

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/82

12th April, 2021

On behalf of Medical Stores Department (**MSD**), Tanga Water Supply and Sanitation Authority (**Tanga UWASA**), Iringa Water Supply and Sanitation Authority (**IRUWASA**) and **Mzumbe University**), Public Service Recruitment Secretariat invites qualified Tanzanian's to fill (**43**) vacant posts as mentioned below.

1.0 MEDICAL STORES DEPARTMENT (MSD)

The Department is a semi autonomous Department under the Ministry of Health, Community Development, Gender, Elderly and Children, established by Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost effective system of procurement, storage and distribution of health commodities required for use by the public and accredited faith-based health facilities.

It has a zonal network all over the country directly serving 8000 health facilities through an Integrated Logistical System.

1.0.1 ASSISTANT TECHNICIAN II – (6 POSTS)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. Supervise hired artisans for office minor repairs for works such as painting;
- ii. Undertake simple fixing under supervision of engineers and civil technician;
- iii. Ensures that working tools and equipment's are clean and in good order all the time;

- iv. Ensures MSD workshop premises are clean all the time;
- v. Ensures the availability of safety gears at the workshop; and
- vi. Verifies and inspects all purchased spares for motor vehicles.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV certificate or equivalent qualification with Trade Test II/ LEVEL II in Fitter turner from a recognized Vocational Training Institution. Computer literacy is an added advantage.

1.0.4 REMUNARATION:

MSDS.2

2.0 TANGA WATER SUPPLY AND SANITATION AUTHORITY

Tanga Water Supply and Sanitation Authority (Tanga UWASA), is an entity charged with the overall operation and management of water supply and sanitation services within the Tanga City, Pangani and Muheza Townships boundaries. The headquarters of Tanga UWASA are located in Tanga City.

The utility was first established in 1994 as one of three semi autonomous commercial oriented water departments (together with Moshi and Arusha), supervised by an Advisory Board as an outcome of implementation of the National Water Policy of 1991.

Tanga WSSA was declared a semi-autonomous entity by order of the Minister responsible for water affairs in January 1998. The Water Works Ordinance was later amended to be the Water Supply and Sanitation Act, 2009 and subsequently in 2019. Currently Tanga UWASA is a Category AA utility and has Class 1 License and thus meets all its operational costs and part of minor capital investments, leaving the obligation of major capital investments to the Government. The Authority is a parastatal organization wholly owned by the Government of Tanzania.

The major roles of Tanga UWASA is to provide quality and efficient service to the residents of Tanga City, Pangani and Muheza Townships by supplying sufficient, clean and safe water to satisfy the growing demand and safely collect and dispose sewage in compliance with environmental and health standards.

2.0 ASSISTANT TECHNICIAN II – MECHANICAL – (2 POSTS)

2.0.1 WORK STATION: TANGA CITY

2.0.2 DUTIES AND RESPONSIBILITIES

- i. Carries out maintenance and repair works of all mechanical installations and equipment in the Authority in accordance with the instructions of the Plant Maintenance Supervisor.
- ii. Comply with ISO requirements on the daily activities
- iii. Perform other related duties as may be assigned by the Plant Maintenance Supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form 1V/VI certificate with Trade Test Grade One/Level III in Mechanical /Electro Mechanical from a recognized Institution.

2.0.4 Age Limit - Not above 35 years

2.0.5 REMUNERATION

Attractive remuneration package in accordance to Authority salary scale

2.1 ASSISTANT TECHNICIAN II – WATER TREATMENT – 2 POSTS

2.1.1 WORK STATION: MUHEZA 1 POST AND TANGA CITY 1 POST

2.1.2 DUTIES AND RESPONSIBILITIES

- i. Applies chemicals to untreated water in accordance with set standards and procedures;
- ii. Cleans the water chemical mixing area, water chemicals tanks, water filters and buildings;

- iii. Stocks water chemicals in accordance with the instructions of the Technician;
- iv. Discharges dirty water from sedimentation tanks;
- v. Keeps water filters at established levels;
- vi. Tightens water valves in accordance with the instructions of the Technician;
- vii. Monitors the performance of the treatment plant and informs the Technician in case of malfunctioning;
- viii. Records the amount of water inflow and outflow at established time intervals by the Water Production Engineer;
- ix. Comply with ISO requirements on the daily activities; and
- x. Perform any other related duties as may be assigned by the Water Production Technician.

2.1.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form 1V/VI certificate with Trade Test Grade One/Level III in Mechanical /Electrical from a recognized Institution.

2.1.4 Age Limit – Not above 35 years

2.1.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale.

