

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/II/124

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

## VACANCIES ANNOUNCEMENT

President's Office, Public Service Recruitment secretariat on behalf of Vocational Education and Training Authority (VETA) and Ministry of Lands, Housing and Human settlement Development invites qualified Tanzanians to fill 83 vacant posts as mentioned below;

### 1.0 INTRODUCTION:

#### 1.1 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority was established by VETA Act Cap.82.R.E.2006 and charged with the functions of regulating, promoting, providing and financing Vocational and Education Training in Tanzania.

The vision of VETA is to develop an excellent Vocational Education and Training (VET) system that is capable of supporting national social economic development in the global context.

The Mission of VETA is to ensure provision of quality VET that meets labour market needs, through effective regulation, coordination, financing and promotion, in collaboration with stakeholders.

## **1.2 PLANNING AND DEVELOPMENT MANAGER – 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Prepare Action Plan and budget based on projects required in accordance with Corporate Plan in a view to meet VETA Objectives;
- (ii) Disseminate the corporate plan of the authority and draw short term plans for the purpose of simplifying implementation;
- (iii) Carry out activities related to monitoring and evaluation of corporate plan in view to ensure that planned activities are achieved on time;
- (iv) Initiate and coordinate research and development activities corresponding to labor market needs prepare suitable recommendations in response to labor market needs;
- (v) Develop links with stake holders through forums with a view of establishing needs and suggest for suitable training programme/course;
- (vi) Disseminate research findings to VET Centres and other users through workshops and seminars to enable them design and prepare training programmes; and
- (vii) Prepare progress report on monthly/quarterly by assessing the actual progress against approved plan in a view to check the performance and take the necessary measure.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Economics or Statistics from a recognized University, with At least six (6) years in the same field plus one year probation period.

### **1.2.3 REMUNERATION**

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

## **1.3 MANAGEMENT INFORMATION SYSTEMS MANAGER (IT ) – 1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Develop and coordinate ICT plans at national level by analyzing the ICT software and hardware needs for VETA to ensure effective computerization of VETA operations;
- (ii) Coordinate and monitor preparation of ICT Annual Budget by costing the planned activities for smooth provision of Information and Communication Technology support;
- (iii) Provide and Coordinate ICT support services to all ICT equipments such as computers and others by installing, updating and repairing ICT hard wares and soft-wares to ensure long life and safety of machines and information;
- (iv) Provide adequate ICT support to computer users by training them according to identified training needs with a view of building their capacities;
- (v) Update and manage VETA's networks and website at national level through customization installation and troubleshooting ICT software, for easy communication and coordination of Authority activity;
- (vi) Protect data and information from corruptions and virus through backups and periodic updating of antivirus programmes for present and future use;
- (vii) Develop ICT security mechanism on individual and departmental through introduction of protective tools such as private keys, user authenticity in order to maintain privacy;
- (viii) Administer the development, design and implementation of new applications and changes in the existing ICT by identifying new Technologies in order to cope with dynamic changes in ICT; and

- (ix) Prepare monthly, quarterly and annual reports by summarizing all the activities carried out within the ICT section with a view to submit same to the superior for consolidation with other reports within the directorate.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Degree or Advanced Diploma in Computer Science or in Information Technology from a recognized University/Institution, with At least six (6) years in the position from outside and one year probation.

### **1.3.3 REMUNERATION**

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

## **1.4 VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 4 POSTS**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement

recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **1.4.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Motor Vehicle Mechanics) and Vocational Training certificate or equivalent from recognised institutions with at least 2 years working experience in the relevant field.

