

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/193

8th September, 2025

VACANCY ANNOUNCEMENT

On behalf of The Vocational Education and Training Authority (VETA), The Tanzania Wildlife Research Institute (TAWIRI) Sokoine University of Agriculture (SUA), The National Institute for Medical Research (NIMR), Tanzania Food and Nutrition Centre (TFNC), The National Museum of Tanzania (NMT), Tanzania Buildings Agency (TBA) and The University of Dar es Salaam Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **(298)** vacant posts mentioned below: -

1.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2019. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have "Tanzania with sufficient and competent artisans". The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians

through providing, promoting and financing Vocational Education and Training in order to contribute to socio-economic development.

1.1 VOCATIONAL TUTOR II (MULTIMEDIA AND FILM TECHNOLOGY) – 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;

- x. To perform any other related duties as may be assigned by immediate supervisor.

1.1.2 QUALIFICATIONS

Bachelor of Science in Multimedia Technology and Animation. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.2 VOCATIONAL TUTOR II (ELECTRICAL INSTALLATION) – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;

- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.2.2 QUALIFICATIONS

Degree or Advance Diploma in Electrical Engineering. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.3 VOCATIONAL TUTOR II (INTERIOR DESIGNING AND DECORATION) – 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;

- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.3.2 QUALIFICATIONS

Bachelor of Science in Interior Design. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.4 VOCATIONAL TUTOR II (AUTOMOTIVE ENGINEERING) – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;
- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.4.2 QUALIFICATIONS

Degree in Automotive/ Automobile Engineering/. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.5 VOCATIONAL TUTOR II (TRUCK MECHANICS) – 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training plans and scheme of works;
- ii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in order to widen understanding;
- iii. To deliver instructions/teaching through use of various methods of teaching and learning in order to impart knowledge and skills to vocational instructor trainees;
- iv. To supervise, assess and evaluate vocational instructor trainees during teaching practice through physical visits in order to measure their performance and suggest improvements (if needed);
- v. To effectively and efficiently carry out assessments and evaluations of training/teaching through tests and examinations with the aim of measuring their understanding;
- vi. To initiate improvements of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in order to provide training that will respond to VET curricular requirement;
- vii. To provide counselling and guidance to trainees through discussion or consultation in order to ensure good conduct, discipline and solutions to problems facing trainees;
- viii. To keep assessment records for the subject he/she is teaching for onward submission to Head of Education and Training;

- ix. To effectively and efficiently participate in course evaluation by preparing evaluation tools and involving instructor trainees in evaluation in order to check relevance of its curricula;
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.5.2 QUALIFICATIONS

Bachelor Degree in Automobile Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.6 VOCATIONAL TEACHER II – ICT– 10 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.6.2 QUALIFICATIONS

Diploma in Computer Engineering, Computing and Information Technology, Computer Science, Information and Communication Technology. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.7 VOCATIONAL TEACHER II (MINERAL PROCESSING) – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing

intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.7.2 QUALIFICATIONS

Diploma in mineral Engineering or Geology, Mineral Processing Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.7.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.8 VOCATIONAL TEACHER II (GRAPHICS DESIGN) – 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.8.2 QUALIFICATIONS

Diploma in Graphic Design. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.9 VOCATIONAL TEACHER II (FRONT OFFICE) – 3 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.9.2 QUALIFICATIONS

Diploma in Room Division or Front Office Operation. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.9.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.10 VOCATIONAL TEACHER II (HOUSE KEEPING) – 2 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.10.2 QUALIFICATIONS

Diploma in Room Division. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.10.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.11 VOCATIONAL TEACHER II (TECHNICAL DRAWING) –9 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;

- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.11.2 QUALIFICATIONS

Diploma in Civil Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.12 VOCATIONAL TEACHER II (ENGINEERING SCIENCE) –9 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;

- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.12.2 QUALIFICATIONS

Diploma in Education (Majoring Physics). Should be a computer literate.

The applicant Should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.13 VOCATIONAL TEACHER II (SECRETARIAL STUDIES) – 10 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.13.2 QUALIFICATIONS

Diploma in Secretarial Studies. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.13.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.14 VOCATIONAL TEACHER II (MASONRY AND BRICKLAYING) – 7 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (3) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life;
- x. To prepare monthly, quarterly/annual financial progress reports by consolidating progress station records for onward submission to the superior; and
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.14.2 QUALIFICATIONS

Diploma in Civil Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.14.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.15 VOCATIONAL TEACHER II (PLUMBING AND PIPE FITTING) - 5 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.15.2 QUALIFICATIONS

Diploma in Water Supply and Sanitation Engineering / Civil Engineering. Should be a computer literate. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.15.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.16 VOCATIONAL TEACHER II (MOTOR VEHICLE MECHANICS) – 5 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;

- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.16.2 QUALIFICATIONS

Diploma in Automotive /Automobile Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.16.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.17 VOCATIONAL TEACHER II (ELECTRICAL INSTALLATION) –10 POSTS

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;

- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.17.2 QUALIFICATIONS

Diploma in Electrical Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.17.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.18 VOCATIONAL TEACHER II (AUTO ELECTRICAL) – 2 POSTS

1.18.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor

1.18.2 QUALIFICATIONS

Diploma in Auto Electrical or Auto Electrical and Electronics Engineering. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.18.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.19 VOCATIONAL TEACHER II (LABORATORY ASSISTANT) – 1 POST

1.19.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.19.2 QUALIFICATIONS

Diploma in Laboratory Science and Technology. Should be a computer literate . The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.19.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary.

1.20 VOCATIONAL TEACHER II (BINDING AND PRINT FINISHING) – 1 POST

1.20.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and

- x. To perform any other related duties as may be assigned by immediate supervisor.