2.2 ASSISTANT TECHNICIAN II – PUMP OPERATOR – 2 POSTS

2.2.1 WORK STATION: PANGANI 1 POST AND TANGA CITY 1 POST

2.2.2 DUTIES AND RESPONSIBILITIES

- i. Operates water pumps and mechanical/electrical equipment in accordance with set schedules;
- ii. Monitors electrical equipment and pumps performance and advises the Supervisor in case of malfunctioning;
- iii. Carries out housekeeping work for pumping station equipment and the surroundings;
- iv. Records such machine performance as pressure gauges, meter readings, etc.;
- v. Records the amount of pumped water at established time intervals;
- vi. Takes rain gauge readings at established time intervals;
- vii. Comply with ISO requirements on the daily activities;

- viii. Perform any other related duties as may be assigned by the Water Production Supervisor.

2.2.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form 1V/VI certificate with Trade Test Grade One/Level III in Mechanical /Electrical from a recognized Institution.

2.2.4 Age Limit – Not above 35 years

2.3 TECHNICIAN II - MECHANICAL – 1 POST

2.3.1 WORK STATION: TANGA CITY

2.3.2 DUTIES AND RESPONSIBILITIES

- i. Supervises all maintenance activities in the Authority in accordance with a programme of action agreed with the Technical Manager;
- ii. Oversees the maintenance and repair works of all mechanical, electrical, and civil installations and equipment in the Authority – whether performed in-house or through external service providers to ensure that such works are carried out efficiently and effectively;
- iii. Oversees creativity for plants infrastructure modernization to reduce costs and increase efficiency;
- iv. Monitors contractors with a view to ensuring that contracts are implemented in accordance with contract terms;
- v. Advises the Technical Manager on all matters pertaining to plant maintenance – and ensures that the Manager is at all times appraised of opportunities and threats that have a bearing on the Authority’s plants infrastructure and technical resources;
- vi. Prepares periodic reports outlining the performance of the plants maintenance Section and the status of infrastructure;
- vii. Comply with ISO requirements on the daily activities; and
- viii. Perform other related duties as may be assigned by the Technical Manager.

2.3.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder FTC/Diploma in Mechanical Engineering from a recognized Institution.

- ii. Must be ICT literate with good proven interpersonal communication skills.

2.3.4 Age Limit – Not above 35 years

2.3.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale

2.3.6 CUSTOMER SERVICE ASSISTANT II – 1 POST

2.3.7 WORK STATION: TANGA CITY

2.3.8 DUTIES AND RESPONSIBILITIES

- i. Provides information to would-be customers on the procedures and systems for accessing the Authority's services and assists them to access such services;
- ii. Attends to customer complaints, and if necessary directs customers to appropriate officers who can handle the complaints;
- iii. Provides information on the Authority's services to walk-in customers;
- iv. Distributes the Authority's publications and brochures to walk-in customers and would-be customers;
- v. Keeps a proper log on all complaints received and the manner in which such complaints have been dealt with;
- vi. Appraises the Assistant Customer Services Officer on all complaints that have not been solved to the satisfaction of customers;
- vii. Provides information to would-be customers in the field on the procedures and systems for accessing the Authority's services and assists them to access such services;
- viii. Appraises the Assistant Customer Services Officer on all complaints that have not been solved to the satisfaction of customers; and

Performs such other related duties as may be assigned by the Customer Services Manager.

2.3.9 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form 1V/VI certificate with Trade Test Grade One/Level III in Plumbing /Pipe Fittings or any other relevant qualifications from a recognized Institution.

2.3.10 Age Limit – Not above 35 years

2.3.11 REMUNERATION

Attractive remuneration package in accordance to institution salary scale

2.4 ASSISTANT TECHNICIAN II – COMMERCIAL - 1 POST

2.4.1 WORK STATION: TANGA CITY

2.4.2 DUTIES AND RESPONSIBILITIES

- i. Taking Customers' meter readings from all assigned area of operation;
- ii. Attends to customer complaints on billing issues, and if necessary directs customers to appropriate officers who can handle the complaints;
- iii. Keeps a proper log on all billing complaints received and the manner in which such complaints have been dealt with;
- iv. Appraises the Technician -Commercial on all complaints that have not been solved to the satisfaction of customers;
- v. Collects and processes data on customer water consumption in specified area of operations, accordance with procedures prepared for this purpose;
- vi. Collects information on the status of customers' debts and credits in the Authority and appraises the Technician-Commercial on issues and incidents that have a bearing on customers' debts;
- vii. Make revenue follow up by site visits as may be assigned by Technician-Commercial;
- viii. Attends to leakages occurring on the standpipes or to the customers connection;
- ix. Perform any other related duties as may be assigned by the Technician-Commercial.