#### **1.4.3 REMUNERATION**

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

### **1.5 VOCATIONAL TEACHER - AUTO BODY REPAIR - 2 POSTS**

#### **1.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;

- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Auto Body Repair) and Vocational Training certificate or

equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.5.3 REMUNERATION**

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

## **1.6 VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY - 4 POSTS**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations

stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Design Sewing and Cloth Technology) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.6.3 REMUNERATION**

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

## **1.7 VOCATIONAL TEACHER - PLANT OPERATOR – 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (I)



up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Plant Operator) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.7.3 REMUNERATION**

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

## **1.8 VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 2 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily

preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Plumbing and Pipe Fitting) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.8.3 REMUNERATION**

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

## **1.9 VOCATIONAL TEACHER - CARPENTRY AND JOINERY – 1 POST**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Carpentry and Joinery) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.9.3 REMUNERATION**

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

## **1.10 VOCATIONAL TEACHER - MASONRY AND BRICKLAYING – 6 POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising

in order to give direction and guidance for the better life of our trainees;  
and

- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.10.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Masonry and Bricklaying) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.10.3 REMUNERATION**

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

## **1.11 VOCATIONAL TEACHER - FOOD PRODUCTION – 1 POST**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement

recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.11.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Food Production) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.11.3 REMUNERATION**

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

## **1.12 VOCATIONAL TEACHER - FOOD AND BEVERAGE SERVICES - 1 POST**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;

- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.



### **1.12.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Food and Beverage Services) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.12.3 REMUNERATION**

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

## **1.13 VOCATIONAL TEACHER - SECRETARIAL COURSES – 8 POSTS**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;

- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **1.13.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Secretarial Studies) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

#### **1.13.3 REMUNERATION**

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

### **1.14 VOCATIONAL TEACHER - INFORMATION AND COMMUNICATION TECHNOLOGY – 1 POST**

#### **1.14.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a

range statement in order to enable conducive training process;

- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **1.14.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Information and Communication Technology) and Vocational

Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.14.3 REMUNERATION**

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

## **1.15 VOCATIONAL TEACHER - WELDING AND FABRICATION - 2 POSTS**

### **1.15.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;

- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.15.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Welding and Fabrication) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.15.3 REMUNERATION**

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

## **1.16 VOCATIONAL TEACHER - FITTER MECHANICS – 1 POST**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;

- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.16.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Fitter Mechanics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.16.3 REMUNERATION**

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

## **1.17 VOCATIONAL TEACHER - AGRO MECHANICS – 1 POST**

### **1.17.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily

preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.17.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Agro Mechanics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.17.3 REMUNERATION**

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

## **1.18 VOCATIONAL TEACHER - PAINTING AND SIGN WRITING – 2 POSTS**

### **1.18.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;



- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.18.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Painting and Sign Writing) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.18.3 REMUNERATION**

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

## **1.19 VOCATIONAL TEACHER - HANDLOOM AND WEAVING – 1 POST**

### **1.19.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of

- our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.19.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Handloom and Weaving) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.19.3 REMUNERATION**

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

## **1.20 VOCATIONAL TEACHER - TEXTILE AND FASHION DESIGN – 1 POST**

### **1.20.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate

the value of training as per the economic growth demand;

- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.20.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Textile and Fashion Design) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.20.3 REMUNERATION**

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

## **1.21 VOCATIONAL TEACHER - TOOL AND DIE MAKING – 1 POST**

### **1.21.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum

results and set objectives;

- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.21.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Tool and Die Making) and Vocational Training certificate or

equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.21.3 REMUNERATION**

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

## **1.22 VOCATIONAL TEACHER - ELECTRICAL INSTALLATION – 4 POSTS**

### **1.22.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations

stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **1.22.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Electrical Installation) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

#### **1.22.3 REMUNERATION**

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

### **1.23 VOCATIONAL TEACHER – ELECTRONICS – 1 POST**

#### **1.23.1 DUTIES AND RESPONSIBILITIES**

- (i) Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- (ii) Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- (iii) Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- (iv) Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions

and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;

- (v) Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- (vi) Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- (vii) Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- (viii) Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- (ix) Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- (x) Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- (xi) Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.23.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Electronics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **1.23.3 REMUNERATION**

