

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/57

1st March, 2021

VACANCY ANNOUNCEMENT

On behalf of **Tanzania Institute of Education (TIE)** and **The Muhimbili University of Health and Allied Sciences (MUHAS)**, Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(4)** vacant posts mentioned below.

1.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a Public Institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre-primary, primary, secondary and teacher education levels. Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

1.0.1 PRINTER GRADE II- (1 POST)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare work schedule;
- ii. To prepare working tools and equipment;
- iii. To assign work to staffs under him/her;

- iv. To make follow-up on on-going activities and reports on the progress to the supervisor;
- v. To prepare job jacket layout about plan of production; and
- vi. To perform any other related duties as may be assigned by the supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Diploma in printing from a recognized institution with a minimum of three years experience in printing industry.

1.0.4 SALARY SCALE: PTSS 4-5

2.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS). Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act Page 2 of 15 No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

2.0.1 LABOTATORY TECHNICIAN II- (1 POST)

2.0.2 DUTIES AND RESPONSIBILITIES

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

2.0.3 QUALIFICATION AND EXPERIENCE

Form IV/VI certificate plus Ordinary Diploma either in Laboratory Technology (DLT), City & Guilds I & II (CGLT) or Dental Laboratory Technology from a reputable institution.

2.0.4 SALARY SCALE: PUSS 2.1

2.0.5 ARTISAN II-1 POST

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

2.0.7 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate plus Trade Test Grade II or Level II or certificate in Plumbing.

2.0.8 SALARY SCALE: POSS 2.1

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;
- 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 **14th 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**