

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/256/01/71

14th April, 2022

On behalf of Ngorongoro Conservation Area (NCAA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **16** vacant posts as mentioned below.

1.0 NGORONGORO CONSERVATION AREA AUTHORITY (NCAA)

The Ngorongoro Conservation Area Authority (NCAA) was established in 1959 by Ordinance No. 413 as amended by the Game Parks Law of Tanzania (Miscellaneous Amendments) Act No. 14 of 1975. NCAA was inscribed on the World Heritage List in 1979, as a natural property. In 2010, the World Heritage Committee of UNESCO inscribed NCAA as a mixed property on the World Heritage List. NCAA is also recognized as a part of Serengeti-Ngorongoro Biosphere Reserve, under UNESCO's Man and the Biosphere Program since 1981. NCAA 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.

NCAA contains the spectacular Ngorongoro Crater (250 km²), which is the world's largest unbroken caldera. It also contains the Oldupai Gorge, one of the world's most important pre-historic sites, where anthropologists Louis and Mary Leakey made many of their greatest discoveries. The conservation area also includes Empakai and Olmoti craters, and

the highland forests, which form an important water-catchment for surrounding agricultural communities.

NCAA therefore is charged with the responsibility to manage NCAA and ensure that natural and cultural heritage resources are fully protected, interests of the local people living in NCAA are promoted and tourism is developed in a sustainable manner to service the economy of NCAA.

1.0.1 MEDICAL DOCTOR II -1 POST

1.0.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.0.3 DUTIES AND RESPONSIBILITIES

- i. To diagnose and provide medical, surgical, obstetrics and pediatric care;
- ii. To perform emergency surgery;
- iii. To carry out dispensary / health center round;
- iv. To prescribe medicine for patients;
- v. To plan and attend all emergencies, outbreak and calamities;
- vi. To supervise dispensary activities;
- vii. To order and keep medicine and first aid equipment;
- viii. To maintain proper outpatient and inpatient records;
- ix. To be responsible for the health and medical care and safety of the employees and their families;
- x. To inform management on accidents and occupational hazards in the area and its surrounding and recommend medical measures; and
- xi. To perform any other duties and responsibilities as may be assigned by Supervisor

1.0.4 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Medicine from a recognized University/Institution, plus successful completion of internship period of one year and registered with the Medical Council of Tanganyika and must have a license of practice.

1.0.5 REMUNERATION: Salary Scale: NCAAS 5.

1.1.1 PROCUREMENT AND SUPPLIES OFFICER II -1 POST

1.1.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.1.3 DUTIES AND RESPONSIBILITIES

- i. To ensure contracts are implemented as per their terms and conditions;
- ii. To prepare statements of requirements and/ technical specifications;
- iii. To advise on best procurement strategies in collaboration with user department;
- iv. To evaluate vendor performance and advise accordingly;
- v. To maintain an up-to-date filing system on pricing and vendors to ensure immediate and accurate access to information;
- vi. To prepare bid documents and Tender advertisements;
- vii. To coordinate preparation of technical specifications, statement of requirements and terms of reference;
- viii. To order and controls office stationery for the office;
- ix. To post Annual Procurement Plan information to the Public Procurement Regulatory Authority Database;
- x. To perform any other duties as assigned from time to time by Supervisor.

1.1.4 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Procurement and Supplies Management, Materials Management, Logistics Management or equivalent qualifications from recognized institutions with registration by PSPTB as Graduate Procurement and Supplies Professional.

1.1.5 REMUNERATION: Salary Scale: NCAAS 4.

1.2.1 ASSISTANT TOURISM OFFICER II -1 POST

1.2.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.2.3 DUTIES AND RESPONSIBILITIES

- i. To assist in construction and maintenance of NCA tourist circuits, trails, picnic sites and campsites;
- ii. To assist in carrying out tour guiding and interpretation of tourist products to tourists in NCA;
- iii. To assist in management and development of tourism products;

- iv. To assist in monitoring private vehicles parked or operating within NCA and to ensure relevant fees are paid;
- v. To assist in collection of tourism revenue; vi. To receive and attend tourists and advising them on safety issues; vii. To collect visitor's statistics;
- viii. To receive and directs visitors; and
- ix. To perform any other duties as may be assigned by the Supervisor.

