

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/128

20th July, 2022

VACANCY ANNOUNCEMENT

On behalf of the National Institute of Transport (NIT) and Institute of Judicial Administration Lushoto (IJA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **48** vacant posts mentioned below;

1.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an autonomous higher learning institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

1.0.1 LECTURER IN BUSINESS ADMINISTRATION - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Masters Degree);
- ii. To guide and supervises students in research up to NTA level 10 (PhD Degree);
- iii. To Prepare learning resources and design training exercises for students;
- iv. To Conduct consultancy and community services;
- v. To develop and reviews existing curricula;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs; and
- ix. To perform any other duties as may be assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in Enterprise Management, Master's Degree in Business Administration with G.P.A of not less than 3.8 and Bachelor Degree in International Business with G.P.A not less than 3.5. Teaching experience will be an added advantage.

1.0.4 SALARY SCALE: PHTS 3.1

1.0.5 LECTURER IN COMPUTER NETWORKS - 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Masters Degree);
- ii. To guide and supervises students in research up to NTA level10 (PhD Degree);
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and reviews existing curricula;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs;
- ix. To carryout students' academic assessment;
- x. To coach junior teaching staff to conduct research and consultancy; and
- xi. Perform any other duties as assigned by his/her supervisors.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in one of the following fields:-Information and Communication Science and Engineering, Computer Science or Computer Engineering, Master's Degree in Computer Science or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science or Computer Engineering with GPA not less than 3.5 .Teaching experience will be an added advantage

1.0.8 SALARY SCALE: PHTS 3.1

1.0.9 LECTURER IN INFORMATION TECHNOLOGY (IT SECURITY) - 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Masters Degree);
- ii. To guide and supervises students in research up to NTA level 10 (PhD Degree);
- iii. To prepare learning resources and design training exercises for students;

- iv. To conduct consultancy and community services;
- v. To develop and reviews existing curricula;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs;
- ix. To carryout students' academic assessment;
- x. To coach junior teaching staff to conduct research and consultancy; and
- xi. To perform any other duties as may be assigned by the Supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in Computer Science or Computer Engineering, Master's Degree in Computer Science or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science or Computer Engineering with GPA not less than 3.5 .Teaching experience will be an added advantage.

1.0.12 SALARY SCALE: PHTS 3.1

1.0.13 LECTURER IN LAW - 1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Masters Degree);
- ii. To guide and supervises students in research up to NTA level 10 (PhD Degree);
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and reviews existing curricula;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs;
- ix. To carryout students' academic assessment;
- x. To coach junior teaching staff to conduct research and consultancy; and
- xi. To perform any other duties as may be assigned by the Supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Holder of Doctorate (PhD) Degree specialized in Law, Master's Degree in Law with G.P.A of not less than 3. 8 (for unclassified degrees, overall average of not less than B grade from a recognized institution), Bachelor Degree in Law, with G.P.A of not less than 3.5. Teaching experience is an added advantage.

1.0.16 SALARY SCALE: PHTS 3.1

1.0.17 ASSISTANT LECTURER IN CIVIL AND TRANSPORTATION - 1 POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and,
- viii. To perform any other duties assigned by Supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in Highway Engineering or Transportation Engineering with GPA of not less than 3.8 and Bachelor Degree in Civil Engineering with G.P.A of not less than 3.5 from any recognized Institution.

1.0.20 SALARY SCALE: PHTS 2.1

1.0.21 ASSISTANT LECTURER IN ELECTRONICS SCIENCES – 1 POST

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carryout consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;

- vii. To prepare teaching manual and,
- viii. To perform any other duties assigned by Supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in any of the following specializations, Electronics Science, Embedded and Mobile Systems or Electronic Communication Engineering with GPA not less than 3.8 and Bachelor's degree in one of the following fields:- Computer Science, Electronics Science, Embedded and Mobile Systems, or Electronic Communication Engineering with GPA not less than 3.5 from any recognized Institution

1.0.24 SALARY SCALE: PHTS 2.1

1.0.25 ASSISTANT LECTURER IN COMPUTER NETWORKING – 1 POST

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and,
- viii. To perform any other duties assigned by Supervisor.

1.0.27 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in Computer Science or Computer Engineering with GPA not less than 3.8 and Bachelor's degree in Computer Science or Computer Engineering with GPA not less than 3.5 from any recognized Institution

1.0.28 SALARY SCALE: PHTS 2.1

1.0.29 ASSISTANT LECTURER IN SHIPPING AND PORT LOGISTICS - 1 POST

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual and,
- viii. To perform any other duties assigned by Supervisor.

