

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/94

3rd June, 2022

VACANCY ANNOUNCEMENT

On behalf of The Agency for the Development of Educational Management (ADEM), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **(52)** vacant posts mentioned below;

1.0 THE AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)

The Agency for the Development of Educational Management (ADEM) is an Executive Agency inaugurated under the Executive Agencies Act, Cap.245. ADEM is mandated in improving education management in Tanzania through provision of training, research and consultancy services. The establishment of the Agency is in tandem with the Government initiatives for realisation of the Constitution of the United Republic Tanzania and Vision 2025 which requires every Tanzanian to be educated. In order to implement the Vision 2025, the education sector need knowledgeable personnel who are able to supervise and manage institutions including educational institutions. ADEM is operating through three Campuses in Bagamoyo, Mwanza and Mbeya.

The Headquarters is located in Bagamoyo town, 66 km North East of Dar es Salaam, ADEM- Mwanza Campus is located in Mwanza City, at Rock City Mall, Wing C, Second Floor, while ADEM-Mbeya Campus is located in Mbeya City, new Forest Area near Mbeya Regional Hospital, opposite to MSD (Medical Stores Department).

1.1 TUTOR II – FINANCIAL MANAGEMENT (6 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. Teach Short Courses in the relevant field and
- vii. To perform any other related duties as may be assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Education with Commerce (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.1.3 SALARY SCALE: PTSS 10

1.2 TUTOR II – ICT (6 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. Teach Short Courses in the relevant field and
- vii. To perform any other related duties as may be assigned by supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Education with ICT (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.2.3 SALARY SCALE: PTSS 10

1.3 TUTOR II – EDUCATION LEADERSHIP AND MANAGEMENT (15 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. Teach Short Courses in the relevant field and
- vii. To perform any other related duties as may be assigned by supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Education, or Bachelor of Education Leadership and Management (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in Education Management and Administration will be an added advantage.

1.3.3 SALARY SCALE: PTSS 10

1.4 TUTOR II – HUMAN RESOURCE MANAGEMENT (9 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Commerce (HRM) or Bachelor of Arts with Education (Human Resource Management) (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.4.3 SALARY SCALE: PTSS 10

1.5 TUTOR II – SPECIAL EDUCATION (7 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. Teach Short Courses in the relevant field and
- vii. To perform any other related duties as may be assigned by supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Special Education (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.5.3 SALARY SCALE: PTSS 10

1.6 TUTOR II – PROCUREMENT (4 POSTS)

1.6.1 DUTIES AND RESPONSIBILITIES:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Procurement (supply chain) and Logistics (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.6.3 SALARY SCALE: PTSS 10

1.7 TUTOR II – KISWAHILI (1 POST)

1.7.1 DUTIES AND RESPONSIBILITIES:

- To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- To administer examinations for NTA level 6 students;
- To conduct and support research and consultancy works;
- To prepare learning resources;
- To supervise field training;
- Teach Short Courses in the relevant field and
- To perform any other related duties as may be assigned by supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Bachelor Degree in Education with Kiswahili (NTA Level 8 or equivalent) in relevant field from recognized institutions with not less than 3.5 G.P.A.
- Holding a Master Degree in related field will be an added advantage.

1.7.3 SALARY SCALE: PTSS 10

1.8 WARDEN II (1 POST)

1.8.1 DUTIES AND RESPONSIBILITIES:

- To assist in dealing with cases involving students on social matters;

- ii. To disseminate Agency directives to students;
- iii. To offer first aid support when needed and appropriate;
- iv. To assist in maintaining accurate records pertaining to students' welfare;
- v. To participate in identifying behavioral trends that may require action; and
- vi. To perform any other related duties as may be assigned by supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields: Education, Social Work Counseling, Sociology, Psychology, Community Development or equivalent qualification from recognized institutions.

1.8.3 SALARY SCALE: ADEM 4

1.9 ICT OFFICER II SYSTEM ADMINISTRATION (1 POST)

1.9.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in capturing user Customer Requirement Specifications-CRS;
- ii. To perform systems analysis and design;
- iii. To implement software systems (write and document code);
- iv. To perform systems testing (software validation & verification) and document test results;
- v. To perform system configurations;
- vi. To assist in conducting user acceptance test;
- vii. To participate in design review and provide input for user documentation;
- viii. To liaise with user support staff in supporting end users;
- ix. To maintain and Supports various business process applications.

1.9.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized institutions.

1.9.3 SALARY SCALE: ADEM 5

1.10 LIBRARY OFFICER II (1 POST)

1.10.1 DUTIES AND RESPONSIBILITIES:

- i. To answer readers' enquiries;
- ii. To provide guidance to readers;
- iii. To support readers in undertaking research on user information;
- iv. To undertake bibliographic search and handles reference queries;
- v. To assist in classifying, cataloguing and indexing publications;
- vi. To supervise books/ documents circulation systems involving issues and returns of resources;
- vii. To assist in collecting relevant education information from various sources for use by library customers;
- viii. To receive and record new materials; and
- ix. To perform any other related duties as may be assigned by supervisor.

1.10.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields: Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institutions;

1.10.3 SALARY SCALE: ADEM 4

1.11 PERSONAL SECRETARY II (1 POST)

1.11.1 DUTIES AND RESPONSIBILITIES:

- i. To type all general correspondences and confidential matters;
- ii. To keep records of events, appointments, dates of meetings, duty travels of the relevant office, and other work programs and provide information to the appropriate head of the office and staff as appropriate;
- iii. To facilitate staff availability of files and documents for office functions;
- iv. To deliver messages and information to the appropriate officers;
- v. To assist Personal Secretaries under her in the usage of office equipment and other facilities;
- vi. To prepare letters/ minutes for invitation for the meetings;
- vii. To prepare minutes for informing staff on the travel schedules of the Head;
- viii. To receive visitors and observe customer care principles, ascertain the nature of the visitor's business and relay information to the head;
- ix. To make and confirm transport and hotel bookings for the head;
- x. To follow-up implementation of the directives of the Executives and Heads; and
- xi. To perform any other duties as may be assigned by supervisors.

1.11.2 QUALIFICATIONS AND EXPERIENCE:

- Holder of Certificate Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Certificate in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute.
- Candidate must have computer knowledge in MS- Word, MS- Excel, Internet, Email, MS- Publisher from recognized institutions.

1.11.3 SALARY SCALE: ADEM 2

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 **16th June, 2022;**
- 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**