1.2.4 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Tourism Management, Wildlife Management, Wildlife Tourism, Tour Guiding, Management of Tourist Attractions or equivalent qualification from a recognized institution. Experience in Interpretation and fluency in English and/or any of French, Germany, Italian, Japanese, Chinese and Spanish is an added advantage.

1.2.5 REMUNERATION: Salary Scale: NCAAS 3.

1.3.1 ASSISTANT TECHNICIAN II (ELECTRICAL) – 1 POST

1.3.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.3.3 DUTIES AND RESPONSIBILITIES

- i. To maintain electrical installations;
- ii. To maintain and operate the power plant;
- iii. To maintain electronic systems and components;
- iv. To undertake repair and maintenance works for electrical installations and electronic components;
- v. To undertake auto-electric repair and maintenance jobs;
- vi. To maintain auto-electric circuitry in motor vehicles and other equipment/plants;
- vii. To carry out preventive maintenance according to schedule;
- viii. To carry out preventive maintenance activities according to schedule; and
- ix. To perform any other duties as assigned from time to time by the Supervisor.

1.3.4 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate with Certificate or Trade Test Grade II or CBET Level II in Electrical equivalent qualifications from recognized professional institution.

1.3.5 REMUNERATION: Salary Scale: NCAAS 2

1.4.1 WILDLIFE MANAGEMENT ASSISTANT II - 6 POSTS

1.4.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.4.3 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.

1.4.4 QUALIFICATIONS AND EXPERIENCE

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

1.4.5 REMUNERATION: Salary Scale: NCAAS 2.

1.5.1 DRIVER II - 5 POSTS

1.5.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.5.3 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.

1.5.4 QUALIFICATIONS 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) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.5.5 REMUNERATION: Salary Scale: NCAAS 2

1.6.1 PLANT OPERATOR II – 1 POST

1.6.2 WORKSTATION: NCAA HQ OFFICE/ZONES

1.6.3 DUTIES AND RESPONSIBILITIES

- i. To drive heavy duty machines such as wheel loader, fork lift and v6 caterpillars;
- ii. To maintain logbook and movement records for heavy duty machines/plants according to regulations;
- iii. To report on technical need/breakdown of heavy machines;
- iv. To ensure regular check of heavy duty machines such as wheel loader, fork lifts and v6 caterpillars are conducted to ensure cleanliness and serviceability;
- v. To ensure cleanliness of the plants/heavy machines; and
- vi. To perform any other duties as may be assigned by the Supervisor.

1.6.4 QUALIFICATIONS AND EXPERIENCE

Holder of at least Form Four with at least Trade Test II or Level II in Motor Vehicle Mechanics or equivalent qualifications from VETA or any other recognized Institution with Class F Driving License.

1.6.5 REMUNERATION: Salary Scale: NCAAS 2.

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania with age between 18 and 25 years old for Certificates and Diploma holders and age between 18 and 30 years old for Bachelor Degree holders; ii. All candidates shall be required to attend and pass military recruit course.

iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

iv. Applicants should apply on the strength of the information given in this advertisement;

v. 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;

vi. Attaching copies of the following certificates is strictly not accepted: -

- Form IV and form VI results slips;
- Testimonials and all Partial transcripts;

vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

viii. An applicant employed in the Public Service should route his application letter through his respective employer;

ix. An applicant who is retired from the Public Service for whatever reason should not apply;

- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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.
- xv. Deadline for application is **27th April, 2022**; xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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')*

[CLICK HERE TO APPLY](#)

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**