

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

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

09 April, 2021

### VACANCY ANNOUNCEMENT

On behalf of University of Dar es Salaam (UDSM), Mwalimu Nyerere Memorial Academy (MNMA), National Health Insurance Fund (NHIF), Tanzania Civil Aviation Authority (TCAA), Muhimbili National Hospital (MNH), Dar es Salaam University College of Education (DUCE), The Tanzania Coffee Board(TCB) and Tanzania Telecommunications Corporation (TTCL).Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **(74)** vacant posts as mentioned below.

#### **1.0. 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 formally 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.

### **1.0.1. LABORATORY ASSISTANT II (Water Resources Engineering -1 POST)**

#### **RE- ADVERTISED**

#### **1.0.2. 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.

#### **1.0.3. 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.

#### **1.0.4. REMUNERATION**

Salary Scale: PUSS 1

#### **1.0.5. TERMS OF SERVICE**

Permanent and Pensionable.

#### **1.0.6. ASSISTANT MEDICAL OFFICER II (1 POST) - RE-ADVERTISED**

#### **1.0.7. 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.

#### **1.0.8. QUALIFICATION ANDEXPERIENCE**

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

#### **1.0.9. REMUNERATION**

Salary Scale: PMGSS 5

#### **1.0.10. TERMS OF SERVICE**

Permanent and Pensionable.

#### **1.0.11. ASSISTANT MEDICAL OFFICER II (DENTAL) - 1 POST RE-ADVERTISED**

#### **1.0.12. 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.

### **1.0.13. QUALIFICATION AND EXPERIENCE**

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

### **1.0.14. REMUNERATION**

Salary Scale: PMGSS 5

### **1.0.15. TERMS OF SERVICE**

Permanent and Pensionable.

## **2.0. THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and become in 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.

## **2.0.1. LECTURER - HISTORY (1 POST) RE-ADVERTISED**

### **2.0.2. 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 supervises 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.

### **2.0.3. 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.

### **2.0.4. REMUNERATION**

Offered according to MNMA Scheme of Service.

### **2.0.5. OTHER COMPETENCIES**

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

### **3.0. 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 providing support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF vision is to become the leading Health Assurance Scheme of choice in the Sub-Saharan region.

#### **3.0.1. ASSISTANT QUALITY ASSURANCE OFFICER III (1 POST) – RE-ADVERTISED**

#### **3.0.2. 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.

#### **3.0.3. QUALIFICATIONS AND EXPERIENCE**

Advanced Diploma in clinical medicine 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.

#### **3.0.4. REMUNERATION:**

Salary Scale: As per institution's salary scale

### **4.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)**

Tanzania Civil Aviation Authority, (TCAA) was established by 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.

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

##### **4.0.2 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.

##### **4.0.3 DUTIES AND RESPONSIBILITIES**

##### **4.0.4 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.

#### **4.0.4.1 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.

#### **4.0.5 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).

#### **4.0.6 FLYING HOURS**

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

#### **4.0.7 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.

#### **4.0.8 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

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

#### **4.0.10 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.

## **4.0.11 DUTIES AND RESPONSIBILITIES**

### **4.0.11.1 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.

### **4.0.11.2 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.

#### **4.0.12 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).

#### **4.0.13 FLYING HOURS**

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

#### **4.0.14 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.

#### **4.0.15 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

### **5.0.1 MUHIMBILI NATIONAL HOSPITAL (MNH)**

Muhimbili National Hospital (MNH) is a tertiary specialised and super specialist hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 30km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

### **5.0.2 ARTISAN II (REFRIGERATION) – (1 POST) - RE-ADVERTISED**

#### **5.0.3 DUTIES AND RESPONSIBILITIES:**

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other duty assigned by the Supervisor.

#### **5.0.4 QUALIFICATION AND EXPERIENCE**

Holder of Trade Test Grade III/CBET level I Certificate in Refrigeration from a reputable institution with Form IV/VI Certificate.

#### **5.0.5 REMUNARATION**

Attractive package in accordance with Hospital salary structure.

### **6.0 THE DAR ES SALAAM COLLEGE OF EDUCATION (DUCE)**

The Dar es Salaam University College of Education (DUCE) is a public institution established in 2005 through the Government Notice No. 202 published on 22<sup>nd</sup> July 2005. The establishment of the College was a priority response by the Government of Tanzania to address the problem of acute shortage of graduate teachers and experts in the education sector that had resulted from the rapid expansion of school enrolment. The expansion was due to the successes of the Primary Education Development Programme (PEDP) in 2002 - 2006 and the Secondary Education Development Programme (SEDP I) in 2004 - 2009, among other initiatives.

The College is located on Plot 324 and 325 Block 'T' Chang'ombe in Temeke Municipality, Dar es Salaam Region, adjacent to the new National Stadium and about 5 km from the City Centre via Kilwa Road.

### **6.0.1 ASSISTANT LECTURER- (EDUCATIONAL PSYCHOLOGY (PSYCHOMETRIC AND EDUCATIONAL MEASUREMENT AND EVALUATION) - 1 POST- RE-ADVERTISED**

#### **6.0.2 DUTIES AND RESPONSIBILITIES**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (iii) To prepare and present case studies;
- (iv) To conduct and publish/ disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

#### **6.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Education Psychology with major or minor in Psychometrics and Educational Measurement and Evaluation and Bachelor Degree in Educational Psychology with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of B+ in the relevant subject or its equivalent.

#### **6.0.4 SALARY SCALE: PUTS 2.1**

### **6.0.5 ASSISTANT LIBRARIAN (1 POST)- RE-ADVERTISED**

#### **6.0.6 DUTIES AND RESPONSIBILITIES**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (iii) To prepare and present case studies;
- (iv) To conduct and publish/ disseminate research results;

- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

### **6.0.7. QUALIFICATIONS AND EXPERIENCE**

Master's Degree in Information Studies or related field with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of B+ in the Relevant Subject or its equivalent.

