

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/L/58

4th March, 2021

VACANCY ANNOUNCEMENT

On behalf of **Tanzania Fisheries Research Institute (TAFIRI)**, **Cashewnut Board of Tanzania (CBT)**, **Tanzania Forest Research Institute (TAFORI)**, **National Housing Corporation (NHC)**, **University of Dodoma (UDOM)** and **Tanzania Insurance Regulatory Authority (TIRA)** Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill fourteen (**14**) vacant posts mentioned below;

1.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No.6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centers and one substation: the Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

1.1 ASSISTANT SUPPLIES OFFICER II- (1 POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving goods and record them in tally cards, in cards and registers
- ii. To assist in processing stores requisitions;

- iii. To assist in extracting stocks for issue;
- iv. To assist in sorting, combining, and filling supplies documents;
- v. To assist in keeping procurement and supplies records;
- vi. To assist in conducting physical stock taking; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) plus Ordinary Diploma in Materials Management who attained foundation Stage I or II offered by the National Board of Material Management (NBMM) or equivalent qualification from a recognized Institution.

1.1.3 REMUNERATION:

As per TAFIRI scale

1.2 DECK HAND - (3 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To perform manual skilled duties like painting of the vessel, mending and repairing of fishing gears and deck equipment under the supervision and training of Senior Crew Members;
- ii. To perform general cleanliness duties;
- iii. To participate in the lubrication duties of the vessel and carry out minor repairs under guidance of senior crew members; and
- iv. To perform any other duties as may be assigned by immediate supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) plus Certificate in Fisheries from Fisheries Education and Training Agency (Nyegezi or Mbegani Institute).

1.2.3 REMUNERATION:

As per TAFIRI scale

2.0 CASHEWNUT BOARD OF TANZANIA (CBT)

The Cashewnut Board of Tanzania (CBT) is a corporate body established by the Act No. 21 of 1984 (As amended in 1993) to replace Tanzania Cashewnut Marketing Board (TCMB). It is entrusted with the responsibility of regulating the development of the Cashew Industry in Tanzania. In undertaking its mandated roles the CBT puts more emphasis in improving efficiency and effectiveness in the cashewnut sub sector in order

to meet requirements of different stakeholders thereby enabling them to contribute to the national development.

2.1 MARKETING SERVICE ASSISTANT II - (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist in determining maximum and minimum stock holding of raw cashew and final products at factory levels and central;
- ii. Assist in implementing departmental developmental and recurrent plans;
- iii. Promoting local consumption of cashew nuts;
- iv. Assist in coordinating the entire process of cashew nut procurement in all cashew nut growing districts; and
- v. To perform any other duties as may be assigned by the head of section.

2.1.2 QUALIFICATIONS AND EXPERIENCE:

Form IV certificate and certificate in Marketing, Business administration, Commerce (Marketing) or its equivalent from a recognized Institution or university.

2.1.3 REMUNERATION:

CBSS 2 Salary Scale.

3.0 TANZANIA FOREST RESEARCH INSTITUTE (TAFORI)

Tanzania Forest Research Institute (**TAFORI**) is a Parastatal Organization under the Ministry of Natural Resources and Tourism. It was established by Act of Parliament No.5 of 1980 with a broad mandate of conducting and coordinating forestry research in all fundamental aspects of sustainable forest production and utilization in relation to the conservation of natural forests and plant genetic resources.

3.1 LABORATORY TECHNICIAN GRADE II (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist researchers in carrying out research/technical programmes by conducting laboratory/field tests and keeping proper records of the results
- ii. To operate and maintain laboratory/field equipment
- iii. To coordinate and maintain laboratory quality control
- iv. To receive, extract and record samples for laboratory investigation
- v. To prepare laboratory equipment and chemicals for laboratory tests and investigation
- vi. To maintain list of laboratory equipment

- vii. To carry out laboratory verification and examination of samples collected from the field and record the results under the supervision of Senior Laboratory Technician.

3.1.2 QUALIFICATIONS AND EXPERIENCE:

Certificate in Secondary Education (CSE), Diploma in Forestry or its equivalent from a recognized Institution.

Must possess knowledge in computer programs applicable in research data processing and analysis.

3.1.3 REMUNERATION:

PGSS 4 Salary Scale

3.2 DRIVER GRADE II (2POSTS)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. Responsible for driving Institute's Motor Vehicles;
- ii. Keeping motor vehicles in good condition and reports immediately any defects to supervisor;
- iii. Carries out minor mechanical repairs;
- iv. To diagnosis the vehicle when possible, report on the technical irregulars so that they can be rectified;
- v. Checking to ensure that items such as tyres, lights, brakes and horn and tool kit are in proper working order and vehicle is kept in clean condition;
- vi. Checking to ensure that the Motor vehicle has sufficient fuel, water, break, fluid, battery water and tyre pressure;
- vii. Maintaining motor vehicle log books according to laid down regulations;
- viii. Checking to ensure that vehicle and goods are properly locked and secured at all times;
- ix. To drive all types of vehicles and to keep record of the movements of vehicles
- x. Carries out basic mechanical repair and car servicing

3.2.2 QUALIFICATIONS AND EXPERIENCE:

Form IV Certificate with passes Kiswahili and English, must have a valid Class C Driving License and must possess Trade Test Grade II/ Advanced Drivers Grade II certificate from a recognized Institute such as NIT or VETA.

