

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/173

08 June, 2025

### VACANCY ANNOUNCEMENT

On behalf of National Institute of Transport (NIT) and Dar es Salaam Maritime Institute (DMI) Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill Fifty-eight (58) vacant posts as mentioned below;

#### 1.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The Institute was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an autonomous higher learning institution. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

##### 1.1.1 ASSISTANT LECTURER IN MARITIME LAW – (1POST)

##### 1.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor's Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars, and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

### **1.1.3 QUALIFICATION AND EXPERIENCE**

The candidate should possess a Master's degree in any of the following specializations; Maritime Law and International Trade with a minimum GPA of not less than 3.8; and Holder of a Bachelor's degree (NTA Level 8) in Shipping and Port Management; Maritime Affairs; Shipping and Logistics Management; International Logistics and Port Management; and Transport and Logistics Management with GPA of not less than 3.5 from a recognized Institution. Possession of professional certificate issued by Law School of Tanzania, Chartered Institute of Shipbrokers or Institute of Export and International Trade or Chartered Institute of Marine, Port and Terminal Management is added advantage.

### **1.1.4 SALARY SCALE: PHTS 2.1.**

### **1.1.5 ASSISTANT LECTURER IN COMMUNICATIONS SKILLS – (1 POST)**

#### **1.1.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

### **1.1.7 QUALIFICATION AND EXPERIENCE**

Holder of Masters of arts in Linguistics/ communications skills with GPA not less than 3.8 and Bachelor Degree of education in Linguistics/communications skills with GPA not less than 3.5 from a recognized institution.

### **1.1.8 SALARY SCALE: PHTS 2.1.**

#### **1.1.9 ASSISTANT LECTURER IN INFORMATION TECHNOLOGY – (1 POST)**

##### **1.1.10 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

##### **1.1.11 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Computer Science /Information Technology with GPA not less than 3.8 and Bachelor Degree in Computer Science/Information Technology with GPA not less than 3.5 from a recognized institution.

##### **1.1.12 SALARY SCALE: PHTS 2.1.**

#### **1.1.13 ASSISTANT LECTURER IN MECHANICAL ENGINEERING – (1 POST)**

##### **1.1.14 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor's Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars, and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

##### **1.1.15 QUALIFICATION AND EXPERIENCE**

Holder of Master's degree (NTA Level 9) in Mechanical Engineering with Transportation Machinery, Mechanical Engineering, Production Engineering or Machine Design Engineering with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA

Level 8) in Mechanical Engineering with GPA of not less than 3.5 from any recognized Institution.

**1.1.16 SALARY SCALE - PHTS 2.1.**

**1.1.17 ASSISTANT LECTURER IN CIVIL ENGINEERING – (1 POST)**

**1.1.18 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor's Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars, and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

**1.1.19 QUALIFICATION AND EXPERIENCE**

Holder of Master's degree (NTA Level 9) in Civil Engineering with specialization in either Structural Engineering, Highway Engineering, Water Resources Engineering, Railway Engineering (Civil Infrastructure), Geotechnical Engineering or Material Engineering with minimum GPA of not less than 3.8; and Holder of Bachelor degree (NTA Level 8) in Civil Engineering with GPA of not less than 3.5 from any recognized Institution.

**1.1.20 SALARY SCALE - PHTS 2.1.**

**1.1.21 ASSISTANT LECTURER IN MARKETING AND PUBLIC RELATIONS- (1 POST)**

**1.1.22 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8 (Bachelor degree);
- ii. To assist senior staff in practical training, seminars, and tutorials up to NTA level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct researches, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise students' projects;

- vii. To assist in preparing teaching manuals and compendium;
- viii. To work in cooperation with seniors in specific projects;
- ix. To attend workshops, conferences and symposium;
- x. Coaches junior teaching staff; and
- xi. Performs any other duties as may be assigned by supervisor.

