

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/319

16th November, 2020

On behalf of University of Dar es Salaam (**UDSM**), Tanzania Medicines and Medical Devices Authority (**TMDA**) and Tanzania National Roads Agency (**TANROADS**), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **77** vacant posts as mentioned below.

1.0 UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam (UDSM) started in 1961 as a College of the University of London. In 1963 it became a Constituent College of the University of East Africa. It was formerly established in August 1970, as a National University, through the University of Dar es Salaam Act number 12 of 1970. It was established with three main objectives, namely:

- To transmit knowledge as a basis of action, from one generation to another;
- To act as a centre for advancing frontiers of knowledge through scientific research; and
- To meet the high level human resource needs of the Tanzanian society.

In 1961, the University started with the Faculty of Law. It expanded over the years with the establishment of the numerous Faculties and Institutes. It established a number of Colleges, some of which were later evolved into independent fully-fledged universities.

1.0.1 LABORATORY SCIENTIST II (1 POST) -INSTITUTE OF MARINE SCIENCES

1.0.2 DUTY STATION: ZANZIBAR

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To organizes practicals for undergraduate students;

- ii. To assists in all technical duties requiring a higher degree of planning and design competence in the areas of student's practical/projects;
- iii. To assists academic staff in research and development and consultancy activities;
- iv. To plan and supervise maintenance of laboratory facilities;
- v. To provide guidance to technicians and Laboratory Assistants in their daily activities; and
- vi. To perform any other related duties as may be assigned by the supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science either in Aquatic Sciences and Fisheries, Marine Sciences, Fisheries Sciences or Fisheries Technology from recognized institution.

1.1.3 REMUNERATION

Salary Scale: PUSS 4

1.1.4 TERMS OF SERVICE

Permanent and Pensionable.

1.1.5 LABORATORY SCIENTIST II - FOOD SCIENCE AND TECHNOLOGY (1 POST)

1.1.6 COLLEGE OF AGRICULTURAL SCIENCES AND FISHERIES TECHNOLOGY

1.1.7 DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

1.1.8 DUTIES AND RESPONSIBILITIES

- i. To organize practicals for undergraduate students;
- ii. To assists in all technical duties requiring a higher degree of planning and design competence in the areas of student's practical/projects;
- iii. To assists academic staff in research and development and consultancy activities;
- iv. To plan and supervise maintenance of laboratory facilities;
- vii. To provide guidance to technicians and Laboratory Assistants in their daily activities; and

viii. To perform any other related duties as may be assigned by the supervisor.

1.1.9 QUALIFICATION AND EXPERIENCE

- Bachelor of Science either in Food Science and Technology or Bachelor of Science in Microbiology from recognized institution.

1.1.10 REMUNERATION

Salary Scale: PUSS 4

1.1.11 TERMS OF SERVICE

Permanent and Pensionable.

1.1.12 LABORATORY ENGINEER II - WATER RESOURCES (1 POST) - COLLEGE OF ENGINEERING AND TECHNOLOGY

1.1.13 DUTIES AND RESPONSIBILITIES

- To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practicals/projects;
- To assist in research and development activities;
- To assist in consultancy activities;
- To assist in maintenance of facilities; and
- To perform any other related duties as may be assigned by the supervisor.

1.1.14 QUALIFICATION AND EXPERIENCE

- Bachelor of Science either in Water Resources Engineering, Civil Engineering with Specialization in Water Resources or Hydrology and Irrigation Engineering from any recognized Institution. The candidate must be registered by Engineers Registration Board (ERB) at least as Graduate Engineer.

1.1.15 REMUNERATION

Salary Scale: PUSS 4

1.1.16 TERMS OF SERVICE

Permanent and Pensionable.

**1.1.17 WORKSHOP INSTRUCTOR II (Chemical and Processing Engineering) -
(1POST) - COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING
WORKSHOPS**

1.1.18 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.19 QUALIFICATION AND EXPERIENCE

- Bachelor of Science or Advanced Diploma in Chemical and Processing Engineering from recognized institution. The candidate must be registered as a Graduate Engineer by Engineers Registration Board (ERB).

