

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/117

23rd June, 2022

VACANCY ANNOUNCEMENT

On behalf of Dar es salaam Institute of Technology (DIT), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **56** vacant posts as mentioned below;

1.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania.

1.0.1 LECTURER – Mechanical Engineering (1 Post)

1.0.2 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9
- ii. To guide and supervises students in building up their practical and research projects,
- iii. To prepare learning resources and design training exercises for students.
- iv. To conduct researches, consultancy and community services.
- v. To develop and review existing curriculum.
- vi. To undertake teaching manuals, simulations and case studies for training.
- vii. To coach junior teaching staff
- viii. To conduct research and recommend solutions being on the research findings.
- ix. To perform any other duties as assigned by supervisor

1.0.3 Qualifications

Holder of Doctorate (PhD) Degree in Mechanical Engineering, Masters of Mechanical Engineering and Bachelor Degree or Advanced Diploma in Mechanical Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.4 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.5 LECTURER – Electrical Engineering (1 Post)

1.0.6 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9
- ii. To guide and supervises students in building up their practical and research projects,
- iii. To prepare learning resources and design training exercises for students.
- iv. To conduct researches, consultancy and community services.
- v. To develop and review existing curriculum.
- vi. To undertake teaching manuals, simulations and case studies for training.
- vii. To coach junior teaching staff
- viii. To conduct research and recommend solutions being on the research findings.
- ix. To perform any other duties as assigned by supervisor

1.0.7 Qualifications

Holder of Doctorate (PhD) Degree in Biomedical Engineering, Masters of Electrical Engineering and Bachelor Degree or Advanced Diploma in Electrical Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.8 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.9 LECTURER – Civil Engineering (1 Post)

1.0.10 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9
- ii. To guide and supervises students in building up their practical and research projects,
- iii. To prepare learning resources and design training exercises for students.
- iv. To conduct researches, consultancy and community services.
- v. To develop and review existing curriculum.
- vi. To undertake teaching manuals, simulations and case studies for training.
- vii. To coach junior teaching staff
- viii. To conduct research and recommend solutions being on the research findings.
- ix. To perform any other duties as assigned by supervisor

1.0.11 Qualifications

Holder of Doctorate (PhD) Degree in Civil Engineering, Masters of Civil Engineering and Bachelor Degree or Advanced Diploma in Civil Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.12 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.13 LECTURER – Science and Laboratory Technology (1 Post)

1.0.14 Duties and Responsibilities for Lecturer

- i. To teach up to NTA level 9
- ii. To guide and supervises students in building up their practical and research projects,
- iii. To prepare learning resources and design training exercises for students.
- iv. To conduct researches, consultancy and community services.
- v. To develop and review existing curriculum.
- vi. To undertake teaching manuals, simulations and case studies for training.
- vii. To coach junior teaching staff
- viii. To conduct research and recommend solutions being on the research findings.
- ix. To perform any other duties as assigned by supervisor

1.0.15 Qualifications

Holder of Doctorate (PhD) Degree in any of the following Biotechnology, Molecular Biology, Microbiomes or Genetics, Masters of Science and Laboratory Technology and Bachelor Degree or Advanced Diploma in Science and Laboratory Technology with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.16 Experience

Proven working experience in research or consultancy for at least two (2) years and have Published at least three (3) consultancy/research reports of the academic and professional appreciable depth in the relevant field.