1.0.31 QUALIFICATION AND EXPERIENCE

Holder of Master's degree in any of the following specializations, Marine Engineering in Shipping, Maritime Logistics and Shipping Management or Logistics and Transport Management preferably with specialization in Maritime Management with GPA of not less than 3.8 and Bachelor Degree in any of the above specializations with GPA not less than 3.5 from any recognized Institution.

1.0.32 SALARY SCALE: PHTS 2.1

1.0.33 ASSISTANT LECTURER IN RAILWAY TRANSPORT MANAGEMENT – 1 POST

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

1.0.35 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Logistics and Transport Management preferably with specialization in Railway Transport Management with GPA not less than 3.8 and Bachelor Degree in Logistics and Transport Management with GPA not less than 3.5 from any recognized Institution

1.0.36 SALARY SCALE: PHTS 2.1

1.0.37 ASSISTANT LECTURER IN MATHEMATICS – 1 POST

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

1.0.39 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Mathematics with GPA not less than 3.8 and Bachelor Degree in Mathematics or Mathematics and Information Technology with GPA not less than 3.5 from any recognized Institution

1.0.40 SALARY SCALE: PHTS 2.1

1.0.41 ASSISTANT LECTURER IN DEVELOPMENT STUDIES – 1 POST

1.0.42 DUTIES AND RESPONSIBILITIES

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

- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

1.0.43 QUALIFICATION AND EXPERIENCE

The candidate should possess Master's Degree in Development Management with GPA not less than 3.8 and Bachelor Degree in Arts with GPA not less than 3.8 from any recognized Institution.

1.0.44 SALARY SCALE: PHTS 2.1

1.0.45 ASSISTANT LECTURER IN PROCUREMENT AND LOGISTICS MANAGEMENT - 1 POST

1.0.46 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

1.0.47 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.8 and Bachelor Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.5 from any recognized Institution.

1.0.48 SALARY SCALE: PHTS 2.1

1.0.49 TUTORIAL ASSISTANT IN PROCUREMENT AND LOGISTICS MANAGEMENT - 1 POST

1.0.50 DUTIES AND RESPONSIBILITIES

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

1.0.51 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree in Procurement and Logistics Management or Procurement and Supply Chain Management with GPA not less than 3.5 from any recognized institution.

1.0.52 SALARY SCALE: PHTS 1.1

1.0.53 TUTORIAL ASSISTANT IN ACCOUNTING AND TRANSPORT FINANCE - 1 POST

1.0.54 DUTIES AND RESPONSIBILITIES

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

1.0.54 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Accounting and Transport Finance with a GPA of not less than 3.5 from any recognized institution.

1.0.55 SALARY SCALE: PHTS 1.1

1.0.56 TUTORIAL ASSISTANT IN MARINE TRANSPORT – 1 POST

1.0.57 DUTIES AND RESPONSIBILITIES

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

1.0.58 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Logistics and Transport Management preferably with specialization in Marine Transport Management with GPA not less than 3.5 from any recognized Institution.

1.0.59 SALARY SCALE: PHTS 1.1

1.0.60 TUTORIAL ASSISTANT IN CLEARING AND FORWARDING – 1 POST

1.0.61 DUTIES AND RESPONSIBILITIES

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

1.0.62 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree (NTA Level 8) in Logistics and Transport Management or Freight Clearing and Forwarding with GPA not less than 3.5 from a recognized Institution.

1.0.63 SALARY SCALE: PHTS 1.1

1.0.64 TUTORIAL ASSISTANT IN COMPUTER PROGRAMMING – 1 POST

1.0.65 DUTIES AND RESPONSIBILITIES

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

1.0.65 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any of the following specializations, Computer Science or Information Technology with GPA not less than 3.5 from a recognized institution.

1.0.66 SALARY SCALE: PHTS 1.1

1.0.67 TUTORIAL ASSISTANT IN ELECTRONICS AND TELECOMMUNICATION – 1 POST)

1.0.68 DUTIES AND RESPONSIBILITIES

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

1.0.68 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Electronics and Telecommunication with GPA not less than 3.5 from a recognized institution. Experience in router and switching for networking will be an added advantage.

1.0.69 SALARY SCALE: PHTS 1.1

1.0.70 TUTORIAL ASSISTANT IN PIPELINE WORKS – (1 POST)

1.0.71 DUTIES AND RESPONSIBILITIES

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

1.0.71 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any of the following fields:- Pipe line, Oil and Gas Technology or Petroleum Engineering with GPA not less than 3.5 from a recognized institution.