### **6.0.8 SALARY SCALE: PUTS 2.1**

## **7.0 TANZANIA TELECOMMUNICATIONS CORPORATION (TTCL)**

Tanzania Telecommunications Corporation is the Public Corporation established under Section 4(1) of Tanzania Telecommunications Corporation Act No.12 of 2017. It is responsible for providing communication services and overseeing the operation of Strategic Telecommunications Infrastructure for National Security. It takes over the functions that were performed by the defunct Tanzania Telecommunications Company Limited (TTCL).

### **7.1 ENGINEER II - (6 POSTS)**

- ENGINEER II ELECTRONICS (3POSTS)
- ENGINEER II TELECOMMUNICATIONS (3POSTS)

#### **7.1.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake practical assignment in related field;
- ii. To collect data related to line of work;
- iii. To help in preparation of project proposal;
- iv. To coordinate project at all stages (preparation, construction and management);
- v. To follow up different technological development and advancement;
- vi. To provide technical advice about efficient utilization of resources and technological development and research result from different researchers;
- vii. To conduct regular inspection on ongoing project including quality standards and services;

- viii. To implement troubleshooting for corrective maintenance activities in conformity with standards procedures and engineering instructions;
- ix. To manage service provisioning work within procedures and approved processes;
- x. To perform any other duty as may be assigned by controlling officer;
- xi. To assist in the design and mapping of effective business processes pertaining to commercial and improves existing ones in line with Corporation objectives;
- xii. To update all key documentation concerning commercial processes;
- xiii. To participate in the inspection of equipment, tools, and materials meant for projects and reports on their conformance or non-conformance to established quality standards;
- xiv. To ensure appropriate management of all documents is maintained for easy accessibility and or distribution of the same;
- xv. To ensure that all Corporation key forms are properly managed and that are being key part of all processes and procedures; and
- xvi. To perform any other Duties as may be assigned by supervisor.

### **7.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Telecommunications, Electronics or equivalent qualifications from a recognized Institution. Must be registered by ERB as a Graduate Engineer.

### **7.1.3 REMUNERATION:**

TTCS 5.

### **7.2 SALES OFFICER II - (10 POSTS)**

- **Sales/Marketing – (5 POSTS)**
- **Entrepreneurship – (5 POSTS)**

### **7.2.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure proper maintenance of customer documentations and records including sales data and monthly bills;

- ii. To provide first hand support to all customers coordination and prepare inputs for invoices preparations in the system for payments and account settlements for both national and international;
- iii. To process applications for the Corporation product services and prepare business cases for minor relief schemes for the customers and ensure good records management for the same; and
- iv. To perform any other duty as may be assigned by supervisor.

## **7.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Commerce/ Business Administration majoring in Sale/Marketing, Marketing, Entrepreneurship or equivalent qualifications from a recognized Institution.

## **7.2.3 REMUNERATION: TTCS 4**

## **7.2.4 TECHNICIAN II - (45 POSTS)**

- **Telecommunication - 36 Posts**
- **Electronics – 7 Posts**
- **Computer – 2 Posts**

## **7.2.5 DUTIES AND RESPONSIBILITIES**

- i. To receive and promptly act on all work orders related to line of work;
- ii. To prompt report all breakdowns to respective Controlling Officers;
- iii. To implement corrective maintenance activities in conformity with procedures and engineering instructions;
- iv. To carry out routine and preventive maintenance activities in conformity with procedures and engineering instructions ;
- v. To maintain all appropriate documentation, including work orders, logbooks and reports;
- vi. To do ground work for board survey and make recommendations on disposal of unserviceable property to Controlling Officer;
- vii. To perform any other duty as may be assigned by Controlling Officer;



- viii. To conduct routine repair and regular maintenance of network, equipment and systems in the Corporation;
- ix. To implement specified maintenance plans for Corporation facilities; and
- x. To perform any other duty assigned by Controlling Officer.

#### **7.2.6 QUALIFICATIONS AND EXPERIENCE:**

Certificate of Secondary Education plus Diploma or Full Technician Certificate (FTC) in Telecommunication Engineering, Computer Engineering or Electronic Engineering from recognized institutions.

#### **7.2.7 REMUNERATION:TTCS 3**

### **8.0 THE TANZANIA COFFEE BOARD**

The Tanzania Coffee Board is a statutory Organization established under the Tanzania Coffee Board Act No. 23 of 2001 and its Regulations of 2003. Read together with Crop Boards Miscellaneous Amendments of 2009.

#### **8.1 LIQUORER GRADE II-1 POST**

##### **8.1.1 DUTIES & RESPONSIBILITIES**

- i. Carries out coffee roasting outturns and pre-auction cupping preparations;
- ii. Safe keeps and updates liquoring files of catalogues;
- iii. Assists in writing bulking instructions and dispatches them to factories;
- iv. Conducts pre-auction inspections and draws auction samples from curing factories;
- v. Assists in liquoring and classification of coffee from factories;
- vi. Carries out coffee roasting outturns and pre-auction cupping preparations;
- vii. Safe keeps and updates liquoring files of catalogues;
- viii. Writes bulking and classification reports; and
- ix. Performs any other duties as may be assigned by Supervisor

### 8.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Form Four Certificate with passes in English, Biology and Chemistry with at least a Basic Certificate in Biochemistry Certificate of coffee Quality and Trade (CQT) from a recognized institution

### 8.1.3 REMUNARATION

- As per institution 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 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) respectively;
- 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 **23 April , 2021;**
- xv. Only short listed candidates will be informed on a date for interview and;

xvi. Presentation of for ged 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**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**