1.1.20 REMUNERATION

Salary Scale: PUSS 4

1.1.21 TERMS OF SERVICE

Permanent and Pensionable.

**1.1.22 WORKSHOP INSTRUCTOR II (Mechanical Engineering) - (1POST)-
COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING WORKSHOPS**

1.1.23 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.24 QUALIFICATION AND EXPERIENCE

- Bachelor of Science or Advanced Diploma in Mechanical Engineering from recognised institution. The candidate must be registered as a Graduate Engineer by Engineers Registration Board (ERB).

1.1.25 REMUNERATION

Salary Scale: PUSS 4

1.1.26 TERMS OF SERVICE

Permanent and Pensionable.

1.1.27 WORKSHOP INSTRUCTOR II (Civil Engineering) - (1POST)- COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING WORKSHOPS

1.1.28 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.29 QUALIFICATION AND EXPERIENCE

- Bachelor of Science or Advanced Diploma in Civil Engineering from recognised institution. The candidate must be registered as a Graduate Engineer by Engineers Registration Board (ERB).

1.1.30 REMUNERATION

Salary Scale: PUSS 4

1.1.31 TERMS OF SERVICE

Permanent and Pensionable.

1.1.32 WORKSHOP INSTRUCTOR II (Architectural Engineering) - (1POST)- COLLEGE OF ENGINEERING AND TECHNOLOGY TRAINING WORKSHOPS

1.1.33 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;
- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.34 QUALIFICATION AND EXPERIENCE

- Bachelor of Science or Advanced Diploma in Architectural Engineering majoring in Interior Design in the field of Timber Technology from recognised institution. The candidate must be registered as a Graduate Engineer by Engineers Registration Board (ERB).

1.1.35 REMUNERATION

Salary Scale: PUSS 4

1.1.36 TERMS OF SERVICE

Permanent and Pensionable.

1.1.37 LABORATORY TECHNICIAN II (1 POST) - INSTITUTE OF MARINE SCIENCES (1 POST)

1.1.38 DUTIES AND RESPONSIBILITIES

- To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- To assist in the repair and maintenance of laboratory or workshop facilities;
- To assist senior staff in relevant fields of operation; and
- To perform any other related duties as may be assigned by the supervisor.

1.1.39 QUALIFICATION AND EXPERIENCE

- Full Technician Certificate (FTC) or Diploma (NTA 6) in Laboratory Technology from a recognized institution.

1.1.40 REMUNERATION

Salary Scale: PUSS 3

1.1.41 TERMS OF SERVICE

Permanent and Pensionable.

1.1.42 LABORATORY TECHNICIAN II (1 POST) - COLLEGE OF ENGINEERING AND TECHNOLOGY

1.1.43 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.44 QUALIFICATION AND EXPERIENCE

- Full Technician Certificate (FTC) or Diploma (NTA 6) either in Water Supply and Sanitation Engineering, Hydrology and Meteorology or Water Laboratory Technology from a recognized institution.

1.1.45 REMUNERATION

Salary Scale: PUSS 3

1.1.46 TERMS OF SERVICE

Permanent and Pensionable.

1.1.47 LABORATORY ASSISTANT II (Structural and Construction Engineering Concrete - 1 post) COLLEGE OF ENGINEERING AND TECHNOLOGY

1.1.48 DUTIES AND RESPONSIBILITIES

- i. To perform general cleaning of laboratory glassware;
- ii. To take care of instruments and equipment in the laboratory;
- iii. To perform specified laboratory jobs under close supervision; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.49 QUALIFICATION AND EXPERIENCE

- Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Concrete from VETA or other Institutions recognized by VETA.

1.1.50 REMUNERATION

Salary Scale: PUSS 1

1.1.51 TERMS OF SERVICE

Permanent and Pensionable.

1.1.52 LABORATORY ASSISTANT II (Structural and Construction Engineering Masonry -1 post) COLLEGE OF ENGINEERING AND TECHNOLOGY

1.1.53 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision;
- ii. To perform general cleaning of laboratory glassware;
- iii. To take care of instruments and equipment in the laboratory; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.54 QUALIFICATION AND EXPERIENCE

- Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in the field of Masonry from VETA or other Institutions recognized by VETA.

