

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/161

20th July, 2018

VACANCY ANNOUNCEMENT

On behalf of the Institute of Rural Development Planning (IRDP), Law School of Tanzania, College of African Wildlife Management (MWEKA), Mwalimu Nyerere Memorial Academy (MNMA), The Ocean Road Cancer Institute (ORCI), Arusha Technical College (ATC), AND Mzumbe University President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **89** vacant posts mentioned below;

1.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institution with mandates for providing Training, Research and Consultancy Services in the fields of Rural Development Planning. The Institute now invites applications from qualified Tanzanians to fill the following vacant posts.

1.1 TUTORIAL ASSISTANT - COMMUNICATION SKILLS (2 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision.
- vi. To perform any other official duties assigned by relevant authorities.

1.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Linguistic with a G.P.A of 3.5 and above.

1.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1**.

1.2 TUTORIAL ASSISTANT - SOCIOLOGY (1 POST)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision.
- vi. To perform any other official duties assigned by relevant authorities.

1.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Sociology or cultural anthropology with a G.P.A of 3.5 and above.

1.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1**.

1.3 TUTORIAL ASSISTANT - COMMUNITY DEVELOPMENT (1 POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision.
- vi. To perform any other official duties assigned by relevant authorities.

1.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Community Development with a G.P.A of 3.5 and above.

1.3.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1**.

1.4 TUTORIAL ASSISTANT - BUSINESS ADMINISTRATION (1 POST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision.
- vi. To perform any other official duties assigned by relevant authorities.

1.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Business Administration (Majoring in Entrepreneurship) with a G.P.A of 3.5 and above.

1.4.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1**.

1.5 ASSISTANT LECTURER - SETTLEMENT PLANNING AND GIS (1 POST)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.5.2 QUALIFICATION AND EXPERIENCE

Master Degree in Settlement Planning and GIS. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Settlement Planning and GIS.

1.5.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.6 ASSISTANT LECTURER - INDUSTRIAL DEVELOPMENT PLANNING (1 POST)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.6.2 QUALIFICATION AND EXPERIENCE

Master Degree in Industrial Development Planning. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Industrial Development Planning.

1.6.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.7 ASSISTANT LECTURER - FINANCE (1 POST)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.7.2 QUALIFICATION AND EXPERIENCE

Master Degree either in Finance, Banking or Development Finance. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies either in Finance, Banking or Development Finance.

1.7.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.8 ASSISTANT LECTURER - BUSINESS ADMINISTRATION (1 POST)

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.8.2 QUALIFICATION AND EXPERIENCE

Master Degree in Business Administration (majoring in Marketing or International Business). In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Business Administration (majoring in Marketing or International Business).

1.8.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.9 ASSISTANT LECTURER - STATISTICS (2 POSTS)

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.9.2 QUALIFICATION AND EXPERIENCE

Master Degree in Statistics. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Statistics.

1.9.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.10 ASSISTANT LECTURER - PROJECT PLANNING AND MANAGEMENT (1 POST)

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.10.2 QUALIFICATION AND EXPERIENCE

Master Degree in Project Planning and Management. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Project Planning and Management.

1.10.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.11 ASSISTANT LECTURER - REGIONAL DEVELOPMENT PLANNING (1 POST)

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.11.2 QUALIFICATION AND EXPERIENCE

Master Degree in Regional Development Planning. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Regional Development Planning.

1.11.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.12 ASSISTANT LECTURER - HUMAN RESOURCE PLANNING AND MANAGEMENT (1 POST)

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.12.2 QUALIFICATION AND EXPERIENCE

Master Degree in Human Resources Management. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Human Resources Management.

1.12.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.13 ASSISTANT LECTURER - URBAN AND RURAL PLANNING (2 POSTS)

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.13.2 QUALIFICATION AND EXPERIENCE

Master Degree either in Transport Planning or Infrastructure Planning. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Urban and Rural Planning.