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



## **1.24 SUPPLIES OFFICER – 1 POST**

### **1.24.1 DUTIES AND RESPONSIBILITIES**

- (i) Plan and organise the procurement process through collection and consolidation of Centre's departmental requirements/needs with a view to timely provide the goods/services to the users;
- (ii) Process procurement of goods/services through tender adverts with a view to make Suppliers bid;
- (iii) Receive bids and evaluate the same through Centre's tender Opening Committee, Evaluation Committee and Tender Board in order to award tender to able, efficient and reliable suppliers;
- (iv) Effectively and efficiently supply goods or services to Centre's user departments through procurement and in liason with stores officer to distribute the goods/services in order to fulfil the requirements of each respective department;
- (v) Monitor stores functions by reviewing store ledgers cards and other stores documents for proper upkeep of records relating to delivery, storage and distribution of goods for the Centre;
- (vi) Carry out price survey by interviewing suppliers of goods/services in order to maintain price lists for commonly use items for budgeting and other purposes; and
- (vii) Timely prepare the Centre's monthly, quarterly and annually reports through instructions and submit to his/her superior for editing and approval

### **1.24.2 QUALIFICATION AND EXPERIENCE**

Advanced Diploma or B.Com in Material Management and CSP from a recognized Institution, with at three (3) years in the same field from outside plus one year probation period

### **1.24.3 REMUNERATION**

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

## **1.25 HUMAN RESOURCES OFFICER – 1 POST**

### **1.25.1 DUTIES AND RESPONSIBILITIES**

- (i) Maintaining particulars of employment;
- (ii) Maintaining and updates personnel records;
- (iii) Maintaining records on attendance to ensure that all staff report for duty on time and stick to their work places for all working hours;
- (iv) Dealing with salary administrations;
- (v) Responsible for preparing of records required for staff promotions, leave and transfers;
- (vi) Assist in staff disciplinary matters;
- (vii) Dealing with personnel complaints, disputes and general discipline in work place;
- (viii) Processing cases on matter of service regulations, labor laws and Government Directives;
- (ix) Dealing with manpower development, manpower requirements;
- (x) Implementing directives related to personnel discipline; and
- (xi) Preparing quarterly /monthly or weekly reports in the specific assigned area.

### **1.25.2 QUALIFICATION AND EXPERIENCE**

Degree in Human Resources Management or its Equivalent from a recognised University, with At least three (3) years working experience in the same field plus six months' probation period.

### **1.25.3 REMUNERATION**

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

## **1.26 DRIVER – 3 POSTS**

### **1.26.1 DUTIES AND RESPONSIBILITIES**

- (i) Checks status of the vehicle to be used by carrying inspection on fuel, brakes, tyres and other necessary components with a view of ascertaining suitable working condition of the vehicle and initiate/remedy problem solving where necessary;
- (ii) Obtains requisite authority on daily performance in relation to persons and/or materials to be conveyed and delivered by having the right documents and instructions in order to keep truck for internal and external agent's use;
- (iii) Timely counter checks loading and off-loading of materials, embarking and disembarking of persons by physical checks and counts where necessary in order to ensure that right embarking and disembarking and/or loading and deliveries is achieved;
- (iv) Skilfully and safely drives the vehicle in order to safe guard the safety of the vehicle, people and material;
- (v) Prepares reports using simple format for record and further use;
- (vi) Maintains log book showing the details of the movement of the vehicle in order to monitor the efficient and effective utilization of the vehicle;
- (vii) Initiates carrying out routine service of the vehicle by alerting the concerned in order to keep the vehicle in long life service; and
- (viii) Carries out any other instruction related to his job as may be assigned from time to time aimed at improving the overall performance of the section.

### **1.26.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate plus Class "C" driving licence, Certificate in Motor driver's Training from a recognised Institution, with At least three (3) years working experience from outside in the same field plus six months' probation period

### **1.26.3 REMUNERATION**

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

## **1.27 CASHIER/ACCOUNTS ASSISTANT – 1 POST**

### **1.27.1 DUTIES AND RESPONSIBILITIES**

- (i) Participates in the Preparation of annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior;
- (ii) Recording all transaction through prime books of accounts for easy tracing of the events taking place in the Authority;
- (iii) Preparing bank reconciliation by comparing balances in books of the authority and those in bank statement to trace any possible loss;
- (iv) Reconciling input data with output data by comparing what original had entered processed and gave the result (output data) for accuracy controlling purpose;
- (v) Effectively and efficiently participating in updating Fixed Asset Register through revaluation depreciation and Disposal using Financial Accounting Standards in order to arrive at correct asset value under/over statement of assets;
- (vi) Participate in preparation of monthly, quarterly and annual income and expenditure report/statement by reconciling the cash and bank accounts in order to analyse the overall performance of the Centre;
- (vii) Participate in preparation of fixed Assets registrar by recording the assets in proper ledgers for easy retrievals and updating;
- (viii) Participate in preparation of monthly, quarterly and annual cash flow statements by recording the cash inflow and outflow with a view to control movement within the Centre;
- (ix) Participate in center's/zonal stock taking exercise through physical check of assets by counting and evaluating with a view of providing necessary schedule for cost and depreciation; and

