THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/94   8th November, 2024

VACANCIES ANNOUNCEMENT

On behalf of the National Bureau of Statistics (NBS), the Institute of Accountancy Arusha and the Ministry of Water and Dar es Salaam Institute of Technology (DIT), the Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one hundred and five (105) vacant posts mentioned below.

1.0   NATIONAL BUREAU OF STATISTICS (NBS)

The National Bureau of Statistics is an autonomous public office established by the Statistics Act Cap. 351 to provide official statistics to the Government, business community and the public at large. The Act also gives NBS mandate to coordinate and supervise National Statistical System to ensure that quality official statistics are produced in line with Fundamental Principles of Official Statistics.

1.1   STATISTICIAN II - 20 POSTS (ANY REGION IN TANZANIA)

1.1.1 DUTIES AND RESPONSIBILITIES
  i.   To collect official statistical data;
  ii.   To design survey instruments and quality control measures;
  iii. To prepare and compile periodic official statistical reports;
  iv.   To disseminate official statistical products according to plans;

v. To prepare periodic performance reports; and

vi. To perform any other related duties as may be assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of a Bachelor Degree in one of the following fields: Official Statistics, Statistics, Data Science, or equivalent qualifications from recognized Institutions.

1.1.3 SALARY

This position holds salary scale of **PGSS 6.1**

2.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic Institution offering Undergraduate and Postgraduate Training Programs. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

2.1 TUTORIAL ASSISTANT (COMPUTER SCIENCE)- 5 POST (BABATI-2, DAR ES SALAAM- 2, DODOMA- 1)

2.1.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Computer Science, Computer Engineering, Software Engineering with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.1.3 SALARY

This position holds salary scale of **PHTS 1**

2.2   TUTORIAL ASSISTANT (BUSINESS MANAGEMENT) – 1 POST (SONGEA)

2.2.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under   close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.2.2   QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Business Management or Business Administration with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.2.3 SALARY

This position holds salary scale of **PHTS 1**

2.3   TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) – 3 POST (SONGEA, BABATI, DODOMA)

2.3.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under   close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.3.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Accounting and Finance, Business Administration majoring in Accounting and Finance with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.3.3 SALARY

This position holds salary scale of **PHTS 1**

2.4 TUTORIAL ASSISTANT (MARKETING)- 2 POST (DODOMA, DAR ES SALAAM)

2.4.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.4.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Business Administration in Marketing or Marketing with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.4.3 SALARY

This position holds salary scale of **PHTS 1**

2.5 TUTORIAL ASSISTANT (RECORDS MANAGEMENT) - 1 POST (DAR ES SALAAM)

2.5.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.5.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.5.3 SALARY

This position holds salary scale of **PHTS 1**

2.6 TUTORIAL ASSISTANT (TAXATION)- 1 POST (DAR ES SALAAM)

2.6.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

v. To perform any other related duties as assigned by supervisor

2.6.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in the following field: Taxation with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.6.3 SALARY

This position holds salary scale of **PHTS 1**

2.7 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) - 1 POST (BABATI)

2.7.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor

2.7.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Human Resources Management/ Human Resources and Labor Relations Management or Labor Relations/ Public Administration/ Political Science and Public Administration or Business Administration (Human Resources Management) with GPA of 3.5 (out of 5.0) and above from recognized institutions.

2.7.3 SALARY

This position holds salary scale of **PHTS 1**

2.8 TUTORIAL ASSISTANT (LAW) - 1 POST (BABATI)

2.8.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor.

2.8.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in the following fields: Laws (LL. B) with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.8.3 SALARY

This position holds salary scale of **PHTS 1**

2.9   TUTORIAL ASSISTANT (PROCUREMENT AND LOGISTICS) - 2 POST (BABATI)

2.9.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under   close supervision;

iii. To prepare learning resources for the tutorial exercises;

iv. To assist in conducting research under close supervision;

v. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Procurement and Logistics Management or Procurement and Supply Chain Management with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.9.3 SALARY

This position holds salary scale of **PHTS 1**

2.10   TUTORIAL ASSISTANT (MASS COMMUNICATION) -   1 POST (BABATI)

2.10.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 (Ordinary Diploma);

ii. To assist in conducting tutorial and practical exercises for students under   close supervision;

ii. To prepare learning resources for the tutorial exercises;

iii. To assist in conducting research under close supervision;

iv. To carry out consultancy and community services under close supervision; and

vi. To perform any other related duties as assigned by supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Arts in Journalism or Mass Communication with GPA of 3.5 (out of 5.0) and above from recognized institutions

