

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/174

11<sup>th</sup> June, 2025

### VACANCY ANNOUNCEMENT

On behalf of National Ranching Company Limited (NARCO), Marine Parks and Reserves Unit (MPRU), Tanzania Fisheries Research Agency (TAFIRI) and Tanzania Veterinary Livestock Agency (TVLA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill fifty (**50**) vacant posts as mentioned below;

#### 1.0. THE NATIONAL RANCHING COMPANY LIMITED (NARCO)

The National Ranching Company (NARCO) Limited was established in 1975 to operate and establish other ranches that could produce high quality cattle and beef to satisfy home consumption and surplus for export market. Currently NARCO is under the Ministry of Livestock and Fisheries (MLF). The Company has registered some achievement for example, directly managing eight ranches, keeping more than 17524 heads of cattle, over 3,049 sheep, over 1,948 goats, 31 horses, fattening cattle and supplying improved breeds and quality beef to customer

#### 1.1. MEAT PROCESSOR II – 8 POSTS

##### 1.1.1. DUTIES AND RESPONSIBILITIES

- i. To assist in slaughtering animals;
- ii. To assist in cutting the meat;
- iii. To assist in inspecting the meat to ensure that it is safe for consumption;
- iv. To assist in packaging the meat;
- v. To assist in processing it into other products such as sausage or lunch meats;
- vi. To deliver processed meat to stores;

- vii. To assist in selling the meat and its products to customers; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

### **1.1.2. QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA Level 6) in one of the following fields; Meat Processing, Meat Technology, Meat Processing and Food Safety, Meat Science and Technology or equivalent Qualification from recognised Institution.

### **1.1.3. SALARY SCALE - NARCOSS 3**

## **2.0 MARINE PARKS AND RESERVES UNIT (MPRU)**

The Marine Parks and Reserves Unit was established under the Marine Parks and Reserves (MPRU) Act 29 of 1994. The MPRU is Managed by the Board of Trustees whose role among other things is to oversee management of marine parks and reserves operating under auspice of MPRU, formulating policies on Marine Protected Areas (MPAs) and related facilities, and advise the responsible Minister (currently the Minister Of Agriculture, Livestock and Fisheries) on approval, revision and amendment of general management plan of any Marine Parks including other legislative matters pertaining to the conservation and Management of Coastal and Marine resources.

## **2.1 MARINE CONSERVATION ASSISTANT II – 6 POSTS**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all matters related to licensing and enforcement of MPAs regulations including prosecution;
- ii. To assist in issuance of local permits and collection of park revenues;
- iii. To liaise with MPAs user groups;
- iv. To participate in guiding MPA visitors;
- v. To assist in logistics and maintenance of MPA infrastructures; and
- vi. To perform any other official duties as may be assigned by supervisor.

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma (NTA Level 6) in one of the following fields: Aquaculture, Fisheries,

Wildlife, Fish Processing, Environmental and Coastal Resource Management, Marine Science or Natural Resource Management or equivalent qualifications from a recognized institution

**2.1.3 SALARY SCALE: PGSS 4**

## **2.2 FERRY/BOAT OPERATOR – 3 POSTS**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To handle and operate boat and other equipments during operations at sea;
- ii. To prepare all essential gears on board;
- iii. To ensure safety of all sea going personnel in the boat;
- iv. Keep and maintain records of log books/sheets for all boat trips;
- v. Participate in all activities required for management of boat equipments, service and spare parts;
- vi. To maintain order and good storage of all appliances required for boat operations including seat trails, boat slipways, anchors, ropes, boat house, etc
- vii. To prepare fuel for all trips to be made by boats;
- viii. To maintain general services of boats, engines, boat yards and slipways and all other appliances;
- ix. To prepare monthly report of activities performed;
- x. To be in-charge of all sea going trips; and
- xi. Perform any other official duties as may be assigned by supervisor.

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate in Marine Operations (NTA Level 5) or equivalent qualifications from recognized institutions. Must have completed six months course in Marine rescue and Swimming, Crowd Management and passenger safety.

### **2.2.3 SALARY SCALE: PGSS 3**

## **2.3 MARINE CONSERVATION WARDEN II – 6 POSTS**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in data collection and processing for research and monitoring activities in Marine Parks/Reserves;
- ii. To participate in preparation and implementation of awareness programmes for community and other MPA stakeholders;
- iii. To participate in developing programs for resources protection;
- iv. To participate in developing research priorities /agendas for MPA;

- v. To assist in formulation of strategies for MPAs operations;
- vi. To participate in all matters related to licensing and enforcement of MPAs regulations to include prosecution;
- vii. To participate in preparation of MPA Management plan and other issue specific plans;
- viii. To participate in preparation of action plan and budget for conservation section; and
- ix. To perform any other official duties as may be assigned by supervisor.

