

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/L/54

19th March, 2021

VACANCY ANNOUNCEMENT

On behalf of **Tanzania Institute of Education (TIE)**, **The National Institute of Transport (NIT)** and **Mzumbe University (MU)**, Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(21)** 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 was established by The Institute of education Act no 13 of 1975 as amended from time to time and is charged with the responsibility of interpreting government policies on education to befitting curriculum programs and instructional materials in order to facilitate provision of quality education at pre-primary, primary, secondary and teacher education levels.

1.0 CURRICULUM COORDINATOR I- (HISTORY) 1 POST

1.0.1 DUTIES AND RESPONSIBILITIES

- i. To develop and tries out instructional materials
- ii. To conduct in-service courses and seminars for tutors and teachers
- iii. To participate in research, monitoring and evaluation of curriculum or any other educational activities;
- iv. To participate in the provision of consultancy services in education;

- v. To write academic papers and publications; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

1.0.2 QUALIFICATION AND EXPERIENCE

- Holder of bachelor's Degree (Hons) in education, History being his/her subject of specialization.

1.0.3 SALARY SCALE: PHTS 10-12

2.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

2.1 ASSISTANT LECTURER IN MARINE ENGINEERING (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent),
- ii. To prepare learning resources for tutorial exercises,
- iii. To conduct research, seminars and case studies,
- iv. To carry out consultancy and community services,
- v. To supervise students' projects,
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Master's Degree in Marine Engineering, Naval Architecture Engineering or Pipeline Engineering with GPA not less than 3.5 at Bachelor's Degree and 3.8 at Master's Degree Level or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution.

2.1.3 SALARY SCALE: PHTS 2.1

2.2 TUTORIAL ASSISTANT IN PORT ENGINEERING (1 POST)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma),
- ii. To assist in conducting tutorial and practical exercises under close supervision,
- iii. To prepare learning resources for tutorial and practical exercises,
- iv. To assist in conducting research under close supervision,
- v. To conduct assessments for students up to NTA Level 6,
- vi. To assist in carrying out consultancy and community services under close supervision,
- vii. To perform any other related duties as may be assigned by the Supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor degree in Civil Engineering or Port Engineering with a GPA of not less than 3.5; or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution.

2.2.3 SALARY SCALE: PHTS 1.1

2.3 PILOT TUTOR/ INSTRUCTOR II- (1 POST)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct pilot training which includes, ground training, flight training, Simulator base training, Route Proficiency Check and Instrument training;
- ii. To assess flying competence of the trainee pilots being instructed and submit recommendations;
- iii. To train pilots to become instructors;
- iv. To ascertain compliance with safety requirements at all times during training;
- v. To develop and review training programmes;
- vi. To conduct examinations and submits results;
- vii. To assist in undertaking research;
- viii. To support conduction of research and consultancy works;
- ix. To provide on the job training to junior staff; and
- x. To perform any other related duties as may be assigned by the Supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

- Holder of a Bachelor Degree in Aircraft Maintenance Engineering, Aerospace Science, Aeronautical Engineering, Mechanical Engineering, Electrical Engineering, Electronics and Telecommunication Engineering with a GPA of not less than 3.5; or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution,
- Able to communicate thoroughly in spoken and written English,
- Must not be older than 30 years at the time of application.

2.3.3 SALARY SCALE: PTSS 10

2.4 LABORATORY TECHNICIAN II IN AVIATION ELECTRONICS (AVIONICS) -1 POST.

2.4.1 DUTIES AND RESPONSIBILITIES

- To conduct Aircraft Technicians training,
- To plan, prepare, and evaluate lesson plans,
- To develop and reviews curricula,
- To conduct examinations and submits results,
- To conduct consultancy and community services,
- To provide on the job training to junior staff,
- To assist in undertaking research,
- To maintain aircraft on line Maintenance and in the hangar,
- To meeting and dispatching Aircraft instructed by supervisor,
- To carry out and rectification on Aircraft and engine and,
- To perform any other related duties as may be assigned by the Supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

- Holder of Diploma (NTA 6) in Electronics and Telecommunication Engineering from recognized institutions.

