

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/52

26th February, 2021

VACANCY ANNOUNCEMENT

On behalf of Vocational Education and Training Authority (VETA), College of Business Education (CBE) and Muhimbili National Hospital (MNH) Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(26)** vacant posts mentioned below.

1.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2006. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of VET system in the Country. VETA is envisioned to have "Tanzania with sufficient and competent artisans". The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development

1.0.1 ASSISTANT VOCATIONAL TEACHER – WELDING AND FABRICATION - 4 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To issue instructions as per scheme of training of a specified unit by interpreting

- the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skills and attitude;
 - iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of the same; and
 - iv. To perform any other related duties as may be assigned by her/his supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of either National Vocational Award Level 3 or Trade Test Grade I Certificate in Welding and Fabrication. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.5 ASSISTANT VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY – (4 POSTS)

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other related duties as may be assigned by her/his supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of National Vocational Award Level 3 or Trade Test Grade I Certificate in Design, Sewing and Cloth Technology. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately

after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.8 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.9 ASSISTANT VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 3 POSTS

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other related duties as may be assigned by her/his supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Holder of National Vocational Award Level 3 or Trade Test Grade I Certificate in Plumbing and Pipe Fitting. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a Vocational Teaching Certificate will be an added advantage.

1.0.12 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.13 ASSISTANT VOCATIONAL TEACHER – ELECTRICAL INSTALLATION – 4 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;

- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other related duties as may be assigned by her/his supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Holder of National Vocational Award Level 3 or Trade Test Grade I Certificate in Electrical Installation. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a Vocational Teaching Certificate will be an added advantage.

1.0.16 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.17 VOCATIONAL TEACHER II IN SECRETARIAL STUDIES – (05 POSTS)

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other related duties as may be assigned by the supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Secretarial Studies. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.20 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

1.0.21 VOCATIONAL TEACHER II – MASONRY AND BRICKLAYING – (4 POSTS)

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and

- performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
 - v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
 - vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
 - vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
 - viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
 - ix. To provide counseling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
 - x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
 - xi. To perform any other related duties as may be assigned by the supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of Full Technician Certificate (FTC) or Diploma in Civil Engineering. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a Vocational Teaching Certificate will be an added advantage.

1.0.24 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale

2.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education Act, Cap 315 R.E 2002 (CBE Act). It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines.

2.0.1 WARDEN II

2.0.2 DUTIES & RESPONSIBILITIES

- i. Overall in-charge of cleanliness of the College Hostels, Classrooms and Compounds;
- ii. To coordinate students' cultural, recreational and sports activities;
- iii. To take care of students' welfare; and
- iv. To perform any other related duties as may be assigned by the supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Education Psychology, Social Welfare or Community Development.

2.0.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale.

3.0 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.

3.0.1 MEDICAL SPECIALIST II (DERMATOLOGIST) - 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;

- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialisation and publish results for consumption by other experts;
- vii. To supervise junior Medical Doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To perform any other related duties as may be assigned by the Supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Doctor of Medicine Degree and Master of Medicine Degree (M.Med) in Dermatology and Venereology who is registered with the Medical Council of Tanganyika.

3.0.4 RENUMERATION

Attractive package in accordance with Hospital salary structure.

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 **11th 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**