1.20.2 QUALIFICATIONS

Diploma in Graphic Arts and Printing. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.20.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.21 VOCATIONAL TEACHER II (FOOD PRODUCTION) – 1 POST

1.21.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;
- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;

- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.21.2 QUALIFICATIONS

Diploma in Food Production/ Culinary Art. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.21.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.22 VOCATIONAL TEACHER II (CARPENTRY AND JOINERY) – 4 POSTS

1.22.1 DUTIES AND RESPONSIBILITIES

- i. To prepare instructional plans and schemes of training;
- ii. To prepare appropriate tools and equipment required for presentations or demonstrations;
- iii. To effectively and efficiently deliver instructions to trainees of level one (I) to level three (III) of competence through lectures, demonstrations, discussions and performing intended to impact knowledge skill and attitude in order to produce trainees with the required competencies;

- iv. To perform formative and summative assessments by preparing and using assessment tools such as oral, written, product assessment and records in Log books in order to evaluate their level of competences;
- v. To participate in curriculum development by initiating improvement making recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vi. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in order to evaluate training status;
- vii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- viii. To safeguard the use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and doing minor repairing to maintain their life span;
- ix. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for their better life; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

1.22.2 QUALIFICATIONS

Diploma in Civil Engineering. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.22.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.23 ASSISTANT VOCATIONAL TEACHER II (MOTOR VEHICLE MECHANICS) – 16 POSTS

1.23.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.23.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I Certificate in Motor Vehicle Mechanics. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.23.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.24 ASSISTANT VOCATIONAL TEACHER II (ELECTRICAL INSTALLATION) – 18 POSTS

1.24.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.24.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I Certificate in Electrical Installation. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.24.3 REMUNERATION

Attractive remuneration package in accordance.

1.25 ASSISTANT VOCATIONAL TEACHER II (PLUMBING AND PIPE FITTING) - 15 POSTS

1.25.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;

- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.25.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I in Plumbing and Pipe Fitting. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.25.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.26 ASSISTANT VOCATIONAL TEACHER II (WELDING AND METAL FABRICATION) - 16 POSTS

1.26.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;

- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.26.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I /Certificate in Welding and Metal Fabrication. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.26.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.27 ASSISTANT VOCATIONAL TEACHER II (FITTER MECHANICS) – 2 POSTS

1.27.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.

- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.27.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I Certificate in Fitter Mechanics. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.27.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.28 ASSISTANT VOCATIONAL TEACHER II (BINDING AND PRINT FINISHING) – 1 POST

1.28.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.

- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.28.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade one in Binding and Print Finishing. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.28.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

1.29 ASSISTANT VOCATIONAL TEACHER II – (DESIGN, SEWING AND CLOTH TECHNOLOGY)– 10 POSTS

1.29.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;
- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;

- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor.

1.29.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I Design Sewing & Clothing Technology (DSCT)/ Tailoring or Clothing and Textile Technology. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.30 ASSISTANT VOCATIONAL TEACHER II (GEMSTONE CUTTING, POLISHING AND CARVING) – 1 POST

1.30.1 DUTIES AND RESPONSIBILITIES

- i. To prepare schemes of training and lesson plan as per curriculum standards;

- ii. To effectively and efficiently deliver instructions to trainees of level one (I) up to level two (II) by use of teaching aids in both theoretical and practical;
- iii. To provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of trainees.
- iv. To orient new trainees on safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.
- v. To efficiently and effectively administer tests, projects and internal examinations to trainees with the aim of measuring their understanding;
- vi. To provide inputs on the improvement of training curriculum in relation to trends in the markets through quarterly, annual reports, meetings and forums in order to provide training that will respond to the VET curricula requirements;
- vii. To provide necessary inputs for preparation of the time table;
- viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. To perform any other related duties as may be assigned by the supervisor

1.30.2 QUALIFICATIONS

National Vocational Award Level III or Trade Test Grade I in Gemstone cutting and Polishing. Should be a computer literate. The applicant should possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment.

1.30.3 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

3.0 SOKOINE UNIVERSITY OF AGRICULTURE (SUA)

Sokoine University of Agriculture (SUA) was established on the 1st July 1984 by the Parliamentary Act No.6 of the same year, which was repealed by the Universities Act No.7 of 2005 from which the SUA Charter was granted in 2007. The vision of the University is to be a leading University in the provision of quality knowledge, skills and innovations in agriculture and allied sciences.

3.1 DENTAL SURGEON II - 2 POSTS

3.1.1 DUTY STATION: MAIN CAMPUS

3.1.2 DUTIES AND RESPONSIBILITIES

- i. To assist in attending to all medical, surgical cases;
- ii. To assist in conducting general and emergency surgery;
- iii. To assist in making appropriate referrals and provide necessary guidance and counselling;
- iv. To assist in supervising and coach junior staff;
- v. To assist in collecting, record and store patients' data; and
- vi. To perform other related duties as may be assigned by the Supervisor.

3.1.3 QUALIFICATIONS AND EXPERIENCE

Dental Surgery Degree from a recognized Institution plus a successful completion of internship for a minimum of one year and has provisional or full registration as a Dental Surgeon with the Tanganyika Medical Council.

