

# JAMHURI YA MUUNGANO WA TANZANIA



## OFISI YA RAIS

### SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

**Kumb.Na.JA.9/259/01/C/14**

**10 Januari, 2026**

Katibu wa Sekretarieti ya Ajira katika Utumishi wa Umma kwa niaba ya Ofisi ya Taifa ya Ukaguzi (NAOT) anakaribisha maombi ya kazi kutoka kwa Watanzania wenye sifa na uwezo wa kujaza nafasi **142** kama ilivyoainishwa katika tangazo hili.

## OFISI YA TAIFA YA UKAGUZI (NAOT)

### 1.0 MKAGUZI DARAJA LA II – Nafasi 121

#### 1.1 MAJUKUMU YA KAZI

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (audit programme);
- ii. Kushiriki katika kuandaa taarifa za kila robo mwaka na kuziwasilisha kwa msimamizi wa kazi;
- iii. Kukagua hati za malipo, stakabadhi na akaunti za benki;
- iv. Kufanya uchunguzi wa mifumo ya udhibiti wa ndani na kuandaa taarifa na hoja za ukaguzi;
- v. Kufanya ukaguzi wa kushtukiza wa fedha na kuandaa taarifa na hoja za ukaguzi;
- vi. Kutekeleza mwongozo wa ukaguzi wa Ofisi;
- vii. Kushirikiana na Wakaguliwa kujadili masuala yanayoathiri maendeleo ya ukaguzi;
- viii. Kukagua nyaraka za matumizi, maendeleo, amana, wakala, mifuko, miradi maalum na mapato ya Serikali;

ix. Kutathmini mipango ya kazi na kuandaa marekebisho ya msingi na kuyawasilisha kwa msimamizi wa kazi;

x. Kutayarisha hoja, barua za ukaguzi na taarifa za kila mwaka; na

xi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **1.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza ya Biashara/Sanaa yenye mwelekeo wa Uhasibu au Shahada ya kwanza ya Uhasibu na Mifumo ya Teknolojia ya Habari na Mawasiliano (Bachelor of Accounting with Information Technology) au Shahada ya kwanza ya Uhasibu na Fedha (Bachelor of Accounting and Finance) au Shahada ya Kwanza ya Uhasibu na Fedha katika Sekta ya Umma (Bachelor in Public Sector Accounting and Finance) kutoka vyuo vinavyotambuliwa na Serikali.

## **1.3 NGAZI YA MSHAHARA**

SAIS. E

## **2.0 AFISA HABARI DARAJA LA II - FANI YA UBUNIFU WA MICHORO - (GRAPHIC DESIGN) – Nafasi 1**

### **2.1 MAJUKUMU YA KAZI**

i. Kusimamia mifumo ya mawasiliano ya kidijitali ya Ofisi kama vile tovuti na mitandao ya kijamii;

ii. Kufanya ufuatiliaji na uchambuzi wa habari mbalimbali zinazohusu Ofisi ya Taifa ya Ukaguzi;

iii. Kupiga na kuhariri picha mnato na picha mjongo kwa ajili ya mawasiliano ya ndani na nje ya taasisi;

- iv. Kuandaa picha na kubuni michoro yenye maudhui ya ukaguzi kwa ajili ya ripoti za ukaguzi, ripoti za wadau na maonesho;
- v. Kushiriki kampeni za mawasiliano ya kidijitali za Ofisi;
- vi. Kutunza kanzidata ya ubunifu na kumbukumbu za mawasiliano; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **2.2 SIFA ZA MWOMBAJ**

Kuajiriwa wenye Shahada ya kwanza katika fani ya “Multimedia Technology” (Bachelor of Science in Multimedia Technology) au Shahada ya Sanaa katika Ubunifu wa Michoro (Bachelor of Arts in Graphic Design kutoka katika Vyuo vinavyotambuliwa na Serikali.

## **2.3 NGAZI YA MSHAHARA**

TGS D

## **3.0 AFISA HABARI DARAJA LA II -FANI YA UANDISHI WA HABARI – Nafasi 1**

### **3.1 MAJUKUMU YA KAZI**

- i. Kukusanya na kuandika habari;
- ii. Kupiga picha mnato na picha mjongeo;
- iii. Kuandaa picha za maonyesho;
- iv. Kuhifadhi picha na kuhudumia Maktaba na marejeo;
- v. Kuandaa majarida na mabango;
- vi. Kukusanya takwimu mbalimbali za habari;

vii. Kukusanya majarida na Vipeperushi; na

viii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **3.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza ya Sanaa katika Uandishi wa Habari (Bachelor of Arts in Journalism) au Shahada ya Sanaa katika Mawasiliano ya Umma (Bachelor of Arts in Mass Communication) kutoka katika Vyuo vinavyotambuliwa na Serikali.

### **3.3 NGAZI YA MSHAHARA**

TGS D

## **4.0 MKAGUZI DARAJA LA II - FANI YA UDAKTARI WA MIFUGO (VETERINARY MEDICINE) – Nafasi 1**

### **4.1 MAJUKUMU YA KAZI**

i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;

ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;

iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;

iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;

v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;

vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na

vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **4.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza ya Tiba ya Wanyama (Veterinary Medicine) kutoka Vyuo vinavyotambuliwa na Serikali aliyesajiliwa na Baraza la Veterinari Tanzania (VCT).

