

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/236

1st March, 2023

VACANCY ANNOUNCEMENT

On behalf of Ngorongoro Conservation Area (NCA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **80** vacant posts as mentioned below;

1.0 NGORONGORO CONSERVATION AREA AUTHORITY (NCA)

The Ngorongoro Conservation Area (NCA) was established in 1959 by Ordinance No. 413 as amended by the Game Parks Law of Tanzania (Miscellaneous Amendments) Act No. 14 of 1975. NCA was inscribed on the World Heritage List in 1979, as a natural property. NCA is the most successful multiple land-use area managed in the world, where indigenous people (estimated at 87,000) are, so far, living harmoniously with wildlife.

NCA contains the spectacular Ngorongoro Crater (250 km²), which is the World's largest unbroken caldera. There is a large population of wild ungulates in the crater including Wildebeests, Zebras, Elands, Thompson and Grant gazelles, a visible population of Black Rhinoceros and Hippopotamus. The crater also has the densest known population of lion. On the crater, rim and floor are buffalos and elephants. On the crater, rim and forests there are numerous mountain reedbucks and leopards. NCA is the only conservation area in the world where visitors are able to see the big five (elephant, rhino, lion, leopard and hippo) in their natural environment, within a span of four-hour drive inside the crater.

NCAA therefore is charged with the responsibility to manage NCA and ensure that natural and cultural heritage resources are fully protected, interests of the local people living in the

NCA are promoted and tourism is developed in a sustainable manner to service the economy of NCA.

1.1. WILDLIFE MANAGEMENT ASSISTANT II – 70 POSTS

1.1.1. Duty Station: NCAA HQ Office/Zones

1.1.2. DUTIES AND RESPONSIBILITIES

- i. To clear NCA boundaries;
- ii. To assist in implementation of strategies for managing endangered flora and fauna species;
- iii. To participate carrying out animal census;
- iv. To assist in identification and management of various habitats in NCA;
- v. To participate in collecting samples of, and store plant specimens;
- vi. To participate in preparation of tree nurseries for both indigenous and exotic plant species;
- vii. To participate in restoration of plant species in NCA and adjacent areas; and
- viii. To perform any other duties as may be assigned from time to time.

1.1.3. QUALIFICATION AND EXPERIENCE

Holder of Certificate in Wildlife Management, Range Management, Wildlife Ecology, Zoology or similar related field from a recognized institution.

1.1.4. REMUNERATION: NCAAS 2

1.2. DRIVER II – 10 POSTS

1.2.1. Duty Station: NCAA HQ Office/Zones

1.2.2. DUTIES AND RESPONSIBILITIES

- i. To drive all types of Authority's vehicles;
- ii. To maintain a logbook for vehicle movement records according to regulations;
- iii. To transport luggage/baggage/cargo/parcels to various destinations as may be required;

- iv. To make regular check of vehicle to ensure cleanliness and serviceability;
- v. To ensure the vehicle is maintained as required;
- vi. To ensure the vehicle is equipped with all necessary accessories;
- vii. To ensure the vehicle has valid insurance and all other statutory cover; and
- viii. To perform any other duties as may be assigned by his/her supervisor.

1.2.3. QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one year Basic Driving Course plus driving experience of at least one (1) Month without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage

1.2.4.REMUNERATION: NCAAS 2

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age of **18- 25 years** for the post of Wildlife Management Assistant II and not above 45 years of age for the post of Driver II.
- 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. A signed application letter should be written either in Swahili or in English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiii. Deadline for application is **7th March, 2023**;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- xv. 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**