1.1.55 REMUNERATION

Salary Scale: PUSS 1

1.1.56 TERMS OF SERVICE

Permanent and Pensionable.

1.1.57 LABORATORY ASSISTANT II (Water Resources Engineering -1 post) COLLEGE OF ENGINEERING AND TECHNOLOGY

1.1.58 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision;
- ii. To perform general cleaning of laboratory glassware;
- iii. To take care of instruments and equipment in the laboratory; and
- iv. To perform any other related duties as may be assigned by the supervisor.

1.1.59 QUALIFICATION AND EXPERIENCE

- Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Water Supply and Sanitation, Water Laboratory Technology from VETA or other Institutions recognized by VETA.

1.1.60 REMUNERATION

Salary Scale: PUSS 1

1.1.61 TERMS OF SERVICE

Permanent and Pensionable.

1.1.62 ASSISTANT MEDICAL OFFICER II (1 POST)

1.1.63 DUTIES AND RESPONSIBILITIES

- To practice general curative and preventive oral and dental health services;
- To conduct health education on dental and proper oral hygiene practices;
- To assess and diagnose dental health needs;
- To perform too extractions and filling;
- To assists in performing emergency and planned dental procedures;
- To assist in attending to obstetrics and gynecological cases;
- To assist in attending to general outpatient clinics;
- To keep and ensure proper records of patients; and
- To perform any other related duties as may be assigned by the supervisor.

1.1.64 QUALIFICATION AND EXPERIENCE

- Advanced Diploma in Clinical Medicine from recognized and reputable institution and registered with Tanganyika Medical Board (under Cap 409).

1.1.65 REMUNERATION

Salary Scale: PMGSS 5

1.1.66 TERMS OF SERVICE

Permanent and Pensionable.

1.1.67 ASSISTANT MEDICAL OFFICER II (DENTAL) - 1 POST

1.1.68 DUTIES AND RESPONSIBILITIES

- i. To practice general curative and preventive oral and dental health services;
- ii. To conduct health education on dental and proper oral hygiene practices;
- iii. To assess and diagnose dental health needs;
- iv. To perform too extractions and filling;
- v. To assist in performing emergency and planned dental procedures;
- vi. To assist in attending to obstetrics and gynaecological cases.
- vii. To assist in attending to general outpatient clinics
- viii. To keep and ensure proper records of patients; and
- ix. To perform any other related duties as may be assigned by the supervisor.

1.1.69 QUALIFICATION AND EXPERIENCE

- Advanced Diploma in Dentistry from a recognized and reputable institution and registered with Tanganyika Medical Board (under Cap 409).

1.1.70 REMUNERATION

Salary Scale: PMGSS 5

1.1.71 TERMS OF SERVICE

Permanent and Pensionable.

1.1.72 NURSE II (1 POST)

1.1.73 DUTIES AND RESPONSIBILITIES

- i. To assist in performing general nursing care of patients;
- ii. To assist in performing maternal and child care services;
- iii. To assist in administering drugs and treatment as prescribed by the Medical Officers;
- iv. To monitor pregnancy development;
- v. To maintain records on patients' personal and health care;
- vi. To perform any other related duties as may be assigned by the supervisor.

1.1.74 QUALIFICATION AND EXPERIENCE

- Certificate (NTA level 5) in Nursing/Midwifery from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council.

1.1.75 REMUNERATION

Salary Scale: PMGSS 2

1.1.76 TERMS OF SERVICE

Permanent and Pensionable.

1.1.77 LIBRARY OFFICER II (1 POST)

1.1.78 DUTIES AND RESPONSIBILITIES

- i. To deal with queries from readers;
- ii. To compile statistical data;
- iii. To shelve books and periodicals;
- iv. To assist in identifying book/journals requirements; and
- v. To perform any other related duties as may be assigned by the supervisor.

1.1.79 QUALIFICATION AND EXPERIENCE

- Bachelor Degree either in Librarianship or Library and Information Studies from recognized and reputable institution plus ICT skills.

1.1.80 REMUNERATION

Salary Scale: PGSS 6

1.1.81 TERMS OF SERVICE

Permanent and Pensionable.