## **4.3 NGAZI YA MSHAHARA**

SAIS. E

## **5.0 MKAGUZI DARAJA LA II - FANI YA FAMASIA (PHARMACY) – Nafasi 1**

### **5.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **5.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Famasia (Bachelor of Pharmacy) kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Wafamasia Tanzania (PC).

### **5.3 NGAZI YA MSHAHARA**

SAIS. E

## **6.0 MKAGUZI DARAJA LA II- FANI YA AFYA YA JAMII (PUBLIC HEALTH) – Nafasi 1**

### **6.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **6.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Afya ya Umma (Bachelor of Public Health) au Shahada ya Sayansi ya Afya (Bachelor of Health Science) kutoka katika Vyuho vinavyotambuliwa na Serikali.

### **6.3 NGAZI YA MSHAHARA**

SAIS. E

## **7.0 MKAGUZI DARAJA LA II - FANI YA USTAWI WA JAMII (SOCIAL WELFARE) – Nafasi 1**

### **7.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **7.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Ustawi wa Jamii (Bachelor of Social work) au Shahada ya Sosholojia (Bachelor of Sociology) kutoka katika Vyuo vinavyotambuliwa na Serikali.

### **7.3 NGAZI YA MSHAHARA**

SAIS. E

## **8.0 MKAGUZI DARAJA LA II- FANI YA UHANDISI WA MAJI NA USAFI WA MAZINGIRA (WATER SUPPLY AND SANITATION ENGINEERING) - Nafasi 2**

### **8.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;

- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **8.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi katika Uhandisi wa Rasilimali Maji (Bachelor of Science in Water Resources Engineering), au Shahada ya Sayansi katika Uhandisi wa Mazingira (Bachelor of Science in Environmental Engineering) au Shahada ya Maendeleo ya Jamii katika Usambazaji wa Maji na Usafi wa Mazingira (Bachelor Degree in Community Development for Water Supply and Sanitation) kutoka katika Vyuo vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wahandisi (ERB).

## **8.3 NGAZI YA MSHAHARA**

SAIS. E

## **9.0 MKAGUZI DARAJA LA II - FANI YA UHANDISI WA UMWAGILIAJI NA RASILIMALI ZA MAJI (IRRIGATION AND WATER RESOURCES ENGINEERING) – Nafasi 1**

### **9.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;



- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **9.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi ya Uhandisi wa Umwagiliaji na Rasilimali za Maji (Bachelor of Irrigation and Water Resources Engineering) au Shahada ya Uhandisi wa Rasilimali za Maji ( Bachelor of Water Resources Engineering) kutoka katika Vyuo vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wahandisi (ERB).

## **9.3 NGAZI YA MSHAHARA**

SAIS. E

# **10.0 MKAGUZI DARAJA LA II - FANI YA SAYANSI YA TAARIFA ZA KIJIOGRAFIA (GEOINFORMATICS) -Nafasi 1**

## **10.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;

- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **10.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi ya Taarifa za Kijiografia na Utambuzi (Bachelor of Science in Geographical Information Systems and Remote Sensing) au Shahada ya Sayansi ya Taarifa za Kijiografia (Bachelor of Science in Geomatics) kutoka katika Vyuo vinavyotambuliwa na Serikali.

## **10.3 NGAZI YA MSHAHARA**

SAIS. E

## **11.0 MKAGUZI DARAJA LA II - FANI YA UHANDISI WA VIFAA TIBA (BIOMEDICAL ENGINEERING) – Nafasi 1**

### **11.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **11.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi ya Uhandisi wa Vifaa Tiba (Bachelor of Science in Biomedical Engineering) kutoka katika Vyuo vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wahandisi (ERB).

## **11.3 NGAZI YA MSHAHARA**

SAIS. E

## **12.0 MKAGUZI DARAJA LA II- FANI YA UTHAMINISHAJI ARDHI (LAND VALUATION) – Nafasi 1**

### **12.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu
- ii. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- iii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iv. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- v. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
  - vi. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
  - vii. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
  - viii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **12.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi katika Usimamizi na Upimaji wa Ardhi (Bachelor of Science in Land Management and Valuation) kutoka katika vyuo vinavyotambuliwa na Serikali.

### **12.3 NGAZI YA MSHAHARA**

SAIS. E

### **13.0 MKAGUZI DARAJA LA II - FANI YA MIPANGO YA MATUMIZI YA ARDHI (LAND USE PLANNING) - Nafasi 1**

#### **13.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi wa ufanisi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

#### **13.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Kwanza katika Uendelezaji Miji na Usimamizi wa Mazingira (Bachelor Degree in Urban Development and Environmental Management) kutoka katika vyuo vinavyotambuliwa na Serikali.