3.1.4 REMUNERATION: PUSS 4

3.2 COMPUTER TECHNOLOGIST II (CYBERSECURITY) – ASSISTANT TO ACADEMICIAN - 2 POSTS

3.2.1 DUTY STATION: MAIN CAMPUS

3.2.2 DUTIES AND RESPONSIBILITIES

- i. Teach students and assist academic staff in research

- ii. Design, implement, and maintain security protocols for modular web-based software systems
- iii. Test and validate the security of applications developed using microservice architecture, CodeIgniter, FastAPI, React Framework, CSS, HTML5, React Native, and Flutter.
- iv. Develop and enforce security best practices and guidelines.
- v. Perform Cybersecurity Risk assessment for Critical Information Infrastructure;
- vi. Conduct regular security audit for various platforms and applications
- vii. Develop and implement the cyber security exercises (tabletop, operational, technical);
- viii. Develop and delivery (both online and physical) cyber security trainings targeting CERT constituencies;
- ix. Conduct regular security audits and vulnerability assessments.
- x. Collaborate with cross-functional teams to ensure the security and integrity of new features.
- xi. Develop security tools to gather and disseminate Cyber Threat Intelligence (CTI) information
- xii. Identify and mitigate security risks and vulnerabilities.
- xiii. Prepare daily, monthly and quarterly reports on cybersecurity incidents and threats activity both locally, regionally and globally;
- xiv. Stay up-to-date with the latest cybersecurity trends, threats, and technologies.
- xv. Provide training and support to staff on cybersecurity practices and protocols.

3.2.3 DESIRED SKILLS/ABILITIES

- i. Proven experience in developing, testing and validating modular web-based software systems using Python, JavaScript and PHP language
- ii. Proficiency in backend microservice architecture, CodeIgniter, and FastAPI.
- iii. Knowledge of the React Framework, CSS, HTML5, React Native, and Flutter.
- iv. Solid understanding of cybersecurity principles and best practices.
- v. Utilize version control systems (e.g. GitLab, GitHub) for code management and collaboration.
- vi. Knowledge of database systems (SQL, and NoSQL).
- vii. Knowledge in API systems such as GraphQL and Restful
- viii. Knowledge of Open-Source Intelligence (OSINT) techniques and common tool sets.
- ix. Strong Knowledge of Public Key Infrastructure (PKI) techniques
- x. Highly competent with OSINT tools (e.g., Trace Labs OSINT VM, OSINT Framework, Maltego, Shodan, social media scraping tools, etc.)
- xi. Knowledge of UNIX/ Linux distributions and Windows Operating systems.
- xii. Knowledge of enterprise environments and teams, such as NOC, SOC, fraud, CTI, IT security; threat vectors and basic mitigating controls such as IPS, IDS, WAF, EDR, XDR etc.
- xiii. Possession of related industry IT security certification such as CEH, CIH, GCIH, CHF, OSCP, OSPA and LPT will be an added advantage.

3.2.4 QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in ICT Security, Computer Security and Cybersecurity from recognized institutions.

3.2.5 REMUNERATION: PUSS 4

3.3 LABORATORY ASSISTANT II (ASSISTANT TO ACADEMICIAN) - 20 POSTS

3.3.1 DUTY STATION: 18-MAIN CAMPUS, 2 - MIZENGO PINDA CAMPUS, KATAVI

3.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist in preparations of Samples/Specimens for laboratory use;
- ii. To make necessary preparations to facilitate conducts of laboratory tests;
- iii. To maintain cleanliness in the Laboratory including cleaning of equipment and glassware;
- iv. To assist in carrying out routine/specialized tests;
- v. To assist in carrying out specified tasks connected with laboratory analysis, consultancy and services;
- vi. To collect and take care of equipment involved in teaching;
- vii. To assist in collecting and preparing laboratory teaching materials;
- viii. To assist in preparing, implementing, maintaining and reviewing quality system of laboratory equipment and reagents; and
- ix. To perform any other related duties as may be assigned by the supervisor.

3.3.3 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the following fields: Laboratory Sciences, Laboratory Technology or equivalent qualifications from a recognized institution.

3.3.4 REMUNERATION: PGSS 2

3.4 AUXILLIARY POLICE CONSTABLE – 1 POST

3.4.1 DUTY STATION: MAIN CAMPUS

3.4.2 DUTIES AND RESPONSIBILITIES

- i. To guard sensitive areas where security is highly required;
- ii. To guard people and their properties;
- iii. To search vehicles and suspected visitors or employees;
- iv. To assist in firefighting;
- v. To report occurrences in his/her area and other matters relating to security to his/her supervisors;
- vi. To provide evidence in the court of law;
- vii. To educate and sensitize the community on social Police;
- viii. To take preventive measures against possible theft and insecurity;
- ix. To enforce laws, regulations and procedures; and
- x. To perform any other related duties as may be assigned by the supervisor.

3.4.3 QUALIFICATIONS AND EXPERIENCE

Form IV/Form VI certificate of Secondary Education/Certificate in any field plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be at the age between 18 and 30 with good Physical, Mental and eyesight at the range of 6/6R - 6/6L good Health condition who has no criminal records and must be vetted by the Police and is capable of reading and speaking Swahili and English.

3.4.4 REMUNERATION: PGSS 2/3

3.5 ARTISAN II (CARPENTRY) - 3 POSTS

3.5.1 DUTY STATION: 2 – MOROGORO CAMPUS, & 1- MIZENGO PINDA CAMPUS

3.5.2 DUTIES AND RESPONSIBILITIES

- i. To assist in performing specified craft jobs;
- ii. To prepare and report a list of operational repairs of machinery, buildings, maintenance, and problems to the head;
- iii. To perform general cleanliness of the workshop and its surroundings;
- iv. To assist in advising specified craft jobs;
- v. To assist in maintaining machinery, tools, and equipment; and
- vi. To perform any other related duties as may be assigned by the supervisor

3.5.3 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) and National Vocational Award/Trade Test Grade II in carpentry or equivalent from VETA or any other recognized Vocational Training Institution.