2.0 TANZANIA MEDICINES AND MEDICAL DEVICES AUTHORITY (TMDA)

Tanzania Medicines and Medical Devices Authority (TMDA) is an Executive Agency under the Ministry of Health, Community Development, Gender, Elderly and Children which is responsible for protecting and promoting public health by ensuring safety, quality and effectiveness of medicines, medical devices and diagnostics.

TMDA which is established under Section 4 (1) of the Tanzania Medicines and Medical Devices Act, Cap 219; seeks to recruit intelligent, competent, open-minded, result

oriented with high integrity Tanzanians to fill 18 vacant posts on one (1) year contract terms as follows:

2.1.1 ASSISTANT DRUGS INSPECTOR II (18 POSTS)

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist in inspection of products in the market and at Ports of Entry;
- ii. To assist in screening of products;
- iii. To assist in destruction of unfit products;
- iv. To prepare activity reports and submit to supervisor;
- v. To enter data in the respective database; and
- vi. To perform any other related duties as may be assigned by the supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

- Diploma either in Pharmacy, Veterinary Medicine or Medical Laboratory Sciences from recognized institution.

2.1.4 REMUNERATION

Salary Scale: TMDA 3

3.0 TANZANIA NATIONAL ROADS AGENCY (TANROADS)

Tanzania National Roads Agency (TANROADS) is a semi –autonomous Agency under the Ministry of Works, Transport and Communication established on 1st July, 2000. The Agency is mandated to plan, design, construct, maintain national roads and development of Airports under the Executive Agencies (The Tanzania National Roads Agency) (Establishment) Order GN. 293 of 2000 as amended by GN. 350 of 2009 and GN. 232 of 2020.

3.1.1 ENGINEER II - 21 POSTS

3.1.2 1.1.1 DUTIES AND RESPONSIBILITIES

- i. Planning and undertaking road inventory, condition, traffic and other surveys for the roads, bridges and airports regularly.
- ii. Investigating sources and quality of construction materials along the roads.
- iii. Preparing contract documents and drawings for the maintenance contracts.
- iv. Facilitating the procurement of road and bridge maintenance contracts.
- v. Supervising maintenance work contracts, contractor at site and foci account operation.

- vi. Monitoring the performance of Contractors, process Contractor Invoices and facilitate timely payment
- vii. Reviewing Contractors' time and cost claims.
- viii. Preparing regular works progress reports for the roads, bridges and airports.
- ix. Attending regular site meetings and prepare minutes.
- x. Performing any other related duties as may be assigned by the supervisor.

3.1.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/ Advanced Diploma in Civil Engineering from a recognized Institution. Must be registered by the Engineers' Registration Board as Graduate Engineer (GE) and attended SEAP Programme and must be Computer literate.

3.1.4 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

3.1.5 TECHNICIAN II - 22 POSTS

3.1.6 DUTIES AND RESPONSIBILITIES

- i. Inspecting and reporting on designated roads and bridge conditions and maintenance work on monthly basis or at more frequent intervals if required;
- ii. Preparing and supervising monthly work programmes for petty contractors undertaking routine/recurrent, periodic, and emergency maintenance works as directed;
- iii. Certifying worksheets, delivery notes and similar documents as directed by Senior Technician;
- iv. Undertaking roads traffic count, road inventory and condition survey;
- v. Carrying out in situ testing and takes site samples;
- vi. Undertaking laboratory tests and monitor tests results and trends;
- vii. Ensuring all laboratory apparatus and equipment are calibrated and maintained accordingly;
- viii. Measuring and certifying works for payment;
- ix. Preparing site reports as required/directed.
- x. Performing any other related duties as may be assigned by the supervisor.

3.1.7 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma in Civil or Transport Engineering/ Full Technician Certificate from any government recognized institution. Must be a computer literate.

3.1.8 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age specified in each post; Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;

- xi. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar es Salaam.*
- xii. Deadline for application is **29th November, 2020**
- xiii. Only short listed candidates will be informed on a date for interview; and
- xiv. Presentation of forged certificates and other information will necessitate to legal action.
- xv. Vacancies for the Institute of Marine Sciences, work station will be at Zanzibar, and the Residents of Zanzibar are highly encourage to apply.

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**)*

Released by;

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**