

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/120**

**29<sup>th</sup> June, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of the Arusha Technical College (ATC) and National Museum of Tanzania (NMT) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (35) vacant posts mentioned below;

**1.0 THE ARUSHA TECHNICAL COLLEGE (ATC)**

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24th July, 2015. The College is mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

**1.1 ASSISTANT LECTURER (MECHANICAL ENGINEERING)– 2 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;

- Conduct research, seminars and case studies;
- carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Mechatronics/ Mechanical/ Electrical/ Electronics/ ICT/Electronics/ Instrumentation/ Control/ Industrial Automation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Mechanical Engineering with a minimum GPA of 3.5.

### **1.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.2 ASSISTANT LECTURER (MECHANICAL ENGINEERING)– 1POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Sustainable Renewable Energy Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Mechanical Engineering with a minimum GPA of 3.5.

### **1.2.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.3 ASSISTANT LECTURER (TRANSPORTATION ENGINEERING) – 4 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Civil and Highway Engineering/ Materials science and Engineering/ Highway / Civil / Transportation / Water Resources Engineering/ Land Surveying with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering/ Civil and Highway/Civil and Water resources Engineering/Land Surveying with a minimum GPA of 3.5.

### **1.3.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.4 ASSISTANT LECTURER (ELECTRICAL ENGINEERING) – 2 POSTS**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Sustainable Renewable Energy Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Electrical/Electrical and Electronics/Mechanical Engineering with a minimum GPA of 3.5.

### **1.4.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.5 ASSISTANT LECTURER (ELECTRICAL ENGINEERING) – 1POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Electrical/Electrical and Electronics Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Electrical/Electrical and Electronics/ Electrical and Automation Engineering with a minimum GPA of 3.5

### **1.5.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.6 ASSISTANT LECTURER (APPLIED SCIENCE AND SOCIAL STUDIES) – 1POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;

- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Mathematics with a minimum GPA of 3.8 and Bachelor's degree in Mathematics with a minimum GPA of 3.5

### **1.6.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.7 ASSISTANT LECTURER (DATA SCIENCE) – 1POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Data Science/Computer Science/Machine Learning/Artificial intelligence/Internet of Things/Information technology with a minimum GPA of 3.8 and must have a Bachelor's degree in Computer Science/Computer Engineering/Information Technology with a minimum GPA of 3.5.

### **1.7.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.8 ASSISTANT LECTURER (CIVIL ENGINEERING)- 1POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Water resources/Irrigation Engineering with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

### **1.8.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.9 ASSISTANT LECTURER (CIVIL ENGINEERING)- 1POST**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 8 (Bachelor's Degree);
- Prepare learning resources for tutorial exercise;
- Conduct research, seminars and case studies;
- Carry out consultancy and community services under supervision;
- Supervise students project;
- Review and develop curriculum
- Prepare teaching manual; and
- Perform any other related duties as assigned by supervisor.

### **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Master's degree in Construction Management with a minimum GPA of 3.8 and must have a Bachelor's degree in Civil Engineering with a minimum GPA of 3.5.

### **1.9.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 2.1**

## **1.10 TUTORIAL ASSISTANT (MECHANICAL ENGINEERING) – 3POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepare learning resources for tutorial exercises;
- Assist in conducting research under close supervision;
- Carry out consultancy and community services under close supervision;
- Assist in developing software solutions;
- Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- Perform any other duties as assigned by supervisor.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Mechanical Engineering with a minimum GPA of 3.5

### **1.10.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

## **1.11 TUTORIAL ASSISTANT (TRANSPORTATION ENGINEERING)- 1POST**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepare learning resources for tutorial exercises;
- Assist in conducting research under close supervision;
- Carry out consultancy and community services under close supervision;
- Assist in developing software solutions;
- Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- Perform any other duties as assigned by supervisor.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Civil and Highway/Civil/Highway Engineering/ Land Surveying with a minimum GPA of 3.5

### **1.11.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

## **1.12 TUTORIAL ASSISTANT (ELECTRICAL ENGINEERING) – 2POSTS**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepare learning resources for tutorial exercises;
- Assist in conducting research under close supervision;
- Carry out consultancy and community services under close supervision;
- Assist in developing software solutions;
- Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- Perform any other duties as assigned by supervisor.

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Electrical and Biomedical / Biomedical Engineering with a minimum GPA of 3.5

### **1.12.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

## **1.13 TUTORIAL ASSISTANT (ICT) – 1POST**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepare learning resources for tutorial exercises;
- Assist in conducting research under close supervision;
- Carry out consultancy and community services under close supervision;
- Assist in developing software solutions;
- Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and



- Perform any other duties as assigned by supervisor.

