

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/44

19th February, 2021

VACANCY ANNOUNCEMENT

On behalf of Dar es Salaam Institute of Technology (DIT), University of Dar es Salaam (UDSM), Mwalimu Nyerere Memorial Academy (MNMA), National Health Insurance Fund (NHIF) and Tanzania Civil Aviation Authority (TCAA) Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **(11)** vacant posts mentioned below.

1.0 DAR-ES-SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by an Act of Parliament No.6 of 1997 as a high technical training institution in Tanzania. DIT has a vision of becoming the leading provider of high quality engineering education, research and consultancy within Tanzania and the East African region. Among others, the mission of DIT is to provide the development and usage of appropriate technology that meets national, regional and international needs and standards through skills and practical-oriented training, research and consultancy. Besides, DIT is positioned to respond to a call by the President of 5th phase Government of the United Republic of Tanzania (URT), His Excellence Dr. John Pombe Joseph Magufuli, to spearhead realization of industry economy by 2025, as spelt out in his inaugural speech to the Parliament of Tanzania on 20th November, 2015.

1.0.1 ASSISTANT LECTURER-MECHANICAL ENGINEERING DEPARTMENT -1 POSTS-RE-ADVERTISED

1.0.2 DUTIES AND RESPONSIBILITIES

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

1.0.3 QUALIFICATIONS AND EXPERIENCE:

Master of Science either in Mechanical Engineering, Mechatronics or Automation with Bachelor of Science or Advanced Diploma in Mechanical Engineering both with GPA of 3.8 and above from any recognized Institution.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale PHTS2/1

2.0 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.

2.0.1 WORKSHOP INSTRUCTOR II (Architectural Engineering) - (1POST) - RE-ADVERTISED

2.0.2 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
- viii. To perform any other related duties as may be assigned by the Supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

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

2.0.4 REMUNERATION

Salary Scale: PUSS 4

2.0.5 TERMS OF SERVICE

Permanent and Pensionable.

2.0.6 LABORATORY ASSISTANT II (Water Resources Engineering -1 POST) RE- ADVERTISED

2.0.7 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.

2.0.8 QUALIFICATION AND EXPERIENCE

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

2.0.9 REMUNERATION

Salary Scale: PUSS 1

2.0.10 TERMS OF SERVICE

Permanent and Pensionable.

2.0.11 ASSISTANT MEDICAL OFFICER II (1 POST) - RE-ADVERTISED

2.0.12 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 assists in performing emergency and planned dental procedures;
- vi. To assist in attending to obstetrics and gynecological 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.

2.0.13 QUALIFICATION AND EXPERIENCE

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

2.0.14 REMUNERATION

Salary Scale: PMGSS 5

2.0.15 TERMS OF SERVICE

Permanent and Pensionable.

2.0.16 ASSISTANT MEDICAL OFFICER II (DENTAL) - 1 POST RE-ADVERTISED

2.0.17 DUTIES AND RESPONSIBILITIES

- i. To conduct health education on dental and proper oral hygiene practices;
- ii. To practice general curative and preventive oral and dental health services;
- iii. To assess and diagnose dental health needs;
- iv. To perform in extraction and filling;
- v. To assist in performing emergency and planned dental procedures;
- vi. To assist in attending to obstetrics and gynecological 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.

2.0.18 QUALIFICATION AND EXPERIENCE

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

2.0.19 REMUNERATION

Salary Scale: PMGSS 5

2.0.20 TERMS OF SERVICE

Permanent and Pensionable.

3.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and became operational on 1st October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

3.0.1 LECTURER - HISTORY (1 POST) RE-ADVERTISED

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for Master's degree holders and NTA Level 9 for PhD holders;
- ii. To guide and supervise students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as may be assigned by the Supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

PhD, Master's and Bachelor degrees in History with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

3.0.4 REMUNERATION

Offered according to MNMA Scheme of Service.

3.0.5 OTHER COMPETENCIES

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

4.0 NATIONAL HEALTH INSURANCE FUND (NHIF)

The National Health Insurance Fund (**NHIF**) is a statutory Health Insurance Scheme established by Act of Parliament No.9 of 1999, to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to proving support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envision on becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

4.0.1 ASSISTANT QUALITY ASSURANCE OFFICER III (1 POST) – RE-ADVERTISED

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and supportive supervisions of health facilities;
- ii. To deal with verification and checking of prescriptions;
- iii. To make researches or market surveys with a view to establishing the actual costs for services, medicines, pharmaceutical items and other medical consumables;
- iv. To initiate accreditation processes for health facilities;
- v. To assist in addressing issues related to management of clinical cases or quality aspects;

- vi. To ensure that the National and Professional Standard Treatment Guidelines and the Fund's policies, regulations, procedures and standards are adhered to by services providers; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Advanced Diploma either in Clinical Medicine, Pharmacy, Nursing or equivalent qualifications coupled with a minimum period of three (3) years of relevant work experience in related field after acquiring such qualifications. Practicing License from relevant Professional Board is essential.

4.0.4 REMURATION:

Salary Scale: As per institution's salary scale

5.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the Civil Aviation Industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in Tanzania.

5.0.1 FLIGHT OPERATIONS DEVELOPMENTAL INSPECTOR (SMALL AIRCRAFT) 2 POSTS - DAR ES SALAAM (RE – ADVERTISED)

5.0.2 JOB PURPOSE

To assist in ensuring compliance with the regulatory requirements as well as to provide effective and efficient safety oversight of aircraft operators, flight crew and approved training organizations in compliance with national and international standards.

