;
- (iii) To learn and adopt all workshop safety rules during workshop operations
- (iv) Assist artisans on implementing their common duties
- (v) Assist on implementation of projects that need technical assistance and designing
- (vi) To participate at all levels in any consultancy work that need workshop services
- (vii) Perform any other duties as assigned by Supervisor.

1.14.2 QUALIFICATION AND EXPERIENCE

Diploma either in Information and Communication, Telecommunications, Computer Science, Full Technician Certificate (FTC) in relevant field, or related qualifications from recognized institution or. The candidate must be computer literate.

1.15 TECHNICIAN II (FITTER, TURNER CUM WELDING) – 1 POST

1.15.1 DUTIES AND RESPONSIBILITIES

- (i) Undertake laboratory, workshop and pilot plant activities
- (ii) Assists in the repair and maintenance of Organization facilities;
- (iii) To learn and adopt all workshop safety rules during workshop operations
- (iv) Assist artisans on implementing their common duties
- (v) Assist on implementation of projects that need technical assistance and designing
- (vi) To participate at all levels in any consultancy work that need workshop services
- (vii) Perform any other duties as assigned by Supervisor.

1.15.2 QUALIFICATION AND EXPERIENCE

Diploma either in Electrical, Mechanical, Automotive, Full Technician Certificate (FTC) in relevant field or related qualifications from recognized University or Institution or. The candidate must be computer literate.

GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**

- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xii. Deadline for application is 26th September, 2017
- xiii. Only short listed candidates will be informed on a date for interview; and;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT