

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/104

11<sup>th</sup> June, 2022

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Institute of Accountancy (TIA), Tengeru Institute of Community Development (TICD), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (57) vacant posts mentioned below;

#### 1.0 THE TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance and Planning. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education (NACTE) and has six Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma.

##### 1.0.1 LECTURER- ACCOUNTING AND FINANCE - 2 POSTS

##### 1.0.2 DUTY STATIONS: DAR ES SALAAM AND MBEYA

##### 1.0.3 DUTIES AND RESPONSIBILITIES

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;

- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments;
- viii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.4 QUALIFICATION AND EXPERIENCE**

Holder of PhD in one of the following fields: Accountancy, Finance, Business Administration, or Commerce majoring in Financial Management), from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Must possess CPA (T).

#### **1.0.5 REMUNERATION: SALARY SCALE: PHTS 3.1**

#### **1.0.6 LECTURER- INFORMATION COMMUNICATION TECHNOLOGY - 1 POST**

#### **1.0.7 DUTY STATIONS: DAR -ES- SALAAM**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments; and
- viii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.9 QUALIFICATION AND EXPERIENCE**

Holder of PhD in Computer Science or Information Technology from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree

**1.0.10 REMUNERATION: SALARY SCALE: PHTS 3.1**

**1.0.11 LECTURER- MARKETING AND PUBLIC RELATIONS - 2 POSTS**

**1.0.12 DUTY STATIONS: DAR -ES- SALAAM AND SINGIDA**

**1.0.13 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments.
- viii. To perform any other related duties as may be assigned by supervisor

**1.0.14 QUALIFICATION AND EXPERIENCE**

Holder of PhD in Business Administration (Majoring Marketing) or Marketing and Public Relations from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

**1.0.15 REMUNERATION: SALARY SCALE: PHTS 3.1**

**1.0.16 LECTURER -BUSINESS ADMINISTRATION- 1 POST**

### **1.0.17 DUTY STATIONS: DAR-ES- SALAAM**

### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments.
- viii. To perform any other related duties as may be assigned by supervisor

### **1.0.19 QUALIFICATION AND EXPERIENCE**

Holder of PhD in one of the following fields: Business Administration, Accountancy and Finance or Commerce (Majoring in Project Management), from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree,

### **1.0.20 REMUNERATION: SALARY SCALE: PHTS 3.1**

### **1.0.21 LECTURER - HUMAN RESOURCE MANAGEMENT- 1 POST**

### **1.0.22 DUTY STATIONS: SINGIDA**

### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;

- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments.
- viii. To perform any other related duties as may be assigned by supervisor

#### **1.0.24 QUALIFICATION AND EXPERIENCE**

Holder of PhD in Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration/Commerce majoring in Human Resources Management from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.25 REMUNERATION: SALARY SCALE: PHTS 3.1**

#### **1.0.26 ASSISTANT LECTURER – ACCOUNTING AND FINANCE - 5 POSTS**

#### **1.0.27 DUTY STATIONS: DAR ES SALAAM, MBEYA, MTWARA, KIGOMA, AND SINGIDA**

#### **1.0.28 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.29 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Accountancy, Finance, Business Administration or Commerce, from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.30 REMUNERATION: SALARY SCALE: PHTS 2.1**

### **1.0.31 ASSISTANT LECTURER - PROCUREMENT AND LOGISTICS MANAGEMENT- 7 POSTS**

**1.0.31 DUTY STATIONS: (2 DAR ES SALAAM, 1 MBEYA, 1 SINGIDA, 1 MTWARA, 1 KIGOMA AND 1 MWANZA)**

#### **1.0.32 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor

#### **1.0.33 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Business Administration, Procurement and Logistics Management, **(Majoring in Transport and Logistics, Production Management, Store and warehouse Management, Transport and Distribution or Freight Clearing and Forwarding)** from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB).

#### **1.0.34 REMUNERATION: SALARY SCALE: PHTS 2.1**

### **1.0.35 ASSISTANT LECTURER - AUDITING - 2 POSTS**

**1.0.36 DUTY STATIONS: MBEYA AND SINGIDA**

#### **1.0.37 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;

- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.38 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Accountancy, Finance, Business Administration or Commerce from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Applicant must possess either CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA.

