

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/94

3rd November, 2021

On behalf of Mzinga Corporation Public Service Recruitment Secretariat invites qualified Tanzanians to fill **16** vacant posts mentioned below.

1.0 MZINGA CORPORATION

Mzinga Corporation was established in January 1971 as a Project under the Tanzania Peoples Defence Forces Headquarters (TPDF) under the name of Mzinga Ordinance Factory. On 13th September 1974, the Mzinga TPDF project was legally declared a Public Corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF project to the present Mzinga Corporation.

1.0.1 MARKETING OFFICER II- 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To record new job orders;
- ii. To record finished jobs;
- iii. To raise profoma invoices for customers;
- iv. To prepare delivery notes before goods are issued to customer;
- v. To execute daily sales and recording;
- vi. To maintain customer's order book;
- vii. To maintain customer sales ledger;
- viii. To issue profoma invoices;
- ix. To ensure timely payments by customers;

- x. To maintain the customers, complaint file;
- xi. To execute Daily sales and recording; and
- xii. To perform any other related duties as assigned by his/her superior.

1.0.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Marketing, Entrepreneurship, Commerce majoring in Marketing, Business Administration majoring in Marketing or equivalent qualifications from recognized institution.

1.0.4 SALARY SCALE-PGSS 6

1.0.5 TECHNICIAN II (MECHANICAL) -1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To operate, maintain and assist to repair production machines;
- ii. To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;
- iii. To assist to test equipment for proper operation;
- iv. To Supervise cleanliness of working tools/equipment and Workshop premises;
- v. To carry out repair and maintenance of Vehicles, Plants and Equipment;
- vi. To undertake technical inspection of Vehicles, Plants and equipment; and
- vii. To open and maintain job cards for mechanical works records.

1.0.7 QUALIFICATION AND EXPERIENCE

Ordinary Diploma or Full Technician Certificate (FTC) in Mechanical Engineering or related field from a recognized Institution.

1.0.8 SALARY SCALE-PGSS 5

1.0.9 ASSISTANT MARKETING OFFICER II- 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To clean the shop and surroundings;
- ii. To load and off-loading, packing etc. of merchandise;
- iii. To arrange merchandise in shelves;
- iv. To perform shop sales and simple recording;

- v. To provide relevant information relating to Cooperate products;
- vi. To sell Cooperate products; and
- vii. To perform any other related duties as assigned by his/her superior.

1.0.11 QUALIFICATION AND EXPERIENCE

Diploma in one of the following fields: Marketing, Entrepreneurship, Business Administration or equivalent qualifications from a recognized institution.

1.0.12 SALARY SCALE-PGSS 4

1.0.13 HEALTH LABORATORY TECHNOLOGIST II -1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To prepare health reagents;
- ii. To use automated equipment and computerized instruments capable of performing a number of tests at the same time;
- iii. To keep log data from Health tests and enter results into a patient's Health record;
- iv. To discuss results and findings of laboratory tests and procedures with physicians;
- v. To supervise or train assistant Health laboratory Technologists and
- vi. To perform tests and procedures that physicians and surgeons or other healthcare personnel order.

1.0.15 QUALIFICATION AND EXPERIENCE

Diploma in one of the following fields; Medical Laboratory Technology, Health Laboratory Technology or equivalent qualification from a recognized Institution.

1.0.16 SALARY SCALE-PMGSS 4

1.0.17 ASSISTANT TECHNOLOGIST II -1 POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To keep laboratory surroundings and equipment clean;
- ii. To carry out any other laboratory work as may be instructed by Health Laboratory Technologist in charge of the Laboratory;
- iii. To collect and process specimens to help physicians diagnose diseases;

- iv. To perform simple analyses and handle tasks under supervision of Health Laboratory Technologist;
- v. To prepare specimens, carry out basic laboratory procedures and run simpler tests such as urinalysis;
- vi. To analyze cultures and tissue samples, mix chemical solutions, and order and store and
- vii. To perform tests and procedures that physicians and surgeons or other healthcare personnel order.