### **13.3 NGAZI YA MSHAHARA**

SAIS. E

## **14.0 MKAGUZI DARAJA LA II - FANI YA UHANDISI WA UMEME (ELECTRICAL ENGINEERING) – Nafasi 1 Post**

### **14.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuainisha maeneo ya ukaguzi na kutunza kumbukumbu zake;
- ii. Kushiriki katika kuandaa mipango kazi ya ukaguzi;
- iii. Kukusanya na kutunza taarifa kwa ajili ya kufanya ukaguzi;
- iv. Kushiriki katika kufanya na kutayarisha taarifa za upembuzi yakinifu, mipango kazi na randama ya tafiti za awali;
- v. Kushiriki katika uchanganuzi wa taarifa na kuandaa rasimu za taarifa za ukaguzi;
- vi. Kuainisha maeneo yanayoweza kukaguliwa na kutunza taarifa za ukaguzi; na
- vii. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **14.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Kwanza ya Uhandisi wa Umeme ( Bachelor of Electrical Engineering) kutoka katika Vyuo vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wahandisi (ERB).

### **14.3 NGAZI YA MSHAHARA**

SAIS. E

## **15.0 MKAGUZI DARAJA LA II - FANI UKADIRIAJI UJENZI (QUANTITY SURVEY) – Nafasi 1**

### **15.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (Audit programme);
- ii. Kushiriki katika kuandaa taarifa ya ukaguzi kwa ajili ya tuhuma zilizotolewa/zilizopokelewa;

- iii. Kukusanya na kutunza ushahidi wa kaguzi;
- iv. Kuchanganua taarifa na kuandaa rasimu za taarifa za kaguzi;
- v. Kukusanya, kutunza taarifa za ukaguzi katika mpangilio mzuri; na
- vi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **15.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Sayansi katika Ukadiriaji na Uchumi wa Ujenzi (Bachelor of Science in Quantity Surveying and Construction Economics) au Shahada ya Sayansi katika Ukadiriaji Ujenzi na Ukarabati wa Majengo (Bachelor of Science in Building Surveying and Construction Maintenance) kutoka katika Vyuo vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wabunifu Majengo na Wakadiriaji Majenzi (AQRB).

## **15.3 NGAZI YA MSHAHARA**

SAIS. E

## **16.0 MKAGUZI DARAJA LA II– FANI YA UHANDISI WA UJENZI (CIVIL ENGINEERING) - Nafasi 2**

### **16.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (Audit programme);
- ii. Kushiriki katika kuandaa taarifa ya ukaguzi kwa ajili ya tuhuma zilizotolewa/zilizopokelewa;
- iii. Kukusanya na kutunza ushahidi wa kaguzi;
- iv. Kuchanganua taarifa na kuandaa rasimu za taarifa za kaguzi;
- v. Kukusanya, kutunza taarifa za ukaguzi katika mpangilio mzuri; na

vi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

## **16.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza katika fani ya Uhandisi wa Ujenzi (Bachelor of Science in Civil Engineering ) kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali waliosajiliwa na Bodi ya Usajili wa Wahandisi (ERB).

## **16.3 NGAZI YA MSHAHARA**

SAIS. E

## **17.0 MKAGUZI DARAJA LA II - FANI YA USANIFU WA MAJENGO (ARCHITECTURE) Nafasi 1**

### **17.1 NGAZI YA MSHAHARA**

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (Audit programme);
- ii. Kushiriki katika kuandaa taarifa ya ukaguzi kwa ajili ya tuhuma zilizotolewa/zilizopokelewa;
- iii. Kukusanya na kutunza ushahidi wa kaguzi;
- iv. Kuchanganua taarifa na kuandaa rasimu za taarifa za kaguzi;
- v. Kukusanya, kutunza taarifa za ukaguzi katika mpangilio mzuri; na
- vi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **17.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza ya Usanifu wa Majengo (Bachelor of Architecture) kutoka katika Vyuo Vikuu vinavyotambuliwa na Serikali na waliosajiliwa na Bodi ya Usajili wa Wabunifu Majengo na Wakadiriaji Majenzi (AQRB).

### **17.3 NGAZI YA MSHAHARA**

SAIS. E

## **18.0 MKAGUZI DARAJA LA II - FANI YA SAYANSI YA TAKWIMU BIMA (ACTUARIAL SCIENCE) – Nafasi 1**

### **18.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (audit programme);
- ii. Kushiriki katika kuandaa taarifa za kila robo mwaka na kuziwasilisha kwa msimamizi wa kazi;
- iii. Kukagua hati za malipo, stakabadhi na akaunti za benki; iv. Kufanya uchunguzi wa mifumo ya udhibiti wa ndani na kuandaa taarifa na hoja za ukaguzi;
- v. Kufanya ukaguzi wa kushtukiza wa fedha na kuandaa taarifa na hoja za ukaguzi;
- vi. Kutekeleza mwongozo wa ukaguzi wa Ofisi;
- vii. Kushirikiana na Wakaguliwa kujadili masuala yanayoathiri maendeleo ya ukaguzi;
- viii. Kukagua nyaraka za matumizi, maendeleo, amana, wakala, mifuko, miradi maalum na mapato ya Serikali; ix. Kutathmini mipango ya kazi na kuandaa marekebisho ya msingi na kuyawasilisha kwa msimamizi wa kazi;
- x. Kutayarisha hoja, barua za ukaguzi na taarifa za kila mwaka; na
- xi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **18.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya Kwanza katika Bima (Bachelor Degree in Insurance) au Shahada ya Sayansi katika Takwimu za Bima (Bachelor of Science in Actuarial Science) kutoka Vyuho vinavyotambuliwa na Serikali.