1.0.17 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 3/1**

1.0.18 ASSISTANT LECTURER – Mechanical Engineering (2 Posts)

1.0.19 Duties and Responsibilities for Assistant Lecturer

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

1.0.20 Qualifications

Holder of Master's Degree in Mechanical Engineering and Bachelor Degree or Advanced Diploma in Mechanical Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

1.0.21 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.22 ASSISTANT LECTURER – Electrical Engineering (2 Posts)

1.0.23 Duties and Responsibilities for Assistant Lecturer

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

1.0.24 Qualifications

Holder of Master's Degree in Electrical/Biomedical Engineering and Bachelor Degree or Advanced Diploma in Electrical Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

1.0.25 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.26 ASSISTANT LECTURER – Civil Engineering (2 Posts)

1.0.27 Duties and Responsibilities for Assistant Lecturer

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

1.0.28 Qualifications

Holder of Master's Degree in Civil/Architecture Engineering and Bachelor Degree or Advanced Diploma in Civil/Architecture Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

1.0.29 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.30 ASSISTANT LECTURER – Electronics and Telecommunication Engineering (1 Post)

1.0.31 Duties and Responsibilities for Assistant Lecturer

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

1.0.32 Qualifications

Holder of Master's Degree in Electronics Engineering and related fields and Bachelor Degree or Advanced Diploma in Electronics and Telecommunication Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

1.0.33 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.34 ASSISTANT LECTURER – Computer Studies (1 Posts)

1.0.35 Duties and Responsibilities for Assistant Lecturer

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

1.0.36 Qualifications

Holder of Master's Degree in Computer Science, Computer Engineering, Software Engineering or related field with expertise in Geographic Information System (GIS) or equivalent Master's Degree and possess Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering, Software Engineering with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.37 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.38 ASSISTANT LECTURER – General Studies (2 Posts)

1.0.39 Duties and Responsibilities for Assistant Lecturer

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

1.0.40 Qualifications

Holder of Master's Degree in Mathematics and Bachelor Degree or Advanced Diploma in Mathematics with **GPA of 3.5** and above in both Master's Degree and Bachelor Degree.

1.0.41 Experience

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

1.0.42 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.43 TUTORIAL ASSISTANT – Mechanical Engineering (4 Posts)

1.0.44 Duties and Responsibilities for Tutorial Assistant

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

1.0.45 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Mechanical Engineering with **GPA** of **3.5** and above.

1.0.46 Experience

Good presentation and communication skills.

1.0.47 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.48 TUTORIAL ASSISTANT – Electrical Engineering (2 Posts)

1.0.49 Duties and Responsibilities for Tutorial Assistant

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

1.0.50 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Biomedical Engineering with **GPA** of **3.5** and above.

1.0.51 Experience

Good presentation and communication skills.

1.0.52 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.53 TUTORIAL ASSISTANT – Civil Engineering (3 Posts)

1.0.54 Duties and Responsibilities for Tutorial Assistant

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

1.0.55 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Civil Engineering with **GPA** of **3.5** and above.

1.0.56 Experience

Good presentation and communication skills.

1.0.57 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.58 TUTORIAL ASSISTANT – Electronics and Telecommunication Engineering (3 Posts)

1.0.59 Duties and Responsibilities for Tutorial Assistant

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

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

1.0.60 Qualifications

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Electronics Engineering and related fields, Measurement and Instrumentation and related fields and TV and Radio Engineering and related fields with **GPA** of **3.5** and above.

1.0.61 Experience

Good presentation and communication skills.

1.0.62 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.63 TUTORIAL ASSISTANT – Computer Studies (2 Posts)

1.0.64 Duties and Responsibilities for Tutorial Assistant

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

1.0.65 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Computer Science, Computer Engineering, Cyber Security or related field with certification in Cyber Security with **GPA** of **3.5** and above.

1.0.66 Experience

Good presentation and communication skills.

1.0.67 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.68 TUTORIAL ASSISTANT – Science and Laboratory Technology (1Post)

1.0.69 Duties and Responsibilities for Tutorial Assistant

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

1.0.70 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Food Science and Technology with **GPA** of **3.5** and above.

1.0.71 Experience

Good presentation and communication skills.

1.0.72 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PHTS 2/1**

1.0.73 TUTORIAL ASSISTANT – General Studies (1 Posts)

1.0.74 Duties and Responsibilities for Tutorial Assistant

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

1.0.75 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Entrepreneurship/Communication skills with **GPA** of **3.5** and above.