2.4.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form 1V/VI certificate with Trade Test Grade One/Level III in Plumbing /Pipe Fittings or any other relevant qualifications from a recognized Institution.

2.4.4 Age Limit – Not above 35 years

2.4.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale.

2.5 TECHNICIAN II - WATER LABORATORY – 4 POSTS

2.5.1 WORK STATION: TANGA CITY 3 POSTS AND PANGANI 1 POST

2.5.2 DUTIES AND RESPONSIBILITIES

- i. Oversees the operations of water treatment plant;
- ii. Carry out laboratory tests in accordance with set systems and procedures;
- iii. Prepare laboratory test reports in accordance with set standards;
- iv. Maintain data-bases on laboratory tests;
- v. Monitor trends in test results and advises the Water Production Engineer in all aspects that might have an impact on the quality of water produced;
- vi. Monitor the quality of raw water and treated water;
- vii. Monitor the quality of water chemicals and promptly advise the Water Production Engineer accordingly;
- viii. Prepare periodic reports outlining the performance of the laboratory and treatment plant;
- ix. Comply with ISO requirements on the daily activities; and
- x. Perform any other related duties as may be assigned by the Water Production Engineer.

2.5.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder FTC/Diploma in Water Laboratory Technology from a recognized Institution.
- ii. Must be ICT literate with good proven interpersonal communication skills.

2.5.4 Age Limit – Not above 35 years

2.5.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale.

2.6 TECHNICIAN II - WATER NETWORK – 2 POSTS

2.6.1 WORK STATION: MUHEZA 1 POST AND PANGANI 1 POST

2.6.2 DUTIES AND RESPONSIBILITIES

- i. Performs all activities related to water network management – regularly inspecting and testing the network, carrying out maintenance activities, repairing break-downs, and generally ensuring that the network is in sound conditions at all times;
- ii. Compiles and analyses bulk meter readings and functioning of other water network infrastructures;
- iii. Monitors the flow of water in the network and advises the Water Network Engineer of any trends that might impinge on the proper working of the network;
- iv. Investigates breakdowns in the network and proposes effective measures for repair;
- v. Assigns and supervises the daily activities of the Assistant Technicians;
- vi. Investigates cases of sabotages/misuses of water network infrastructures, and advises the Water Network Engineer accordingly;
- vii. Keeps proper records of all tools and equipment used in the management of the network, and takes measures to ensure the safekeeping of all such tools and equipment;
- viii. Comply with ISO requirements on the daily activities; and
- ix. Perform any other related duties as may be assigned by the Engineer- Water Network.

2.6.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of FTC/Diploma in Civil /Water Resources Engineering from a recognized Institution.
- ii. Must be ICT literate with good, proven interpersonal communication skills.

2.6.4 Age Limit – Not above 35 years

2.6.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale.

2.7 DRIVER II - 6 POSTS

2.7.1 WORK STATION: TANGA CITY

2.7.2 DUTIES AND RESPONSIBILITIES

- i. To handle and drive assigned Authority's vehicle for official duties within Tanga City or outside Tanga City and observe all rules and guidelines according to the required legal and traffic requirements;
- ii. Ensure that the vehicle is in good and safe working condition prior to use;
- iii. Ensure the vehicle is consistently clean in a manner which is consistent with the Authority's image;
- iv. Maintain and keep up to date log books and submit to the supervisor every day for inspection;
- v. Update all vehicle documents such as car registration, insurance cover, motor vehicle license, etc;
- vi. Carry out minor vehicle repairs and other emergency activities during road breakdown and report any damage or mechanical malfunctions for appropriate action;
- vii. Make sure the vehicle is maintained and services are carried as scheduled;
- viii. Implement administrative duties such as collecting and delivering documents, parcel, mails as directed by the supervisor;
- ix. Make sure the vehicle is parked at Authority's yard after working hours and keys are handed over at the safe custody;
- x. Perform any other related duties as may be assigned by the Administrative Officer.

2.7.3 QUALIFICATIONS AND EXPERIENCE

- i. Holders of National Form IV/ Form VI Certificate;
- ii. Trade Test Grade One or Two/ Level III or Level II Certificate in Motor vehicle driving / Motor vehicle Mechanics from VETA or any other reputable institution;
- iii. Valid driving License class „C“;
- iv. At least three years working experience with a reputable employer experience with a clean driving record without causing any road accident

- v. Possession of a certificate in Advanced Driving course from the National Institute of Transport (NIT), will be an added advantage.