### **18.3 NGAZI YA MSHAHARA**

SAIS. E



## **19.0 MKAGUZI DARAJA LA II - (MENEJIMENTI YA KODI) – Nafasi 2**

### **19.1 MAJUKUMU YA KAZI**

- i. Kushiriki katika kuandaa na kutekeleza mpango wa ukaguzi (audit programme);
- ii. Kushiriki katika kuandaa taarifa za kila robo mwaka na kuziwasilisha kwa msimamizi wa kazi;
- iii. Kukagua hati za malipo, stakabadhi na akaunti za benki;
- iv. Kufanya uchunguzi wa mifumo ya udhibiti wa ndani na kuandaa taarifa na hoja za ukaguzi;
- v. Kufanya ukaguzi wa kushtukiza wa fedha na kuandaa taarifa na hoja za ukaguzi;
- vi. Kutekeleza mwongozo wa ukaguzi wa Ofisi;
- vii. Kushirikiana na Wakaguliwa kujadili masuala yanayoathiri maendeleo ya ukaguzi;
- viii. Kukagua nyaraka za matumizi, maendeleo, amana, wakala, mifuko, miradi maalum na mapato ya Serikali;
- ix. Kutathmini mipango ya kazi na kuandaa marekebisho ya msingi na kuyawasilisha kwa msimamizi wa kazi;
- x. Kutayarisha hoja, barua za ukaguzi na taarifa za kila mwaka; na
- xi. Kufanya kazi nyingine zinazoendana na fani yake kadri atakavyopangiwa na mkuu wake wa kazi.

### **19.2 SIFA ZA MWOMBAJI**

Kuajiriwa wenye Shahada ya kwanza ya Menejimenti ya Kodi (Bachelor of Tax Management) kutoka vyuo vinavyotambuliwa na Serikali.

### **19.3 NGAZI YA MSHAHARA**

SAIS. E

## **MASHARTI YA JUMLA.**

1. Waombaji wote wawe ni Raia wa Tanzania wenye umri usiozidi miaka **45**
2. **Waombaji wenye ulemavu wanahamasishwa kutumia maombi na wanapaswa kuainisha kwenye mfumo wa kuombea ajira ulemavu walionao kwa ajili ya taarifa kwa Sekretarieti ya Ajira katika Utumishi wa Umma.**
3. Waombaji wote waambatishe cheti cha kuzaliwa kilichothibitishwa na Mwanasheria/Wakili.
4. Waombaji waambatishe maelezo binafsi yanayojitosheleza (Detailed C.V) yenye anwani na namba za simu za kuaminika pamoja na majina ya wadhamini (referees) watatu wa kuaminika.
5. Maombi yote yaambatane na vyeti vya taaluma, maelezo, nakala za vyeti vilivyothibitishwa na Mwanasheria/Wakili ambavyo ni vyeti vya kuzaliwa, kidato cha Nne, kidato cha Sita kwa wale waliofikia kiwango hicho, na vyeti vya kuhitimu mafunzo mbalimbali kwa kuzingatia sifa za kazi husika.
  - **Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.**
  - **Cheti cha mtihani wa kidato cha IV na VI**
  - **Computer Certificate**
  - **Vyeti vya kitaaluma (Professional certificates from respective boards)**
6. "Testimonials", "Provisional Results", "Statement of results", hati matokeo za kidato cha nne na sita **(FORM IV AND FORM VI RESULTS SLIPS) HAVITAKUBALIWA.**
7. Waombaji waliosoma nje ya Tanzania wahakikishe vyeti vyao vimehakikiwa na kuidhinishwa na Mamlaka husika **(TCU, NECTA na NACTE).**
8. Waombaji waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba isipokuwa kama wana kibali cha Katibu Mkuu Kiongozi.
9. Waombaji kazi ambao tayari ni waajiriwa katika nafasi za kuingilia walioko katika Utumishi wa Umma wasiombe na wanatakiwa kuzingatia maelekezo **yaliyo katika Waraka Na CAC. 45/257/01/D/140 wa tarehe 30 Novemba, 2010.**

10. Uwasilishaji wa taarifa na sifa za kughushi wahusika watachukuliwa hatua za kisheria.

11. Mwisho wa kutuma maombi ya kazi ni tarehe **24 Januari, 2026**

- **MUHIMU:** Kumbuka kuambatisha barua yako ya maombi ya kazi iliyosainiwa pamoja na vyeti vya elimu, anuani ya barua hiyo ielekezwe kwa;