1.0.76 Experience

Good presentation and communication skills.

1.0.77 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PHTS 1/1

1.0.78 INSTRUCTOR II – Mechanical Engineering (3 Posts)

1.0.79 Duties and Responsibilities for Instructor II

- (i) To teach up to NTA level 6 and may assist teaching in higher NTA level
- (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
- (vii) To perform any other duties as assigned by supervisors

1.0.80 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Mechanical Engineering with GPA of 3.0 and above.

1.0.81 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.82 INSTRUCTOR II – Electrical Engineering (2 Posts)

1.0.83 Duties and Responsibilities for Instructor II

- i. To teach up to NTA level 6 and may assist teaching in higher NTA level
- 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
- vii. To perform any other duties as assigned by supervisors

1.0.84 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Electrical or Biomedical Engineering with GPA of 3.0 and above.

1.0.85 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.86 INSTRUCTOR II – Civil Engineering (2 Posts)

1.4.1. Duties and Responsibilities for Instructor II

- viii. To teach up to NTA level 6 and may assist teaching in higher NTA level
- ix. To administer examinations for NTA level 6 students
- x. To conduct and support research and consultancy works
- xi. To prepare learning resources
- xii. To supervise field training
- xiii. To supervise and assist junior staff
- xiv. To perform any other duties as assigned by supervisors

1.0.87 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Civil Engineering or related Fields with GPA of 3.0 and above.

1.0.88 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.89 INSTRUCTOR II – Electronics and Telecommunication Engineering (2 Posts)

1.0.90 Duties and Responsibilities for Instructor II

- i. To teach up to NTA level 6 and may assist teaching in higher NTA level
- 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
- vii. To perform any other duties as assigned by supervisors

1.0.91 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Telecommunication Engineering, Electronics Engineering and related fields with GPA of 3.0 and above.

1.0.92 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.93 INSTRUCTOR II – Computer Studies (2 Posts)

1.0.94 Duties and Responsibilities for Instructor II

- i. To teach up to NTA level 6 and may assist teaching in higher NTA level
- 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
- vii. To perform any other duties as assigned by supervisors

1.0.95 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Multimedia and Film Technology, Computer Science or Computer Engineering with GPA of 3.0 and above.

1.0.96 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.97 INSTRUCTOR II – Science and Laboratory Technology (1 Posts)

1.0.98 Duties and Responsibilities for Instructor II

- i. To teach up to NTA level 6 and may assist teaching in higher NTA level
- 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
- vii. To perform any other duties as assigned by supervisors

1.0.99 Qualifications

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualifications in Food Science and Technology with GPA of 3.0 and above.

1.0.100 Experience

Good presentation and communication skills with strong practical demonstration in workshop/Laboratory.

1.0.101 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PTSS 10/1

1.0.102 ADMISSION OFFICER II – (1 Post)

1.0.103 Duties and Responsibilities

- i. To process application for admission
- ii. To ensure availability of stationeries for admission purposes
- iii. To assist in preparing admission advertisements
- iv. To keep proper records of all students' admission matters and
- v. To perform any other related duties as may be assigned by immediate supervisor

1.0.104 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Educational Management Administration or Statistics.

1.0.105 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PGSS 6/1**

1.0.106 EXAMINATION OFFICER II – (1 Post)

1.0.107 Duties and responsibilities

- i. To ensure availability of examination stationeries
- ii. To prepare **examinations** timetable and allocation of rooms.
- iii. To keep proper records of all examination results, minutes, rules and regulations.
- iv. To arrange examination invigilation and
- v. To perform any other related duties as may be assigned by immediate supervisor

1.0.108 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Educational Management Administration or Statistics.