- (x) Participates in the Preparation of monthly, quarterly/annual progress report by consolidating progress records of his section for onward submission to the superior.

#### **1.27.2 QUALIFICATION AND EXPERIENCE**

Diploma in Accountancy from a recognised Institution, and should be registered by NBAA, with At least three (3) years work experience in the same field from outside plus six months' probation period

#### **1.27.3 REMUNERATION**

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

### **1.28 SUPPLIES ASSISTANT – 2 POSTS**

#### **1.28.1 DUTIES AND RESPONSIBILITIES**

- (i) Receive goods/materials using GRN and placing in right shelves/racks for easy identification and retrieval;
- (ii) Issue goods/materials using stores requisition/issue voucher to relevant user department in order to fulfil their requirements as per orders;
- (iii) Carry out stock control by posting of the incoming and outgoing goods/materials in relevant ledgers, cards and other documents in order to maintain proper upkeep of store's record;
- (iv) Monitor cleanliness by instructing the stores attendant to clean stores and its surroundings, store's layout in order to maintain cleanliness and smooth handling and identification of goods/materials; and
- (v) Carry out any other duties related to his/her Job as may be assigned by SO from time to time.

#### **1.28.2 QUALIFICATION AND EXPERIENCE**

Diploma in Material Management from a recognised Institution, with At least one (1) year in the field from outside plus six months' probation period.

#### **1.28.3 REMUNERATION**

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

## **1.29 COOK – 10 POSTS**

### **1.29.1 DUTIES AND RESPONSIBILITIES**

- (i) Initiates carrying out of routine cleaning of the kitchen, equipment and utensils by alerting the kitchen attendants in a view to keep hygienic environment;
- (ii) Checks the quality and quantity of the food staff availed to him/her by carrying out inspection on its status against menu and number of students in order to safeguard the safety and health of the students;
- (iii) Prepares food stuff in a hygienic way before cooking by washing the raw stuff where necessary in order to ensure safety and health precautions;
- (iv) Prepares food for students by cooking as per menu, and timetable and distribute to students leaders for consumption; and
- (v) Carries out any other instruction related to his/her job as may be assigned to him by the Kitchen supervisor from time to time aimed at improving the overall performance of the section.

### **1.29.2 QUALIFICATION AND EXPERIENCE**

Form Four (“O” level) Certificate PLUS Certificate in Catering/Hotel Management from a recognised Institution with At least 1 (one) year in Catering field.

### **1.29.3 REMUNERATION**

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

## **1.30 PERSONAL SECRETARY – 6 POSTS**

### **1.30.1 DUTIES AND RESPONSIBILITIES**

- (i) Accurately and timely word processing documents in the Section by using personal computer in order to meet set targets;
- (ii) Maintain records of incoming and outgoing correspondences and files

while maintaining confidentiality using registers of direct communications with the concerned to facilitate Sectional activities and keeping track of file movements;

- (iii) Attend sectional visitors by welcoming, entertaining and providing them with relevant information and guidance in a view to meet their need and maintain good image of VETA;
- (iv) Arrange and maintain record of events including appointments meetings visiting schedules by keeping an updated diary of events to facilitate working schedule of the Section;
- (v) Participates in the preparation of budgets by providing inputs of requirement in order to facilitate preparation of Sectional budgets;
- (vi) Timely raise order of office requirements by using requisition form to ensure adequate office supplies to the section; and
- (vii) Carry out any other responsibility as may be assigned by the head of Section.