1.13.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.14 ASSISTANT LECTURER - COMMUNITY DEVELOPMENT (1 POST)

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' academic projects;
- vi. To prepare module teaching manuals;
- vii. To perform any other official duties assigned by relevant authorities.

1.14.2 QUALIFICATION AND EXPERIENCE

Master Degree in Community Development. In addition, the candidate should have obtained a GPA of 3.5 and above in the under-graduate studies in Community Development.

1.14.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 2**.

1.15 LECTURER - ECONOMICS (1 POST)

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff.
- ix. To perform any other official duties assigned by relevant authorities.

1.15.2 QUALIFICATION AND EXPERIENCE

PhD Degree in Economics who is eligible for registration as a technical teacher.

The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE Scheme of Service.

In addition, candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

1.15.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 3**.

1.16 LECTURER - PROJECT PLANNING AND MANAGEMENT (1 POST)

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff.
- ix. To perform any other official duties assigned by relevant authorities.

1.16.2 QUALIFICATION AND EXPERIENCE

PhD Degree in Project Planning and Management who is eligible for registration as a technical teacher. The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service. In addition, candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

1.16.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 3**.

1.17 LECTURER - COMMUNITY DEVELOPMENT (1 POST)

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;

- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff.
- ix. To perform any other official duties assigned by relevant authorities.

1.17.2 QUALIFICATION AND EXPERIENCE

PhD Degree in Community Development who is eligible for registration as a technical teacher.

The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service. In addition, candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

1.17.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 3**.

1.18 RESEARCH FELLOW (1 POST)

1.18.1 DUTIES AND RESPONSIBILITIES

- i. Undertake individual research and participate in bigger multi-disciplinary research projects;
- ii. Prepare manuals and case studies for training;
- iii. Provide close supervision and guidance to junior staff and students;
- iv. Identifying research areas;
- v. Soliciting funds for research;
- vi. Participate in teaching research;
- vii. To perform any other official duties assigned by relevant authorities.

1.18.2 QUALIFICATION AND EXPERIENCE

PhD Degree in a specialized functional area, with a working experience of at least 3 years in the relevant field.

Further, candidate should possess sufficient knowledge in social science research and should possess the discipline to develop research programmes and methodologies. In addition candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

1.18.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 3**.

1.19 LIBRARY ASSISTANT I (1 POST)

1.19.1 DUTIES AND RESPONSIBILITIES

- i. Supervise routine use of the library collections;
- ii. Supervise junior library Assistants;
- iii. Ensure proper shelving of books and periodicals;
- iv. Handle inter Library loans, gifts and exchanges;
- v. Assist in computer and CD-ROM searching;
- vi. Assist in ordering books and periodicals.
- vii. To perform any other official duties assigned by relevant authorities.

1.19.2 QUALIFICATION AND EXPERIENCE

Form IV/VI Examination Certificate with Diploma in Library Studies from any college recognized by the government of Tanzania.

1.19.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PGSS 4**

1.20 DRIVER III (2 POSTS)

1.20.1 DUTIES AND RESPONSIBILITIES

- i. To drive Institute vehicles as may be assigned;
- ii. To ensure that the allocated motor vehicles and accessories are in good condition;
- iii. To maintain recording of log books for all vehicle movement;
- iv. To promptly report any defects or problems detected in the vehicles;
- v. To maintain disciplined and proper conduct in rendering services to his/her assignees;

- vi. To perform any other official duties assigned by relevant authorities.

1.20.2 QUALIFICATION AND EXPERIENCE

Ordinary Level Secondary Education (Form IV) with at least two passes in Kiswahili and English. He/she must have a valid class “C” Driving License without causing road accident.

He/she must have obtained Advanced Drivers certificate Grade II from a Government recognized institutions.