3.5.4 REMUNERATION: PGSS 2

4.0 THE TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal organization under the Ministry of Natural Resources and Tourism established in 1980 by Act of the Parliament of the United Republic of Tanzania No. 4 (CAP 260 R.E. 2021). TAWIRI has a national mandate for conducting and coordinating wildlife research and sharing scientific information with stakeholders for sustainable biodiversity conservation.

In order to carry out and promote the carrying out of quality research in wildlife, the Institute has to attract and retain high-level and motivated scientists and supporting staff.

Currently, the Institute comprises of five Wildlife Research Centres Namely Western, Kingupira, Njiro, Southern Highlands and Serengeti.

4.1 RESEARCH OFFICER II (BEEKEEPING) -1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To gather relevant literature and write up research reports;
- ii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iii. To collect, process and analyse data related to wildlife management;
- iv. To publish research results in peer-reviewed journals/publishers; and
- v. To perform any other related duties as may be assigned by the immediate supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Bee keeping from recognized institutions with a minimum of an Upper Second Class or overall minimum of Grade B for unclassified Undergraduate Degrees

4.1.3 REMUNERATION -PRSS 2

4.2 RESEARCH OFFICER (WILDLIFE MANAGEMENT) – 8 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To initiate and participate in wildlife research in collaboration with other researchers;
- ii. To collect, process and analyse data related to wildlife management;
- iii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iv. To gather relevant literature and write up research reports;

- v. To develop a research proposal for fundraising;
- vi. To publish research results in peer-reviewed journals/publishers; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Wildlife Management from recognized institutions with a minimum of an Upper Second Class or overall minimum of Grade B for unclassified Undergraduate Degrees.

4.2.3 REMUNERATION -PRSS 2

4.3 RESEARCH ASSISTANT (BEEKEEPING) - 1 POST

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist in gathering relevant information on disease surveillance and writing up reports;
- iv. To assist Senior Research Officers on collection, processing and analysing data related to wildlife management;
- v. To perform any other related duties as may be assigned by the immediate supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Beekeeping from recognized Institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

4.3.3 REMUNERATION -PRSS 1

4.4 RESEARCH ASSISTANT (WILDLIFE MANAGEMENT) – 5 POSTS

4.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist in gathering relevant information on disease surveillance and writing up reports;
- iv. To assist Senior Research Officers on collection, processing and analysing data related to wildlife management;
- v. To perform any other related duties as may be assigned by the immediate supervisor.

4.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Wildlife Management from recognized Institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

4.4.3 REMUNERATION -PRSS 1

4.5 RESEARCH ASSISTANT (VETERINARY MEDICINE)– 2 POSTS

4.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist in gathering relevant information on disease surveillance and writing up reports;
- iv. To assist Senior Research Officers on collection, processing and analysing data related to wildlife management;

- v. To prepare protocols for wildlife immobilization and handling of wildlife for disease investigation and rescue of snared animals;
- vi. To supervise veterinary and laboratory students on their practical training;
- vii. To provide wildlife veterinary services to researchers in different ecosystems in protected and open areas of Tanzania;
- viii. To immobilize wild animals for translocation for restocking or problem animal control
- ix. To perform any other related duties as may be assigned by the immediate supervisor.

4.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Veterinary Medicine from recognized Institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees.

4.5.3 REMUNERATION – PRSS 1

4.6 FIELD ASSISTANT II (LABORATORY ASSISTANT) - 4 POSTS

4.6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in collection of sample materials such as soils, plants animal tissues etc, as directed by his/her supervisor;
- ii. To ensure sample materials are stored according to standard operating procedures for each type of sample to facilitate long storage and traceability;
- iii. To prepare requisition for laboratory consumables and important analytical kits from time to time;
- iv. To undertake routine laboratory analysis of materials such as soils, plants animal tissues etc, as directed by his/her supervisor;
- v. To assist in carrying out laboratory and field data collection and compilation;

- vi. To participate in containment and disposal of hazardous biological materials or chemicals;
- vii. To participate in sample storage in the laboratory and sample record keeping for traceability;
- viii. To ensure laboratory biosafety protocols are observed by any person entering the laboratory; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

4.6.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Laboratory Science, Biotechnology and Laboratory Science from a recognized training institution. Experience in working with captive breeding facilities in wildlife will be an added advantage.

4.6.3 REMUNERATION - PGSS 4

4.7 FIELD ASSISTANT II (WILDLIFE MANAGEMENT) - 2 POSTS

4.7.1 DUTIES AND RESPONSIBILITIES

- i. To participate in collection of sample materials such as soils, plants animal tissues etc, as directed by his/her supervisor;
- ii. To ensure sample materials are stored according to standard operating procedures for each type of sample to facilitate long storage and traceability;
- iii. To prepare requisition for laboratory consumables and important analytical kits from time to time;
- iv. To undertake routine laboratory analysis of materials such as soils, plants animal tissues etc, as directed by his/her supervisor;
- v. To assist in carrying out laboratory and field data collection and compilation;

- vi. To participate in containment and disposal of hazardous biological materials or chemicals;
- vii. To participate in sample storage in the laboratory and sample record keeping for traceability;
- viii. To ensure laboratory biosafety protocols are observed by any person entering the laboratory; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

4.7.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Wildlife Management, from a recognized training institution. Experience in working with captive breeding facilities in wildlife will be an added advantage.

4.7.3 REMUNERATION - PGSS 4

5.0 THE NATIONAL INSTITUTE FOR MEDICAL RESEARCH (NIMR)

The National Institute for Medical Research (NIMR) is a public health research institution, established by the Parliamentary Act (NIMR Act Cap 59 R.E. 2002) as a parastatal service organization under the Ministry responsible for health. The Institute is charged with carrying out, controlling, coordinating, registering, monitoring, evaluating, and promoting health research in Tanzania.