### **2.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Fisheries, Marine Science, Aquatic Sciences and Fisheries, Aquaculture, Aquatic Science, Environmental Science, Aquatic Environmental Science and Management, Natural Resource Management, Marine Biology, Aquatic Environmental Science and Conservation, Wildlife Science and Conservation, Zoology/Botany and Wildlife Management or equivalent qualifications from recognized institutions

### **2.3.3 SALARY SCALE - PGSS 6**

## **2.4 PARK RANGER II – 8 POSTS**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in patrol activities in MPA;
- ii. To assist in liaison with local communities on enforcement and patrol logistics;
- iii. To keep working facilities used for conducting patrols and other conservation activities;
- iv. To arrest law offenders and giving exhibit/evidence before the court of law;
- v. To participate in provision of visitor services (guiding services, interpretation and rescue), where needed;
- vi. To participate in clearing and maintenance of nature trails and ruins in the MPAs;
- vii. To conduct and prepare patrol reports; and
- viii. To perform any other official duties as may be assigned by supervisor.

### **2.4.2 QUALIFICATION AND EXPERIENCE**

Holder of form four IV or VI Secondary Education, with certificate (NTA level 5) in one of the following fields: Aquaculture, Fisheries, Wildlife, Fish Processing, Environmental and Coastal Resource Management, Marine Science or Natural Resource Management or equivalent qualifications from recognized institution. Possession of Certificate in Basic Military Training from the national service will be an added advantage.

#### **2.4.3 SALARY SCALE - PGSS 2**

### **3.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)**

The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No.6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centres and one substation: Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

#### **3.1 SKIPPER - 1 POST**

##### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To supervise junior Deck Crew members in their duties of painting of the vessel and repairing of deck gears and their accessories;
- ii. To become an overall in-charge of all deck works and deck equipment and stores;
- iii. To be in-charge of repair and maintenance of navigation aids in the bridge and their storage;
- iv. To be in-charge of all lifesaving appliances and safety equipments;
- v. To assist in deck works and deck equipment and stores; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

##### **3.1.2 QUALIFICATION AND EXPERIENCE**

Holder of a Secondary Education Certificate plus Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Navigation and Fishing Science, Marine Transport, Master Fisherman, Nautical Science, Fisheries Science, or equivalent qualifications

##### **3.1.3 SALARY SCALE: PGSS 5**

#### **3.2 FISHING MASTER II - 1**

##### **3.2.1 DUTIES AND RESPONSIBILITIES**

- i. To train in Ship handling and maneuvering of fishing Vessels;
- ii. To train in safe berthing and un-berthing within the Ports;
- iii. To train in fishing vessel maneuvering within and beyond harbour boundaries.
- iv. To train in operating the Floating Crane and dry docking; and
- v. To perform any other duties as may be assigned by immediate supervisor.

### **3.2.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree or Advanced Diploma in Navigation and Fishing Science, Marine Transport, Master Fisherman, Nautical Science or equivalent qualifications from recognized institutions.

### **3.2.3 SALARY SCALE: PGSS 6**

## **3.3 RECEPTIONIST II – 1**

### **3.3.1 DUTIES AND RESPONSIBILITIES**

- i. To receive and deliver messages to respective staff;
- ii. To record all incoming calls;
- iii. To attend visitors;
- iv. To receive mails delivered by dispatch;
- v. To maintain a register of various activities; and
- vi. To perform any other duties as may be assigned by the supervisors.

### **3.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Front Office, Front Desk Management or equivalent qualification from recognized institutions.

### **3.3.3 SALARY SCALE: PGSS 2**

## **3.4 DECKHAND AUXILIARY II –ADVERTISEMENT - 8 POST**

### **3.4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform manual skilled duties like painting of the vessel, mending and repairing of fishing gears and deck equipment under the supervision and training of Senior Crew Members;
- ii. To perform general cleanliness duties;
- iii. To assist handling and operation of deck machinery;
- iv. To ferry research equipment, to and from research vessel;
- v. To participate in the lubrication duties of the vessel and carry out minor repair under guidance of senior crew members; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

### **3.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Secondary Education Certificate plus Certificate (NTA level 4) in one of the following fields: Navigation and fishing Science, Fishing and Fisheries Technology, Master-fisherman, Nautical Science or equivalent qualifications from a recognized Institution.

