

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT  
SECRETARIAT**

Ref.No.JA.9/259/01/34

3 September, 2021

**VACANCY ANNOUNCEMENT**

On behalf of the Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) and Arusha Technical College (ATC), Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill four (4) vacant posts mentioned below.

**1.0 TAASISI YA SANAA NA UTAMADUNI BAGAMOYO(TaSUBa)**

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) was established under the Executive Agencies Act No. 30 of 1997. The institute is under the Ministry of Information, Culture, Arts and sports. The institute is registered by National Council for Technical Education (NACTE) and recognized as centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by recruiting competent and well-motivated staff who will facilitate effective transformation of students opting for a career in Arts and Culture.

**1.0.1. ASSISTANT INSTRUCTOR II (MUSIC AND SOUND PRODUCTION) - (1 POST)**

**1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercise;

- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the Department under close supervision up to level 5;
- v. To carry out consultancy and service job assignments under close supervision; and
- vi. To perform any other related duties as may be assigned by his/her supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Ordinary Diploma (NTA level 6 or equivalent) in Music and Sound Production from recognized institute with minimum GPA of 3.5.

### **1.0.4 REMUNERATION: Salary Scale: PTSS 7**

### **1.0.5 ASSISTANT INSTRUCTOR II (FILM AND TV PRODUCTION) - (1 POST)**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercise;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the Department under close supervision up to level 5;
- v. To carry out consultancy and service job assignments under close supervision;
- vi. To perform any other related duties as may be assigned by his/her supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Ordinary Diploma (NTA level 6 or equivalent) in Film and TV Production from recognized institute with minimum GPA of 3.5.

### **1.0.8 REMUNERATION: Salary scale: PTSS 7.**

## **2.0 ARUSHA TECHNICAL COLLEGE (ATC)**

The Arusha Technical College (ATC) is a Statutory Body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College)

Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24th July, 2015. The College is mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

### **2.0.1 ASSISTANT LECTURER (MATHEMATICS) – 1 POST**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for tutorial exercise;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

#### **2.0.3 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Mathematics with GPA of at least 3.5 and above.

#### **2.0.4 REMUNERATION: Salary scale: PHTS 2.1**

### **2.0.5 INSTRUCTOR II (AUTOMOTIVE/AUTO-ELECTRIC ENGINEERING) – 1 POST**

#### **2.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other related duties as assigned by supervisor.

## 2.0.7 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Automotive/Auto-electric engineering with GPA of at least 3.5 and above.

## 2.0.8 REMUNERATION: Salary scale: **PTSS 10.1**

### **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 **16 September, 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

**Released by:**

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