3.2.3 REMUNERATION

POSS 3 Salary Scale

4.0 NATIONAL HOUSING CORPORATION (NHC)

National Housing Corporation (NHC) is under the Ministry of Lands, Housing and Settlements Development. The Ministry is represented by the Board of Directors which is responsible for the corporate policies and strategies. The day to day management of NHC's business is overseen by the Director General who is responsible to the Board of Directors.

Effective from July, 1994, the Corporation's portfolios have been divided into profit centers which are income generating and self-sustaining directorates and cost centers which play a supportive role. This role mandates the NHC to undertake an array of business.

4.1 ACCOUNTS ASSISTANT (1POST)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare journal voucher/batches
- ii. To prepare various payment schedules.
- iii. To received and pay out cash and cheques.
- iv. To maintain accountable documents (Register)
- v. To perform and other related duties as may be assigned by the supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE:

Certificate in Secondary Education (CSE), Certificate in either Accountancy, Lower Government Accounting Programme qualification, ATEC I, Intermediate Module B or an equivalent professional qualification.

4.1.3 REMUNERATION:

As per NHC scale

4.2 ARTISAN II – PLUMBING (1 POST)

4.2.1 DUTIES AND RESPONSIBILITIES:

- i. To perform specified craft jobs under supervision
- ii. To participate in performing routine technical cleaning of the work environment.
- iii. To participate in proper storage of tools and equipment.
- iv. To participate in operational repairs of machinery, facilities, buildings and infrastructure.
- v. To participate in reporting maintenance problems to senior staff.
- vi. To perform any other related duties as may be assigned by the Supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE:

Secondary Education Certificate with a Trade Test Grade I or NVA Level III or an equivalent qualification.

4.2.3 REMUNERATION:

As per NHC scale

4.2.4 SUPPLIES ASSISTANT (1 POST)

4.2.5 DUTIES AND RESPONSIBILITIES:

- i. To enter receipts and issues in bin cards and ledger.
- ii. To maintain dispatch records.
- iii. To participate in the preparation of vouchers, invoices etc.
- iv. To participate in internal physical stock checks.
- v. To ensure safety of stores under his/her charge.

4.2.6 QUALIFICATIONS AND EXPERIENCE:

Secondary Education Certificate, Certificate in one of the following: Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized Institution.

4.2.7 RENUMERATION:

As per NHC scale

5.0 UNIVERSITY OF DODOMA (UDOM)

The University of Dodoma was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The first academic programmes commenced in September 2007. Currently UDOM is the fastest growing university within the country, it is bigger than any other university within the country, and it is praised for producing competent and qualified candidates capable of competing in job markets.

5.1 TRANSPORT OFFICER II (1 POST)

5.1.1 DUTIES AND RESPONSIBILITIES:

- i. To assist drivers to know and follow up periodic service manuals of motor vehicle
- ii. To assist in arranging oral and practical interviews for drivers

- iii. To assist in checking log books and making sure fuel consumption corresponds to mileage
- iv. To assist following up on registration for new institutional vehicles
- v. To assist in following up on insurance of vehicles

5.1.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree or Advanced Diploma in Transport Management, Logistics Management or its equivalent from a recognized University/Institution with clean class “C” driving license and ICT skills.

5.1.3 REMUNERATION:

PGSS 6.1 Salary scale

5.2 DRIVER II (1 POST)

5.2.1 DUTIES AND RESPONSIBILITIES:

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due to routine maintenance/repair to the appointed service agent;
- iv. To make pre-inspection to the assigned vehicle prior traveling and report mechanical damage/defects;
- v. To ensure safety and cleanliness of the vehicle at all times;
- vi. To ensure that valid documents and permits are acquired prior commencement of any journey;
- vii. To report promptly accidents or incidents involving the vehicles to the relevant authority.

5.2.2 QUALIFICATIONS AND EXPERIENCE:

Secondary School Examination Certificate plus class “C” Driving License with a clean record in a reputable institution including not causing an accident for at least the past three years. He/she must have attended and passed Advanced Drivers Course Grade II

at the National Institute of Transport or any other recognized Institution OR Driving Trade Test II from a recognized Institution.

5.2.3 REMUNATION:

POSS 3.1 Salary scale

6.0 TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

Tanzania Insurance Regulatory Authority (TIRA) is established under the Insurance Act No.10 of 2009. There is established a body to be known as the Tanzania Insurance Regulatory Authority; Subject to the general supervision of the Minister, the Authority shall be charged with the responsibility of coordinating policy and other matters relating to insurance in the United Republic; also the Authority shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be:- (a) Capable of suing and being sued; (b) Capable of borrowing money, acquiring and disposing of property ;and (c) Capable of doing all other things which a body corporate may lawful do.

6.1 DRIVER II (1 POST)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To drive Authority's vehicles;
- ii. To ensure that the vehicle assigned to him/her is maintained, serviced regularly and kept clean;
- iii. To report any defects in the vehicle assigned to him/her;
- iv. To maintain a logbook and record all movements as instructed; and
- v. To perform other related duties as may be assigned by seniors.

6.1.2 QUALIFICATIONS AND EXPERIENCE:

Certificate of Secondary Education Examination with passes in Kiswahili and English language, Class C Driving License and Trade Test Grade III plus driving experience of not less than three years with accident free record.

6.1.3 REMUNERATION:

TSS 2 Salary Scale

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;
- 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 **18th 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**