### **1.30.2 QUALIFICATION AND EXPERIENCE**

Form Four ( "O" level) Education Certificate, PLUS Typing Stage II, Office Practice Stage I & Secretarial Duties Stage I Certificate from a recognised Institution, with At least three (3) years' working experience from outside in the field plus six (6) months' probation

### **1.30.3 REMUNERATION**

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

## **1.31 RECEPTIONIST /TELEPHONE OPRETOR – 1 POST**

### **1.31.1 DUTIES AND RESPONSIBILITIES**

- (i) Consciously receive, answer and direct calls by connecting calls to the respective contact persons in order to facilitate smooth communication;
- (ii) Receive record and deliver messages using register and/or diary for onward contact to the relevant officer with a view to attend messages promptly;

- (iii) Make authorized phone calls as per laid down rules, guidelines and procedures to ensure effective utilization of telephone;
- (iv) Maintain the switch board in a proper manner by reporting immediately any malfunctions for necessary repairs;
- (v) Receive and attend visitors by directing them to the relevant offices and officers aimed at making the visitors get the proper courtesy and attention;
- (vi) Promote the organisational image by maintaining frontline disposition and appearance in order to promote the corporate image of the authority; and
- (vii) Provide secretarial support as may be assigned by office supervisor with a view to improve the performance of the section.

### **1.31.2 QUALIFICATION AND EXPERIENCE**

Form Four (O" level) Education Certificate, PLUS Telephone Operators Certificate/Secretarial Certificate from a recognised Institution, with at least Three (3) years' work experience in the field plus six months' probation period.

### **1.31.3 REMUNERATION**

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

## **1.32 DRIVING INSTRUCTOR – 1 POST**

### **Job Purpose:**

To effectively and efficiently impart knowledge, skill and attitude in levels I - II of competence through proper interpretation of curricula and planning of training delivery in a view to attain VET objectives.

### **1.32.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget have worked at least for 1 years as Vocational Training Auxiliary and demonstrated ability to train others;



- ii. Use of machines by compiling data from his work station for onward submission to the superior;
- iii. To prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iv. To prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- v. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- vi. To perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vii. To participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- viii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- ix. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- x. To guide safe use of training tools and equipment's by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- xi. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and

- xii. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **1.32.2 QUALIFICATION AND EXPERIENCE**

Must have completed form IV with at least 3 credits or its equivalent; must possess Vocational Certificate or Trade Test Grade I & Vocational Teaching Certificate or FTC in relevant field; must have at least 2 years working experience in the relevant field.

### **1.32.3 REMUNERATION**

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

## **2.0 MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS**

### **2.1.1 BACKGROUND**

Ministry of lands was established as a department of Lands and later changed into a full ministry which changed its name according to the functions within that specific period. The current name is Ministry of Lands, Housing and Human Settlements Development which encompass core sector Departments which are: Land Administration, Survey and Mapping, Physical Planning and Housing. Core sector units are Registration of Titles, Property Valuation, and District Land and Housing Tribunal.

Ministry of Lands, Housing and Human Settlements has been mandated to administer land and human settlement in Tanzania. It provides various land related services to individuals and institutions in the country, and provides advice to government and the public on matters pertaining to human settlements development.

## **2.1.2 ICT OFFICER GRADE II – APPLICATION PROGRAMMER (3 Posts)**

### **2.1.3 JOB PURPOSE:**

Responsible for designing and developing software applications based technical solutions to solve business problems, which includes coding, software deployment, initial testing, and maintenance of software application systems. The primary objective is to help businesses be more efficient by developing technology solutions in a cost-effective way by determining the software requirements of projects, and communicating them clearly to stakeholders.

### **2.1.4 DUTIES AND RESPONSIBILITIES:**

- i. Full lifecycle software application development;
- ii. Designing, coding and debugging software applications in various software languages, Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- iii. Software modelling and simulation;
- iv. Front end graphical user interface design/programming;
- v. Software testing and quality assurance;
- vi. Performance tuning, improvement, balancing, usability, automation;
- vii. Support, maintain and document software functionality;
- viii. Integrate software with existing systems;
- ix. Evaluate and identify new technologies for implementation;
- x. Maintain standards compliance;
- xi. Working closely with analysts, designers and staff;

- xii. Producing detailed technical specifications and writing the programming codes;
- xiii. Production Support system maintenance;
- xiv. Independent handling of work products and managing his/her deliverables; and
- xv. Execute other assignments as you may be assigned from time to time by your superior.