5.1 RESEARCH OFFICER II (REHABILITATION SERVICES/MEDICAL OCCUPATIONAL) -1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.

- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Occupational Health and Safety from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.1.3 RENUMERATION: PRSS 2

5.2 RESEARCH OFFICER II (OB-GYN/GYNOCOLOGIST/MARTENAL HEALTH) - 1 POST

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Obstetrics and Gynaecology from a recognized Institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.2.3 RENUMERATION: PRSS 2

5.3 RESEARCH OFFICER II (PAEDIATRICS AND CHILD) - 1 POST

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Paediatrics and Child Health from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.3.3 RENUMERATION: PRSS 2

5.4 RESEARCH OFFICER II (MOLECULAR BIOLOGISTS) - 1 POST

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.4.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Molecular Biology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.4.3 RENUMERATION: PRSS 2

5.5 RESEARCH OFFICER II (BIOTECHNOLOGIST- GENETICS) -2 POSTS

5.5.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;

- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.5.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Biotechnology (Genetics and Medical) from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.5.3 RENUMERATION: PRSS 2

5.6 RESEARCH OFFICER II (GEOINFORMATICS) – 2 POSTS

5.6.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.6.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Geoinformatics, Geomatics from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.6.3 RENUMERATION: PRSS 2

5.7 RESEARCH OFFICER II (MEDICAL ANTHROPOLOGIST) - 1 POST

5.7.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.7.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Medical Anthropology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.7.3 RENUMERATION: PRSS 2

5.8 RESEARCH OFFICER II (MENTAL HEALTH/PSYCHOLOGY/PSYCHIATRIST) - 1 POST

5.8.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

5.8.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Psychiatry from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.8.3 RENUMERATION: PRSS 2

5.9 INFORMATION COMMUNICATION TECHNOLOGY OFFICER (SECURITY) – 2 POSTS

5.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the provision of technical advice on procurement of ICT equipment, hardware and software;
- ii. To participate in the coaching and mentoring Institute staffs on ICT development;

- iii. To review ICT strategy of the Institute and recommends on changes/improvement required;
- iv. To assist to prepare ICT regulations and guidelines;
- v. To observe compliance in the sector;
- vi. To assist installation and maintaining a modern Management Information System;
- vii. To provide technical support in application of Information Technology; and
- viii. To performs any relevant duties assigned by supervisors.

5.9.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following field; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Software Engineering or equivalent computer qualifications from recognized institutions.

5.9.3 RENUMARATION: PRSS 1

5.10 RESEARCH ASSISTANT II (MEDICAL ANTHROPOLOGIST)- 2 POSTS

5.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;

- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii.
To perform any other official duties as may be assigned by his supervisor.

5.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Medical Anthropology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.10.3 REMUNERATION: PRSS 1

5.11 RESEARCH ASSISTANT II (NUTRITION)- 2 POSTS

5.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii.
To perform any other official duties as may be assigned by his supervisor.

5.11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Nutrition from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.11.3 REMUNERATION: PRSS 1

5.12 RESEARCH ASSISTANT II (PHARMACY)- 1 POST

5.12.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii. To perform any other official duties as may be assigned by his supervisor.

5.12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in pharmacy from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.12.3 REMUNERATION: PRSS 1

5.13 RESEARCH ASSISTANT II (MICROBIOLOGIST)- 2 POSTS

5.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;

- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii. To perform any other official duties as may be assigned by his supervisor.

5.13.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Microbiology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.13.3 REMUNERATION: PRSS 1

5.14 RESEARCH ASSISTANT II (BOTANY)- 2 POSTS

5.14.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii. To perform any other official duties as may be assigned by his supervisor.

5.14.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Botany from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.14.3 REMUNERATION: PRSS 1

5.15 RESEARCH ASSISTANT II (CHEMISTRY)- 1 POST

5.15.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and viii. To perform any other official duties as may be assigned by his supervisor.

5.15.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Chemistry from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.15.3 REMUNERATION: PRSS 1

6.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

Tanzania Food and Nutrition Centre, is the technical arm of the Government through the Ministry of Health, spearheading national response to nutrition and ensure a coordinated, effective and efficient approach to tackling malnutrition. It provides strategic leadership to all sectors; strengthen multi-sector coordination and collaboration; advocate for resources for nutrition; promote harmonization and alignment of sector financing; provide guidance, training and technical support to implementing agencies; and monitor and evaluate progress.

6.1 RESEARCH OFFICER (NUTRITION)- 3 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out fieldwork;
- ii. To assist in supervising field students;
- iii. To assist in proposing, planning, and managing food and nutrition research projects and preparing reports;
- iv. To assist in writing food and nutrition research with other staff;
- v. To assist in drafting guidelines, data collection tools, and protocols;
- vi. To make the presentation of the research findings at local seminars and workshops;
- vii. To assist in the preparation of draft research manuscripts, books, technical reports, training materials, guidelines, and protocols for publications;
- viii. To conduct a literature, search and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines, and protocols for publications; and
- ix. To perform any other related duties assigned by one's supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Master's degree with a minimum of upper second class in one of the following: Family and Consumer Studies, Home Economics and Human Nutrition, Human Nutrition, Community Nutrition, Clinical Nutrition from a recognized Institution.

6.1.3 REMUNERATION: PRSS 2

6.2 RESEARCH OFFICER II (FOOD CHEMISTRY) - 1 POST

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out fieldwork;

- ii. To assist in supervising field students;
- iii. To assist in proposing, planning, and managing food and nutrition research
- iv. projects and preparing reports;
- v. To assist in writing food and nutrition research with other staff;
- vi. To assist in drafting guidelines, data collection tools and protocols;
- vii. To make a presentation of the research findings at local seminars and
- viii. workshops;
- ix. To assist in the preparation of draft research manuscripts, books, technical
- x. reports, training materials, guidelines and protocol for publications;
- xi. To conduct a literature, search and prepare research materials for writing
- xii. research manuscripts, books, technical reports, training materials,
- xiii. guidelines, and protocol for publications; and
- xiv. To perform any other related duties assigned by one's supervisor.