**KATIBU,  
OFISI YA RAIS,  
SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA  
S. L. P. 2320, DODOMA.**

12. *Maombi yote yatumwe kwenye mfumo wa kielektroniki wa Ajira (Recruitment Portal) kupitia anuani ifuatayo: <http://portal.ajira.go.tz> (Anuani hii pia inapatikana kwenye tovuti ya Sekretarieti ya Ajira kwa kuingia sehemu iliyoandikwa ('Recruitment Portal').*

13. **Maombi yatakayowasilishwa nje ya utaratibu ulioainishwa katika tangazo hili HAYATAFIKIRIWA.**

**Limetolewa na;**

**KATIBU SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA**

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/14

10th January, 2026

#### VACANCY ANNOUNCEMENT

On behalf of Tanzania Wildlife Management Authority(TAWA), Tanzania Shipping Agency Corporation (TASAC), National Bureau of Statistics (NBS), Tanzania Insurance Regulatory Authority (TIRA), Tanzania Forestry Research Institute (TAFORI), Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), College of Business Education (CBE), Tanzania Civil Aviation Authority (TCAA), National Insurance Corporation (NIC) and College of African Wildlife Management (CAWM), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three hundred and fifty (208) vacant posts mentioned below;

#### **TANZANIA WILDLIFE MANAGEMENT AUTHORITY(TAWA)**

##### **1.0 CONSERVATION RANGER III – WILDLIFE MANAGEMENT - 24 Posts**

##### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct wildlife protection patrols;
- ii. To collect trophies observed during patrol;
- iii. To record poaching incidences, ecological and information;
- iv. To manage crimes scenes and properly collecting exhibits and information;
- v. To arrest suspects;

- vi. To take statements from suspects and charging compound fee for admitted wildlife related crimes;
- vii. To provide written statement and testimony on suspects;
- viii. To receive and send messages during patrols; ix. To clean and safeguard of firearms;
- x. To support other general operations outside protected areas;
- xi. To combat serious wildlife related crimes such as tourist attack, and armed robbery;
- xii. To conduct special operations against poaching of endangered wild animals;
- xiii. To conduct problem animal controlling patrols;
- xiv. To assess damage caused by wildlife and preparing report;
- xv. To control wild fires;
- xvi. To guard base camp;
- xvii. To supervise hunting and photographic tourism activities;
- xviii. To maintain records of tourism activities; and
- xix. To perform any other related duties that may be assigned by superior.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of at Least Basic or Technician Certificate in Wildlife Management from a recognized institution.

## **1.3 SALARY SCALE**

TAWAS 2.1

## **2.0 CONSERVATION RANGER III - MECHANICAL TECHNICIAN - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To operate, maintain and assist to repair motor vehicles;
- ii. To assist to design and inspect products manufactured and other work to ensure they conform to specified standards, plus plans and designs;
- iii. To oversee safety of working tools and working environment in line with industrial safety regulations;
- iv. To assist in listing down the type and quantity of materials needed for execution of a given work/task;
- v. To assist in developing a work plan/time frame for executing a given assignment/work;
- vi. To keep track of scheduled services of heavy plants and report to superiors timely;
- vii. To assist to test equipment for proper operation;
- viii. To Supervise cleanliness of working tools/equipment and Workshop premises;
- ix. To carry out repair and maintenance of Vehicles, Plants and Equipment.;
- x. To undertake technical inspection of Vehicles, Plants and equipment;
- xi. To open and maintain job cards for mechanical works records;

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical Technician from a recognized institution. Must have successfully attended Recruit Training Course. (RTC).

### **2.3 SALARY SCALE**

TAWAS 3.1

### **3.0 CONSERVATION RANGER III - PHARMACEUTICAL TECHNICIAN - 2 Posts**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To arrange drugs in the stores and ensure general cleanliness;
- ii. To maintain pharmacy and stores records;
- iii. To dispense drugs and ensure timely distribution of medicines to in patients and out patients and other departments within the Dispensary;
- iv. To monitor medication therapy to improve all aspects of delivery and report any adverse effects;
- v. To educate other members of health care profession on proper usage of drugs;
- vi. To ensure that expired drugs are removed from the shelves and appropriately disposed of;
- vii. To review reconciliation of drugs on daily basis;
- viii. To perform any other duties as may be assigned by the supervisor

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Pharmacy from a recognized institution and licensed by the Pharmacy Council. Must have successfully attended Recruit Training Course. (RTC).

#### **3.3 SALARY SCALE**

TAWAS 3.1

### **4.0 CONSERVATION RANGER II – ASSISTANT WILDLIFE MANAGEMENT OFFICER 28 Posts**

#### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct wildlife protection patrols;
- ii. To collect trophies observed during patrol;
- iii. To record poaching incidences, ecological and information;
- iv. To manage crimes scenes and properly collecting exhibits and information;

- v. To arrest suspects; vi. To take statements from suspects and charging compound fee for admitted wildlife related crimes;
- vii. To provide written statement and testimony on suspects;
- viii. To receive and send messages during patrols; ix. To clean and safeguard of firearms;
- x. To support other general operations outside protected areas;
  
- xi. To combat serious wildlife related crimes such as tourist attack, and armed robbery;
- xii. To conduct special operations against poaching of endangered wild animals;
  
- xiii. To conduct problem animal controlling patrols;
  
- xiv. To assess damage caused by wildlife and preparing report;
  
- xv. To control wild fires;
  
- xvi. To guard base camp; xvii. To supervise hunting and photographic tourism activities;
  
- xviii. To maintain records of tourism activities;
  
- xix. To perform any other related duties that may be assigned by superior.