1.0.72 SALARY SCALE: PHTS 1.1

1.0.73 TUTORIAL ASSISTANT IN AIRCRAFT MAINTENANCE ENGINEERING (2 POST)

1.0.74 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist as tutorial assistant in higher NTA Levels,
- ii. To assist in undertaking research;
- iii. To conduct assessments for students up to NTA level 6;
- iv. To prepare learning resources,
- v. To assist in supervising field training,
- vi. To participate in development and review of curricula;
- vii. To uphold aviation maintenance standards;
- viii. To supervise overhaul and testing of maintenance equipment's and tools;
- ix. To issue technical drawing relating to maintenance of aircraft structure; and;
- x. To perform any other duties as may be assigned by a supervisor

1.0.74 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree in Aircraft Maintenance Engineering or Aeronautical Engineering with GPA of not less than 3.5 from a recognized Institution.

1.0.75 SALARY SCALE: PHTS 1.1

1.0.76 TUTORIAL ASSISTANT IN MATHEMATICS – 2 POSTS

1.0.77 DUTIES AND RESPONSIBILITIES

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

1.0.77 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Education with Mathematics or Mathematics and Information Technology with GPA not less than 3.5 from any recognized Institution.

1.0.78 SALARY SCALE: PHTS 1.1

1.0.79 TUTOR II IN RAILWAY TRANSPORT MANAGEMENT – 1 POST

1.0.80 DUTIES AND RESPONSIBILITIES

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

1.0.81 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Logistics and Transport Management preferably with specialization in Rail Transport Management with GPA not less than 3.5 from any recognized Institution.

1.0.82 SALARY SCALE: PHTS 10.1

1.0.83 TUTOR II IN ROAD TRANSPORT MANAGEMENT – 1 POST

1.0.84 DUTIES AND RESPONSIBILITIES

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

1.0.85 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Logistics and Transport Management preferably with specialization in Road Transport Management with GPA not less than 3.5 from any recognized Institution.

1.0.86 SALARY SCALE: PHTS 10.1

1.0.87 TUTOR II IN COMPUTER PROGRAMMING – 1 POST

1.0.88 DUTIES AND RESPONSIBILITIES

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

1.0.89 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in any of the following specializations, Computer Science or Information Technology with GPA not less than 3.5 a recognized institution.

1.0.90 SALARY SCALE: PHTS 10.1

1.0.91 TUTOR II IN MARKETING AND PUBLIC RELATIONS – 1 POST

1.0.92 DUTIES AND RESPONSIBILITIES

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

1.0.93 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) Marketing and Public Relations with GPA not less than 3.5 from any recognized Institution.

1.0.94 SALARY SCALE: PHTS 10.1

1.0.95 TUTOR II IN HUMAN RESOURCE MANAGEMENT - 1 POST

1.0.96 DUTIES AND RESPONSIBILITIES

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

1.0.97 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Human Resource Management with GPA not less than 3.5 from any recognized Institution.

1.0.98 SALARY SCALE: PHTS 10.1

1.0.99 TUTOR II IN AUTO-ELECTRIC – 1 POST

1.0.100 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorial and practical exercises;

- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorial for Bachelor Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

1.0.101 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Automobile Engineering with GPA not less than 3.5 or from a recognized institution. Experience in Auto-Electric will be an added advantage.

1.0.102 SALARY SCALE: PHTS 10.1

1.0.103 TUTOR II IN CONTROL ENGINEERING – 1 POST

1.0.104 DUTIES AND RESPONSIBILITIES

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

1.0.105 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mechanical Engineering with GPA not less than 3.5 a recognized institution. Experience in Control Engineering will be an added Advantage.

1.0.106 SALARY SCALE: PHTS 10.1

1.0.107 TUTOR II IN AIRCRAFT MAITENANCE ENGINEERING - 1 POST

1.0.108 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma) and may assist as tutorial assistant in higher NTA Levels,
- ii. To assist in undertaking research;
- iii. To conduct assessments for students up to NTA level 6;

- iv. To prepare learning resources,
- v. To assist in supervising field training,
- vi. To participate in development and review of curricula;
- vii. To uphold aviation maintenance standards;
- viii. To supervise overhaul and testing of maintenance equipment's and tools;
- ix. To issue technical drawing relating to maintenance of aircraft structure; and;
- x. To perform any other duties as may be assigned by a supervisor.

1.0.109 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Aircraft Maintenance Engineering or Aeronautical Engineering with GPA of not less than 3.5 from any recognized Institution.

1.0.110 SALARY SCALE: PHTS 10.1

1.0.111 TUTOR II IN LAW – 2 POSTS

1.0.112 DUTIES AND RESPONSIBILITIES

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

1.0.113 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Law with GPA not less than **3.5** from any recognized Institution.