6.2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree with a minimum of upper second class and Bachelor Degree in one of the following fields: Food Chemistry or Chemistry from a recognized Institution.

6.2.3 REMUNARATION: PRSS 2

6.3 RESEARCH ASSISTANT (NUTRITION)- 5 POSTS

6.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out fieldwork;
- ii. To assist in supervising field students;

- iii. To assist in proposing, planning, and managing food and nutrition research projects and preparing reports;
- iv. To assist in writing food and nutrition research with other staff;
- v. To assist in drafting guidelines, data collection tools, and protocols;
- vi. To make the presentation of the research findings at local seminars and workshops;
- vii. To assist in the preparation of draft research manuscripts, books, technical reports, training materials, guidelines, and protocols for publications;
- viii. To conduct a literature, search and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines, and protocols for publications; and
- ix. To perform any other related duties assigned by one's supervisor.

6.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's degree with a minimum of upper second class in one of the following: Family and Consumer Studies, Home Economics and Human Nutrition, Human Nutrition, Community Nutrition from a recognized Institution.

6.3.3 REMUNARATION: PRSS 1

7.0 NATIONAL MUSEUM OF TANZANIA

The National Museum of Tanzania (NMT) was established as a body of corporate under the National Museum Act No.7 of 1980 as a scientific, educational and cultural institution. Among others, key responsibilities of the NMT are to collect, research, preserve, conserve, exhibit and provide education on all materials related to Tanzania's cultural and natural heritage. In preservation of natural and cultural heritage, the National Museum of Tanzania disseminate such knowledge to the public through cultural and education programs, exhibitions, publications, print and electronic media. NMT has seven Museum stations and

several monuments and sites located in six zones around the United Republic of Tanzania. Currently, the Headquarters of National Museum of Tanzania is at Shaaban Robert Street, Ilala District in Dar es salaam region.

7.1 RESEARCH OFFICER – (ARTS AND DESIGN)- 1 POST (RE-ADVERTISED)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform the field data collection, computer data entry and analysis and
- ii. gathering relevant literature;
- iii. To undertake specific research activities with less supervision from senior
- iv. researchers or team leader;
- v. To prepare and submits manuscript draft to respective work plans;
- vi. To train and supervise technicians;
- vii. To prepare research progress reports according to respective work plan;
- viii. To assist in the planning of specific research projects
- ix. To assist to prepare fundable research proposals and consultancy; and
- x. To perform any other official duties as may be assigned by the supervisor

7.1.2 QUALIFICATION AND EXPERIENCE

Master Degree and Bachelor Degree in Arts and Design from any recognized institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Bachelor Degree.

7.1.3 REMUNERATION: PRSS 2

7.2 CURATOR (SIGN LANGUAGE) – 3 POSTS

7.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in documentation and register museum collections;
- iii. To assist in storing and conserving museum collections;
- iv. To assist in evaluation and report the status of museum collections;
- v. To participate in preparation of display and publicize collections;
- vi. To participate in preparation of public education kits in area of specialization;

- vii. To conduct programs of temporary, special and permanent exhibitions;
- viii. To execute installation of exhibitions; To prepare, distributes publicity materials, exhibition catalogues and displays;
- ix. To prepare exhibition plans and reports;
- x. To liaise with stakeholders and organizations;
- xi. To collect and evaluate data in the field of exhibition operations;
- xii. To coordinate simple research and technical experiments for exhibitions;
- xiii. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xiv. To perform any other duties assigned by the supervisor.

7.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Special Education majoring in Sign Language from any recognized Institution.

7.2.3 REMUNARATION: PGSS 6

7.3 MUSEUM ATTENDANT- 5 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanness of exhibits and exhibition halls;
- ii. To monitor visitor's movement in the exhibition halls;
- iii. To attend visitors and provide tours when required;
- iv. To monitor security of collections in exhibition halls;
- v. To participate in handling of objects in the exhibition halls.
- vi. To perform any other duties as may be assigned by his/her supervisor.

7.3.2 QUALIFICATION AND EXPERIENCE

Secondary Education Certificate (CSEE) with at least passes in Kiswahili and English plus Certificate in one of the following fields: Hospitality Management, Customer Service, Heritage Management or Tour Guiding from any recognized institution.

7.3.3 REMUNERATION: PGSS 2

7.4 HALL ATTENDANT II – 5 POSTS

7.4.1 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanness of office buildings and interaction rooms;
- ii. To control and oversee movement in interaction rooms;
- iii. To provide customer services; To manage visitor's book/register;
- iv. To attend and guide visitors; and
- v. To perform any other duties assigned by the supervisor.

7.4.2 QUALIFICATIONS AND EXPERIENCE

Secondary Education Certificate (CSEE) with at least passes in Kiswahili and English plus Certificate in one of the following fields: Hospitality, Front Office, Reception, Customer Service, Heritage Management and Tour Guiding from a recognized institution.

7.4.3 REMUNARATION: PGSS 2

8.0 TANZANIA BUILDINGS AGENCY (TBA)

The Tanzania Buildings Agency is a Government Executive Agency established under the Executive Agencies Act No. 30 of 1997 to deal with Building Consultancy as well as Real Estate Development and Management Services for the Government and public servants. The Agency has the following vacancies in its establishment to be filled immediately.