5.0.3 DUTIES AND RESPONSIBILITIES

(a) OPERATIONS

- i. To assist in enforcement, investigations and in preparation of final reports and recommendations on disposition;
- ii. To participate in accident/incident and complaint investigations;
- iii. To assist in evaluation of air operators, air agencies, and makes recommendations to the supervisor or assigned qualified Inspector in the specific task;
- iv. To assist in evaluation of training programs to ensure they meet the requirements of CAA regulations, including flight simulators, training devices, and other such equipment, as well as check personnel;
- v. To assist in personnel certification;
- vi. To assist in monitoring pilots, flight instructors, designated pilot examiners, check airmen, aviation organization operations and training activities and advise on appropriate action against non-compliance; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

(b) FLIGHT CREW PERSONNEL LICENSING

- viii. To assist carrying out the assessment of applications for license, rating, certificates and validations and recommend for issue or renewal;
- ix. To assist in preparing and reviewing periodic syllabi for license and rating examination for pilots, cabin crew and dispatchers, defining the qualifying conditions and standards;
- x. To assist in making inquiries on verification of foreign licenses for conversion or validations;
- xi. To assist in maintaining records of applications, licenses and certificates and ensure completeness, integrity and accessibility by authorized personnel;
- xii. To maintain pilots, flight operation officers and cabin crew registers
- xiii. To propose review of licensing fees schedule ;

- xiv. To assist in investigating on possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
- xv. To assist in carrying out the assessment and recommendation in relation to applicants for issue of an Approved Training Organization (ATO) and carry out base inspection of ATO to ensure adherence with certification standards ; and
- xvi. To perform any other related duties as may be assigned by the Supervisor.

5.0.4 QUALIFICATIONS AND EXPERIENCE

Advanced Secondary Education certificate majoring in science subjects with either a professional license, Commercial Pilot License (CPL) or Airline Transport Pilot License (ATPL).

5.0.5 FLYING HOURS

Flying experience of at least 5 years and a minimum of 1000 flight hours as a Pilot.

5.0.6 PERSONAL ATTRIBUTES

The candidates must be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, ability to interact and work effectively with both team Members and Superiors and pay respect to directives.

5.0.7 REMUNERATIONS AND GENERAL TERMS AND CONDITIONS

The successful candidate will be appointed on contract for unspecified period of time and the position attracts a Salary Scale of TCAA FSS.1

5.0.8 FLIGHT OPERATIONS DEVELOPMENTAL INSPECTOR (LARGE AIRCRAFT) 2 POSTS - DAR ES SALAAM (RE – ADVERTISED)

5.0.9 JOB PURPOSE

To participate in ensuring compliance with the regulatory requirements as well as to

provide effective and efficient safety oversight of aircraft operators, flight crew and approved training organizations in compliance with national and international standards.

5.0.10 DUTIES AND RESPONSIBILITIES

(a) OPERATIONS:

- i. To assist in enforcement, investigations and in preparation of final reports and recommendations on disposition;
- ii. To participate in accident/incident and complaint investigations;
- iii. To assist in evaluation of air operators, air agencies, and makes recommendations to the supervisor or assigned qualified Inspector in the specific task;
- iv. To assist in evaluation of training programs to ensure they meet the requirements of CAA regulations, including flight simulators, training devices, and other such equipment, as well as check personnel;
- v. To assist in personnel certification;
- vi. To assist in monitoring pilots, flight instructors, designated pilot examiners, check airmen, aviation organization operations and training activities and advise on appropriate action against non-compliance; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

(b) FLIGHT CREW PERSONNEL LICENSING:

- viii. To assist carrying out the assessment of applications for license, rating, certificates and validations and recommend for issue or renewal;
- ix. To assist in preparing and reviewing periodic syllabi for license and rating examination for pilots, cabin crew and dispatchers, defining the qualifying conditions and standards;
- x. To assist in making inquiries on verification of foreign licenses for conversion or validations;
- xi. To assist in maintaining records of applications, licenses and certificates and ensure

- completeness, integrity and accessibility by authorized personnel;
- xii. To maintain pilots, flight operation officers and cabin crew registers;
 - xiii. To propose review of licensing fees schedule;
 - xiv. To assist in investigating on possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
 - xv. To assist in carrying out the assessment and recommendation in relation to applicants for issue of an Approved Training Organization (ATO) and carry out base inspection of ATO to ensure adherence with certification standards; and
 - xvi. To perform any other related duties as may be assigned by the Supervisor.

5.0.11 QUALIFICATIONS AND EXPERIENCE

Advanced Secondary Education certificate majoring in science subjects with either a professional license, Commercial Pilot License (CPL) or Airline Transport Pilot License (ATPL).

5.0.12 FLYING HOURS

Flying experience of at least 5 years and a minimum of 5000 flight hours as a Pilot.

5.0.13 PERSONAL ATTRIBUTES

The candidates must be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, ability to interact and work effectively with both team Members and Superiors and pay respect to directives.

5.0.14 REMUNERATIONS AND GENERAL TERMS AND CONDITIONS

The successful candidate will be appointed on contract for unspecified period and the position attracts a Salary Scale of TCAA FSS.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service and where specified;
- 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;

- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **4th March, 2021**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**