2.4.3 SALARY SCALE: PGSS 5.1

2.5 ARTISAN II IN AUTO-MECHANIC (1 POST)

2.5.1 DUTIES AND RESPONSIBILITIES

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

2.5.2 QUALIFICATION AND EXPERIENCE

- Holder of Secondary Education Certificate with a minimum of Trade Test Grade II or NVA Level II or equivalent qualification. Specializing in Auto Mechanics.

2.5.3 SALARY SCALE: PGSS 2.3

3.0 MZUMBE UNIVERSITY (MU)

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act. No 9 of 2001. As a Training Institute, the University boasts of over 50 years experience of training in the administration of justice, business management, public administration, accountancy, finance, political science and good governance.

3.1 LECTURER- HUMAN RESOURCE MANAGEMENT- (6 POSTS).

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out lectures, conduct tutorials, seminars, practical's, invigilation and assessment for undergraduate and postgraduate programs;
- ii. To play a leadership role at the level of the Campus, School, Faculty, Institute, Directorate and Department;
- iii. To mentor junior staff in relevant fields;
- iv. To participate/contribute to curriculum development;
- v. To develop and manage various university activities;
- vi. To undertake research and publish/disseminate results;
- vii. To establish academic or professional chairs for the Institution;

- viii. To carry out consultancy and community services;
- ix. To write teaching manuals and compendia;
- x. To supervise field practical's, undergraduate special projects, Masters and PhD dissertations/theses;
- xi. To organize and participate in workshops, conferences and symposia; and
- xii. To perform any other related duties as may be assigned by the Supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of a PhD and Master's degree with at least a GPA of 4.0 at Master's level. Also, the applicant must have a minimum GPA of 3.8 at Bachelor's degree level. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to PhD degree level.

3.1.3 SALARY SCALE-PUTS 3.3

3.2 LECTURER- ACCOUNTING- (5 POSTS)

3.2.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out lectures, conduct tutorials, seminars, practicals, invigilation and assessment for undergraduate and postgraduate programmes;
- ii. To play a leadership role at the level of the Campus, School, Faculty, Institute, Directorate and Department;
- iii. To mentor junior staff in relevant fields;
- iv. To participate/contribute to curriculum development;
- v. To develop and manage various university activities;
- vi. To undertake research and publish/disseminate results;
- vii. To establish academic or professional chairs for the Institution;
- viii. To carry out consultancy and community services;
- ix. To write teaching manuals and compendia;
- x. To supervise field practicals, undergraduate special projects, Masters and PhD dissertations/theses;
- xi. To organize and participate in workshops, conferences and symposia; and
- xii. To perform any other related duties as may be assigned by the Supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

- Holder of a PhD and Master's degree with at least a GPA of 4.0 at Master's level. Also, the applicant must have a minimum GPA of 3.8 at Bachelor's degree level. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to PhD degree level.

3.2.3 SALARY SCALE-PUTS 3.3

3.3 LECTURER- PROJECT PLANNING AND MANAGEMENT- (3 POSTS)

3.3.1 DUTIES AND RESPONSIBILITIES:

- To carry out lectures, conduct tutorials, seminars, practical's, invigilation and assessment for undergraduate and postgraduate programmes;
- To play a leadership role at the level of the Campus, School, Faculty, Institute, Directorate and Department;
- To mentor junior staff in relevant fields;
- To participate/contribute to curriculum development;
- To develop and manage various university activities;
- To undertake research and publish/disseminate results;
- To establish academic or professional chairs for the Institution;
- To carry out consultancy and community services;
- To write teaching manuals and compendia;
- To supervise field practicals, undergraduate special projects, Masters and PhD dissertations/theses;
- To organize and participate in workshops, conferences and symposia; and
- To perform any other related duties as may be assigned by the Supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCE

- Holder of a PhD and Master's degree with at least a GPA of 4.0 at Master's level. Also, the applicant must have a minimum GPA of 3.8 at Bachelor's degree level. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to PhD degree level.

3.3.3 SALARY SCALE-PUTS 3.3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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 lettershould be written either in Swahili or English andAddressed 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 **01st April, 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**