#### **1.1.23 QUALIFICATION AND EXPERIENCE**

Holder of Master's degree (NTA Level 9) in Marketing, Marketing and Public Relations and Business Administration specialized in Marketing, with at least a GPA of 3.8 and Bachelor Degree (NTA Level 8) in Marketing, Marketing and Public relations, and Business Administration specialized in Marketing with at least a GPA of 3.5 from any recognized Institution.

#### **1.1.24 SALARY SCALE: PHTS 2.1.**

#### **1.1.25 ASSISTANT LECTURER IN LOGISTICS AND TRANSPORT MANAGEMENT- (1 POST)**

#### **1.1.26 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor's Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars, and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and review existing curricula;
- vii. To prepare teaching manual and;
- viii. To perform any other duties assigned by the Supervisor.

#### **1.1.27 QUALIFICATION AND EXPERIENCE**

The candidate should possess Master's degree in Logistics and Transport Management with at list GPA not less than 3.8 at Master's degree level; and a Bachelor's degree in Logistics and Transport Management; Shipping and Port Logistics Management, and Road and Railway Transport Logistics Management with at least GPA of 3.5 at Bachelor's degree from a recognized Higher Learning Institution

#### **1.1.28 SALARY SCALE: PHTS 2.1.**

#### **1.1.29 ASSISTANT LECTURER IN MATHEMATICS – (1 POST)**

##### **1.1.30 DUTIES AND RESPONSIBILITIES**

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services;
- v. To supervise students' projects;
- vi. To develop and reviews existing curricula;
- vii. To prepare teaching manual; and
- viii. To perform any other duties assigned by Supervisor.

##### **1.1.31 QUALIFICATION AND EXPERIENCE**

Holder of Master's Degree in Mathematics with GPA not less than 3.8 and Bachelor Degree in Mathematics or Mathematics and Information Technology with GPA not less than 3.5 at Bachelor's degree from any recognized Institution.

##### **1.1.32 SALARY SCALE: PHTS 2.1.**

#### **1.1.33 ASSISTANT LECTURER IN AIRCRAFT MAINTENANCE ENGINEERING (1 POST)**

##### **1.1.34 DUTIES AND RESPONSIBILITIES**

- i. To development and review of curricula;
- ii. To plan, design and review training programmes;
- iii. To prepare lessons for aircraft maintenance engineering;
- iv. To prepare training programmes;
- v. To prepares learning resources;
- vi. To plan and design training exercises for aircraft maintenance engineering students;
- vii. To conduct training for aircraft maintenance engineering students;  
to train aircraft maintenance engineers to become aircraft maintenance engineering instructors;
- viii. To carry out special instructional activities which require a higher of competence;
- ix. To coordinates teaching activities and prepares learning resources;

- x. To assess competence of the aircraft maintenance engineering students being instructed and submit recommendations;
- xi. To conduct examinations and submits results;
- xii. To ascertain compliance with safety standards during training;
- xiii. To conducts research, consultancy, and community services;
- xiv. To provide on the job training to junior staff; and
- xv. To perform any other related duties as may be assigned by the supervisor.

#### **1.1.35 DIRECT ENTRY QUALIFICATIONS**

Holder of Master's Degree in one of the following fields Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science with a GPA of at least 3.8 from recognized institution and GPA of not less than 3.5 at Bachelor Degree in Aircraft Engineering, Aircraft Maintenance Engineering, Aeronautical Engineering, or Aerospace Science. Possession of valid Aircraft Maintenance Engineers License (AMEL) recognized by TCAA will be an added advantage.

#### **1.1.36 SALARY SCALE: PHTS 2.1.**

#### **1.1.37 TUTORIAL ASSISTANT IN MATHEMATICS – (1 POSTS)**

#### **1.1.38 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises under close supervision;
- iii. To prepare learning resources for tutorial and practical exercises;
- iv. To assist in conducting research under close supervision;
- v. To conduct assessments for students up to NTA Level 6;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

#### **1.1.39 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Education with Mathematics or Mathematics and Information Technology with GPA not less than 3.5 from any recognized Institution.

#### **1.1.40 SALARY SCALE: PHTS 1.1.**

#### **1.1.41 TUTORIAL ASSISTANT INFORMATION TECHNOLOGY – (4 POSTS)**

##### **1.1.42 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises under close supervision;
- iii. To prepare learning resources for tutorial and practical exercises;
- iv. To assist in conducting research under close supervision;
- v. To conduct assessments for students up to NTA Level 6;
  
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

##### **1.1.43 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Computer Science/ Information Technology with GPA not less than 3.5 from any recognized Institution.

#### **1.1.44 SALARY SCALE: PHTS 1.1.**

#### **1.1.45 TUTORIAL ASSISTANT IN AUTOMOBILE ENGINEERING – (1 POST)**

##### **1.1.46 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials and practical exercises;
- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by the Supervisor.

##### **1.1.47 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's degree (NTA Level 8) in Automobile Engineering or Automotive Engineering with minimum GPA of not less than 3.5 from any recognized Institution.

#### **1.1.48 SALARY SCALE - PHTS 1.1**



#### **1.1.49 TUTORIAL ASSISTANT IN MARKETING AND PUBLIC RELATIONS-(2 POSTS)**

##### **1.1.50 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist conducting tutorials and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. Performs any other duties as may be assigned by supervisor.

##### **1.1.51 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree (NTA Level 8) in Marketing and Public Relations, with at least a GPA of 3.5 from any recognized Institution.

##### **1.1.52 SALARY SCALE: PHTS 1.1.**

#### **1.1.53 TUTORIAL ASSISTANT IN ROAD AND RAILWAY TRANSPORT LOGISTICS MANAGEMENT– (2 POSTS)**

##### **1.1.54 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises under close supervision;
- iii. To prepare learning resources for tutorial and practical exercises;
- iv. To assist in conducting research under close supervision;
- v. To conduct assessments for students up to NTA Level 6;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

##### **1.1.55 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's degree in Road and Railway Transport Logistics Management with GPA not less than 3.5 from a recognized higher learning institution.

##### **1.1.56 SALARY SCALE: PHTS 1.1.**

### **1.1.57 TUTOR II IN SHIPBUILDING AND REPAIR - (2 POSTS)**

#### **1.1.58 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials and practical exercises;
- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by the Supervisor.

#### **1.1.59 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's Degree (NTA Level 8) in Marine Engineering Technology, Naval Architecture and Marine Engineering with a GPA of not less than 3.0 from a recognized Institution. Possession of Professional Certificate of Competence (CoC) at least class III is added advantage.

#### **1.1.60 SALARY SCALE - PTSS 3.1.**

### **1.1.61 TUTOR II INFORMATION TECHNOLOGY – (3POSTS)**

#### **1.1.62 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises under close supervision;
- iii. To prepare learning resources for tutorial and practical exercises;
- iv. To assist in conducting research under close supervision;
- v. To conduct assessments for students up to NTA Level 6;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by Supervisor.

#### **1.1.63 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Information Technology or Computer Science with GPA not less than 3.0 from any recognized Institution.

#### **1.1.64 SALARY SCALE: PTSSS 3.1.**

### **1.1.65 TUTOR II IN ELECTRICAL ENGINEERING – (1 POST)**

#### **1.1.66 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials and practical exercises;
- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by the Supervisor;

#### **1.1.67 QUALIFICATION AND EXPERIENCE**

The candidate should possess Bachelor's degree (NTA Level 8) in Electrical/Electrical and Electronics Engineering with GPA of 3.5 and above from any recognized Institution.

#### **1.1.68 SALARY SCALE - PTSS 3.1.**

### **1.1.69 TUTOR II IN BUSINESS ADMINISTRATION-(1 POST)**

#### **1.1.70 DUTIES AND RESPONSIBILITIES**

- i. To create environment of training and learning and assist a learner in developing appropriate skills of a specific/particular field of study up to Ordinary Diploma (NTA Level 6);
- ii. To conduct tutorials and practical exercises for students;
- iii. To assess learners acquired competencies up to NTA Level 6;
- iv. To conduct and support research and consultancy works under close supervision;
- v. To participate in developing and review of curriculum up to NTA level 6;
- vi. To prepare learning resources;
- vii. To supervise field training students; and
- viii. Performs any other duties as may be assigned by supervisor.

