

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/227

17<sup>th</sup> February, 2023

#### VACANCY ANNOUNCEMENT

On behalf of the Tanzania Posts Corporation (TPC), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill twenty (20) vacant posts mentioned below.

#### 1.0 TANZANIA POSTS CORPORATION (TPC)

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1<sup>st</sup> January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country.

The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals, Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania.

### **1.0.1 PUBLIC RELATIONS OFFICER II - 1 POST**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the routine public relations activities such as the compiling features for the Cooperation Newsletter, carrying out of photographic assignments and handling of advertisements;
- ii. To report public criticisms and complaints to one's superiors;
- iii. To assist in the liaising with mass media on press matters;
- iv. To assist in organizing official functions, tours and protocol; and
- v. To carry out other duties related to his/her field as may be assigned by immediate supervisor.

#### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Public Relations, International Relations, Business Communication, Journalism, Mass Communication, Public Relations and Marketing or equivalent qualifications from a recognized institution. Must be knowledgeable with graphics design.

#### **1.0.4 SALARY SCALE: TPCSS 4**

### **1.0.5 POSTAL OFFICER II- EDUCATION (ENGLISH, FRENCH AND KISWAHILI)-1 POST**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To supervise the provision of postal services at festival grounds, conferences and as may be necessary;
- ii. To ensure availability of stamps and stationery at all offices according to the approved stock;
- iii. To ensure efficient management and economical use of available resources;
- iv. To initiate the introduction, alteration and cessation of various services;
- v. To ensure operations manuals and other rule books are maintained and adhered to;
- vi. To advise on employee's development and deployment;
- vii. To assists in postal office management duties; and
- viii. To perform any other related duties as may be assigned by the supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree or Advanced Diploma in Education majoring either in English, French or Kiswahili or equivalent from a recognized University or Institution.

### **1.0.8 SALARY SCALE: TPCSS 4**

### **1.0.9 POSTAL CLERKS II - 18 POSTS**

#### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. To put in a bag opening and mail sorting into delivery boxes;
- ii. To label, tying and sealing of bags other than registered enclosure bags;
- iii. To face and date stamping of letter mails;
- iv. To make presentation of Postal articles for customer examination;
- v. To assemble and Post of registered delivery receipts and parcel delivery advices;
- vi. To receive letters and parcels, and place mail into bags;
- vii. To sort and bag bulk mail, tags and marks mail bags, and completes the postal forms required;
- viii. To sort incoming mail by route and prepares for delivery;
- ix. To weigh, rate, classify, and affix postage to outgoing mail from units of a university, enters postage charges on mail statements and inputs this data utilizing a computerized batch billing system to charge back postage charges to the using departments; and
- x. To perform any other duties as may be assigned by the supervisor

### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of national Form IV certificate of Secondary Education with passes in English and Kiswahili. Motor vehicle and motorcycle driving license will be an added advantage.

### **1.0.16 SALARY SCALE: TPCSS 1**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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);
- 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, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -**

**Dodoma.**

- xiv. Deadline for application is **2<sup>nd</sup> March, 2023**;
- xv. Only short listed 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/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

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