

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/B/90

22nd October, 2024

VACANCY ANNOUNCEMENT

On behalf of the National Museum of Tanzania (NMT), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **sixteen (16)** vacant posts mentioned below.

1.0 NATIONAL MUSEUM OF TANZANIA (NMT)

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.

1.1 MUSEUM ATTENDANT II – 3 POSTS

1.1.1 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.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of 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.

1.1.3 SALARY SCALE: PGSS 2

1.2 CONSERVATOR II – (MUSEUM CONSERVATION) -2 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in determining the extent and causes of deterioration of collections;
- ii. To assist in examining the condition of collections and recommends proper treatment;
- iii. To assist in monitoring and recording environmental conditions in exhibition halls and storages;
- iv. To participate in restoration of damaged collections and structures;
- v. To conduct cleanliness of collections; and
- vi. To perform any other duties assigned by the supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Biology, Botany, Chemistry, Heritage Management, Archaeology, Anthropology, Palaeontology from any recognized institution

1.2.3 SALARY SCALE: PGSS 6

1.3 CONSERVATOR II – (MONUMENTS AND SITES) -2 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assists in the field data collection, computer data entry and analysis and in 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 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 proposal and consultancies; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Chemistry, Chemical Engineering, Geology, Architecture, Heritage Management from any recognized institution.

1.3.3 SALARY SCALE: PGSS 6

1.4 CURATOR II (ZOOLOGY) - 1 POSTS

1.4.1 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;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Zoology, Botany, Aquatic Sciences from any recognized institution.

1.4.3 SALARY SCALE: PGSS 6

1.5 CURATOR II (HISTORY) - 2 POSTS

1.6.1 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;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in History from any recognized Institution.

1.6.3 SALARY SCALE: PGSS 6

1.6 CURATOR II (EDUCATION) - 1 POST

1.6.1 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;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Education majoring in History from any recognized Institution.

1.6.3 SALARY SCALE: PGSS 6

1.7 RESEARCH ASSISTANT II (PARASTATAL RESEARCHER) - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit draft manuscript to 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 project;
- vii. To assist to prepare fundable research proposals and consultancies; and
- viii. To perform any other duties assigned by the supervisor

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in, Zoology from any recognized higher learning institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Degrees

1.7.3 SALARY SCALE: PRSS 1

1.8 RESEARCH OFFICER II (ART AND DESIGN) 1 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

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

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Art 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.

1.8.3 SALARY SCALE: PRSS 2

1.9 RESEARCH OFFICER II (ARCHITECTURE) – 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To perform the field data collection, computer data entry and analysis and gathering relevant literature;

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

1.9.2 QUALIFICATION AND EXPERIENCE

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

1.9.3 SALARY SCALE: PRSS 2

1.10 ARTISAN II (PLUMBING) - 2 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in identifying materials/spare parts required for the work to be done according to one's fields of specialization;
- ii. To assist in performing preventive and routine maintenance to water pipes system, wooden structures and domestic electric systems depending one's fields of specialization;
- iii. To assist in performing major maintenance and minor repair;
- iv. To assist in inspecting and repairing lighting systems;
- v. To assist in Technicians in day to day activities;
- vi. To ensure proper up keep of working environment;
- vii. To assist in assembling and installing sanitary and water pipes systems;

- viii. To assist in construction of traditional houses;
- ix. To assist in inspecting, installing and servicing domestic electric wiring;
- x. To implement best practices in areas of specialization; and
- xi. To perform any other duties assigned by the supervisor.

1.10.2 **QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate (CSEE/ACSEE) plus Trade Test Certificate Grade I/ II in Plumbing, from any recognized Technical Institution.

1.10.3 **SALARY SCALE: PGSS 2**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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. An applicant employed in the Public Service should route his application letter through his respective employer;
- 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. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **03rd November, 2024;**
- xv. Only short-listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

SECRETARY

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