### **1.13.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Information Technology/Computer Science/Computer Engineering/Computer programming with a minimum GPA of 3.5

### **1.13.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

## **1.14 TUTORIAL ASSISTANT (CIVIL ENGINEERING) – 2POSTS**

### **1.14.1 DUTIES AND RESPONSIBILITIES**

- Teach up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepare learning resources for tutorial exercises;
- Assist in conducting research under close supervision;
- Carry out consultancy and community services under close supervision;
- Assist in developing software solutions;
- Assist in designing, creating, manipulating and tailoring graphics, images, sound, animation, video and test; and
- Perform any other duties as assigned by supervisor.

### **1.14.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Civil Engineering/Civil and Irrigation/Irrigation and Water Resources Engineering/Geomatics/Building Economics with a minimum GPA of 3.5.

### **1.14.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PHTS 1.1**

## **1.15 TECHNICIAN II (ELECTRICAL ENGINEERING)– 1 POST**

### **1.15.1 DUTIES AND RESPONSIBILITIES**

- Carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- Assists academic staff in their research, teaching and consultancy activities;
- Repair and maintenance of workshop facilities;
- Assist senior staff in relevant fields of operation; and

- Performs any other Duties and responsibilities as may be assigned by Supervisor.

### **1.15.2 QUALIFICATIONS AND EXPERIENCE**

Ordinary Diploma or FTC in Electronics and Telecommunication/Electronics and Communication Engineering

### **1.15.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 5.1**

## **1.16 TECHNICIAN II (ICT) – 1POST**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- Carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- Assists academic staff in their research, teaching and consultancy activities;
- Repair and maintenance of workshop facilities;
- Assist senior staff in relevant fields of operation; and
- Performs any other Duties and responsibilities as may be assigned by Supervisor.

### **1.16.2 QUALIFICATIONS AND EXPERIENCE**

Ordinary Diploma or FTC in Information Technology/Computer Science/Computer Engineering. Experience in Computer systems and printer repair will be an added advantage.

### **1.16.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 5.1**

## **1.17 TECHNICIAN II (AUTOMOTIVE ENGINEERING) – 1POST**

### **1.17.1 DUTIES AND RESPONSIBILITIES**

- Carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- Assists academic staff in their research, teaching and consultancy activities;
- Repair and maintenance of workshop facilities;
- Assist senior staff in relevant fields of operation; and
- Performs any other Duties and responsibilities as may be assigned by Supervisor.

### **1.17.2 QUALIFICATIONS AND EXPERIENCE**

Ordinary Diploma or FTC in Auto-electrical and Electronics/Automotive Engineering. Experience in Auto-electrical and Electronics Engineering will be an added advantage.

### **1.17.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 5.1**

## **1.18 TECHNICIAN II (AUTOMOTIVE ENGINEERING) – 1POST**

### **1.18.1 DUTIES AND RESPONSIBILITIES**

- Carry out specified tasks connected with research, practical, students' projects, consultancy and services under close supervision;
- Assists academic staff in their research, teaching and consultancy activities;
- Repair and maintenance of workshop facilities;
- Assist senior staff in relevant fields of operation; and
- Performs any other Duties and responsibilities as may be assigned by Supervisor.

### **1.18.2 QUALIFICATIONS AND EXPERIENCE**

Ordinary Diploma or FTC in Automotive/Mechanical Engineering. Experience in Panel Beating and Colour paint will be an added advantage.

## **1.19 ARTISAN II (MECHANICAL ENGINEERING) – 1 POST**

### **1.19.1 DUTIES AND RESPONSIBILITIES**

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keep the work place tidy;
- Collect and takes care of working tools;
- Carry out minor repairs and maintenance;
- Report maintenance problems to senior staff, and;
- Perform any other related duties as assigned by the relevant senior staff.

### **1.19.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) and at least Trade Test Grade II/National Vocational Award Level II in Fitter and Turner or Fitter Mechanics.

### **1.19.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

## **1.20 ARTISAN II (ELECTRICAL ENGINEERING)- 1POST**

### **1.20.1 DUTIES AND RESPONSIBILITIES**

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keep the work place tidy;
- Collect and takes care of working tools;
- Carry out minor repairs and maintenance;
- Report maintenance problems to senior staff, and;
- Perform any other related duties as assigned by the relevant senior staff.

### **1.20.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) and at least Trade Test Grade II/National Vocational Award Level II in Electrical Installation.

### **1.20.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

## **1.21 ARTISAN II (AUTOMOTIVE ENGINEERING) – 1POST**

### **1.21.1 DUTIES AND RESPONSIBILITIES**

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keep the work place tidy;
- Collect and takes care of working tools;
- Carry out minor repairs and maintenance;
- Report maintenance problems to senior staff, and;
- Perform any other related duties as assigned by the relevant senior staff.