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Wildlife Management from a recognized institution. Must have successfully attended Recruit Training Course. (RTC).

## **4.3 SALARY SCALE**

TAWAS 3.1



## **5.0 CONSERVATOR RANGER III (PLANT OPERATOR) - 1 Post**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To drive heavy duty machines such as wheel loader, folk lift and v6 caterpillars;
- ii. To maintain logbook and movement records for heavy duty machines/plants according to regulations;
- iii. To report on technical need/breakdown of heavy machines;
- iv. To ensure regular check of heavy duty machines such as wheel loader, folk lifts and v6 caterpillars are conducted to ensure cleanliness and serviceability;
- v. To ensure cleanness of the plants/heavy machines;
- vi. To perform any other duties as may be assigned by the Supervisor.

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of at least Form Four and least Trade Test II or Level II in Motor Vehicle Mechanics or equivalent qualifications from VETA or any other recognized Institution with Class F Driving License. Must have successfully attended Recruit Training Course. (RTC).

### **5.3 SALARY SCALE**

TAWAS 2.1

## **6.0 CONSERVATION RANGER III – DRIVER - 6 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To drive the Authority's vehicles;
- ii. To maintain vehicle logbook and movement records;
- iii. To maintain smooth running of vehicles;
- iv. To make simple repair of the vehicles;
- v. To maintain vehicle cleanliness and service schedule.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI Certificate and Class “C1 or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks, candidate must have driven experience of at least one year without causing any accident. Must have successfully attended Recruit Training Course. (RTC).

## **6.3 SALARY SCALE**

TAWAS 2.1

## **7.0 CONSERVATION RANGER III - OFFICE MANAGEMENT SECRETARY - 3 Posts**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To handle and word process classified information;
- ii. To receive letters and other forms of correspondence directed to his/her office;
- iii. To receive visitors and directs them to relevant scheduled officers;
- iv. To keep records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To receive calls, files and transmit messages to relevant recipients;
- vi. To provide information to the relevant scheduled officers
- vii. To manage/run the office of the Manager he /she is working under;
- viii. To acquire office goods and supplies; ix. To collect/receive files and deliver to the addressed Manager;
- x. To prepare documents for departmental meetings;
- xi. To facilitate and service official meetings;
- xii. To report on faulty equipment and follow up on repairs or replacements;
- xiii. To identify and prepare a list of office requirements and follow up on their acquisition or procurement;

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV Certificate with passes in English and Kiswahili with Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution. Must have successfully attended Recruit Training Course. (RTC).

## **7.3 SALARY SCALE**

TAWAS 3.1

## **TANZANIA SHIPPING AGENCY CORPORATION (TASAC)**

### **1.0 NAVAL ARCHITECT OFFICER II - 6 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist and provide guidance on inspection, registration and licensing of ships;
- ii. To assist study and recommend for approval a ship design plans and drawings and plans for new build and or all ships under major alterations;
- iii. To assist conduct surveys for a new ship under constructions or alteration construction or major repairs and provide recommendation report for considerations;
- iv. To assist study stability information booklet for a new ship or under alteration or major repair and recommend to Registrar for approval;
- v. To assist carrying out tonnage measurement of a new ship or under alteration and marking of the ship and provide recommendation report to the Registrar;
- vi. To assist carrying out stability and inclination proof test for a new ship or under alteration or under major repair;
- vii. To assist and coordinate carry out investigations on marine accident/incident;
- viii. To assist in taking action against unsafe ships operating in Tanzania waters;
- ix. To assist prepare periodic implementation reports on implementation of maritime safety, security and protection of environment activities; and

- x. To perform any other official duties as may be assigned by the supervisor from time to time.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Naval Architecture, Naval Architecture and Marine Engineering, Naval Architecture and Offshore Engineering or equivalent qualifications from any recognized Institution.

## **1.3 SALARY SCALE**

TASACS 4

## **2.0 FLAG AND PORT STATE CONTROL OFFICER II - 13 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare the necessary certificates or documents for issuance to the applicants in respect of registration and licensing of vessels; and maintain central records of ships registered or licensed;
- ii. To assist in carrying out surveys and inspections for Tanzanian flagged vessels and foreign flagged vessels calling in Tanzanian ports;
- iii. To assist in the process of carrying out Maritime casualties or incident preliminary investigations;
- iv. To assist in the preparation of certificates or detention notices to be issued to vessels;
- v. To ensure that individual objectives/targets and performance standards are developed as part of the individual performance agreement in consultation with the immediate superior; and
- vi. To perform other official duties as assigned by Supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree or an Advanced Diploma in Nautical Science, Maritime Transportation, Marine Engineering who has attained Certificate of Competence STCW regulation II/1 or STCW regulation III/1 or Marine Engineering in Hydrograph.