1.0.114 SALARY SCALE: PHTS 10.1

1.0.115 ESTATES OFFICER II IN ARCHITECTURE - 1 POST

1.0.116 DUTIES AND RESPONSIBILITIES

- i. To ensure maintenance and cleaning of Institute properties and environment;
- ii. To examine bills of quantities;

- iii. To prepare work schedules;
- iv. To prepare budget for maintenance works;
- v. To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- vi. To keep and maintain relevant equipment in good working order;
- vii. To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- viii. To assist in the planning, organizing, implementing and controlling of Estate activities and services; and
- ix. To perform any other duties as may be assigned by Supervisor.

1.0.117 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Architecture from a recognized institution. Must be registered by respective Professional Board as graduate by Quantity Surveyor/EQRB.

1.0.118 SALARY SCALE: PGSS 7

1.0.119 LABORATORY TECHNICIAN II IN AUTOMOBILE ENGINEERING -1 POST

1.0.120 DUTIES AND RESPONSIBILITIES

- i. To implement specified maintenance plans for Institute facilities;
- ii. To implement specified technical plans and designs connected with repair and maintenance work;
- iii. To assist in students' practical and projects;
- iv. To maintain laboratory/ workshop facilities and equipment;
- v. To train or orient newly recruited technicians / artisans;
- vi. To assist lecturers and Instructors in carrying out specific support activities in their teaching, research and consultancy projects/assignments; and
- vii. To perform any other duties as may be assigned by Supervisor.

1.0.121 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Automobile Engineering from a recognized Institution.

1.0.122 SALARY SCALE: PGSS 5.1

1.0.123 LABORATORY TECHNICIAN II IN WELDING AND FABRICATION -1 POST

1.0.124 DUTIES AND RESPONSIBILITIES

- i. To implement specified maintenance plans for Institute facilities;
- ii. To implement specified technical plans and designs connected with repair and maintenance work;
- iii. To assist in students' welding practicals and projects;
- iv. To maintain welding laboratory/ workshop facilities and equipment;
- v. To train or orient newly recruited technicians / artisans;
- vi. To supervise junior technicians;
- vii. To assist lecturers and Instructors in carrying out specific support activities in their teaching, research and consultancy projects/assignments;
- viii. To provide specialized welding technical services to the public; and
- ix. To perform any other duties as may be assigned by Supervisor.

1.0.125 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Mechanical Engineering from a recognized Institution.

1.0.126 SALARY SCALE: PGSS 5.1

1.0.127 LABORATORY TECHNICIAN II – IN CIVIL ENGINEERING - 2 POSTS

1.0.128 DUTIES AND RESPONSIBILITIES

- i. To implement specified maintenance plans for Institute facilities;
- ii. To implement specified technical plans and designs connected with repair and maintenance work;
- iii. To assist in laboratory practical training session;
- iv. To maintain laboratory/ workshop facilities and equipment;
- v. To supervise junior technicians;
- vi. To provide specialized technical services to the public; and
- vii. To perform any other duties as may be assigned by Supervisor.

1.0.129 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA 6) in Civil Engineering or its equivalent qualification from a recognized Institution.

1.0.130 SALARY SCALE: PGSS 5.1

1.0.131 LABORATORY TECHNICIAN II – IN COMPUTER SCIENCE - 1 POST

1.0.132 DUTIES AND RESPONSIBILITIES

- i. To install PCs and peripherals;
- ii. To provide technical support for PCs and related peripheral equipment;
- iii. To assist in testing new or modified systems;
- iv. To document and communicate problems, solutions, and the implementation process to supervisor;
- v. To store copies of software and documentations of computer systems;
- vi. To assist ICT Officer I in finding source documents and solutions for identified problems;
- vii. To maintain operations, system development and/or programming documentation manual libraries;
- viii. To perform archiving of official documents;
- ix. To perform simple coding of raw data on source documents by applying established, clearly defined codes;
- x. To key data from source documents; verify keyed data; upload data to computer server;
- xi. To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;
- xii. To assist programmers in testing new or revised application programs;
- xiii. To validate (check, verify dates and times, etc.) input to and output from information systems;
- xiv. To advise programmers in problems related to data entry;
- xv. To maintain data processing systems, tape library and disk storage;
- xvi. To monitor console for errors; observe elements of operation for evidence of incorrect operation;
- xvii. To separate and sort output for distribution; set up input job streams and submit jobs; schedule submission of work to the system; and
- xviii. To perform any other duties as may be assigned by Supervisor.