2.7.4 Age Limit – Not above 35 years

2.7.5 REMUNERATION

Attractive remuneration package in accordance to institution salary scale

3.0 IRINGA WATER SUPPLY & SANITATION AUTHORITY (IRUWASA)

Iringa Water Supply and Sanitation Authority (**IRUWASA**) is a Government Institution which has the duty of providing potable water and sanitation services at affordable prices to the residents of Iringa Municipality for enhancing their health and quality of life. In order to achieve the compact objectives, IRUWASA now seeks applications from suitably qualified Tanzanians who are self-motivated, hardworking, honest and committed to their work to fill the following posts:

3.0.1 ASSISTANT TECHNICIAN GRADE II (PUMP OPERATOR) -MECHANICS (2 POSTS)

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To operate water pumps according to agreed schedules;
- ii. To monitor water levels in the storage water reservoirs;
- iii. To make and maintain housekeeping of water pumps, pump houses and their surroundings;
- iv. To maintain and keep proper records and reports of pumps performances, faulty water pumps and breakdowns, electric power failures, and the amount of pumped water at established time intervals from clean water storage reservoirs;
- v. To ensure that the required dosage of water treatment chemicals/reagents is administered according to the required standards;
- vi. To take meter readings of electricity and water consumptions at established time intervals;
- vii. To record pressure gauges performances at established intervals;
- viii. To make proper reporting on water colour changes;

- ix. To maintain records of plants and pump performance and reports any breakdowns immediately; and
- x. To perform any other related duties as may be assigned by the Supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV/VI Secondary Education Certificate with a Trade Test Grade II/CBeT Level II/NVA/VC II in Mechanical Certificate from a recognized institution.

3.0.4 REMUNERATION

Salary Scale: IWAS 2 as per IRUWASA Scheme of Service.

3.0.5 ASSISTANT TECHNICIAN GRADE II (PUMP OPERATOR) PUMP MECHANICS (2 POSTS)

3.0.6 DUTIES AND RESPONSIBILITIES

- i. To operate water pumps according to agreed schedules;
- ii. To monitor water levels in the storage water reservoirs;
- iii. To make and maintain housekeeping of water pumps, pump houses and their surroundings;
- iv. To maintain and keep proper records and reports of pumps performances, faulty water pumps and breakdowns, electric power failures, and the amount of pumped water at established time intervals from clean water storage reservoirs;
- v. To ensure that the required dosage of water treatment chemicals/reagents is administered according to the required standards;
- vi. To take meter readings of electricity and water consumptions at established time intervals;
- vii. To record pressure gauges performances at established intervals;
- viii. To make proper reporting on water colour changes;
- ix. To maintain records of plants and pump performance and reports any breakdowns immediately; and
- x. To perform any other related duties as may be assigned by the Supervisor.

3.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV/VI Secondary Education Certificate with a Trade Test Grade II/CBeT Level II/NVA/VC II in Pump Mechanics Certificate from a recognized institution.

3.0.8 REMUNERATION

Salary Scale: IWAS 2 as per IRUWASA Scheme of Service.

3.0.9 ASSISTANT TECHNICIAN GRADE II (PLUMBER) - (8 POSTS)

3.0.10 DUTIES AND RESPONSIBILITIES

- i. To repair all water leakages as detected;
- ii. To install customers' water meters;
- iii. To participate in rehabilitations of water supply structures;
- iv. To monitor and reports unauthorized water connections;
- v. To report water losses, distribution faults and takes immediate measures to resolve the problems;
- vi. To carry out water disconnections of debtors and reconnections after payments;
- vii. To maintain proper records of water connections/disconnections and
- viii. reconnections carried out;
- ix. To prepare appropriate tools and materials required for execution of repairs/or new connections;
- x. To ensure all pipes installations, repairs and maintenances are properly aligned;
- xi. To ensure all water pipe bursts are properly repaired;
- xii. To identify the manholes to be repaired;
- xiii. To identify whether the step irons (crampons) in manholes are well secured to avoid slippery inside the manholes;
- xiv. To fix crampons inside the manholes;
- xv. To strictly implement operating instructions of sewerage machines and equipment;
- xvi. To Assists in collecting customer's sewerage data and information;
- xvii. To report sewerage pipe faults to responsible officers;
- xviii. To prepare and update a list of all customers who are provided with sewer services;

- xix. To assist in monitoring sewerage connections and recommend rectification measures;
- xx. To prepare weekly and monthly reports; and
- xxi. To perform any other related duties as may be assigned by the Supervisor.

