

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA.9/259/01/A/47

3<sup>rd</sup> March, 2022

On behalf of the Office of the Attorney General, The President's Office and Tanzania Telecommunications Corporation (TTCL) Public Recruitment Secretariat (PSRS) invites qualified Tanzanians competent, experienced, highly organized and self – motivated candidates to fill **52** vacant posts mentioned below;

#### **1.0 THE OFFICE OF THE ATTORNEY GENERAL (OAG)**

The Office of the Attorney General established under Article 59 of the Constitution is the Principal Legal advisor to the Government of the United Republic of Tanzania. The Office of the Attorney General (Discharge of Duties) Act, (Cap, 268) discharges its duties and maintains relationship with other Public Offices and Officers in performing Legal functions in the Government and Local Government Authorities. In undertaking that noble duty, The Government of the United Republic of Tanzania has through the Office of the Attorney General (Re -structure) Order, 2018 (Government Notice No. 48 of 2018) restructured the Office of the Attorney General (OAG) for purposes of assuming the mandate stipulated under Article 59 of the Constitution.

##### **1.0.1 STATE ATTORNEY GRADE II – 9 POSTS**

##### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To provide legal advice in accordance with the mandate of the Office of the Attorney General;
- ii. To provide advice on contracts entered into by (MDAs) and advice accordingly;
- iii. To vet and prepare legal opinions on all assigned contracts such as Procurement and Finance contracts submitted to the Attorney General from various Government Institutions;
- iv. To prepare advice for negotiations, ratification agreements and implementation of bilateral and multilateral treaties;

- v. Representing the Government, Public Institutions and Agencies in Courts, Tribunals and Arbitral Tribunals in any suit or matter to which the Government is party or has interest;
- vi. To conduct Legal Research on required legal matters;
- vii. To prosecute criminal and civil cases and Arbitration proceedings as the case may be in the courts of law; and
- viii. To perform any other official duties as may be assigned to by the supervisor.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Law (LLB) from a recognized higher learning Institution. The candidate must have successfully completed Post Graduate Diploma in Legal Practice (PDLP) of the Law School of Tanzania.

### **1.0.4 OTHER COMPETENCIES**

Fluent in English & Swahili languages and Computer Literate in MS Windows, Internet and E-mail and Microsoft Office.

### **1.0.5 REMUNERATION:** Salary Scale AGCS 3.

### **1.0.6 PARLIAMENTARY DRAFTSMAN GRADE II – 3 POSTS**

#### **1.0.7 DUTIES AND RESPONSIBILITIES**

- i. To prepare legal documents such as Orders, Rules, Regulations and By-Laws;
- ii. To prepare draft instruments for rectification of printing errors;
- iii. To vet subsidiary legislation before publication;
- iv. To translate and vet translated version of principal and subsidiary legislation;
- v. To revise principal and subsidiary legislation;
- vi. To assist in preparation of publication of translated laws;
- vii. To undertake research and effect amendments of laws;
- viii. In assistance with the librarian, to prepare index of principal and subsidiary legislation;
- ix. To make follow-up of publication of revised laws by the Government Printer and
- x. To perform any other official duties as may be assigned by the supervisor.

### **1.0.8 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Law (LLB) from a recognized higher learning Institution. The candidate must have successfully completed Post Graduate Diploma in Legal Practice (PDLP) of the Law School of Tanzania. Post Graduate Certificate of Proficiency in Legislative Drafting will be an added advantage.

### **1.0.9 OTHER COMPETENCIES**

Fluent in English & Swahili languages and Computer Literate in MS Windows, Internet and E-mail and Microsoft Office.

