

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/130

21<sup>st</sup> July, 2022

### VACANCY ANNOUNCEMENT

On behalf of the Institute of Development Planning (IRDP), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill thirty one (31) vacant posts mentioned below;

#### 1.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning was established by the Act No. 8 of 1980 for the purpose of promoting social and economic development in the United Republic of Tanzania, particularly in the rural areas, charged with duty of training manpower in practical skills of development planning, conducting research and providing advisory and consultancy services.

##### 1.0.1 ASSISTANT LECTURER (LAW) – 2 POSTS

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

##### 1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Law major in the following areas:- Environmental Law, Business Law, Administrative Law or Land Law. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

##### 1.0.4 REMUNERATION: PHTS 2.1

### **1.0.5 ASSISTANT LECTURER (PROCUREMENT) – 1 POST**

#### **1.0.6 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in the following fields:- Procurement and Supplies Management, Material Management, Logistics Management or Business Administration majoring in Procurement and Supplies Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.8 REMUNERATION: PHTS 2.1**

### **1.0.9 ASSISTANT LECTURER (ENTREPRENEURSHIP) – 1 POST**

#### **1.0.10 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Entrepreneurship Development or Business Administration majoring in Entrepreneurship. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.12 REMUNERATION: PHTS 2.1**

### **1.0.13 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 2 POSTS**

#### **1.0.14 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Planning and Community Development. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

**1.0.16 REMUNERATION:** PHTS 2.1

### **1.0.17 ASSISTANT LECTURER (STATISTICS) – 2 POSTS**

#### **1.0.18 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 supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.19 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Statistics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

**1.0.20 REMUNERATION:** PHTS 2.1

### **1.0.21 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) – 1 POST**

#### **1.0.22 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **1.0.23 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Land Management and Valuation. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

**1.0.24 REMUNERATION:** PHTS 2.1

### **1.0.25 ASSISTANT LECTURER (REGIONAL PLANNING) – 2 POSTS**

#### **1.0.26 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.27 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Regional Development Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.28 REMUNERATION: PHTS 2.1**

### **1.0.29 ASSISTANT LECTURER (COMMUNICATION SKILLS) – 1 POST**

#### **1.0.30 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.31 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Language or Linguistics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.32 REMUNERATION: PHTS 2.1**

### **1.0.33 ASSISTANT LECTURER (PROJECT PLANNING) – 1 POST**

#### **1.0.34 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' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **1.0.35 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Project Planning and Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.36 REMUNERATION: PHTS 2.1**

#### **1.0.37 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) – 2 POSTS**

##### **1.0.38 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

##### **1.0.39 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Human Resource Planning and Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.40 REMUNERATION: PHTS 1.1**

#### **1.0.41 TUTORIAL ASSISTANT (DEVELOPMENT FINANCE) – 2 POSTS**

##### **1.0.42 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

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

Holder of Bachelor Degree in Development Finance and Investment Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.44 REMUNERATION: PHTS 1.1**

#### **1.0.45 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) – 1 POST**

##### **1.0.46 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.47 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Accounting and Finance or Business Administration majoring in Accounting and Finance. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.48 REMUNERATION: PHTS 1.1**

#### **1.0.49 TUTORIAL ASSISTANT (BUSINESS PLANNING) – 1 POST**

##### **1.0.50 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.51 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Business Planning and Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.52 REMUNERATION: PHTS 1.1**

#### **1.0.53 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) – 1 POST**

##### **1.0.54 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.55 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Planning and Community Development. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.56 REMUNERATION: PHTS 1.1**

### **1.0.57 TUTORIAL ASSISTANT (STATISTICS) – 1 POST**

#### **1.0.58 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.59 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Statistics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.60 REMUNERATION: PHTS 1.1**

### **1.0.61 TUTORIAL ASSISTANT (MATHEMATICS) – 1 POST**

#### **1.0.62 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

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

Holder of Bachelor Degree in Mathematics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.64 REMUNERATION: PHTS 1.1**

### **1.0.65 TUTORIAL ASSISTANT (REGIONAL PLANNING) – 5 POSTS**

#### **1.0.66 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.67 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Regional Development Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.68 REMUNERATION: PHTS 1.1**

### **1.0.69 TUTORIAL ASSISTANT (ECONOMICS) – 1 POST**

#### **1.0.70 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.71 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Development Economics. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.72 REMUNERATION: PHTS 1.1**

### **1.0.73 TUTORIAL ASSISTANT (RURAL DEVELOPMENT) – 1 POST**

#### **1.0.74 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.75 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Rural Development or Regional Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

#### **1.0.76 REMUNERATION: PHTS 1.1**

### **1.0.77 TUTORIAL ASSISTANT (PROJECT PLANNING) – 2 POSTS**

#### **1.0.78 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 close supervision; and
- vi. To perform any other duties as assigned by supervisor.

#### **1.0.79 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Project Planning and Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.



## 1.0.80 REMUNERATION: PHTS 1.1

### 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 letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320,**

and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.

- xiv. Deadline for application is **3<sup>rd</sup> 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*