### **3.4.3 SALARY SCALE: PGSS 3**

## **4.0 TANZANIA VETERINARY LABORATORY AGENCY (TVLA)**

The Tanzania Veterinary Laboratory Agency (TVLA) is a Government Agency under the Ministry of Livestock and Fisheries established by the Law on Government Agencies No. 245 (amended in 2009) and announced in the Government Gazette of March 9, 2012. The agency was officially launched on July 11, 2012 by the Chief Secretary. This agency was the result of the merger of the former Central Veterinary Laboratory (CVL), Regional Centers for Investigation and Diagnosis of Veterinary Diseases (VICs), Ndorobo Research Institute (TTRI) Tanga and Ndorobo Research Center (TTRC) Kigoma.

## **4.1 LABORATORY SCIENTIST II ( LABORATORY SCIENCE AND BIOTECHNOLOGY) - 2 POSTS**

### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct laboratory diagnosis on animal sample, animal foods and animal products;



- ii. To order and supervise use of laboratory equipment and reagents for diagnosis;
- iii. To ensure safety of laboratory users and security of biologicals and facilities;
- iv. To conduct laboratory quality and biorisk management system;
- v. To analyze animal feeds, supplements, pesticides, drugs, vaccines, ethno veterinary products and veterinary devices;
- vi. To plan and conduct installation maintenance and service of laboratory equipment
- vii. To assist in research and development as well as consultancy activities;
- viii. To ensure safe disposal of wastes in the laboratory samples and reagents
- ix. To train and direct laboratory technicians on proper use of laboratory
- x. To train and direct internship and field practical students
- xi. To supervise laboratory research work
- xii. To prepare and supervise database of laboratory systems
- xiii. To ensure effective and efficient operation of equipment and other facilities
- xiv. To ensure any other related duties as may be assigned by Supervisor

#### **4.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Laboratory Science and Biotechnology or equivalent qualifications from recognized institutions

#### **4.1.3 SALARY SCALE: TVLA 4**

### **4.2 LABORATORY SCIENTIST II ( BIOMEDICAL ENGINEERING) - 1 POST**

#### **4.2.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct laboratory diagnosis on animal sample, animal foods and animal products;
- ii. To order and supervise use of laboratory equipment and reagents for diagnosis;
- iii. To ensure safety of laboratory users and security of biologicals and facilities;
- iv. To conduct laboratory quality and biorisk management system;
- v. To analyze animal feeds, supplements, pesticides, drugs, vaccines, ethno veterinary products and veterinary devices;
- vi. To plan and conduct installation maintenance and service of laboratory equipment
- vii. To assist in research and development as well as consultancy activities;

- viii. To ensure safe disposal of wastes in the laboratory samples and reagents
- ix. To train and direct laboratory technicians on proper use of laboratory
- x. To train and direct internship and field practical students
- xi. To supervise laboratory research work
- xii. To prepare and supervise database of laboratory systems
- xiii. To ensure effective and efficient operation of equipment and other facilities
- xiv. To ensure any other related duties as may be assigned by Supervisor

#### **4.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in laboratory technologist, laboratory science or equivalent qualifications from recognized institutions.

#### **4.2.3 SALARY SCALE: TVLA 4**

### **4.3 LABORATORY SCIENTIST II ( BIOMEDICAL ENGINEERING) - 1 POST**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct laboratory diagnosis on animal sample, animal foods and animal products;
- ii. To order and supervise use of laboratory equipment and reagents for diagnosis;
- iii. To ensure safety of laboratory users and security of biologicals and facilities;
- iv. To conduct laboratory quality and biorisk management system;
- v. To analyze animal feeds, supplements, pesticides, drugs, vaccines, ethno veterinary products and veterinary devices;
- vi. To plan and conduct installation maintenance and service of laboratory equipment
- vii. To assist in research and development as well as consultancy activities;
- viii. To ensure safe disposal of wastes in the laboratory samples and reagents
- ix. To train and direct laboratory technicians on proper use of laboratory
- x. To train and direct internship and field practical students
- xi. To supervise laboratory research work
- xii. To prepare and supervise database of laboratory systems
- xiii. To ensure effective and efficient operation of equipment and other facilities
- xiv. To ensure any other related duties as may be assigned by Supervisor

#### **4.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Biomedical Engineering or equivalent qualifications from recognized institutions.

#### **4.3.3 SALARY SCALE: TVLA 4**

### **4.4 VETERINARY RESEARCH OFFICER II - 7 POSTS**

#### **4.4.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct research on animal diseases;
- ii. To keep records of research findings on animal diseases;
- iii. To undertake diagnostic test for various animal diseases;
- iv. To provide input in developing research proposals;
- v. To collect and analyse data of ongoing research projects; and
- vi. To train laboratory technicians on laboratory management techniques;

#### **4.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Veterinary Medicine, Veterinary Science or equivalent qualifications from a recognized Institution. The candidate must be registered by the Veterinary Council of Tanzania.

#### **4.4.3 SALARY SCALE: TVLA 7**

### **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, and**
- Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **24<sup>th</sup> June, 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**