8.1 ESTATE OFFICER II (PROPERTIES AND FACILITIES MANAGEMENT) - 2 POSTS

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Estate Officer in undertaking optimal use of Government Real Estate;
- ii. To participate in carrying out management survey of all Government Properties to establish a benchmark of proper use;
- iii. To undertake recording of all tenant's complaints and oversee tenant's welfare;
- iv. To implement tenant administration procedures and police;
- v. To conduct regular buildings inspections for maintenance; and
- vi. To perform any other related duties as may be assigned by supervisor.

8.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in properties and facilities management or equivalent qualifications from recognized institution.

8.1.3 RENUMERATION: TBASS 5

8.2 ESTATE OFFICER II (REAL ESTATE FINANCE AND INVESTMENT) - 1 POST

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Estate Officer in undertaking optimal use of Government Real Estate;
- ii. To participate in carrying out management survey of all Government Properties to establish a benchmark of proper use;
- iii. To undertake recording of all tenant's complaints and oversee tenant's welfare;
- iv. To implement tenant administration procedures and police;
- v. To conduct regular buildings inspections for maintenance; and
- vi. To perform any other related duties as may be assigned by supervisor.

8.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in real estate finance and investment or equivalent qualifications from recognized institution.

8.2.3 REMUNARATION: TBASS 5

9.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public University in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate College of University of London. The University becomes an affiliate of University of East Africa (UAE) in 1963, shortly after Tanzania gain its independence from United Kingdom. In 1970, UAE split into three independent Universities: Makerere University in Uganda, the University of Nairobi in Kenya and University of Dar es Salaam. The University of Dar es Salaam invites applications from suitably qualified Tanzania to be considered for immediate employment to fill the following vacant posts:

9.1 EDITOR II – 4 POSTS

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To assess and evaluate manuscripts;
- ii. To gather, record, analyze and compile data for making feasibility studies and evaluate the viability of proposed projects for publication;
- iii. To translate specified works;
- iv. To communicate with authors and book dealers especially on job enquiries;
- v. To prepare manuscripts and follows closely the designers' layouts.
- vi. To check proof corrections before returning proofs to printers;
- vii. To perform any other duties and responsibilities assigned by one's reporting officer.

9.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in foreign language and linguistics, linguistics, Kiswahili, Communication studies or equivalent qualification from a recognized institution.

9.1.3 SALARY SCALE: PGSS 6.1

9.2 INSTRUCTOR II (ARTS & DESIGN) - 1 POST

9.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in capturing user Customer Requirement Specifications- CRS;
- ii. To plan and lay the ground for the production of artistic works
- iii. To assist in the tutoring of the particular production process.
- iv. To assist in producing artistic works as modalities for similar art production.
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Art and Design or equivalent qualifications from a recognized

institution.

9.2.3 SALARY SCALE: PUSS 4.1

9.3 LABORATORY ENGINEER II (FOOD SCIENCE & TECHNOLOGY) - 1 POST

9.3.1 DUTIES AND RESPONSIBILITIES

- i. Assists in all technical Duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. Assists in research and development activities;
- iii. Assists in consultancy activities;
- iv. Assists in maintenance of facilities;
- v. Performs any other duties and responsibilities assigned by one's reporting officer.

9.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Bioprocess and Post-harvest Engineering or equivalent qualifications from a recognized institution. Applicant must be registered by Engineers Registration Board (ERB) as Graduate Engineer with minimum GPA of Lower Second Class.

9.3.3 SALARY SCALE: PUSS 4.1

9.4 LABORATORY SCIENTIST II (BOTANICAL SCIENCE) - 2 POSTS

9.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; Assists in consultancy activities;
- iii. To assist in maintenance of facilities;
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

9.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Botanical Sciences or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.4.3 SALARY SCALE: PUSS 4.1

9.5 LABORATORY SCIENTIST II (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) - 1 POST

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities; Assists in consultancy activities;
- iii. To assist in maintenance of facilities;
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

9.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Molecular Biology and Biotechnology or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.5.3 SALARY SCALE: PUSS 4.1

9.6 MEDICAL SPECIALIST II (ANESTHESIA) – 1 POST

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking specialized medical and consultancies in the field of specialist (Anesthesia);
- ii. To assist in supervising clinical consultancy and undertaking proper diagnosis, treatment and preventive measures;
- iii. To conduct various medical procedures related to the area of specialist;
- iv. To participate in the analysis of various diseases conditions on area of specialist, design, implement and share research findings;
- v. To conduct and supervise ward rounds;

- vi. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.6.2 QUALIFICATIONS AND EXPERIENCE

Master of Medicine Degree in Anesthesiology and must be a holder of a Doctor of Medicine Degree or equivalent qualification from a recognized institution. An applicant must be registered with the Medical Council of Tanganyika.

9.6.3 SALARY SCALE: PMGSS 11.1

9.7 MEDICAL OFFICER II (DENTAL) – 1 POST

9.7.1 DUTIES AND RESPONSIBILITIES

- i. To admit and manage patients within the dispensary and outside the University;
- ii. To provide medical services to patients and clients;
- iii. To refer patients to specialists where necessary;
- iv. To assist in undertaking curative services of different diseases conditions;
- v. To assist in providing health education which is geared to preventive measures to the community?
- vi. To identify report and control epidemic disease conditions;
- vii. To perform any other duties and responsibilities as assigned by one's reporting authority.

9.7.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Dentistry or equivalent qualification from a recognized institution. Applicant must have successfully completed internship period of one year in one of the consultant hospitals and registered as a Medical Officer with the Tanganyika Medical Council.