### **2.1.5 QUALIFICATIONS AND EXPERIENCE:**

Minimum of Bachelor's Degree either in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

### **2.1.6 TECHNICAL QUALIFICATIONS:**

- i. Working knowledge of various software languages [Java (mandatory), C/C++, .NET, Python] will be added advantage
- ii. Practical skills on Object Oriented Design and Analysis (OOA and OOD)
- iii. Advanced knowledge in RESTful and SOAP APIs, Queue Management, SMS Gateway, SMPP Knowledge, Data Visualization, Database Optimization, and Smartphone App Development using iOS, Android, Phone gap, etc. will be added advantage
- iv. Possession of a relevant recognized ICT professional certification will be an added advantage.

### **2.1.7 ICT OFFICER GRADE II – DATABASE ADMINISTRATION (2 Posts)**

#### **1.2.1 JOB PURPOSE:**

To provide operational database technical services to support the application development, database production support and various requirements for distributed technical support to ensure applications are

running smoothly. The responsibilities also involve effective provisioning, installation, configuration, operation, upgrades and maintenance of server systems hardware, software and infrastructure.

### **2.1.8 DUTIES AND RESPONSIBILITIES**

- i. Administration of systems and databases, server virtualization and server infrastructure;
- ii. Management of security aspects to the assigned systems, databases, integrity controls, related records, and documents;
- iii. Installation, upgrade, and maintenance of software applications and databases;
- iv. Maintenance, administration, monitoring, problem management, and production for databases;
- v. Undertaking of daily maintenance, testing, backup, and recovery of systems and databases;
- vi. Applying patches and upgrade of systems and databases;
- vii. Installing and building database structures;
- viii. Query and performance tuning of databases;
- ix. Provisioning/installing, configuring, operating, upgrading and maintaining assigned systems hardware, software and infrastructure;
- x. Provide appropriate infrastructure technology solution to support Operations;
- xi. Maintain the strict confidentiality of all records and documents stored in the assigned systems and infrastructure;
- xii. Provide technical advice and support in problem solving related to systems and applications;
- xiii. Contribute to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure;

- xiv. Assist in management of hardware devices, licensing and all programs as assigned;
- xv. Ensure high-availability of systems and services; and
- xvi. Execute other assignments as may be assigned from time to time by superiors.

### **2.1.9 QUALIFICATION AND EXPERIENCE**

Minimum of Bachelor's Degree either in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

### **2.1.10 TECHNICAL SKILLS QUALIFICATIONS:**

- i. Working knowledge of MS Windows, Linux and Unix Server platforms;
- ii. Working knowledge of databases (e.g. MS SQL, PostgreSQL, MySQL, Oracle, etc.);
- iii. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- iv. System Backup types and administration (full, incremental, etc.);
- v. Practical skills in configuring access to file services as Access Control, managing NTFS file and folder permissions, managing permissions for shared resources, determining effective permissions, configuring and managing distributed file system as Distributed File System (DFS) Overview, configuring DFS Namespaces, configuring DFS replication, deploy file sharing services, deploy an FTP server and a web server;
- vi. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- vii. Practical skills on Database schema creation and management;
- viii. Practical skills on Performance management and tuning;
- ix. Knowledge of Storage management techniques;
- x. ERP and business knowledge will be an added advantage;

- xi. Possession of a relevant recognized ICT professional certification will be an added advantage;
- xii. Practical knowledge and skills relevant to the position will be added advantage.

#### **2.1.11 ICT OFFICER GRADE II – BUSINESS ANALYST (1 Post)**

#### **2.1.12 JOB PURPOSE**

Responsible for requirements gathering and designing applications based technical solutions to solve business problems, which includes defining, analyzing and documenting software and system requirements. The primary objective is to help Ministry of Lands implement technology solutions in a cost-effective way by determining the requirements of software projects, and communicating them clearly to stakeholders, facilitators and partners.