1.0.109 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PGSS 6/1**

1.0.110 ACCOUNTANT II – (1 Post)

1.0.111 Duties and Responsibilities

- i. To prepare revenue and expenditure reports;
- ii. To prepare revenue collections;

- iii. To prepare bank reconciliation;
- iv. To post and balance Ledger accounts
- v. To check accuracy of payment vouchers;
- vi. To check the accuracy of claims and retirements ensuring that they are supported by appropriate authority/evidences;
- vii. To keep accounting documents;
- viii. To prepare periodical and/or annual financial statements of Revenue and expenditure
- ix. To perform any other related duties as may be assigned by immediate supervisor

1.0.112 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance, Business Administration (majoring in Accounting/Finance) or related qualification from a recognized Institution plus a CPA (T) or equivalent professional qualifications recognized by NBAA.

1.0.113 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PGSS 7/1**

1.0.114 INTERNAL AUDITOR II – (1 Post)

1.0.115 Duties and Responsibilities

- i. To prepare Internal audit schedules;
- ii. To conduct pre-audits payments, receipts, Local Purchasing Orders and stock control records;
- iii. To conduct evaluation of internal control systems, risk management and supervision of corporate governance;
- iv. To conduct normal, special and technical audits and investigations;
- v. To verify raised audit queries and follow up implementation of audit's recommendations
- vi. To advise on improvement of Institute's performance;
- vii. To perform any other related duties assigned by the Chief Internal Auditor

1.0.116 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance, Business Administration (majoring in Accounting/Finance) from a recognized Institution plus a CPA (T) or equivalent qualifications recognized by NBAA.

1.0.117 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 7/1

1.0.118 ESTATE OFFICER II – (1 Post)

1.0.119 Duties and Responsibilities

- i. To deal with conditioning, maintaining and upgrading of the Institute's surroundings
- ii. To assist in preparing work schedules.
- iii. To keep and maintaining equipment in good working order
- iv. To assist in the planning of Estate activities and services and
- v. To perform any other related duties as may be assigned by immediate Supervisor.

1.0.120 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Civil Engineering, Architecture, Quantity Surveying, Environmental Engineering or Building Economics.

1.0.121 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 7/1

1.0.122 PUBLIC RELATION OFFICER II – (1 Post)

1.0.123 Duties and Responsibilities

- i. To assist in the routine public relations activities such as the compiling features for the Institute Newsletter, carrying out of photographic assignments and handling of advertisements.
- ii. To report public criticisms and complaints to superiors.
- iii. To assist in organizing official functions, tours and protocol matters and
- iv. To perform any other related duties as may be assigned by immediate Supervisor

1.0.124 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Journalism or Mass Communication or equivalent qualifications.

1.0.125 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 6/1

1.0.126 INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER II – (1 Post)

1.0.127 Duties and Responsibilities

- i. To assist in installations of standard software and hardware;
- ii. To perform systems analysis and design;
- iii. To perform systems testing (Software validation & verification), system configurations and troubleshooting;
- iv. To maintain and support business process applications;
- v. To design, install, configure and review LAN and WAN infrastructure;
- vi. To test network equipment and devices, to implement network security plan and to perform network troubleshooting;
- vii. To assist in selecting appropriate multimedia software and hardware tools;
- viii. To provide technical support to multimedia systems' users; and Multimedia devices and equipment;
- ix. To update, test and manage web site and server;
- x. To implement ICT security policy;
- xi. To alert users on various security risks, threats and vulnerabilities;
- xii. To design, develop, implement and test Database;
- xiii. To perform Database Administration and Maintenance;
- xiv. To install, configure, and update antivirus software;
- xv. To assist students and other ICT users at the Institute;
- xvi. To perform any other related duties as may be assigned by immediate Supervisor

1.0.128 Qualifications

Holder of Bachelor Degree/Advanced Diploma in Computer Engineering, Computer Science, Information Technology or equivalent qualification from recognized Universities or Institutions.