#### **1.0.39 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.40 ASSISTANT LECTURER - MARKETING - 2 POSTS**

#### **1.0.41 DUTY STATIONS: KIGOMA AND MBEYA**

#### **1.0.42 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.43 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Business Administration (Majoring in marketing) or Marketing and Public Relations from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.44 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.45 ASSISTANT LECTURER - LAW - 2 POSTS**

#### **1.0.46 DUTY STATIONS: MWANZA AND MBEYA**

#### **1.0.47 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.48 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Law majoring in Business Law from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.49 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.50 ASSISTANT LECTURER - ICT - 3 POSTS**

#### **1.0.51 DUTY STATIONS: MBEYA, MTWARA AND KIGOMA**

#### **1.0.52 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.53 QUALIFICATION AND EXPERIENCE**



Holder of Master Degree in one of the following fields: Computer Science or Information Technology from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

**1.0.54 REMUNERATION: SALARY SCALE: PHTS 2.1**

**1.0.55 ASSISTANT LECTURER - ECONOMICS - 2 POSTS**

**1.0.56 DUTY STATIONS: MTWARA AND SINGIDA**

**1.0.57 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

**1.0.58 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Agricultural Economics, Economics, or Statistics from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

**1.0.59 REMUNERATION: SALARY SCALE: PHTS 2.1**

**1.0.60 ASSISTANT LECTURER - MATHEMATICS - 3 POSTS**

**1.0.61 DUTY STATIONS: MTWARA, MWANZA AND SINGIDA**

**1.0.62 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;

- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.63 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Mathematics from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.64 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.65 ASSISTANT LECTURER - ENTREPRENEURSHIP - 2 POSTS**

#### **1.0.66 DUTY STATIONS: MWANZA AND KIGOMA**

#### **1.0.67 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.68 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Entrepreneurship from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.69 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.70 ASSISTANT LECTURER - BUSINESS ADMINISTRATION 1 - POST**

#### **1.0.71 DUTY STATIONS: KIGOMA**

#### **1.0.72 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.73 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Accountancy and Finance, Business Administration or Commerce from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

#### **1.0.74 REMUNERATION: SALARY SCALE: PHTS 2.1**

#### **1.0.75 ASSISTANT LECTURER - HUMAN RESOURCE MANAGEMENT -1 POST**

#### **1.0.76 DUTY STATIONS: KIGOMA**

#### **1.0.77 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.0.78 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial

Relations, Business Administration or Commerce majoring in Human Resources Management from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.0.79 REMUNERATION: SALARY SCALE: PHTS 2.1**

## **2.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)**

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order, 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

### **2.0.1 LECTURER (PROJECT PLANNING, MONITORING & EVALUATION) – 2 POSTS**

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

- i. To teaches up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other duties as assigned by supervisors.

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

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Project Planning and Management, Participatory Project Planning, Monitoring and Evaluation or other related fields. Applicant must possess PhD.

#### **2.0.4 REMUNERATION: SALARY SCALE: PHTS 3/1**

#### **2.0.5 LECTURER (COMMUNITY RESOURCE MANAGEMENT) – 1 POST**

#### **2.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Master’s Degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other duties as assigned by supervisors.

#### **2.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Community Resource Management, Community Development, Project Planning and Management, Regional Planning, Development Finance and Investment Planning or other related fields. Applicant must possess PhD.

#### **2.0.8 REMUNERATION: SALARY SCALE: PHTS 3/1**

#### **2.0.9 LECTURER (FOOD AND NUTRITION) – 1 POST**

#### **2.0.10 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Master’s Degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;

- iv. To conduct consultancy and community services;
- v. To develop and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other duties as assigned by supervisors.

#### **2.0.11 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Human Nutrition, Food and Nutrition, Food Science or other related fields. Applicant must possess PhD.

#### **2.0.12 REMUNERATION: SALARY SCALE: PHTS 3/1**

#### **2.0.13 LECTURER (GENDER AND DEVELOPMENT) – 1 POST**

#### **2.0.14 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other duties as assigned by supervisors.

#### **2.0.15 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Gender and Development, Gender Studies or other related fields. Applicant must possess PhD.

