

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/270/01/A/34

04th February, 2022

On behalf of National Sugar Institute (NSI), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **2** vacant posts mentioned below.

1.0 THE NATIONAL SUGAR INSTITUTE (NSI)

The National Sugar Institute (NSI) is one of the best and leading vocational institution in the country engaged in training of technical artisans and technicians. It was officially opened on 8th August 1981 with the aim of imparting skills to trainees in cane production, harvesting, sugar processing, sugar factory engineering, farm machinery and implement engineering, basic crafts and general management skills.

The NSI is located in Kilombero district in Morogoro region. It is situated about 157 km from Morogoro town, 350 km from Dar es Salaam. The Institute is closely sandwiched by Kidatu National Grid Hydropower, Kilombero Sugar Factory, Udzungwa Natural Forest Reserve and Sanje Water Falls.

1.0.1 PROCUREMENT OFFICER II (1 POST) 1.0.2 DUTIES AND RESPONSIBILITIES

- i. Checks transactions in stores accounting documents and registers;
- ii. Receives and issues vouchers, delivery notes and invoices
- iii. Prepares purchase requisitions/orders upon approval by his/her supervisor
- iv. Assisting his/her Senior Officers in their daily supplies and stock control activities.

- v. Performs any other Duties and Responsibilities as may be assigned by his/her senior.

1.0.3 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor's Degree in Procurement and Management or Materials Supply Management from recognized institution, with certified Procurement and Supply Professional Certificate from Procurement and Supply Professional Technical Board.

1.0.4 SALARY SCALE- According to Institute Scheme

1.0.5 TUTOR/INSTRUCTOR II (1 POST) 1.0.6 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers Examinations for NTA level 6 students;
- iii. Conduct and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisors

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor's Degree in Chemical Processing Engineering from University of Dar es Salaam or other recognized institution. Possession of a teacher's certificate/Diploma will be an added advantage.

1.0.8 SALARY SCALE- According to Institute Scheme

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 and where specified;
- 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 **17th February, 2022;**
- 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:

**ACTING SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**