3.0.11 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV/VI Secondary Education Certificate with a Trade Test Grade II/CBeT Level II/NVA/VC II in Plumbing or Plumbing and Pipe Fittings Certificate from a recognized institution.

3.0.12 REMUNERATION

Salary Scale: IWAS 2 as per IRUWASA Scheme of Service.

3.0.13 ASSISTANT CUSTOMER CARE OFFICER - (1 POST)

3.0.14 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving and attending customers' complaints and channel them to the respective departments for further action;
- ii. To assist in making follow-ups of customers' complaints received and ensure that proper and timely remedial action is taken to provide the required services;
- iii. To assist in ensuring that all new customers are registered to the database with accurate account information;
- iv. To assist in making sure that all authorized water reconnections are carried out on time as per Customers Service Charter;
- v. To assist in making timely follow up of customers' queries received by the Authority until their final settlement;
- vi. To develop individual performance objectives and targets in consultation with the immediate superior as part of performance agreement;
- vii. To prepare and submit weekly, monthly, quarterly and annual progress reports for activities that fall under his/her section;

- viii. To make sure that the call center is properly working;
- ix. To provide customer service information with regard to IRUWASA operations;
- x. To identify and escalate priority issues regarding customer services;
- xi. To route calls to appropriate departments;
- xii. To make follow up on customer calls where necessary;
- xiii. To keep records of all conversations at the call center database in a comprehensible way;
- xiv. To complete call logs; and
- xv. To perform any other related duties as may be assigned by the Supervisor.

3.0.15 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Ordinary Diploma NTA Level 6 in Business Administration (Marketing), Commerce in Marketing, Mass Communication from a recognized Institution.

3.0.16 REMUNERATION

Salary Scale: IWAS 2 as per IRUWASA Scheme of Service.

3.0.17 DRIVER II - (2 POSTS)

3.0.18 DUTIES AND RESPONSIBILITIES

- i. To check the functioning of the vehicle engine and other accessories before driving.
- ii. To drive properly any type of vehicle being assigned.
- iii. To ensure that the vehicle assigned to him/her is always clean, in good running condition and is parked at a safe authorised place with all the tools entrusted to him/her.
- iv. To undertake vehicle services as scheduled.
- v. To report without delay any detected fault or defect on the motor vehicle.

- vi. To certify that repairs and maintenance carried out on the vehicle are of adequate standards.
- vii. To make sure that the vehicle is used only on assigned duties and keeps log book and time when he/she is on duty.
- viii. To ensure that the vehicle is always having necessary items as required by Law, including valid insurance cover, fire guard/extinguisher, triangle, first aid kit.
- ix. To maintain disciplined behaviour and proper conduct in rendering services to his/her officers and other employees in general.

3.0.19 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with a valid class “C” driving license or. The person must have driving training certificate from National Institute of Transport (NIT) as a necessary requirement. Possession of Trade Test Grade II/ CBeT Level II/NVA/VC II in Motor Mechanics from the Vocational Education Training Authority (VETA) or any recognized institutions.

3.0.20 REMUNERATION

Salary Scale: IWAS 1 as per IRUWASA Scheme of Service.

4.0 MZUMBE UNIVERSITY

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.

4.0.1 PERSONAL SECRETARY II - (1 POST)

4.0.2 DUTIES AND RESPONSIBILITIES

- i. Type confidential and open letters;
- ii. Take care of all office facilities under custody;
- iii. Answer correspondences involving routine matters;

- iv. Check office registers to ensure that they are well maintained;
- v. Receive and directing visitors;
- vi. Keep minutes/records of meetings;
- vii. Take dictations by shorthand;
- viii. Receive, sorting and file mails;
- ix. Initiate and maintaining own file system;
- x. Prepare agendas and making arrangements for various meetings;
- xi. Receive files, distributing to officers and collect them back to the registry after their use;
- xii. Trace files, circulars and any other things requested by his/her superior for Office use; and
- xiii. Perform any other related duties as may be assigned by his/her Supervisor.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary/Advanced Secondary education certificate, Must have attended Secretarial course and passed stage III exams from any recognized training institution. Also must have 80wpm in both Shorthand and hatimkato with literacy in computer programs such as Windows, Microsoft Office, Internet, E-Mail, Publisher and **have pass in both English and Kiswahili.**

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age not above 45 years except those who are in public service and where mentioned.
- 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. 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.*
- xiii. Deadline for this application is **26th April, 2021.**
- xiv. Only short listed candidates will be informed on a date for 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.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