1.20.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PGSS 2**

1.21 PERSONAL SECRETARY II-(3 POSTS)

1.21.1 DUTIES AND RESPONSIBILITIES

- i. To type both open and confidential letters/matters;
- ii. To maintain a dairy of appointment for the executive, advising him/her of available time and reminding him/her of appointments as requested;
- iii. To receive all visitors with courtesy and decorum, ascertain the nature of the visitor’s business and relay information to the officer;
- iv. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
- v. To assume responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, cleanliness, decorum, dispatch and receipt of mail, messenger services and other related functions;
- vi. To take proper care of facilities, equipment and documents.
- vii. To perform any other official duties assigned by relevant authoritative.

1.21.2 QUALIFICATION AND EXPERIENCE

Form IV/VI with passes in English and Kiswahili and a holder of Ordinary Diploma in Secretarial Studies (NTA Level 6) with 100/120 w.p.m. short hand in English or Kiswahili, 80 w.p.m typing speed, and who have passed tabulation and manuscript Stage III, Secretarial and office procedure Stage II and has completed a basic

computer course, with application of basic computer programmes. E.g. Windows, Microsoft office, Internet, Email and Publisher.

1.21.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PGSS 5**

2.0 LAW SCHOOL OF TANZANIA

The Law School of Tanzania (LST) was established by the Act of Parliament No. 5 of 2007 (now Cap. 425) for providing practical legal training for law graduates aspiring to become legal practitioners in the country.

2.1 ASSISTANT LECTURER – LAW (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelors Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under close supervision;
- v. Supervise students' seminars, research and field projects;
- vi. Prepare and manage students seminar tasks;
- vii. Prepare training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by Head Practical Legal Training.

2.1.2 QUALIFICATION AND EXPERIENCE

- Master's Degree in Laws (LL.M) who is eligible for registration as technical teacher with the GPA of 3.5 and above. Should be registered as an Advocate of the High Court of Tanzania with active practicing experience of not less than 5 years;
- Should have experience and /or ability to provide instructions in academic and professional programs;
- Should be able to relate to students and other members of staff including problem management skills; and
- Should have proven ability to implement practical training programs;

2.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PHTS 2.1

3.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)

The College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC). The College is located on the slopes of Mount Kilimanjaro, 14kms north of Moshi Municipality.

3.1 ASSISTANT LECTURER (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Setting, moderating, invigilating and marking examinations, tests, assignments, etc.
- iv. Conducts research, seminars and case studies;
- v. Carries out consultancy and community services under supervision;
- vi. Supervises students project;
- vii. Prepares teaching manual; and
- viii. Performs any other duties as assigned by supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Wildlife Management, Conservation Biology, Zoology and Wildlife Ecology with a **GPA of 4.0** and MUST possess a Bachelor Degree in Wildlife Management, Conservation Biology, Zoology and Wildlife Ecology with a minimum **GPA of 3.8**.

3.1.3 OTHER ATTRIBUTES;

- i. Person of high integrity;

- ii. Presentation and interpersonal skills;
- iii. Good communication skills in both Kiswahili and English;
- iv. Ability to deliver accurate and high quality output timely.

3.1.4 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PHTS 2.1

3.2 TUTORIAL ASSISTANT - LAW ENFORCEMENT (1 POST)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaches 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.

3.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in law with a minimum GPA of 3.8 from recognized institutions, Post-Graduate Diploma in Legal Practice is a MUST.

3.2.3 OTHER ATTRIBUTES;

- i. Person of high integrity;
- ii. Presentation and interpersonal skills;
- iii. Good communication skills in both Kiswahili and English;
- iv. Ability to deliver accurate and high quality output timely.

3.2.4 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1.1**

3.3 TUTORIAL ASSISTANT - WILDLIFE TOURISM (1 POST)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches 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.

3.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Wildlife Tourism with a minimum GPA of 3.8 from a recognized institutions and proven industry experience of at least one (1) year.

3.3.3 OTHER ATRIBUTES;

- i. Person of high integrity;
- ii. Presentation and interpersonal skills;
- iii. Good communication skills in both Kiswahili and English;
- iv. Ability to deliver accurate and high quality output timely.

