

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/189

01st August, 2025

VACANCY ANNOUNCEMENT

On behalf of the Water Institute (WI) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill twenty-three (23) vacant posts as mentioned below.

1.0 THE WATER INSTITUTE (WI)

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through training and consultancy and research services under the policy guidelines of the Ministry of Water. Its objective is to provide quality training, research and consultancy services and other services to all water sector stakeholders to meet national and international standards.

1.1 ASSISTANT LECTURER – SANITATION ENGINEERING (3 POSTS) – MAIN CAMPUS DAR ES SALAAM

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor's Degree (NTA Level 8) in one of the following fields: Sanitation Engineering, Environmental Engineering, Water Supply and Sanitation Engineering, Environmental Science and Management, and Water Resources Engineering with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.1.3 REMUNERATION

1.1.4 SALARY SCALE: PHTS 2.1

1.2 ASSISTANT LECTURER – COMMUNITY DEVELOPMENT (1 POST) – MAIN CAMPUS DAR ES SALAAM – RE ADVERTISED

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor's Degree (NTA Level 8) in one of the following fields: Community Development, Sociology, Social Work, and Gender and Development, with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.2.3 REMUNERATION

1.2.4 SALARY SCALE: PHTS 2.1

1.3 TUTOR II – MATHEMATICS (2 POSTS) – SINGIDA CAMPUS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;

- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Mathematics, Applied Mathematics or Engineering Mathematics with GPA of 3.0 (out of 5.0) and above.

1.3.3 REMUNERATION

1.3.4 SALARY SCALE: PTSS 3.1`

1.4 TUTOR II – ICT (1 POST) – SINGIDA CAMPUS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Computer Engineering, Computer Science, Information Technology or Computer Systems and Networks with GPA of 3.0 (out of 5.0) and above.

1.4.3 REMUNERATION

1.4.4 SALARY SCALE: PTSS 3.1

1.5 TUTOR II – BUSINESS AND ENTREPRENEURSHIP (3 POSTS) – SINGIDA CAMPUS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;

- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Entrepreneurship, Business Administration, Business Management, Business and Investments, Economics, Finance Management with GPA of 3.0 (out of 5.0) and above.

1.5.3 REMUNERATION

SALARY SCALE: PTSS 3.1

1.6 TUTOR II – SANITATION ENGINEERING (2 POSTS) – MAIN CAMPUS DAR ES SALAAM

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Sanitation Engineering, Environmental Engineering, Water Supply and Sanitation Engineering, Environmental Science and Management, or Water Resources Engineering with GPA of 3.0 (out of 5.0) and above.

1.6.3 REMUNERATION

SALARY SCALE: PTSS 3.1`

1.7 TUTORIAL ASSISTANT – WATER SUPPLY ENGINEERING (2 POSTS) – MAIN CAMPUS DAR ES SALAAM

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Water Resources and Irrigation Engineering, Water Supply Engineering, Civil or Water Resources Engineering with GPA of 3.5 (out of 5.0) and above.

1.7.3 REMUNERATION

SALARY SCALE: PHTS 1.1

1.8 TUTORIAL ASSISTANT – HYDROGEOLOGY (2 POSTS) – MAIN CAMPUS DAR ES SALAAM

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;
- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Hydrogeology and Drilling, Geology, Applied Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above.

1.8.3 REMUNERATION

1.8.4 SALARY SCALE: PHTS 1.1

1.9 TUTORIAL ASSISTANT – HYDROLOGY (2 POSTS) – MAIN CAMPUS DAR ES SALAAM

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- i. To prepare learning resources;
- ii. To conduct research and innovation activities;
- iii. To carry out consultancy and community/outreach services; and
- iv. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.9.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Engineering Hydrology, Hydrology and Water Resources, Civil and Water Resources Engineering, Water Resources Engineering or Environmental Engineering with GPA of 3.5 (out of 5.0) and above.

1.9.3 REMUNERATION

1.9.4 SALARY SCALE: PHTS 1.1

1.10 ASSISTANT INSTRUCTOR II – HYDROLOGY (1 POST) – MAIN CAMPUS DAR ES SALAAM

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level;
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research and innovation activities under close supervision;
- v. To carry out consultancy and community/outreach services under close supervision; and

- vi. To perform any other relevant duties as assigned by relevant authority at the Institute

1.10.2 QUALIFICATION AND EXPERIENCE

Holder of a good Ordinary Diploma (NTA Level 6) or its equivalent qualification in Hydrology and Meteorology or Water Resources Engineering.

1.10.3 REMUNERATION.

1.10.4 SALARY SCALE: PTSS 1.1

1.11 TECHNICIAN II – WATER LABORATORY (3 POSTS) – SINGIDA CAMPUS

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To prepare lists of chemicals and reagents required for laboratory investigations;
- ii. To carry out water and wastewater sampling;
- iii. To carry out physical, chemical and bacteriological analysis of water and wastewater;
- iv. To maintain proper records of laboratory investigations;
- v. To ensure that equipment in the laboratory are in good working order by performing regular servicing and calibration;
- vi. To prepare periodical reports on laboratory activities;
- vii. To assist students' projects and practical, research and consultancy works; and
- viii. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.11.2 QUALIFICATION AND EXPERIENCE

Holder of a good Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Quality Laboratory Technology or Water Quality Laboratory Technology.

1.11.3 REMUNERATION.

1.11.4 SALARY SCALE: WDMS 4.1

1.12 TUTORIAL ASSISTANT – QUANTITY SURVEYING (1 POST) – SINGIDA CAMPUS – RE ADVERTISE

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level;
- ii. To conduct tutorial and practical exercises for students;
- iii. To prepare learning resources;

- iv. To conduct research and innovation activities;
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other relevant duties as assigned by relevant authority at the Institute.

1.12.2 QUALIFICATION AND EXPERIENCE

Holder of a good Bachelor Degree (NTA Level 8) or its equivalent qualification in Quantity Surveying, Building Economics, Construction Economics, or Quantity Surveying for Water and Sanitation with GPA of 3.0 (out of 5.0) and above.

1.12.3 REMUNERATION

1.12.4 SALARY SCALE: PHTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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 who hold the same advertised positions 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. 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, Mahakama Street, Tambukareli Area - Dodoma.**
- xiv. **Deadline for application is 14th August, 2025;**
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

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

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETAR**