**2.0.16 REMUNERATION: SALARY SCALE: PHTS 3/1**

**2.0.17 ASSISTANT LECTURER (ENTREPRENEURSHIP) – 1 POST**

**2.0.18 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor’s Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To Carry out consultancy and community services under supervision;
- v. To supervises students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

**2.0. 18 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Business Administration, Entrepreneurship and Innovation Management, Marketing and Entrepreneurship or any other related fields.

**2.0.19 REMUNERATION: SALARY SCALE: PHSS 2/1**

**2.0.20 ASSISTANT LECTURER (NATURAL RESOURCES MANAGEMENT) – 1 POST**

**2.0.21 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor’s Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;

- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **2.0.22 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Natural Resources Management or other related fields.

#### **2.0.23 REMUNERATION: SALARY SCALE: PHSS 2/1**

#### **2.0.24 ASSISTANT LECTURER (SOCIAL WORK) – 1 POST**

#### **2.0.25 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **2.0.26 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Social Work or other related fields.

#### **2.0.27 REMUNERATION: SALARY SCALE: PHSS 2/1**

#### **2.0.28 ASSISTANT LECTURER (LAW) – 1 POST**

#### **2.0.29 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;



- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **2.0.30 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Law or other related fields.

### **2.0.31 REMUNERATION: SALARY SCALE: PHSS 2/1**

### **2.0.32 TUTORIAL ASSISTANT (RISK MANAGEMENT) – 1 POST**

### **2.0.33 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

### **2.0.34 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Risk Management, Disaster Management, or other related fields.

### **2.0.35 REMUNERATION: SALARY SCALE: PHSS 1/1**

### **2.0.36 TUTORIAL ASSISTANT (ENVIRONMENTAL HEALTH) – 4 POSTS**

### **2.0.37 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;

- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

#### **2.0.38 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Environmental Health, Public Health, Community Health, Environmental Science and Management or other related fields.

#### **2.0.39 REMUNERATION: SALARY SCALE: PHSS 1/1**

#### **2.0.40 TUTORIAL ASSISTANT (PUBLIC ADMINISTRATION) – 1 POST**

#### **2.0.41 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

#### **2.0.42 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Public Administration, Political Science and Public Administration or other related fields.

#### **2.0.43 REMUNERATION: SALARY SCALE: PHSS 1/1**

#### **2.0.44 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) – 1 POST**

#### **2.0.45 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and

- vi. To perform any other duties as assigned by Supervisor.

#### **2.0.46 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Human Resources Management, Human Resource Planning, or other related fields.

#### **2.0.47 REMUNERATION: SALARY SCALE: PHSS 1/1**

#### **2.0.48 TUTORIAL ASSISTANT (PSYCHOLOGY) – 1 POST**

#### **2.0.49 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

#### **2.0.50 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Psychology or other related fields.

#### **2.0.51 REMUNERATION: SALARY SCALE: PHSS 1/1**

#### **2.0.52 TUTORIAL ASSISTANT (RURAL AND URBAN DEVELOPMENT) – 1 POST**

#### **2.0.53 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

#### **2.0.54 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree with GPA of 3.5 in the following fields; Regional Development Planning, Rural and Urban Development, or other related fields.

#### **2.0.55 REMUNERATION: SALARY SCALE: PHSS 1/1**

#### **2.0.56 EXAMINATIONS OFFICER II – 2 POSTS**

#### **2.0.57 DUTIES AND RESPONSIBILITIES**

- i. To administer and supervise examinations according to examination regulations of the Institute;
- ii. To make sure that examinations timetable is prepared and adhered to by all parties;
- iii. To keep all examinations documents in good and safe condition;
- iv. To make sure examinations are conducted effectively and efficiently;
- v. To deal with all problems related to examination matters;
- vi. To report to the proper authority any examination irregularity;
- vii. To keep proper records of examinations and course work result; and
- viii. To carry out any other duties as may be assigned by his/her Supervisor.

#### **2.0.58 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Statistics, Public Administration, Education, Education Management or equivalent related qualification plus ICT skills from a recognized Institution.

#### **2.0.59 REMUNERATION: SALARY SCALE: PGSS 6/1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **24<sup>th</sup> June, 2022;**
- xv. Only short listed candidates will be informed on the date of 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:

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PUBLIC SERVICE RECRUITMENT SECRETARIAT