**1.0.10 REMUNERATION:** Salary Scale AGCS 3.

**1.0.11 ICT – OFFICER GRADE II (PROGRAMMING) – 1 POST**

**1.0.12 DUTIES AND RESPONSIBILITIES**

- i. To Designing Coding and Debugging software applications based on various deployment platforms, Operating systems, Programming languages and data base management systems;
- ii. To assist and participate in analysis of user requirement Prototyping development of new functionalities, Maintenance of applications, integration of Technological Components and testing deployments;
- iii. To design, code and debugging web and mobile based applications in various software languages;
- iv. To undertake Software analysis, code analysis, requirement analysis, software review identification of codes metrics, systems risk analysis and software reliability analysis;
- v. To undertake Software, testing and quality assurance;
- vi. To support, maintain and document software functionalities;
- vii. To install and configure appropriate application servers based on the application programs to be supported;
- viii. To support, maintain and prepare technical and user documentations for various software functionalities;
- ix. To train and support of software user for effective utilization of deployed systems;
- x. To assist in troubleshooting and resolving routine software application problems;
- xi. To undertake Software Modeling and Simulation;
- xii. Front end graphical user interface design / programming;
- xiii. To undertake performance tuning, improvement, balancing and usability automation;
- xiv. To integrate software with existing systems;
- xv. To evaluate and identify new technologies for implementation;
- xvi. To produce detailed technical specifications and software code documentations; and
- xvii. To produce systems maintenance and support.

**1.0.13 QUALIFICATIONS AND EXPERIENCE**

Bachelor degree in Information Technology, Computer Science, Information System, Software Engineering or Computer Engineering or equivalent qualification from recognized Institutions. Possession of relevant recognized ICT professional Certification and working knowledge of various software languages will be an added advantage.

#### **1.0.14 OTHER COMPETENCIES**

- Strong understanding of Software Development Life Cycle (SDLC); and
- Technical Knowledge in determining end to end software requirements specification and design.

#### **1.0.15 REMUNERATION:** Salary Scale TGS.E

### **2.0 TANZANIA TELECOMMUNICATIONS COMPANY LIMITED (TTCL)**

Tanzania Telecommunications Corporation (TTCL) is the Public Corporation established under Section 4(1) of Tanzania Telecommunications Corporation Act No.12 of 2017. It is responsible for providing communication services and overseeing the operation of Strategic Telecommunications Infrastructure for National Security. It takes over the functions that were performed by the defunct Tanzania Telecommunications Company Limited (TTCL).

#### **2.0.1 CUSTOMER SERVICE OFFICER II -15 POSTS**

##### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To answer customer inquiries regarding the Corporation products and services also provide any other information related to our business;
- ii. To answer calls from customers by the use of Call Centre telephony system within defined time-limits;
- iii. To handle customer issues in a pleasant, confident, and very helpful telephone manner;
- iv. To resolve customers' complaints quickly in accordance with the Corporation processes and procedures;
- v. To handle contentious calls effectively, with empathy and assertiveness;
- vi. To record detailed customer inquiries, requests and complaints into the system for further management;
- vii. To solve customer's complaints in a courteous manner and escalate unresolved cases to an immediate team leader/supervisor for further assistance;
- viii. To work as part of customer service team and maintain good relation with other team members; and
- ix. To perform any other Duties as may be assigned by supervisor.

##### **2.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in either Commerce/ Business Administration majoring in Sales/Marketing, Entrepreneurship, Marketing, Economics, Economic Planning or equivalent qualification from recognized Institutions.

##### **2.0.4 REMUNERATION:** Salary Scale of TTCS 4.

**2.0.5 TECHNICIAN ASSISTANT - 24 POSTS  
ELECTRICAL AND ELECTRONICS ENGINEERING (12),  
TELECOMMUNICATION ENGINEERING (2)  
COMPUTER ENGINEERING (2),  
MECHANICAL ENGINEERING (8)**

**2.0.6 DUTIES AND RESPONSIBILITIES**

**Access network/ Power and cooling/ Switch and Data/ Radio and Transmission**

- i. To install and configure CPEs (DSL Modems, LAN Switches, etc) and ensure end-to-end provision of services;
- ii. To attend and troubleshoot customers complains as may be reported by customer service or as assigned;
- iii. To perform timely systems backups as may be required and or directed;
- iv. To receive and act on information/advice from the Controlling Officer;
- v. To perform routine/preventive maintenance activities in accordance with engineering instructions and schedules and/or as will be directed; and
- vi. To perform any other duty as may be assigned by Controlling Officer.

**Maintenance**

- i. To assist in the repair and maintenance of Corporation facilities;
- ii. To perform minor routine repair of buildings and drainages;
- iii. To perform any other duty assigned by supervisor.

**2.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education plus Certificate (NTA 5) in either Electrical Engineering, Telecommunication Engineering, Computer Engineering, Electronics Engineering, Mechanical Engineering, Civil Engineering or equivalent qualifications from recognized institutions.

**2.0.8 REMUNERATION:** Salary Scale of TTCS 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 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 **16<sup>th</sup> March, 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**