1.0.19 QUALIFICATION AND EXPERIENCE

Form Four Certificate plus Certificate in one of the following fields; Medical Laboratory Technology, Health Laboratory Technology or its equivalent from a recognized Institution.

1.0.20 SALARY SCALE-PMGSS 2.

1.0.21 NURSING OFFICER II - 1 POST

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To render general Nursing care to the Corporation community patients;
- ii. To accompany Medical practitioners on ward rounds and keeps records of special orders concerning patients;
- iii. To administer medications to patients;
- iv. To prepare duty roster for Junior Staff;
- v. To provide health education to patients; and
- vi. To perform any other related duties as assigned by his/her superior.

1.0.23 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Nursing, Midwifery or its equivalent from a recognized institution plus successful completion of Internship. Must be registered with Tanzania Nurses and Midwives Council.

1.0.24 SALARY SCALE-PMGSS 6.

1.0.25 ACCOUNTANT II- 1 POST

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To extract monthly, trial balance;
- ii. To prepare income and expenditure statements;
- iii. To check primary books of Accounts;
- iv. To reconcile schedules for creditors, debtors, imprest and staff loans;
- v. To prepare working papers;
- vi. To prepare collection report;
- vii. To receive government collection and timely summation to the bank;
- viii. To verify payment vouchers;
- ix. To conduct bank reconciliation; and
- x. To perform any other related duties as assigned by his/her superior.

1.0.27 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following field: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

1.0.28 SALARY SCALE-PGSS 7

1.0.29 ACCOUNTS ASSISTANT II -1 POST

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To keep accounts records;
- ii. To maintain Accounts Register;
- iii. To make submission of various financial documents;
- iv. To prepare payment vouchers;
- v. To sort and file payment vouchers;
- vi. To receive documents from stores and attaching them to relevant payment vouchers; and
- vii. To perform any other related duties as assigned by his/her superior.

1.0.31 QUALIFICATION AND EXPERIENCE

Form Four Certificate plus Certificate in Accountancy, ATEC I from NBAA or related field from recognized Institution.

1.0.32 SALARY SCALE- PGSS 3

1.0.33 ARTISAN GRADE II (FITTER MECHANICS) -6 POSTS

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections;
- ii. To prepare equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working condition;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work sites;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment; and
- ix. To perform any other duties as assigned from time to time by the supervisor;

1.0.35 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate plus CBET Level II Certificate or Trade test Grade II Certificate in Fitter Mechanics.

1.0.36 SALARY SCALE -PGSS 2

1.0.37 ARTISAN GRADE II (PATTERN MAKING AND FOUNDRY)-1 POST

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To translate detail drawings and make patterns;
- ii. To prepare patterns as required in order to produce different components/parts;
- iii. To move foundry materials and cleaning work areas;
- iv. To melt metals pouring metal into moulds and remove casts from moulds;
- v. To break sand mold from poured casts and conduct product finishing; and
- vi. To perform any other related duties as assigned by his/her superior

1.0.39 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate plus CBET Level II or Trade test Grade II in Pattern Making and Foundry.

1.0.40 SALARY SCALE - PGSS 2.

1.0.41 ARTISAN GRADE II (ELECTRONICS) -1 POST

1.0.42 DUTIES AND RESPONSIBILITIES

- i. To modify, repair and improve existing electronics devices;
- ii. To assist in developing new or updating electronic system/component;
- iii. To assist in programming, settings and configuring of instrument devices;
- iv. To read and interpret electronics drawings;
- v. To study , interpret and repair electronics cards; and
- vi. To perform any other related duties as assigned by his/her superior.

1.0.43 QUALIFICATIONS AND EXPERIENCE

Form Four Certificate plus CBET Level II or Trade test Grade II in Electronics.

1.0.44 SALARY SCALE - PGSS 2

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 letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **16th November, 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**