### **2.3 SALARY SCALE**

TASACS 4

### **3.0 BOAT OPERATOR II - 9 Posts**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To operate the vessel and manage crew;
- ii. To operate engine throttles and steering mechanisms in order to guide boats on desired courses;
- iii. To secure boats to docks with mooring lines, and cast-off lines to enable departure;
- iv. To follow safety procedures in order to ensure the protection of crew and other staff while onboard with their items;
- v. To maintain safety requirement during exercises mandate on Issue of directives for loading, unloading, and seating in boats;
- vi. To maintain desired courses, using compasses or electronic navigational aids;
- vii. To direct safety operations in emergency situations (search and rescue operations);
- viii. To maintain equipment such as range markers, fire extinguishers, boat fenders, lines, pumps, and fittings;
- ix. To maintain all vessel documents available onboard;
- x. To report any observed navigational hazards to authorities;
- xi. To ensure fuel and other lubricants oil are available for vessel and ready for operations at any time required;
- xii. To clean boats and repair hulls and superstructures, using hand tools, paint, and brushes;
- xiii. To participate in budget preparation; and
- xiv. To perform any other official duties as may be assigned by the supervisor from time to time.

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with credit pass on science subjects and Officer In charge of a Navigational watch less than 500GT, Certificate of Competency (COC) Reg.

II/3 (Near Coastal Voyage) as per STCW 1978 as amended.

### **3.3 SALARY SCALE**

TASACS 2

## **NATIONAL BUREAU OF STATISTICS (NBS)**

### **1.0 ICT OFFICER II (PROGRAMMER) - 1 Post**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To design computer systems charts and providing the necessary systems documentation;
- ii. To assist users in systems analysis and design;
- iii. To execute and document test plans according to quality management standards and methods;
- iv. To prepare systems flow charts of information movements;
- v. To undertake low level routine maintenance of ICT equipment;
- vi. To ensure adherence to standard operating procedures and NBS business process; and
- vii. To perform any other duties related to his/her work as assigned by his/her supervisor.

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Telecommunication, from recognized Institution.

### **1.3 SALARY SCALE**

PGSS 7

## **2.0 STATISTICIAN II - 20 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To collect official statistical data;
- ii. To design survey instruments and quality control measures;
- iii. To prepare and compile periodic official statistical reports;
- iv. To disseminate official statistical products according to plans;
- v. To prepare periodic performance reports; and
- vi. To perform any other related duties as may be assigned by supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

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

### **2.3 SALARY SCALE**

PGSS 6.1

## **3.0 ICT OFFICER II (PROGRAMMER) - 2 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To design computer systems charts and providing the necessary systems documentation;
- ii. To assist users in systems analysis and design;
- iii. To execute and document test plans according to quality management standards and methods;
- iv. To prepare systems flow charts of information movements;
- v. To undertake low level routine maintenance of ICT equipment;
- vi. To ensure adherence to standard operating procedures and NBS business process; and

vii. To perform any other duties related to his/her work as assigned by his/her supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Telecommunication, from recognized Institution.

### **3.3 SALARY SCALE**

PGSS 7

## **TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)**

### **1.0 INSURANCE OFFICER II (HEALTH INSURANCE) - 2 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in monitoring compliance of health insurance service providers with applicable laws, regulations, regulatory guidelines and directives;
- ii. To analyze reports submitted by health insurance service providers to assess compliance with statutory and prudential requirements;
- iii. To conduct inspections and audits of health insurance service providers to evaluate their level of compliance with regulatory requirements;
- iv. To participate in investigating suspected or reported cases of non-compliance, gather relevant information, and prepare detailed reports;
- v. To recommend and implement appropriate enforcement actions against noncompliant health insurance service providers; and
- vi. To perform any other related duties as may be assigned by the supervisor.



## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree/Advanced Diploma in, Medicine, Pharmacy, Social Protection and Public Health from a recognized Institution.

## **1.3 SALARY SCALE**

TIRAS 4

## **2.0 INSURANCE OFFICER II (GENERAL INSURANCE) - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To analyze applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements;
- iv. To study and analyze new insurance products to be offered in the market;
- v. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- vi. To participate in regular inspections; and vii. To perform any other duties as may be assigned by the supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree/Advanced Diploma in Insurance, Risk Management Insurance and Risk Management, from a recognized Institution.

## **2.3 SALARY SCALE**

TIRAS 4

### **3.0 INVESTIGATION OFFICER II - 1 Post**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in developing and implementing effective anti-fraud strategies, frameworks and guidelines for the insurance industry;
  - ii. To assist in developing strategies to prevent and identify fraudulent activities within the insurance industry;
  - iii. To assist in monitoring and auditing Insurance companies for compliance with anti-fraud regulations.
  - iv. To assist in identifying fraud activities and unfair practices within Insurance market;
- To assist in analyzing Insurance fraud trends and recommend strategies to minimize occurrences;
- vi. To collaborate with law enforcement agencies to prosecute Insurance fraud offenders and;
  - and
  - vii. To perform any other related duties as assigned by the Supervisor.