3.3.4 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PHTS 1.1**

3.4 ASSISTANT LIBRARIAN II (1 POST)

3.4.1 DUTIES AND RESPONSIBILITES

- i. Promote and assists in Computer based support of the Library Services;
- ii. Deals with routine ordering and processing of books;
- iii. Administers library records;
- iv. Responsible for the security of books, periodicals and other library properties;
- v. Furnishes users with information on library regulations, activities and services;
- vi. Administers processing of library books;
- vii. Shelving and shelf reading.

3.4.2 QUALIFICATION AND EXPERIENCE

Advanced or Ordinary Certificate of Secondary Education with Ordinary Diploma in Librarianship from a recognised institution.

3.4.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates **PGSS 4.1**

4.0 THE MWALIMU NYERERE MEMORIAL ACADEMY

The Mwalimu Nyerere Memorial Academy is a higher learning institution under the Ministry of Education and Vocational Training. The Academy was established by Act of Parliament No. 06 of 2005 to provide training, research and consultancy services.

4.1 ASSISTANT LECTURER – RECORDS AND ARCHIVES MANAGEMENT (2 POSTS)

4.1.1 DUTY STATION: Bububu, Zanzibar, Kivukoni, Dar es Salaam

4.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor's Degree);
- ii. To conduct research, seminars and case studies;
- iii. To supervise students' projects;
- iv. To prepare teaching manuals;
- v. To counsel and guide students in Academic Matters;
- vi. To undertake consultancy and community services;
- vii. To perform any other duties as may be assigned.

4.1.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree and Master's Degree in Records and Archive Management from a recognized Institution or equivalent qualifications. Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

4.1.4 REMUNERATION:

Attractive salary for all posts will be offered according to the Scheme of Service of **MNMA**.

4.2 ACCOUNTS ASSISTANTS II (2 POSTS)

4.2.1 DUTY STATION: Bububu, Zanzibar, Kivukoni, Dar es Salaam

4.2.2 DUTIES AND RESPONSIBILITIES

- i. To record and keep register of Accounts Department;
- ii. To prepare payment vouchers after approval;
- iii. To check totals in accounting documents;
- iv. To receive and keep in proper custody all bills, invoices and other claims pending payment;
- v. To perform any other duties as may be assigned.

4.2.3 QUALIFICATION AND EXPERIENCE

Diploma in Accounting or equivalent qualification from recognized Higher Learning Institution.

Must be computer Literate.

4.2.4 REMUNERATION:

Attractive salary for all posts will be offered according to the Scheme of Service of **MNMA**.

5.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI).

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.2 of 1996. The Institute is a semi-autonomous organization which operates at “arm’s length” under the Ministry of Health and Social Welfare. The Institute has various roles which all stem on the main role of controlling Cancer in Tanzania. The Institute is currently looking for competent Tanzanian to fill the following vacancies;

5.1 MEDICAL OFFICER II- (3 POSTS)

5.1.1 REPORT TO: CLINICAL SERVICES MANAGER

5.1.2 DUTY STATION: ORCI – DAR ES SALAAM.

5.1.3 DUTIES AND RESPONSIBILITIES

- i. Perform routine medical services for in-patients and out-patients;
- ii. Perform daily ward rounds, participate in major ward rounds and prepare patient case notes;
- iii. Conduct all investigations for patients;
- iv. Attend and participate in morning sessions tumour boards, Medical boards, CMEs and journal Clubs;
- v. Participate in research activities and outreach programs;
- vi. Perform any other duties as shall be assigned by his/her superior.

5.1.4 QUALIFICATION AND EXPERIENCE

Degree in Medicine from any recognized University, plus successful completion of one year internship in a consultant Hospital in a Country and must be registered by Medical Council of Tanganyika.