#### **1.1.71 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's Degree (NTA Level 8) in Business Administration with at least a GPA of 3.0 from any recognized Institution.

#### **1.1.72 SALARY SCALE: PTSS 3.1**

### **1.1.73 TUTOR II IN PROCUREMENT-(1 POST)**

#### **1.1.74 DUTIES AND RESPONSIBILITIES**

- i. To create environment of training and learning and assist a learner in developing appropriate skills of a specific/particular field of study up to Ordinary Diploma (NTA Level 6);
- ii. To conduct tutorials and practical exercises for students;
- iii. To assess learners acquired competencies up to NTA Level 6;
- iv. To conduct and support research and consultancy works under close supervision;
- v. To participate in developing and review of curriculum up to NTA level 6;
- vi. To prepare learning resources;
- vii. To supervise field training students; and
- viii. Performs any other duties as may be assigned by supervisor.

#### **1.1.75 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's Degree (NTA Level 8) in Procurement and Logistics Management, with at least a GPA of 3.0 from any recognized Institution.

#### **1.1.76 SALARY SCALE: PTSS 3.1.**

### **1.1.77 TUTOR II IN LOGISTICS AND TRANSPORT MANAGEMENT– (2 POSTS)**

#### **1.1.78 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorials and practical exercises;
- iii. To assist in conducting research under close supervision;
- iv. To conduct assessments for students up to NTA level 6;
- v. To assist in conducting tutorials for Bachelor's Degree students under close supervision;
- vi. To carry out consultancy and community services under close supervision; and
- vii. To perform any other duties assigned by the Supervisor.

#### **1.1.79 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's degree in Logistics and Transport Management; Shipping and Port Logistics Management, and Road and Railway Transport Logistics Management Transport with GPA of not less than 3.5 from a recognized higher learning institution.

#### **1.1.80 SALARY SCALE: PTSS 3.1.**

#### **1.1.81 TUTOR II IN ACCOUNTING AND TRANSPORT FINANCE – (1 POST)**

##### **1.1.82 DUTIES AND RESPONSIBILITIES**

- i. Develop and implement lesson plans tailored to individual student needs
- ii. Create and use teaching materials such as presentations, worksheets, and practice exams
- iii. Provide one-on-one and group tutoring sessions to students
- iv. Assist students in understanding the principles of accounting, including debits, credits, and financial reporting
- v. Help students prepare for exams and standardized tests in accounting
- vi. Evaluate student progress and provide regular feedback to students and parents
- vii. Stay up-to-date with current accounting practices and educational methodologies
- viii. Offer additional support and resources outside of tutoring sessions as needed
- ix. To perform any other relevant duties as assigned by one's superior.

#### **1.1.83 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Accounting and Transport Finance with an overall GPA not less than three 3.0 from any recognized institution.

#### **1.1.84 SALARY SCALE: PTSS 3.1.**

#### **1.1.85 CABIN CREW INSTRUCTOR II (2 POSTS)**

##### **1.1.86 DUTIES AND RESPONSIBILITIES**

- i. To assist in conducting cabin crew training
- ii. To assist in conducting tutorial and practical exercises for students under close supervision
- iii. To prepare material for practical exercises
- iv. To conduct examinations and submit results

- v. To participate in research work
- vi. To carry out consultancy and service job assignment under close supervision; and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **1.1.87 DIRECT ENTRY QUALIFICATION**

Holder of Certificate of completion for Cabin Crew Ab-Initial Course with a valid Cabin Crew License, recognized by TCAA. Possession of vast experience as an Airline Cabin Crew and/or certificate of completion for Cabin Crew Instructor Course, recognized by TCAA, will be highly considered. A candidate possessing Bachelor's Degree in either Aviation Management, Public Administration and Marketing, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Transport Management, Tourism Management, Hospitality Management, international relation and diplomacy or Business Administration with a GPA of not less than 3.5 from a recognized institution and TCAA recognized certificates of Dangerous goods and Aviation Security will be an added advantage.