### **1.21.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) and at least Trade Test Grade II/National Vocational Award Level II in Auto-Electrical/Auto-Electric.

### **1.21.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

## **1.22 ARTISAN II (AUTOMOTIVE ENGINEERING) – 1POST**

### **1.22.1 DUTIES AND RESPONSIBILITIES**

- Performs routine specified tasks that demand higher technical skills under supervision.
- Keep the work place tidy;
- Collect and takes care of working tools;

- Carry out minor repairs and maintenance;
- Report maintenance problems to senior staff, and;
- Perform any other related duties as assigned by the relevant senior staff.

### **1.22.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) and at least Trade Test Grade II/National Vocational Award Level II in Panel beating and Body paint/Automotive Panel beating/Body work and Panel beating.

### **1.22.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

## **1.23 DRIVER II – 1 POST**

### **1.23.1 DUTIES AND RESPONSIBILITIES**

- Drive College vehicles for department/Unit safely;
- Maintain and keep up-to-date log-books;
- Ensure that valid documents are obtained prior to commencing any journey;
- Ensure safety of passenger (s) during driving;
- Ensure safe-keeping and cleanliness of the vehicle and its tools;
- Keep motor vehicle in good running condition and report immediately faults and defects to Transport officer;
- Maintain disciplined behavior, smartness and proper conduct in rendering services;
- Adhere to Vehicle Maintenance Schedules;
- Perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents; and
- Perform any other related duties and responsibilities as may be assigned by Supervisor.

### **1.23.2 QUALIFICATIONS AND EXPERIENCE**

Form IV certificate of Secondary Education with passes in Kiswahili and English plus at least Trade Test II/NVA III in Motor Vehicle Maintenance/Mechanics and a valid Driving License class (C, C1, C2, C3, E). Must have a certificate from a recognized Driving School.

### **1.23.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 2.1**

## **1.24 EXAMINATION OFFICER II – 1 POST**

### **1.24.1 DUTIES AND RESPONSIBILITIES**

- Collect moderated questions and marking schemes from faculties/institutes;
- Enter moderated questions and marking schemes into the data base;
- Print and photocopying examinations, timed tests and other assessments;
- Pack examinations, timed tests and other assessments;
- Provide logistical support for panel marking
- Perform any other related duties as be assigned by the Supervisor.

### **1.24.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in Education/Computer Science/Statistics/Economics

### **1.24.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PGSS 6.1**

## **1.25 CLINICAL OFFICER II – 1 POST**

### **1.25.1 DUTIES AND RESPONSIBILITIES**

- Assist in diagnosis and prescription of appropriate drugs for the patients;
- Assist I treatment of children (Pediatrics);
- Attend to minor injuries;
- Assist in minor operations;
- Assist in supervision of reproductive health services;
- Assist in implementation of primary health care;
- Maintain proper patient records according to the national guidelines and reporting;
- Attend general outpatient;
- Perform any other duties and responsibilities as may be assigned by Supervisor.

### **1.25.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in Clinical Medicine/ dentistry from a recognized and reputable institution.

### **1.25.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary **PMGSS 4.1**

## **2.0 NATIONAL MUSEUM OF TANZANIA (NMT)**

The National Museum of Tanzania (NMT) is a body corporate established by the Act of Parliament No 7 of 1980. It is an educational, scientific and cultural institution charged with the duties of collecting, conserving, displaying and researching on all materials relating to Tanzania's cultural and natural heritage. The establishment of the Museum in Tanzania dates back to the functions of acquiring objects before independence in 1940s when the first museum was built by then was named King George Memorial Museum.

In 1962, the Museum was renamed the National Museum of Tanganyika and more collections were acquired and national laws and regulations concerning the protection of the movable cultural heritage were enacted including the National Museum of Tanganyika Act of 1963 which was later amended by the National Museum of Tanzania Act No. 37 of 1965 and replaced by the National Museum Act No. 7 of 1980.

### **2.1 CULTURAL OFFICER II- 1POST**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- Advise on setup and control of light equipment;
- Advise on designing of light in events;
- Advise on proper use of light equipment;
- Prepare project proposals related to light production;
- Design and approve light effects and fitting for museum exhibitions;
- Develop rules and regulations on matters related to light production; and
- Perform any other duties assigned by the supervisor.

#### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in one the following fields: Fine and Performing Art, Event Planning Management, Music, Heritage Management, Tourism Management, Light Design and Production, Craft Design and Production or equivalent qualifications from a recognized Institution. Certificate from any field related to Museum and Heritage Management will be an added advantage.

### **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 lettershould be written either in Swahili or English andAddressed 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 **12<sup>th</sup> July, 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*