1.0.129 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PGSS 7/1**

1.0.130 RECORDS MANAGEMENT ASSISTANT II – (1 Post)

1.0.131 Duties and Responsibilities

- i. To open new files and index cards as directed by the Supervisor;
- ii. To collect and systematically compile information on activities of the Institute;
- iii. To assist analyze collected information for management use;
- iv. To assist prepare basic statistical and to report;
- v. To store and retrieves inventory information;

- vi. To receive, sorts, to register and distributes incoming and outgoing mails;
- vii. To receive and distributes official publications as per instructions;
- viii. To maintain a register of outgoing and incoming files and file index;
- ix. To distribute files to scheduled officers;
- x. To file correspondence in appropriate files and ensure cross referencing;
and
- xi. To perform any other related duties as assigned by immediate Supervisor.

1.0.132 Qualifications

Holder of Form IV/VI with a Certificate in Records Management, Archives or equivalent qualification from any recognized Institution.

1.0.133 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 3/1

1.0.134 LIBRARY ASSISTANT II – (1 Post)

1.0.135 Duties and Responsibilities

- i. To perform library and clerical duties;
- ii. To issue and receives books from readers;
- iii. To handle registration of readers;
- iv. Handle regular enquiries from readers;
- v. To assist readers in bibliographic searching;
- vi. To assist in collection of library statistics;
- vii. To assist in proper shelving of books and periodicals;
- viii. To assist in carrying out cataloguing of books and periodicals
- ix. To assist in copying catalogues with CIP data
- x. Helps customers find materials online;
- xi. To update customers' profiles;
- xii. To organize the repair of damaged books
- xiii. Inspects the condition of books before and after check out;
- xiv. To perform any other related duties as may be assigned by immediate supervisor

1.0.136 Qualifications

Holder of form IV/VI with Certificate in Library Studies, Library and Information Science, Information Studies, Documentation and Information Management from a recognized Institutions.

1.0.137 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 3/1

1.0.138 DRIVER II – (2 Posts)

1.0.139 Duties and Responsibilities

- i. To drive institution's vehicles to approved destinations and in accordance with traffic regulations;
- ii. To ensure safety of the vehicle and tools entrusted on him/her;
- iii. To maintain cleanliness of the vehicle and tools;
- iv. To report promptly any defect or problems detected in the vehicle;
- v. To perform Messengerial duties such as delivering of documents/letters, collecting mails, photocopying of documents.
- vi. To keep record of movement of vehicles;
- vii. To carry out diagnoses of minor problems requiring immediate repair and
- viii. To perform other related duties as assigned by one's Superior.

1.0.140 Qualifications

Holder of Form IV/VI Certificate with valid Driving License Class C or E and Basic Driving Course. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance or Mechanics is added advantage.

1.0.141 Experience

Driving experience of at least one (1) year with clean records.

1.0.142 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale
PGSS 2/1

1.0.143 ARTISAN II – (1 Post)

1.0.144 Duties and responsibilities

- i. To carryout routine maintenance and repair of water systems, plants and equipment professionally;
- ii. To keep records for maintenance and repair of water systems, plants and equipment;
- iii. To carry out technical inspection of water infrastructure to established official checklist;
- iv. To repair inspection reports with recommendations as per findings,
- v. To maintain water systems, plants and equipment;
- vi. To perform routine technical cleaning of the work environment; and
- vii. To perform any other duties as may be assigned by immediate

supervisor.

1.0.145 Qualifications

Holder of Form IV/VI plus NVA III certificate from VETA or Certificate (NTA Level 5) in Plumbing or any related field.

1.0.146 Remuneration

Attractive remuneration package in accordance with the Institute's salary scale **PGSS 2/1**

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 **6th July, 2022**;
- xv. Only shortlisted 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/>~~<http://portal.ajira.go.tz/>~~ and not otherwise <http://portal.ajira.go.tz/>(This address also can be found at PSRS Website, Click **'Recruitment Portal'**)*

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PUBLIC SERVICE RECRUITMENT SECRETARIAT