#### **1.1.88 SALARY SCALE: FAVS 1.**

#### **1.1.89 FLIGHT OPERATIONS INSTRUCTOR II (1 POST)**

##### **1.1.90 DUTIES AND RESPONSIBILITIES**

- i. To assist in training of Flight Operations trainees;
- ii. To assist in conducting tutorial and practical exercises for Flight Operations trainees;
- iii. To prepare material for practical exercises;
- iv. To perform any other related duties as may be assigned by the supervisor.

#### **1.1.91 DIRECT ENTRY QUALIFICATION**

Holder of Certificate of completion for Flight Operations Officer course with a valid Flight Operations Officer's License, recognized by TCAA. Possession of a vast experience as a flight operations officer in an airline and/or certificate of completion of Instructional Techniques Course, recognized by TCAA will be highly considered. A candidate with Bachelor's Degree in either Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, meteorology, Logistics

and Transport Management, Logistics Management, or Transport Management with a GPA of not less than 3.5 from a recognized institution and TCAA recognized certificates of Dangerous Goods and Aviation security will be an added advantage.

**1.1.92 SALARY SCALE: FAVS 2.**

**1.1.93 ENGINEERING - (ESTATES OFFICER II IN STRUCTURAL) 1 POST)**

**1.1.94 DUTIES AND RESPONSIBILITIES**

- i. To ensure maintenance and cleaning of Institute properties and environment
- ii. To examine bills of quantities
- iii. To prepare work schedules
- iv. To prepare budget for maintenance works
- v. To participate in drawing-up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems
- vi. To keep and maintain relevant equipment in good working order
- vii. To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment
- viii. To assist in the planning, organizing, implementing and controlling of Estate activities and services
- ix. To perform any other duties as may be assigned by Supervisor.

**1.1.95 DIRECT ENTRY QUALIFICATION**

Holder of Bachelor's Degree in Civil Engineering from recognized institution. Must be registered by respective Professional Board as graduate Engineer/Architecture/Valuer/Quantity Surveyor. Specialization in Structural Engineering will be an Added advantage.

**1.1.96 SALARY SCALE: PGSS 7.**

**1.1.97 OFFICE MANAGEMENT SECRETARY II (1POST)**

**1.1.98 DUTIES AND RESPONSIBILITIES**

- i. To assist in organising meetings in the Faculties/Directorates/Department/Unit;
- ii. To make booking and travel arrangement for immediate officer;
- iii. To provide general services in the department;
- iv. To make minutes at staff meetings;
- v. To provide secretarial service at Meetings, Seminars etc.;

- vi. To record official appointments and make sure that the officer is kept informed in time; and
- vii. To perform any other related duties as may be assigned by superiors.

#### **1.1.99 DIRECT ENTRY QUALIFICATIONS**

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.

#### **1.1.100 SALARY SCALE: PGSS 4.1**

#### **1.1.101 ARTISAN II IN ARTISAN II IN CARPENTRY AND JOINERY (1 POST)**

#### **1.1.102 DUTIES AND RESPONSIBILITIES**

- i. Read blueprints, drawings and sketches to fully grasp requirements;
- ii. Take measurements and calculate the size and amount of material needed for carpentry work;
- iii. Analyze problem and identify appropriate tools and materials for repair;
- iv. Choose carpentry materials based on budget, location, and intended uses of building;
- v. Follow health and safety standards and complies with building codes;
- vi. Perform inspections to identify and replace worn parts of carpentry work;
- vii. Perform any other duties as assigned by the Supervisor.

#### **1.1.103 DIRECT ENTRY QUALIFICATION**

Holder of Secondary Education Certificate with Trade Test Grade III or NVA Level II from any recognized Institution. Specializing in Carpentry and Joinery.