2.10.3 SALARY

This position holds salary scale of **PHTS 1**

2.11 ASSISTANT LECTURER (INSURANCE AND RISK MANAGEMENT) – 1 POST (ARUSHA)

2.11.1 DUTIES AND RESPONSIBILITIES

i. To lecture up to NTA level 8 (Bachelor Degree)

ii. To prepare learning resources for the tutorial exercises;

iii. To conduct research, seminars and case studies;

iv. To carry out consultancy and community services under close supervision

v. To supervise students project and research;

vi. To prepare teaching manual; and

v. To perform any other related duties as assigned by supervisor

2.11.2 QUALIFICATIONS AND EXPERIENCES

Holder of a Master's Degree in Insurance and Risk Management Master's Degree in Insurance and Social Protection, Insurance and Actuarial Science, Bachelor of Science in Risk Management, Insurance and Social Protection and Insurance and Actuarial Science or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at the undergraduate level and 3.8 at the master's level.

2.11.3 SALARY

This position holds salary scale of **PHTS 2**

2.12 ASSISTANT LECTURER (STRATEGIC AND PEACE STUDIES) – 1 POST (ARUSHA)

2.12.1 DUTIES AND RESPONSIBILITIES

i. To lecture up to NTA level 8 (Bachelor Degree)

ii. To prepare learning resources for the tutorial exercises;

iii. To conduct research, seminars and case studies;

iv. To carry out consultancy and community services under close supervision

v. To supervise students project and research;

vi. To prepare teaching manual; and

vii.　To perform any other related duties as assigned by supervisor

2.12.2 QUALIFICATIONS AND EXPERIENCES

Holder of a Master's Degree in International Relations and Diplomacy, Peace and Conflict Studies, Strategic Studies (Security), or equivalent qualifications from recognized institutions, with a GPA of at least 3.5 at the undergraduate level and 3.8 at the master's level.

2.12.3 SALARY

This position holds salary scale of **PHTS 2**

2.13 ASSISTANT LECTURER (MARKETING) – 1 POST (ARUSHA)

2.13.1 DUTIES AND RESPONSIBILITIES

i. To lecture up to NTA level 8 (Bachelor Degree)

ii. To prepare learning resources for the tutorial exercises;

iii. To conduct research, seminars and case studies;

iv. To carry out consultancy and community services under close supervision

v. To supervise students project and research;

vi. To prepare teaching manual; and

vii. To perform any other related duties as assigned by supervisor

2.13.2 QUALIFICATIONS AND EXPERIENCES

Holder of a Master's Degree in Business Administration (Majoring in marketing) or Marketing and Public Relations or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at the undergraduate level and 3.8 at the master's level.

2.13.3 SALARY

This position holds salary scale of **PHTS 2**

2.14 ASSISTANT LECTURER (CYBER SECURITY) – 1 POST (ARUSHA)

2.14.1 DUTIES AND RESPONSIBILITIES

i. To lecture up to NTA level 8 (Bachelor Degree)

ii. To prepare learning resources for the tutorial exercises;

iii. To conduct research, seminars and case studies;

iv. To carry out consultancy and community services under close supervision

v. To supervise students project and research;

vi. To prepare teaching manual; and

vii. To perform any other related duties as assigned by supervisor

2.14.2 QUALIFICATIONS AND EXPERIENCES

Holder of a Master's Degree in Information Security, Cyber Security, Ethical Hacking, Forensic, Computer Security, Network Security or Data Security or equivalent qualifications from recognized Institutions with a with a GPA of at least 3.5 at the undergraduate level and 3.8 at the master's level.

2.14.3 SALARY

This position holds salary scale of **PHTS**

3.0 THE MINISTRY OF WATER

The Ministry of Water was established on 5th November 1970 as Ministry of Water Development and Power. However, its history is as back as 1930-1946 when it was known as Public Works Department responsible for all water developments.

3.1 HYDROGEOLOGIST II - 30 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES:

i. To conduct and manage underground water research with the aim of determining the quantity and quality of underground water;
ii. To carry out hydrogeological works related to the safety of dams;
iii. To inspecting the plants and equipment of companies that require licenses for underground water research;
iv. To collect, analyze and process various hydrogeological data and information for use in the development of the Water Sector;
v. To carry out minor maintenance of underground water research equipment;
vi. To Collect, analyze and process various hydrogeological data and information for use in the development of the Water Sector;
vii. To Coordinating and managing groundwater research and providing advice needed by cadre experts and other fields in the Water Sector;
viii. To coordinating and supervising the drilling of wells and verifying information on the completion of drilling;
ix. To Designing the construction of a well (Design of well development); and
x. To perform any other related duties as assigned by supervisor.