1.0.132 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA 6) in any of the following fields:-Computer Science, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

1.0.133 SALARY SCALE: PGSS 5.1

1.0.134 LABORATORY ASSISTANT II/ LABORATORY TECHNOLOGIST II - 1 POST

1.0.135 DUTIES AND RESPONSIBILITIES

- i. To prepare re-agents for routine examination of patients;
- ii. To carry out diagnostic procedures as requested by Doctors;
- iii. To keep laboratory and apparatus clean;
- iv. To keep safely samples for investigations;
- v. To maintain records of investigations findings;
- vi. To carry out laboratory tests as requested by doctors; and
- vii. To perform any other related duties as may be assigned by immediate Supervisor.

1.0.135 QUALIFICATION AND EXPERIENCE

Holder of three (3) years Diploma in Medical/Health Laboratory Sciences/Technology from recognized institutions.

1.0.136 SALARY SCALE: PMGSS 4.1

1.0.137 ARTISAN II IN AIR CONDITIONING AND REFRIGERATION - 1 POST

1.0.138 DUTIES AND RESPONSIBILITIES

- i. To be responsible for installing, inspecting, Maintaining and repairing air-conditioning and ventilating equipment;
- ii. To design controls to make sure that air-conditioning and ventilating equipment operate efficiently and continuously;
- iii. To perform regular maintenance work on cooling units;
- iv. To diagnose electrical and mechanical defects and malfunctions using tools and testing instruments;
- v. To install, replace or repair equipment that has been damaged due to abuse or regular use i.e. low and high pressure refrigerant lines;

- vi. To perform adjustment and calibrations of thermostatic controls;
- vii. To install new air-conditioning systems and equipment;
- viii. To inspect and maintain refrigerators, ice machines, automotive machines and chilled water supply systems;
- ix. To clean blowers and coils;
- x. To check tensions on belts and motors; and
- xi. To perform any other duties as instructed by the Supervisor.

1.0.139 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with Trade Test Grade II or NVA Level II or equivalent qualification specializing in Air Conditioning and Refrigeration

1.0.140 SALARY SCALE: PGSS 2.1

1.0.141 ARTISAN II IN ELECTRICAL -1 POST

1.0.142 DUTIES AND RESPONSIBILITIES

- i. To assist in Undertaking auto-electrical repair and maintenance jobs;
- ii. To assist in Maintaining electrical Installation;
- iii. To assist in Undertaking repair and maintenance works for electrical Installations and electronic components;
- iv. To assist in reporting maintenance problems to senior staff;
- v. To assist in Testing electrical systems for leaks and other problems;
- vi. To follow health and safety standards and complies with building codes;
- vii. To perform inspections of electrical systems to identify and replace worn parts; and
- viii. To performs any other duties assigned by Supervisor.

1.0.143 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate with Trade Test Grade II or NVA Level II or equivalent qualification. Specializing in Electrical

1.0.144 SALARY SCALE: PGSS 2.1

2.0 INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2002). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

2.0.1 JANITOR II – 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To be in-charge of all rooms, stores and common rooms in a hall of residence;
- ii. To assist in supervising hall attendants;
- iii. To assist in enforcing students' rules and regulations;
- iv. To assist in keeping and maintaining proper residence records;
- v. To assist in ensuring security in and around halls of residence; and
- vi. To perform any other duties as may be assigned by supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields: Education, Home Economics or Social Work from a recognized Institution.

2.0.4 REMUNERATION

Salary scale as per Treasury Registrar's salaries Circulars No. 6 of 2015

2.0.5 ASSISTANT LECTURE (RECORDS MANAGEMENT) – 1 POST

2.0.6 REPORTING TO: HEAD OF DEPARTMENT OF LEGAL STUDIES

2.0.7 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- 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 student's project;
- vi. To prepare teaching manual; and

- vii. To perform any other duties as assigned by supervisor.

2.0.8 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in any of the following fields: -Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with a GPA of 3.8 and a Bachelor Degree in any of the following fields: - Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with a GPA of 3.5.

2.0.9 REMUNERATION

Salary scale as per Treasury Registrar's salaries Circulars No. 8 of 2015

2.0.10 ASSISTANT LECTURE (INFORMATION AND COMMUNICATION TECHNOLOGY) – 1 POST

2.0.11 REPORTING TO: HEAD OF DEPARTMENT OF LEGAL STUDIES

2.0.12 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- 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 student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

2.0.13 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in any of the following fields: - Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.8 and a Bachelor Degree in any of the following fields: - Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.5.

2.0.14 REMUNERATION

Salary scale as per Treasury Registrar's salaries Circulars No. 8 of 2015.

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 **2nd August, 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**



Jiandae kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022