9.7.3 SALARY SCALE: PMGSS 8. 1

9.8 TECHNOLOGIST II (RADIOLOGY) - 1 POST

9.8.1 DUTIES AND RESPONSIBILITIES

- i. To give instruction to the patient regarding the radiological procedure to be performed;
- ii. To maintain proper radiation protection for the staff and patients;
- iii. To carry out all imaging procedures as instructed by physician;
- iv. To assist the radiologist during special procedures;
- v. To maintain proper and regular dusting and disinfections of equipment and other accessories;
- vi. To perform any other duties and responsibilities as may be assigned by his/her senior.

9.8.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Diagnostic Radiography or equivalent qualification from a recognized institution. Computer skills will be an added advantage.

9.8.3 SALARY SCALE: PMGSS 4.1

9.9 LABORATORY TECHNICIAN II (MULTIMEDIA) - 2 POSTS

9.9.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation;
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.9.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA 6) in Multimedia and Film Technology or Multimedia & Animation Technology or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.9.3 SALARY SCALE: PUSS 3.1

9.10 LABORATORY TECHNICIAN II (PETROLEUM) - 1 POST

9.10.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation;
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.10.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA 6) in Petroleum Geosciences and Exploration or equivalent qualification or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.10.3 SALARY SCALE: PUSS 3.1

9.11 LABORATORY TECHNICIAN II (MINERAL PROCESSING) - 1 POST

9.11.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation;

- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.11.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA 6) in Mineral Processing Engineering or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.11.3 SALARY SCALE: PUSS 3.1

9.12 LABORATORY TECHNICIAN II (GEOLOGY/MINING) - 1 POST

9.12.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation;
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.12.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA 6) in Geology and Mineral Exploration or Mining Engineering or equivalent qualification from a recognized institution with minimum GPA of Lower Second Class.

9.12.3 SALARY SCALE: PUSS 3.1

9.13 TECHNICIAN II (SEAMAN) – 2 POSTS

9.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist his/her senior in all deck operations;
- ii. To assist in handling small craft in ferrying equipment and personnel from shore to vessel/sea;
- iii. To perform any other duties and responsibilities which may be assigned by one's supervisor.

9.13.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA 6)/FTC in one of following fields; Marine Engineering, or Maritime Transport or equivalent qualification from a recognized institution. Applicant with Maritime qualifications must possess **Efficient Deck Hand Certificate** from recognized institutions.

9.13.3 SALARY SCALE: PGSS 5.

9.14 LABORATORY TECHNICIAN II (BOTANY) - 1 POST

9.14.1 DUTIES AND RESPONSIBILITIES

- i. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- ii. To assist in implementing specified maintenance plans for laboratory facilities;
- iii. To assist in implementing specified technical plans and designs connected with research, students' practical and consultancy work;
- iv. To implement specified maintenance plans for laboratory facilities; and
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.14.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma (NTA 6) in Forestry or Botanical Sciences or equivalent qualification from a recognized institution

9.14.3 SALARY SCALE: PUSS 2.1

9.15 WORKSHOP TECHNICIAN II (MECHANICAL/ELECTROMECHANICAL) -1 POST

9.15.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation and
- iv. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

9.15.2 QUALIFICATIONS AND EXPERIENCE

Diploma (NTA 6) in Mechanical/Electromechanical Engineering with minimum of Lower Second Class or equivalent qualification from a recognized institution

9.15.3 SALARY SCALE: PUSS 2.1

9.16 ARTISAN II (ICT) – 4 POSTS

9.16.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision.
- ii. To perform cleaning of the work environment.
- iii. To take care of tools and equipment.
- iv. To assist in operational repairs of machinery and buildings.
- v. To ensure the functioning of ICT systems.
- vi. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

9.16.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate of Secondary Education plus a Certificate in Computer Science, Computer Engineering, Information Technology or equivalent qualification from a recognized institution.

9.16.3 SALARY SCALE: PGSS 2.1

9.17 LABORATORY ASSISTANT II (EMBALMER) - 2 POSTS

9.17.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision.
- ii. To perform general cleaning of laboratory glassware.
- iii. To take care of instruments and equipment in the laboratory.
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.17.2 QUALIFICATIONS AND EXPERIENCE

Certificate in one of the following fields Health Sciences or Medical Laboratory Sciences or equivalent qualification from a recognized Institution. Candidates with Basic Prosecutor Technician/Basis of Mortuary Management certificate will be added advantage.

9.17.3 SALARY SCALE: PUSS 1.1

9.18 LABORATORY ASSISTANT II (CIVIL DROUGHTING) - 2 POSTS

9.18.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision.
- ii. To perform general cleaning of laboratory glassware.
- iii. To take care of instruments and equipment in the laboratory.
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.18.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Civil Droughting or equivalent qualification from a recognized institution

9.18.3 SALARY SCALE: PUSS 1.1

9.19 LAUNDERER II- 4 POSTS

9.19.1 DUTIES AND RESPONSIBILITIES

- i. To collect soiled hospital bed sheets and nets from the ward;
- ii. To maintain laundry equipment in clean and safe working order;
- iii. To maintain the laundry area in safe condition;
- iv. To provide clean bet sheet and bed nets to all department;
- v. To launder and iron hospital clothing items;
- vi. To report on worn out or damaged laundry items, bed sheets and nets;

- vii. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

9.19.2 QUALIFICATIONS AND EXPERIENCE

Form IV Certificate of Secondary Education who has certificate in hospitality management or equivalent qualification from a recognized institution.

9.19.3 SALARY SCALE: PMOSS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. Applicants employed in the Public Service are strictly not allowed to apply, they should adhere to Circular **Na. CAC. 45/257/01/D/140** of 30th November, 2010.

- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, Mahakama Street, Tambukareli Area**
- xv. Deadline for application is **17th September, 2025**;
- xvi. Only shortlisted candidates will be informed on the date of interview and;
- xvii. 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