#### **2.1.13 DUTIES AND RESPONSIBILITIES**

- i. Act as a bridge between business group with need or problem and the Technology teams offering a solution to a problem or need;
- ii. Drives and participates in design, development and implementation of enterprise wide applications;
- iii. Work closely with developers and testers to ensure requirements and functional designs are translated accurately into working technical designs;
- iv. Manage projects including responsibility for a project and project budget;
- v. Actively involving in development of new systems, business processes improvement, strategy planning or potentially organizational change; and

- vi. Actively involving in product testing and evaluation as providing quality assurance and control and communicating the deliverables state to the users.

#### **2.1.14 QUALIFICATIONS AND EXPERIENCE**

Minimum of Bachelor degree either in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution.

#### **2.1.15 TECHNICAL QUALIFICATIONS**

- i. Technical knowledge in determining end to end design requirements for projects involving line of business, software/hardware developers and vendors;
- ii. Strong skills in project planning, controlling and delivery management;
- iii. Capable of performing reviews and edits requirements, specifications, business processes, feasibility studies, business cases and recommendations related to proposed solution for Government ICT projects/requests;
- iv. Knowledgeable in Quality Assurance for developed ICT products/services;
- v. Understanding of systems engineering concepts & modelling techniques and methods; and
- vi. Possession of an ICT related certifications (CISA, CRISC, CISM etc.) and/or certification in Project Management will be an added advantage.



## **2.1.16 ICT OFFICER GRADE II – NETWORK ENGINEERS (2 Posts)**

### **JOB PURPOSE**

To maintain all network systems and work closely on Network and NLIC infrastructures to support critical network and public shared systems.

### **2.1.17 DUTIES AND RESPONSIBILITIES**

- i. Provide technical support related to operation of Core Network platforms for Voice and Data;
- ii. Monitor performance, capacity, and availability of the network on an ongoing basis and recommend improvements in technologies and practices;
- iii. Collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity;
- iv. Participate in designing and installation of networks and related accessories and equipment;
- v. Maintain and repair of Network active and passive equipment;
- vi. Troubleshoot all network related problems;
- vii. Undertake day to day management of LAN, wireless systems, telephone systems (PBAX), leased lines;
- viii. Document and communicate network related problems, solutions and the implementation process;
- ix. Assign network resources and user accounts;
- x. Perform maintenance activities, systems backups and restore and;
- xi. Perform any other duty as may be assigned by his superior

### **2.1.18 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Technology, Computer Engineering or related discipline from recognized institution.

### **2.1.19 TECHNICAL SKILLS/QUALIFICATIONS**

- i. Working knowledge in the Telecom Operators or Internet Service Provider Core Network environment;
- ii. Proficient in Service Provider technologies like IP/MPLS and related services (L2VPN, L3 MPLSVPN, TE, QoS, etc);
- iii. Proficiency in designing/deploying in LAN/WAN topologies using routing protocols like OSPF/ISIS, EIGRP, BGP, IPv6, MPLS, Multicast, HA/Redundancy etc;
- iv. Good understanding of last mile (both Fiber Optics and Microwave) technologies.
- v. Knowledge of IOS/IOS XE/ IOS XR and Proficient on Network equipment such as routers, switches, bridges, etc;
- vi. Practical skills in configuring and managing VLANs on routers and layer 2 switches and remotely management using IP-based management protocols, such as Telnet and Simple Network Management Protocol (SNMP), management IP Address and Default Gateway;
- vii. Practical skills in configuring and managing wireless networks, configuring DNS, DHCP, FTP, Gateways and NS Lookups;
- viii. Knowledge in Network Firewalls and Unified Threat Management Systems configurations and management;

- ix. Fluent in Backup/Recovery procedures, Storage technologies and understanding port numbers approach to application detection;
- x. Practical skills in using command lines; ping, tracert, ipconfig, Nslookup, Netstat and familiar with tools as Putty, Subnet and IP Calculator, Speedtest;
- xi. Must have practical knowledge of TCP/UDP related protocols, network security design, Linux operation systems and scripting with shell, python, VB, Bash or Perl;
- xii. Working knowledge of Antivirus/IPS/web proxy technologies;
- xiii. Multi-vendor products network knowledge is an added advantage;
- xiv. Practical skills in managing Server Infrastructure roles as IPv4 and IPv6 Addressing, Domain Name System Server Role, Configuring DNS Zones, DHCP Server Role;
- xv. Practical skills in configuring and managing VoIP System architecture and Technology; and
- xvi. Possession of recognized ICT professional certification such as Service Provider Networks (CCNA, CCNSP, HCNA, HCNP, MCSA, MCSE), CISA, CISM, CISSP, CEH, will be an added advantage.