#### **1.1.104 Salary Scale: PGSS 2.1.**

#### **1.1.105 ARTISAN II IN MACHINE TOOLS - (1 POST)**

#### **1.1.106 DUTIES AND RESPONSIBILITIES**

- i. To assist in performing specified craft jobs under supervision,
- ii. To assist in taking care of tools and equipment,
- iii. To assist in operational repairs of machinery and facilities,
- iv. To assist in reporting maintenance problems to senior staff,
- v. To assist in performing routine technical cleaning of the work environment,



- vi. To perform any other related duties as may be assigned by the Supervisor.

#### **1.1.107 QUALIFICATION AND EXPERIENCE**

Holder of Secondary Education Certificate with a minimum of Trade Test Grade III or NVA Level II from any recognized Institution. Specializing in Filter Mechanics.

#### **1.1.108 SALARY SCALE - PGSS 2.1**

#### **1.1.109 ARTISAN II IN PAINTING (1 POST)**

#### **1.1.110 DUTIES AND RESPONSIBILITIES**

- i. Site preparation;
- ii. Colour matching,
- iii. Surface preparation and applying paint and other finishes to walls, ceilings;
- iv. Furniture and other surfaces;
- v. Applies various finishes to buildings, rooms, or other structures, including primers or sealers;
- vi. Prepares, cleans, and tapes all jobsites;
- vii. Removes old paint coating, if necessary;
- viii. Mixes colors or oils to obtain desired color or consistency.

#### **1.1.111 DIRECT ENTRY QUALIFICATION**

Holder of Secondary Education Certificate with Trade Test Grade III or NVA Level II from any recognized Institution. Specializing in Painting and Sign writing.

#### **1.1.112 SALARY SCALE: PGSS 2.1.**

### **2.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)**

The Dar es Salaam Maritime Institute (DMI) was established on the 3rd July, 1978 by Cabinet Resolution as a training unit within the Ministry of Transport and Communication to fulfill the needs for well-trained Seafarers. On realizing the increasing demands for maritime training, the Government transformed the training unit to Dar es Salaam Maritime Institute (DMI) by the Act of Parliament No. 22 of 1991 to cater for the greater needs of the shipping Industry in the region. DMI main campus is located along Sokoine Drive in the commercial city of Dar es Salaam, adjacent to the Port of Dar es Salaam.

### **2.0.1 TUTORIAL ASSISTANT – MARITIME TRANSPORT (1 POST)**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorials, seminars, and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.3 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Maritime Transport/ Nautical Science/ Navigation Technology, Ship Design and Construction or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution Holding a Certificate of Competence is an added advantage. Must be ready to undergo Sea Service.

#### **2.0.4 SALARY SCALE: PHTS 1/1**

### **2.0.5 TUTORIAL ASSISTANT – (MARINE ENGINEERING TECHNOLOGY) 1 – POST**

#### **2.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars, and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- vi. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and

vii. To perform any other relevant duties as may be assigned by the supervisor.

### **2.0.7 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Marine Engineering or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution. Holding a Certificate of Competence is an added advantage. Must be ready to undergo Sea Service.

### **2.0.8 SALARY SCALE: PHTS 1/1**

### **2.0.9 TUTORIAL ASSISTANT – (SHIPPING AND LOGISTICS MANAGEMENT) -2 POSTS**

#### **2.0.10 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars, and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.11 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Shipping and Logistics, or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

### **2.0.12 SALARY SCALE: PHTS 1/1**

### **2.0.13 TUTORIAL ASSISTANT – (MECHATRONICS ENGINEERING)- 2 POSTS**

#### **2.0.14 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars, and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;

- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor

#### **2.0.15 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Mechatronic Engineering, or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

#### **2.0.16 SALARY SCALE: PHTS 1/1**

#### **2.0.17 TUTORIAL ASSISTANT – OIL AND GAS ENGINEERING - 2 POSTS**

#### **2.0.18 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.19 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Petroleum Engineering, Oil and Gas Technology, or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

