

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/111

17th June, 2022

VACANCY ANNOUNCEMENT

On behalf of the National Council for Technical Education (NACTE) and Institute of Adult Education (IAE), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (41) vacant posts mentioned below.

1.0 THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)

The National Council for Technical Education (NACTE) is a corporate body established by the National Council for Technical Education Act, 1997 (Act No. 9 of 1997). The Act provides a legal framework for the Council to coordinate provision of technical education and training and establish an efficient national qualifications system that will ensure that products from technical institutions are of high quality and respond to changing needs as well as technological innovations in the world.

Technical education in this context is defined as "*education and training undertaken by students to equip them to play roles requiring higher levels of skills, knowledge and understanding and in which they take responsibility for their areas of specialization*". NACTE is thus, a multidisciplinary and multi-sectoral body empowered to oversee and coordinate the provision of technical education and training in Tanzania.

1.0.1 COORDINATOR OF ADMISSIONS AND ARTICULATIONS II - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To assist Coordination of students' admission into technical and vocational institutions;
- ii. To assist in maintaining admission database;

- iii. To assist in articulation of students' admissions;
- iv. To assist in processing admissions application forms;
- v. To provide admissions statistics on technical and vocational education needed for planning purposes; and
- vi. To perform any other functions related herein as assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Education, Statistics, Econometrics, Information Technology or Equivalent qualifications.

1.0.4 REMUNERATION- NSS 4

1.0.5 COORDINATOR OF CURRICULUM ASSESSMENT II-1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To update and maintain examinations database;
- ii. To monitor submission of examinations' results from institutions offering National Technical Awards (NTA) programmes and National Vocational Awards (NVA) programmes;
- iii. To guide technical and vocational institutions on submission of examinations results using NACTVET format;
- iv. To prepare and review format for submission of examinations results;
- v. To issue Transcripts and Certificates; and
- vi. To update databases for verified examinations' results, awards, certificates and transcripts.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Education, Curriculum Development, Curriculum Assessment, Computer Science, Information Communication Technology or Statistics.

1.0.8 REMUNERATION- NSS 4

1.0.9 COORDINATOR OF INSTITUTIONAL GUIDANCE AND SUPPORT II-1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To involve in conducting physical verification visit to technical and vocational institution applying for registration and propose registration status of the technical and vocational institution for approval by the relevant Subject Board;
- ii. To assist in following up technical and institutions on Registration status;
- iii. To keep the register of technical and vocational institutions;
- iv. To give guidance to potential technical and vocational institution on the delivery of courses;
- v. To develop and update the standard conditions, criteria and procedures for accrediting programmes and courses of technical and vocational institutions;
- vi. To prepare progress reports of his activities or actions or reports of any event in his respective Board;
- vii. To keep statistics of technical and vocational institution;
- viii. To assist the Head of Section in maintaining databases of the Subject Board and ensures that it is widely understood and appreciated by technical and vocational institutions and the general public; and
- ix. To perform other related duties incidental to the work described herein.

1.0.11 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Engineering, Science, Agriculture, Livestock, Pharmacy, Clinical Medicine, Business Studies, Management, Computer Science or Information Communication Technology.

1.0.12 REMUNERATION- NSS 4

1.0.13 LIBRARY AND DOCUMENTATION COORDINATOR II-1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To undertake bibliographic searches on behalf of users;
- ii. To promote the use of IT in meeting user needs;
- iii. To research on the information needs of users;
- iv. To undertake research and consultancy activities in library information and documentation matters;

- v. To assist the Head of Section in obtaining various publications and maintains their records;
- vi. To participate in developing library systems and procedures; and
- vii. To identify materials to be ordered.

1.0.15 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Library or Information Studies or related field.

1.0.16 REMUNERATION- NSS 4

1.0.17 PUBLIC RELATION AND FRONT DESK OFFICE COORDINATOR II-1 POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To assist in handling of protocol matters of the Council;
- ii. To assist in maintaining favorable public image of the Council;
- iii. To assist in arranging and organizing public events;
- iv. To assist in preparation of project proposals, budgets and action plans on public relation matters;
- v. To assist in ensuring that production of publications, materials, articles, reports, and brochures etc. are done and delivered on time;
- vi. To assist the distribution of Council documents to stakeholders;
- vii. To assist in promoting Council activities, programmes and policies; and
- viii. To perform any other functions related herein as assigned by a supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Bachelor Degree in either Public Relations, Mass Communication, Journalism or equivalent qualification.

1.0.20 REMUNERATION- NSS 4

2.0 THE INSTITUTE OF ADULT EDUCATION (IAE)

The Institute of Adult Education (IAE) was established in 1975 by Parliamentary Act No. 12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

2.0.1 ASSISTANT LECTURER-17 POSTS

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor 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 organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To supervise student's project; and
- ix. To perform any other related duties as assigned by the supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree in one of the following fields: Education, Adult Education & Continuing Education, Adult Education & Community Development, Community Development, Distance Education, Project Management, Education in Educational Planning & Administration, Education Administration, Planning and Policy Studies, Counselling & Psychology, Physical Education or equivalent qualifications from recognized institutions with GPA of at least 3.5 at Undergraduate Level and GPA of least 3.8 or Average of B+ at Master Degree. Master Degree must be related his/her Bachelor Degree.

Having the one of following teaching subjects: History, English, Geography, ICT and Kiswahili will be an added advantage.

2.0.4 SALARY SCALE: PHTS 2

2.0.5 TUTORIAL ASSISTANT- 9 POSTS

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;

- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision; and
- x. To perform any other related duties as assigned by the supervisor.

2.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Education, Adult Education & Continuing Education, Adult Education & Community Development, Community Development, Distance Education, Education in Educational Planning & Administration, Education Administration, Planning and Policy Studies, Counselling & Psychology, Physical Education or equivalent qualifications from recognized institutions with GPA of at least 3.5

Having one of the following teaching subjects: History, English, Geography, ICT and Kiswahili will be an added advantage.

2.0.8 SALARY SCALE: PHTS 1

2.0.9 INSTRUCTOR II - 3 POSTS

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assist junior staff; and
- vii. To perform any other related duties as assigned by the supervisor.

2.0.11 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Automotive Engineering, Information System Management, ICT, Hotel Management, Food Production & Preparation, Home Economics, Nutrition, Electrical & Electronic Engineering, Carpentry or equivalent qualifications from an accredited higher learning institution.

2.0.12 SALARY SCALE-PTSS 10

2.0.13 ASSISTANT INSTRUCTOR II- 7 POSTS

2.0.14 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 4 and assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assignments under close supervision; and
- vii. To perform any other related duties as assigned by the supervisor.

2.0.15 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Automotive Engineering, Information System Management, ICT, Hotel Management, Food Production & Preparation, Home Economics, Nutrition, Electrical & Electronic Engineering, Carpentry, or equivalent qualifications from an accredited higher learning institution.

2.0.16 SALARY SCALE-PTSS 7

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 **30th June, 2022**;
 - xv. Only shortlisted 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:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**