## **2.1.20 ICT OFFICER GRADE II – SYSTEMS ADMINISTRATION (2 Posts)**

### **2.1.21 JOB PURPOSE**

**2.1.22** Effective provisioning, installation, configuration, operation, upgrades and maintenance of server systems hardware, software and infrastructure. This individual ensures that system hardware, server operating systems, software

systems, infrastructure and related procedures adhere to Public Service values.

### **2.1.23 DUTIES AND RESPONSIBILITIES**

- i. Provision, install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure on MS Windows, Linux and Unix Server platforms;
- ii. Provide appropriate infrastructure technology solution to support eGA Operations;
- iii. Prepare systematic documentation for monitoring of eGA Data Centre Infrastructure;
- iv. Responsible for System Administration of server virtualization and server infrastructure;
- v. Manages security access to assigned systems, related records, and documents;
- vi. Work to maintain backup procedures and storage strategies;
- vii. Perform backups and disaster recovery operations related to Data Centre;
- viii. Maintains the strict confidentiality of all records and documents stored in the assigned systems and infrastructure;
- ix. Confers with employees and the project team to provide technical advice and to resolve problems;
- x. Prepares reports for system users and management;
- xi. Creates and updates procedural and training documents for the assigned systems;

- xii. Manage all data centre assets and assure that the data centre inventory, systems diagrams and related documentation, and system component maintenance contracts are properly maintained;
- xiii. Management of hardware devices, licensing and all programs on the Data Centre;
- xiv. Ensure high-availability of data Centre products and services; and
- xv. Execute other assignments as you may be assigned from time to time by your superiors.

#### **2.1.24 QUALIFICATION AND EXPERIENCE**

**2.1.25** Bachelor's Degree either in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

#### **2.1.26 TECHNICAL QUALIFICATIONS**

- i. A working knowledge on System Design, System Performance Tuning, System Debugging, System development and Documentation, System Testing and having knowledge one of the following language SQL, Java script, C++, HTML/XML, Ruby, Python and PHP, Oracle, Linux, .NET frameworks (such as C# (c-sharp), ASP and VB);
- ii. Knowledge in Managing physical and logical storage;
- iii. Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration , Replication and Mirroring- Virtual Private Networks, Network Security;
- iv. Knowledge in designing a Windows Active Directory , Creating Users, Groups and Shared Folders, Managing Active Directory, maintenance, troubleshooting, and disaster recovery;

- v. Installation and Administration of Packages, Patches and Updates- fundamentals of Patches, Packages and Updates installation and administration. RAID (Hardware Vs. Software) Configuration - understanding important features of Software RAID (Threaded rebuild process, Kernel-based configuration, Portability of arrays between Linux machines without reconstruction, Back grounded array reconstruction using idle system resources , Hot-swappable drive support, Automatic CPU detection to take advantage of certain CPU optimizations);
- vi. Basic configuration, Hostname, Time zone setup, Network and System Diagnostics, command lines, file System Management and package management, Servers management;
- vii. Load Balancing skills - to load balance, optimize, and secure different applications such as HTTP and HTTPS;
- viii. Configuring and Securing Remote Access such Configuring a Virtual Private Network Connection, Network Policies, Integrating Network Access Protection with VPNs;
- ix. System Backup types and administration (full, incremental, etc.);
- x. Practical skills in configuring access to file services as Access Control, managing NTFS file and folder permissions, managing permissions for shared resources, determining effective permissions, configuring and managing distributed file system as Distributed File System (DFS) Overview, configuring DFS Namespaces, configuring DFS replication, deploy file sharing services, deploy an FTP server and a web server;
- xi. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over; and

- xii. Possession of recognized ICT professional certification such as CISA, CISM, CISSP, CEH, CCNA will be an added advantage.

## **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 25<sup>st</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**