#### **2.0.20 SALARY SCALE: PHTS 1/1**

## **2.0.21 TUTORIAL ASSISTANT – (COMPUTER SCIENCE/ COMPUTER ENGINEERING) - 1POST**

### **2.0.22 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

### **2.0.23 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Computer Science, Software Engineering, and Computer Engineering, or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

### **2.0.24 SALARY SCALE: PHTS 1/1**

## **2.0.25 INSTRUCTOR II (MARINE ENGINEERING) - 2 POSTS**

### **2.0.26 DUTIES AND RESPONSIBILITIES**

- i. To teach STCW Mandatory Courses;
- ii. To teach officer in charge of navigational 500 GT respectively;
- iii. To participate in research/consultancy work;
- iv. To construct/manufacture/fabricate or prepare teaching aids;
- v. To prepare material for practical exercises;
- vi. To assist in engaging learners into competence practice up to NTA level 6;
- vii. To assist in conducting practical exercises to students under close supervision;
- viii. To present personal professional appearance and attitude;
- ix. To assess learners acquired practical competencies;
- x. To guide learners to perform minor repair and maintain practical facilities;

- xi. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.27 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Marine and Mechanical Engineering, Marine Engineering, or equivalent qualifications with a minimum GPA of 3.0 out of 5.0 from a recognized Institution. For Mariners should possess a certificate of Competency (Class IV) as Officer in charge of an Engineering Watch on seagoing ships powered by main propulsion machinery of less than 750 kW.

#### **2.0.28 SALARY SCALE: PTSS.**

#### **2.0.29 TUTORIAL ASSISTANT – (NAVAL ARCHITECTURE AND OFFSHORE ENGINEERING) - 1 POST**

##### **2.0.30 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum;
- vi. To assist in carrying out consultancy and community services under close supervision; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.31 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree (NTA Level 8) in Naval Architecture, Ship Design and Construction, Offshore Engineering or equivalent qualifications with a minimum GPA of 3.5 out of 5 from a recognized Institution.

#### **2.0.32 SALARY SCALE: PHTS 1/1**

#### **2.0.33 INSTRUCTOR II (MARITIME TRANSPORT) - 2 POST**

##### **2.0.34 DUTIES AND RESPONSIBILITIES**

- i. To teach STCW Mandatory Courses;
- ii. To teach officer in charge of navigational 500 GT respectively;
- iii. To participate in research/consultancy work;

- iv. To construct/manufacture/fabricate or prepare teaching aids;
- v. To prepare material for practical exercises;
- vi. To assist in engaging learners into competence practice up to NTA level 6;
- vii. To assist in conducting practical exercises to students under close supervision;
- viii. To present personal professional appearance and attitude;
- ix. To assess learners acquired practical competencies;
  
- x. To guide learners to perform minor repair and maintain practical facilities; and
- xi. To perform any other relevant duties as may be assigned by the supervisor.

#### **2.0.35 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree (NTA Level 8) in Maritime Transport, Nautical Science or equivalent from recognized Institution with a minimum GPA of 3.0 out of 5. For Mariners Should possess Certificate of Competency (Class IV) as Officer in charge of a Navigational Watch on ships of less than 500 gross tonnage. Must be ready to undergo Sea Service.

#### **2.0.36 SALARY SCALE: PTSS 3**

#### **2.0.37 SEAFARER ENGINE II (MARINE ENGINEERING) - 1 POST**

#### **2.0.38 DUTIES AND RESPONSIBILITIES**

- i. To upkeep and maintain cleanliness in the Engine Room;
- ii. To assist Marine Engineers in the maintenance of the machineries on board the vessel;
- iii. To maintenance and repair of electrical power plants and electronic equipment;
- iv. To appropriate use of hand tools, machine tools, and measuring instruments for fabrication and repair onboard; and
- v. To perform any other related duties assigned by Officer-in-Change.

## **2.0.39 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education or above and STCW Basic Safety Training Certificates (Mandatory Courses) from a recognized institution, and at least 24 months of sea service.