3.1.2 QUALIFICATIONS

Holder of Bachelor Degree in Geology, Geophysics, Hydrology from a recognized University/Institution.

3.1.3 SALARY SCALE – TGS E

3.2 HYDROLOGIST II - 28 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES:

i.   To supervise the construction and stations of weather stations and stations
ii. To measure the quantity of water in rivers, ponds and lakes;
iii. To perform data verification (validation activities) during data processing;
iv. To prepare plans and other diagrams of observation networks (observation networks) of hydrology and meteorology;
v.   To prepare plans, designing, managing construction activities in observation centers (observation networks);
vi. To manage the hydrological investigation of the relationship between water depth and water quantity (stage - discharge observations);
vii. To make maps of water catchments in water basins using the Geographical Information System (GIS);
viii. To prepare maps that show areas affected by floods in the valleys and participate in providing advice on precautions;
ix. To verify the quality of all hydrological and meteorological data; and
x.   To perform any other related duties as assigned by supervisor.

3.2.2 QUALIFICATIONS

Holder of Bachelor Degree in Hydrology, Water Resources Engineering, from a recognized University/Institution.

3.2.3 SALARY SCALE – TGS E

3.3 ICT OFFICER II (SOFTWARE DEVELOPER) – 3 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES;

i.   To research, design, implement and manage software programs

ii. To write well-designed, testable, efficient code by using best software development practices.

iii. To integrate data from various back-end services and databases.

iv. To create website layout/user interface by using standard HTML/CSS practices and bootstraps.

   To gather and refine specifications and requirements based on technical needs in collaboration with the team.

v.   To identify areas for modification in existing programs and subsequently develop these modifications.

vi. To maintain and upgrade existing systems

vii. To ensure that all information systems incorporate mechanisms to improve the completeness, timeliness, and accuracy of data

viii. To participate in building the capacity of key program staff on the technical knowledge of running and maintaining existing online systems

ix. To train users to use new or modified software and systems features and functionalities.

x.   To develop software system testing or validation procedures.

xi. To develop software programming and development of documentation.

xii. To Stay plugged into emerging technologies/industry trends and apply them to operations and activities

xiii. To collaborate with the tester about any bugs, defects, or issues found, and work to ensure that bugs are resolved so that website quality will exceed defined standards.

xiv. To Collaborate with testers in code and design reviews.

xv. To confer with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.

xvi. To create technical documentation for reference and reporting

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication from a reputable institution.

3.3.3 SALARY SCALE – TGS E

4.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher technical training institution in Tanzania.

4.1 ICT OFFICER II (SYSTEM DEVELOPER) – 2 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

i.   To assist in installations of standard software and hardware;

ii.   To perform systems analysis and design;

iii. To perform systems testing (Software validation & verification), system configurations and troubleshooting;

iv.   To maintain and support business process applications;

v.   To design, install, configure and review LAN and WAN infrastructure;

vi.   To install, configure, and update antivirus software;

vii. To test, network equipment and devices, implements network security plan and perform network troubleshooting;

viii. To assist in selecting appropriate multimedia software and hardware tools;

ix.   To provide technical support to multimedia systems' users; and Multimedia devices and equipment;

x.   To update, test and manage web site and server;

xi.   To implement ICT security policy;

xii. To alert users on various security risks, threats and vulnerabilities;

xiii. To design, develop, implements and test Database;

xiv. To perform Database Administration and Maintenance;

xv.   To assist students and other ICT users at the Institute and

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

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields: Computer Engineering, Computer Science, Information Technology or equivalent qualification from recognized Universities or Institutions.

4.1.3 SALARY SCALE: PGSS 7

GENERAL CONDITIONS

i.   All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;

ii. **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;
   o Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
   o 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 should indicate three reputable referees with their reliable contacts;

x.   Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xi.   Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

xii.   An applicant with special needs/case (disability) is supposed/advised to indicate;

xiii.   A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.

xiv.   Deadline for application is **21st November, 2024**

xv.   Only short-listed candidates will be informed on the date of interview and;

xvi.   Presentation of forged certificates and other information will necessitate to legal action;

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

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT