

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/B/175

12th June, 2025

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) and Tanzania National Roads Agency (TANROADS), Tanzania Public Service College (TPSC), The Local Government Training Institute (LGTI), Tengeru Institute of Community Development (TICD) and Tanzania Airport Authority (TAA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill one hundred thirty-seven (137) vacant posts mentioned below.

1.0 TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. The aim of the Agency is to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to Government institutions and the public at large.

1.1 ENGINEER II (MARINE) - 2 POSTS

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To inspect Marine Vessels for corrective Maintenances;
- ii. To conduct maintenance, service and repairs of Marine Vessel;
- iii. To manage the operation of propulsion plant machinery;
- iv. To plan and schedule ferry operations;
- v. To detect and identify the cause of machinery malfunctions and correct faults;

- vi. To maintain safety and security of Marine Vessel, crew and passengers and the operational condition of life-saving, fire-fighting and other safety system;
- vii. To ensure that the engine and the engine components are in good condition and ready to run; and
- viii. To perform any other official duties as may be assigned by the supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Marine engineering or equivalent qualification from a recognized Institution. The candidate must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

1.1.4 SALARY SCALE: TMSS 5

1.2 FERRY CAPTAIN II - 15 POSTS

1.2.2 1 DUTIES AND RESPONSIBILITIES

- i. To operate the ferry (Pontoon) from one point to another in accordance to applicable rules, regulation and acceptable general practices;
- ii. To safely depart, navigate, berth and communicate in accordance with the applicable rules and regulations;
- iii. To adhere to established schedules of departure and arrived;
- iv. To monitor the performance of all crew members, report exemplary and unsatisfactory conducts to the Ferry in charge;
- v. To report any deficiencies or irregularities to the Ferry in charge; and
- vi. To do such other duties as may be assigned by immediate supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with basic mandatory Certificate as per STCW95 and Rating Forming Part of Navigation Watch (RFP AW). Possession of Bachelor Degree/Advanced Diploma/Diploma in one of the following fields; Nautical Science, Marine Engineering, Mechanical/Civil Engineering, Electronic/Electrical Engineering, or any other related field is an added advantage.

1.2.4 SALARY SCALE: TMSS 2

1.3 TECHNICIAN II (MECHANICAL) - 15 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out detailed inspection of Motor Vehicles, Plants and Equipment;
- ii. To prepare cost estimates for maintenance of Vehicles, Plants and Equipment;
- iii. To carry out preventive maintenance and repairs of Motor vehicles, Plants and Equipment;
- iv. To prepare Engineering drawings and AutoCAD drafting;
- v. To prepare inspection report;

- vi. To attend site meetings/site inspection and prepare inspection report; and
- vii. To perform any other official duties as may be assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Mechanical or equivalent qualification from a recognized Institution.

1.3.3 SALARY SCALE: TMSS 3

2.0 THE TANZANIA NATIONAL ROADS AGENCY (TANROADS)

The Tanzania National Roads Agency (TANROADS) is a semi –autonomous Agency under the Ministry of Works, established on 1st July, 2000. The Agency is responsible for the day-to-day management of the Tanzania Mainland's, trunk and regional roads network, operations of the network and axle load control, the implementation of road safety and environmental measures, provision of advice on the strategic framework, policies and plans for the road sector and airports construction.

2.1 LAND SURVEYOR II – 2 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct survey and prepare sketches of earth surface reports;
- ii. To Keep records and sketches of land survey;
- iii. To conduct road inventory and condition survey;
- iv. To supervise roads and drainage structure setting out;
- v. To interpret and update maps; and
- vi. To perform such other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in Land Management and Valuation from a recognized institution. Must be registered at provisional level by the Valuers Registration Board (VRB) as graduate Valuer.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.2 VALUER II – 2 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To evaluate property for compensation;
- ii. To prepare estimates for compensation planned road related activities;

- iii. To prepare compensation claims;
- iv. To build and update property rates data for valuation purposes;
- v. To Assess and recommend valuations done by consultants;
- vi. To keep records of compensations paid; and
- vii. To perform such other related duties as may be assigned by the supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in Land Management and Valuation from a recognized institution. Must be registered at provisional level by the Valuers Registration Board (VRB) as graduate Valuer.

2.2.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.3 WEIGHBRIDGE OFFICER II – 50 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare shift time table for the particular weighbridge station;
- ii. To supervise weighing of Motor Vehicles of Gross Vehicle Weight (GVW) \geq 3,500Kg on our Public Roads;
- iii. To ensure road damage fees are imposed on the spot when the vehicle is found overloaded;
- iv. To measure physical dimension of motor vehicles or any load being carried on the motor vehicle and in case of non-compliance with vehicle dimension limits, the transporter should be instructed to seek for a special permit;
- v. To ascertain compliance to the abnormal permit;
- vi. To identify, formulate and produce effective solutions to emerging problems on weighbridge stations;
- vii. To evaluate overall performance, reliability and safety of the weighbridge scales; and
- viii. To perform such other related duties as may be assigned by the Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree in one of the following fields: Scientific Metrology, Law, Sociology, Business Administration, Social Work, Psychology or equivalent qualifications from a recognized Institutions.

2.3.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.4 ASSISTANT LABORATORY TECHNICIAN II – 10 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To clean Laboratory premises;
- ii. To carry out in situ testing;
- iii. To maintain laboratory apparatus and equipment;
- iv. To undertake laboratory tests and monitor tests results and trends; and
- v. To perform such other related duties as may be assigned by the Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holders of Certificate (NTA Level 5) in one of the following fields: Road Construction and Maintenance, Labour Based Construction or equivalent qualifications from recognized institution.

2.4.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.5 DRIVER II – 15 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To drive Agency's motor vehicles;
- ii. To maintain the vehicle logbook;
- iii. To undertake motor vehicle services;
- iv. To maintain safety and cleanliness of the motor vehicle;
- v. To deliver and collect mail and goods; and
- vi. To perform such other related duties as may be assigned by the supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Holders of Certificate of Secondary Education Examination with Basic Driving Course offered by VETA or any other recognized institution and driving license Grade C or E with good track record in driving for not less than one (1) year plus training certificates that qualify them for the respective grade.

2.5.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.6 RECEPTIONIST II – 2 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To receive and guide visitors;
- ii. To attend incoming and outgoing calls;
- iii. To arrange appointments for customers;
- iv. To manage calls register;
- v. To manage visitor's register;
- vi. To prepare report on usage of telephone; and
- vii. To perform such other related duties as may be assigned by the Supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE

Holders of Certificate in Front Office Management, Customer Service or Telephone Operations (NTA Level 5) from recognized institution.

2.6.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

2.7 OFFICE MANAGEMENT SECRETARY II – 2 POSTS

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To manage the Officer's diary;
- ii. To attend telephone calls;
- iii. To attend visitors;
- iv. To manage records movement;
- v. To write minutes during meetings;
- vi. To type documents; and
- vii. To perform such other related duties as may be assigned by the Supervisor.

2.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI certificate and Diploma in Secretarial Studies or NTA level 6 in Secretarial who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Power Point, Internet, Email, MS-Publisher from a recognized institution.

2.7.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

3.0 TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

Tanzania Public Service College was established in 2000 under the Executive Agencies Act Cap. 245 and it operates as semi-autonomous Government Agency under the Office of the President, Public Service Management and Good Governance (PO-PSMGG). The College is also registered with the National Council for Technical and Vocational Education and Training (NACTVET) to offer various long-term training programmes.

The main objective of establishing TPSC was to compliment the Government efforts of improving public service delivery by ensuring that the Government is self-sufficient with trained and skilled human resources to manage its economy. TPSC is entrusted with the mandate of training public servants in different specializations. Its primary role is to provide competence-based learning programmes to public sector organizations or state-owned institutions and public servants at large in Tanzania. The College is therefore, meeting such obligations by designing, packaging and delivering demand-driven training programmes, consulting and applied research services.

3.1 ASSISTANT LECTURER- MATHEMATICS/STATISTICS - 4 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master and bachelor Degree in Mathematics/Statistics, from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

3.1.3 SALARY SCALE: PHTS 2/1

3.2 ASSISTANT LECTURER- INFORMATION COMMUNICATION TECHNOLOGY 2 POST,

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

3.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master and Bachelor Degree in Information Communication Technology from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

3.2.3 SALARY SCALE: PHTS 2/1

3.3 ASSISTANT LECTURER- LAW 2 POST

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

3.3.2 QUALIFICATION AND EXPERIENCE

Holder of Master and Bachelor Degree in Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

3.3.3 SALARY SCALE: PHTS 2/1

3.4 ASSISTANT LECTURER- PROCUREMENT/SUPPLIES MANAGEMENT 4 POST,

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and

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

3.4.2 QUALIFICATION AND EXPERIENCE

Holder of Master and Bachelor Degree in Procurement/Supplies Management from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level.

3.4.3 SALARY SCALE: PHTS 2/1

3.5 ASSISTANT LECTURER- COMMUNICATION SKILLS 2 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
- ii. To prepare teaching and learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise and assess students' projects; and
- v. To perform any other duties as assigned by supervisor

3.5.2 QUALIFICATION AND EXPERIENCE

Holder of Master and Bachelor Degree in communication Skills from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master's degree level

3.5.3 SALARY SCALE: PHTS 2/1

4.0 LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law, and other related subjects

4.1 ASSISTANT LECTURE (PUBLIC ADMINISTRATION) - 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Bachelor Degree),
- ii. To Assist senior staff in practical training, Seminars and tutorial up to NTA Level as part of capacity building.
- iii. To prepare learning resource for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To attend workshops, conferences and symposium;
- ix. To perform other duties as assigned by Supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Public Administration (NTA Level 9) or equivalent qualification in the relevant field with a minimum **GPA** of **3.5** out of **5.0** at Bachelor Degree Level and a minimum **GPA** of **3.8** out of **5.0** or equivalent at Master Degree Level.

4.1.3 SALARY SCALE: PHTS 2.

4.2 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (PROGRAMMING) - 2 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in standard software installation;
- ii. To assist in hardware installation;
- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the daily usage of computers;
- v. Updates and manages web site; and
- vi. To perform any other duty as may be assigned by his superior.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

4.2.3 REMUNERATION - PGSS 7

5.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order, 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

5.1 ASSISTANT LECTURER (SOCIOLOGY) – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Sociology from recognised institutions with a GPA of 3.8 or above and Bachelor Degree in Sociology from recognized institutions with a GPA of 3.5 or above.

5.1.3 REMUNERATION: SALARY SCALE: PHTS 2/1

5.2 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 3 POSTS (Re-advertised)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

8.0.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Community Development from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Community Development from recognized institutions with a GPA of 3.5 or above.

5.3 ASSISTANT LECTURER (SOCIAL WORK) – 1 POSTS (Re-advertised)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Social Work from recognized institutions with a GPA of 3.8 or above and Bachelor Degree in Social Work from recognized institutions with a GPA of 3.5 or above.

5.3.3 REMUNERATION: SALARY SCALE: PHTS 2/1

6.0 TANZANIA AIRPORT AUTHORITY (TAA)

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

6.1 ASSISTANT AIRCRAFT MARSHALLER - 2 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist Aircraft Marshaller in marshalling of aircraft activities;
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger Movements;
- iii. To assist in disseminating aircraft movement information to the public address Centre and other users;
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron.
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability;
- vi. To observe and ensure all apron movements (vehicles, equipment, staff and passengers) comply with developed safety operating procedures;
- vii. To report the occurrence of accidents or incidents on airside and apron immediately;
- viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size;
- ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside;
- x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management; and
- xi. To perform other duties as may be assigned by Supervisor.

6.1.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Public Administration, Human Resources, Statistics, Accounts, Business Administration/Banking/Commerce majoring in Finance or Accounting or equivalent qualification from a recognized Institution.

6.1.3 SALARY SCALE: TAAS 2.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- ii. **Applicants with disabilities are highly encouraged to apply and are advised to clearly indicate their status in the recruitment portal for the attention of the Public Service Recruitment Secretariat.**
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. **Deadline for application is 21st June, 2025;**
- xvi. ***Applicants for the position of Driver should attach training certificates that qualify them for the respective grade.***
- xvii. Only shortlisted candidates will be informed on the date of interview and;
- xviii. 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**