5.2 GRADUATE NURSING OFFICER III - NURSING OFFICER (2 POSTS)

5.2.1 Report to: Nursing Manager

5.2.2 Duty Station: ORCI – Dar es Salaam.

5.2.3 DUTIES AND RESPONSIBILITIES

- vii. Taking general nursing care of patients;
- viii. Collecting essential medical data;
- ix. Counselling patients;
- x. Educating patients on their health problems;
- xi. Ordering drugs from pharmacy and ward equipment from stores;
- xii. Adhering to the rules and regulations of DDA;
- xiii. Giving health education to patients and relatives;
- xiv. Adhering to the prescribed inpatient and outpatients' treatment manual and procedures;
- xv. Participating in carrying out prescribed medical instructions;
- xvi. Participating in continuing education and in-service training program;
- xvii. Participate in outreach cancer services programs;
- xviii. Performing any other duties as shall be assigned by superiors.

5.2.4 QUALIFICATION AND EXPERIENCE

Degree in Nursing from a recognized Institution and must be registered by the Tanzania Nurses and Midwifery Council.

5.3 ASSISTANT NURSING OFFICER (15 POSTS)

5.3.1 Report to: Nursing Manager

5.3.2 Duty Station: ORCI – Dar es Salaam.

5.3.3 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients;
- ii. Collecting essential medical data;
- iii. Educating patients on their health problems;
- iv. Adhering drugs and other treatments as prescribed by medical doctors;
- v. Giving health education to patients and their relatives;
- vi. Conducting ward rounds;
- vii. Counselling patients;
- viii. Making follow-up of working equipment in his/her working area;

- ix. Performing cervical and breast screening;
- x. Performing cryotherapy;
- xi. Participate in outreach program;
- xii. Performing any other duties related to his/her work as assigned by his/her superior.

5.3.4 QUALIFICATION AND EXPERIENCE

Diploma in Nursing from a recognized Institution and must be registered by the Tanzania Nurses and Midwifery Council.

5.4 GRADUATE RADIOTHERAPIST III (3 POSTS)

5.4.1 Report to: Radiotherapy Manager

5.4.2 Duty Station: ORCI – Dar es Salaam.

5.4.3 DUTIES AND RESPONSIBILITIES

- i. Adhere to radiation safety protocol
- ii. Safely and effectively operate a variety of computerized simulation and treatment machines.
- iii. Construct immobilization devices and employ a custom blocking technique that is conducive to conformal radiation therapy.
- iv. Utilize sophisticated imaging equipment and treatment planning systems for precise tumour localization.
- v. Performing treatment planning.
- vi. Performing treatment time calculation.
- vii. Participate in creation of treatment and verification of data.
- viii. Documentation.
- ix. Deliver dose to patients.
- x. Observe the clinical progress of the patient.
- xi. Perform machine checks.
- xii. Inform Medical physicist on machine fault.
- xiii. Do quality assurance activities.
- xiv. Maintain Radiotherapy equipments.
- xv. Perform any other duties as assigned by superiors.

5.4.4 QUALIFICATION AND EXPERIENCE

B. Sc. in Radiation Therapy Technology from any recognized University and must be registered by respective board.

5.5 RADIOGRAPHER II - (1 POST)

5.5.1 Report to: Radiology & Imaging Manager

5.5.2 Duty Station: ORCI – Dar es Salaam.

5.5.3 DUTIES AND RESPONSIBILITIES

- i. Taking patients' x-rays.
- ii. Keeping and maintaining patients x-ray waiting for seniors to interpret and give results.
- iii. Providing technical advice on radiation in the unit.
- iv. Preparing contrast media and chemicals for x-rays.
- v. Processing x-ray films.
- vi. Keeping and maintaining patient's records.
- vii. Performing any other duties related to his/her work as assigned by his/her superior.

5.5.4 QUALIFICATION AND EXPERIENCE

Diploma in Radiography from any recognized Institution. Must be enrolled in the register of Medical Radiology and imaging Professionals as a Radiographer.

5.6 HEALTH LAB. SCIENTIST OFFICER III (1 POST)

5.6.1 Report to: Laboratory Manager

5.6.2 Duty Station: ORCI – Dar es Salaam.

5.6.3 DUTIES AND RESPONSIBILITIES

- i. Carrying out laboratory tests and examinations as well as laboratory research.
- ii. Inspecting and storing laboratory reagents, equipment and chemicals.
- iii. Keeping and maintaining laboratory records.
- iv. Maintaining list of laboratory equipment in the section.
- v. Examining and transferring of laboratory samples for further examinations.
- vi. Perform any other duties as shall be assigned by his/her superior

5.6.4 QUALIFICATION AND EXPERIENCE:

Bachelor Degree in Laboratory Technology or any related field from any recognised institution. He/she must be registered with the Health Laboratory Practitioners Council.

5.7 HEALTH LAB. TECHNOLOGIST II (3 POSTS)

5.7.1 Report to: Laboratory Manager

5.7.2 Duty Station: ORCI – Dar es Salaam.

5.7.3 DUTIES AND RESPONSIBILITIES

- i. Receiving, extracting and recording samples for laboratory examination;
- ii. Prepare laboratory equipment and chemical tests and examinations;
- iii. Inspect and store laboratory reagents, equipment and chemicals;
- iv. Keep and maintain laboratory records;
- v. Maintain a list of laboratory equipment in the section;
- vi. Perform laboratory examination of samples and recording results under supervision;
- vii. Perform any other duties as shall be assigned by his/her superior.

5.7.4 QUALIFICATION AND EXPERIENCE:

Diploma in Health Laboratory Sciences or equivalent from any recognized Institution/ University. He/ She must have working experience of three years as Health Lab. Technologist and must be registered with the Health Laboratory Practitioners Council.

5.8 PHARMACISTS II (1 POST)

5.8.1 Report to: Pharmacy Manager,

5.8.2 Duty Station: ORCI – Dar es Salaam.

5.8.3 DUTIES AND RESPONSIBILITIES

- i. Supervise routine dispensing of medicine as per doctor's prescriptions.
- ii. Prepare pharmaceuticals (compounding) for use in medical and nursing care
- iii. Provide medicine information to patients and health care staff.
- iv. Provide ward pharmacy services;
- v. Monitor side effects of medicines and report accordingly;
- vi. Participate in morning clinical sessions, CMEs and journal clubs;
- vii. Participate in research activities;

- viii. Perform any other duties as shall be assigned by his/her superior.

5.8.4 QUALIFICATION AND EXPERIENCE:

Bachelor Degree in Pharmacy or its equivalent from any recognised university/institution that has completed internship and registered with the Pharmacy Council of Tanzania

5.9 PHARMACEUTICAL TECHNICIAN III (4 POST)

5.9.1 Report to: Pharmacy Manager,

5.9.2 Duty Station: ORCI – Dar es Salaam.

5.9.3 DUTIES AND RESPONSIBILITIES

- i. Perform routine dispensing of medicine as per doctor's prescriptions.
- ii. Prepare pharmaceuticals (compounding) for use in medical and nursing care.
- iii. Provide medicine information to patients and health care staff.
- iv. Provide ward pharmacy services.
- v. Educate public and patients on proper use of medicines.
- vi. Provide information on reaction resulting from the use of medicine.
- vii. Assists doctors, nurses and patients on medications.
- viii. Perform any other duties as shall be assigned by his/her superior.

5.9.4 QUALIFICATION AND EXPERIENCE:

Diploma in Pharmacy or its equivalent from any recognised institution. He/she must be registered with the Pharmacy Council of Tanzania.

5.10 MEDICAL PHYSICIST TRAINEE-(1 POST)

5.10.1 Report to: Medical Physicist Manager,

5.10.2 Duty Station: ORCI – Dar es Salaam.

5.10.3 DUTIES AND RESPONSIBILITIES

- i. Assist in developing treatment plan to patients;
- ii. Assist in calculation of dosage to be delivered by radiotherapy equipment;
- iii. Assisting in carrying out patient chart checks and dose verification;
- iv. Supporting to develop and oversee implementation of quality assurance procedures and programs for therapy and related equipment;

- v. Assisting to conducting mould room activities including fabrication of shielding blocks and fixations;
- vi. Performing other duties as shall be assigned by his/her superior.

5.10.4 QUALIFICATION AND EXPERIENCE:

Bachelor Degree in medical physics and Mathematics or Education majoring in physics and Mathematics.

5.11 HEALTH RECORDS TECHNICIAN III -(2 POSTS)

5.11.1 Report to: Epidemiology Manager,

5.11.2 Duty Station: ORCI – Dar es Salaam.

5.11.3 DUTIES AND RESPONSIBILITIES

- i. Collecting, tabulating, analysing, interpreting disease and patient statistics, and circulating them to relevant end users of the Institute.
- ii. Receiving and register patients and direct them on where to go for attention.
- iii. Giving appointments to patients.
- iv. Issuing files and identification cards to patients.
- v. Receiving files for patients and collecting files from the ward.
- vi. Updating information on admissions, discharges and deaths.
- vii. Creating and maintaining index in alphabetical order and tracing missing files.
- viii. Facilitating availability of records and statistical data for carrying out research.
- ix. Assisting in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents.
- x. Assisting in periodic squeezing of files into shelves.
- xi. Collecting and preparing daily and monthly statistical returns.
- xii. Maintaining procedures for tracing misfiled and lost case-notes and other documents.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior.

5.11.4 QUALIFICATION AND EXPERIENCE:

Ordinary Secondary School Certificate and at list two years Medical Records Certificate or its equivalent from a recognized institution.

6.0 THE ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is an autonomous institution established by the Government Notice No. 78 of 30th March, 2007 that replaced by then Technical College Arusha that existed since 1978. The vision of ATC is to be a premier provider of demand-driven Training, Research and Consultancy through Science, Technology and Innovation (STI) for sustainable development.

6.1 LECTURER - ICT (1 POST)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects;
- vii. To perform any other duties assigned by relevant authorities.

6.1.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Computer Science or Information Technology and its equivalent from recognized institutions.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.2 ASSISTANT LECTURER - ICT (2 POSTS)

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To participate in research, consultancy and public service;

- iii. To participate/contribute in curriculum development;
- iv. To conduct, publish/disseminate research results;
- v. To perform any other duties assigned by relevant authorities.

6.2.2 QUALIFICATION AND EXPERIENCE:

- Bachelor of Science and a Masters in any of the following: -Computer Science, Information Technology, Software Engineering or its equivalent from recognized institutions;
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.3 TUTORIAL ASSISTANT – ARCHITECTURE (1 POST)

6.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 7 (Higher Diploma) ;
- ii. Assists in conducting tutorial and practical exercises for students;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services;
- vi. Performs any other duties as assigned by supervisors.

6.3.2 QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree or Advanced Diploma in Architectural Studies or Equivalent from recognized University or College and must have a GPA of at least 3.8 out of 5.0 or equivalent.

6.3.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.4 ASSISTANT LECTURER – ELECTRICAL -(2 POSTS)

6.4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;

- ii. To participate in research, consultancy and public service;
- iii. To participate/contribute in curriculum development;
- iv. To conduct, publish/disseminate research results;
- v. To perform any other duties assigned by relevant authorities.

6.4.2 QUALIFICATION AND EXPERIENCE:

- Bachelor degree or its equivalent and a Masters in any of the following:-
Electrical Engineering, Biomedical Engineering, Electrical and Automation Engineering, Electronics or its equivalent from recognized institutions.
- Certificate in teaching or teaching experience or Biomedical Experience would be an added advantage.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.4.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.5 LECTURER – ELECTRICAL (1 POST)

6.5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects;
- vii. To perform any other duties assigned by relevant authorities.

6.5.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Electrical Engineering or Biomedical Engineering or Electrical and Automation Engineering or Electronics and its equivalent from recognized institutions.

- Certificate in teaching or teaching experience or Biomedical Experience would be an added advantage.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

6.5.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.6 TUTORIAL ASSISTANT – MECHANICAL (1 POST)

6.6.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 7 (Higher Diploma) ;
- Assists in conducting tutorial and practical exercises for students;
- Prepares learning resources for tutorial exercises;
- Assists in conducting research under close supervision;
- Carries out consultancy and community services;
- Performs any other duties as assigned by supervisors.

6.6.2 QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree or Advanced Diploma in Mechanical Engineering or Equivalent from recognized University or College and must have a GPA of at least 3.8 out of 5.0 or equivalent.
- Certificate in computer Numerical Control is added advantage.

6.6.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

6.7 TUTORIAL ASSISTANT – CIVIL AND TRANSPORTATION (2 POSTS)

6.7.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 7 (Higher Diploma) ;
- Assists in conducting tutorial and practical exercises for students;
- Prepares learning resources for tutorial exercises;
- Assists in conducting research under close supervision;
- Carries out consultancy and community services;

- vi. Performs any other duties as assigned by supervisors.

6.7.2 QUALIFICATION AND EXPERIENCE:

Bachelor's Degree in Civil and Transportation Engineering, Civil and Highway Engineering or equivalent from recognized University or College and must have a GPA of at least 3.8 out of 5.0 or equivalent.

6.7.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

7.0 MZUMBE UNIVERSITY

Mzumbe University was established by the Mzumbe University Charter 2007 (established) Made under section 25 of the Universities Act. No. 7 of 2005 which repealed the Mzumbe University Act No. 21 of 2001 Mzumbe University is a public University and operates under the Ministry of Education Science and Technology.

The University has over 50 years of experience in training management, administration of justice and good governance.

Mzumbe started in 1953 as a local government school, training chiefs, native authority staff and councilors. After independence, the scope of its activities was expanded to include training of government officials, rural development officers and local court magistrates. In 1971 it was transformed into the Institute of Development Management (IDM) and later in 2006 into a fully-fledged University.

7.1 EXAMINATION OFFICER GRADE II (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. Assists in keeping proper records of all examinations results, minutes and regulations.
- ii. Assists in arranging the preparation and moderation of examination papers in accordance with the universities regulations.
- iii. Ensures examinations papers and materials are handled with utmost security.
- iv. Assist to plan for and prepare examinations timetable for all the production of all approved examinations.

- v. Assists in preparing and disseminations examinations rules and regulations to students before sitting for examinations.
- vi. Issuance of academic transcripts and academic certificates to graduates.
- vii. Assists in verification of academic transcripts and academic certificates.
- viii. Assists in handling students complains concerning examinations and examinations timetables.
- ix. Assists in preparation of graduation events.
- x. Assists in preparation of names for personalization of certificates for graduates. Assists in coordination of production of examinations.
- xi. Performs any other duties assigned by superior.

7.1.2 QUALIFICATION AND EXPERIENCE:

Bachelor in Social Sciences or Advanced Diploma in Social Sciences from recognized Institution.

7.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates

PGSS 6.1

7.2 LIBRARY ASSISTANT II (1 POST)

7.2.1 DUTIES AND RESPONSIBILITIES

- i. Handles simple enquiries from readers.
- ii. Helps readers in searching for bibliography.
- iii. Assists in collection of Library statistics as determined by superior.
- iv. Perform any other duties as assigned by the superior.

7.2.2 QUALIFICATION AND EXPERIENCE:

Form four (IV) or form six (VI) Certificate in Library studies from a recognized institution.

7.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates PGSS 2.3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;

- 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 **04th August, 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.