## **2.0.40 SALARY SCALE: PGSS 2/1**

## **2.0.41 SEAFARER DECK II (MARITIME TRANSPORT) - 2 POSTS**

### **2.0.42 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 handle and operate all deck machinery;
- iv. To maintain cleanliness in deck; and
- v. To perform any other official duties as may be assigned by supervisor.

## **2.0.43 QUALIFICATION AND EXPERIENCE**

Holder of Certificate of Secondary Education and STCW Basic Safety Training Certificates (Mandatory Courses) from a recognized institution with at least 24 months of on-board ship experience in relevant duties.

## **2.0.44 SALARY SCALE: PGSS 2/1**

## **2.0.45 ICT OFFICER II (SYSTEM DEVELOPERS)- 2 POSTS**

### **2.0.46 DUTIES AND RESPONSIBILITIES**

- i. To provide advice in developing and implementing Information Communication Technology (ICT) Strategy in order to facilitate the design and development of the Institutes monitoring and management information systems;
- ii. To perform systems analysis, design and coding;
- iii. To advice on suitability of existing and future ICT hardware and software;
- iv. To assist in designing, coding and implementing proper security controls to ensure the security and integrity of data and systems;



- v. To provide inputs in designing and maintaining procedures, rules, and regulation for the development and application of ICT across various platforms (web, mobile, desktop) ;
- vi. To assist in developing and maintaining an in-house database and other programmes to ensure safe custody of data and information;
- vii. To perform Installation and configuration of application servers;
- viii. To participate in conducting programming activities in various languages, Front-end GUI design, system testing, and system configurations;
- ix. To debug software, conduct user acceptance test, code review, and risk assessments;
- x. To assist in designing and developing various reports from databases as per users requirements;
- xi. To provide inputs on computer training needs for the Institute;
- xii. To provide inputs in preparation of unit performance reports; and
- xiii. To undertake any other duties as assigned by the superiors.

#### **2.0.47 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree in Computer Science, Computer Engineering, Information System and Network Engineering or equivalent from a recognized Institution Knowledge of one or more programming languages, such as Java, JavaScript, Python, and is an added advantage.

#### **2.0.48 SALARY SCALE: PGSS 7/1**

#### **2.0.49 ICT OFFICER II (SYSTEM SECURITY EXPERT)- 1 POST**

#### **2.0.50 DUTIES AND RESPONSIBILITIES**

- i. To constantly test and monitor all types of Intrusion and penetration to DMI network;
- ii. To make use of the appropriate software to check unwarranted connection to the network;
- iii. To monitor the performance of the Security Software;
- iv. To assess ICT security risk/exposure to new and existing infrastructure and alert users on any identified risks including virus;
- v. To ensure that all security software and systems are operating in the required level of performance;

- vi. To hunt cybersecurity threats and mitigate them before they compromise the organization;
- vii. To maintain log of unauthorized attempts to break into the DMI network and take remedial actions;
- viii. To answer all queries pertaining to network security;
- ix. To troubleshoot all problems related to software, hardware and networks and resolve them or recommend solutions;
- x. To liaise with other suppliers/dealers for regular software updates including Antivirus;
- xi. To provide inputs in development and review of DMI network security policies and guidelines;
- xii. To provide inputs in the development of information security awareness training programs and conduct training to the DMI employees;
- xiii. To provide inputs in preparation of unit performance reports;and
- xiv. To undertake any other duties as assigned by the superiors.

#### **2.0.51 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree in Information Technology, Computer Science, Cybersecurity, Information Technology, Computer Engineering, or equivalent qualifications from a recognized Institution. Knowledge of scripting languages and Python programming language is added advantage. Professional Certification such as CISSP, CEH, CPENT and CCNA Security is an added advantage.

#### **2.0.52 SALARY SCALE: PGSS 7/1.**

## 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 30<sup>th</sup> November, 2010.**
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;

- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. **Deadline for application is 18 June, 2025;**
- xv. Only shortlisted 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**