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's Degree/Advanced Diploma in Social Protection, Law, Finance and Accounting, Actuarial Science, Insurance, Risk Management, ICT (Security and Standards), Public Health, Statistics, Medicine, Pharmacy from recognized institutions.

#### **3.3 SALARY SCALE**

TIRAS 4

### **TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)**

#### **1.0 DRIVER GRADE II - 4 Posts**

##### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To drive the Institute's motor vehicles;
- ii. To keep motor vehicles in good condition and report any defects to the supervisor immediately;
- iii. To carry out minor mechanical repairs;

- iv. To diagnose vehicle problems when possible and report any technical irregularities for rectification;
- v. To check items such as tires, lights, brakes, horn, and tool kit to ensure they are in proper working order, and to keep the vehicle clean;
- vi. To check that the motor vehicle has sufficient fuel, water, brake fluid, battery water, and correct tyre pressure;
- vii. To inspect vehicles for defects before and after trips and submit a report on the vehicle's condition to the Administration Office;
- viii. To maintain motor vehicle logbooks in accordance with laid-down regulations;
- ix. To ensure that the vehicle and goods are properly locked and secured at all times;
- x To drive all types of vehicles and keep records of vehicle movements;
- xi. To carry out basic mechanical repairs and vehicle servicing.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

## **1.3 SALARY SCALE**

POSS 3

## **2.0 ASSISTANT LABORATORY TECHNICIAN II - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in simple routine Laboratory work;
- ii. To operate simple laboratory equipment;
- iii. To maintain routine services to laboratory equipment;
- iv. To collect samples from trial plots for laboratory investigation;

- v. To assist Laboratory Technician in preparing and setting laboratory experiments;
- vi. To assist Laboratory Technician in conducting laboratory tests and reporting on results;
- vii. To perform any other related duties as may be assigned by Supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate in one of the following fields: Laboratory Technology, Laboratory Science from a recognized institution.

## **2.3 SALARY SCALE**

PGSS 2

## **3.0 RESEARCH OFFICER GRADE II (FORESTRY) - 10 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in one of the following fields: Forestry, Agroforestry, Forest Products and Technology, Environmental and Natural Resource Economics, Forest Resource Assessment and Management from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

### **3.3 SALARY SCALE**

PRSS 2

## **4.0 RESEARCH OFFICER GRADE II (BEEKEEPING) - 4 Posts**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- iv. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master Degree in one of the following fields Beekeeping, Bee Resources, Entomology, Toxicology, Biochemistry from a recognized Institution with a minimum of an Upper Second Class at the Undergraduate Level.

### **4.3 SALARY SCALE**

PRSS 2

## **5.0 LABORATORY SCIENTIST GRADE II (NON-MEDICAL) - 4 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure dangerous or hazardous substances are correctly stored and handled;

- ii. To carry out data collection by conducting laboratory/field tests and keeping proper records of the results;
- iii. To monitor use of consumables and assist with ensuring adequate stocks are on hand;
- iv. To operate and maintain laboratory/field equipment;
- v. To prepare and maintain a detailed inventory of laboratory chemicals, equipment;
- vi. To coordinate and maintain laboratory quality control;
- vi. To receive, extract and record samples for laboratory investigation;
- viii. To prepare laboratory equipment and chemicals for laboratory tests and investigation;
- ix. To maintain list of laboratory equipment;
- x. To carry out laboratory verification and examination of samples collected from the field and record the results and
- xi. To perform any other related duties as may be assigned by Supervisor.

## **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Laboratory Technology, Biotechnology and Laboratory Science from a recognized Institution.

## **5.3 SALARY SCALE**

PGSS 6

## **6.0 RESEARCH OFFICER II (ENTOMOLOGY) - 1 Post**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior

Researchers or team leader;

- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Entomology or Pathology from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level

## **6.3 SALARY SCALE**

PRSS 2

## **7.0 RESEARCH OFFICER II (MICROBIOLOGY) - 1 Post**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i To perform field data collection, computer data entry and analysis
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.



## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master Degree and Bachelor Degree in Microbiology from a recognized Institution with a minimum of an Upper Second Class at the Undergraduate Level.

## **7.3 SALARY SCALE**

PRSS 2

## **8.0 RESEARCH ASSISTANT (ENTOMOLOGY) - 2 Posts**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in the field data collection, computer data entry and analysis Gathering of relevant literature under the close supervision of Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
  
- vii. To assist in preparing fundable research proposal and consultancies;
  
- viii. To perform any other official duties as may be assigned by the Supervisor.

### **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in one of the following fields: Entomology or Pathology from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

### **8.3 SALARY SCALE**

PRSS 1

## **9.0 RESEARCH ASSISTANT (FORESTRY) - 5 Posts**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
  
- vii. To assist in preparing fundable research proposal and consultancies;
  
- viii. To perform any other official duties as may be assigned by the Supervisor.

### **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in one of the following fields: Forestry, Agroforestry, Forest Products and Technology, Environmental and Natural Resource Economics, Forest Resource Assessment and Management from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

### **9.3 SALARY SCALE**

PRSS 1

## **10.0 RESEARCH ASSISTANT (BEEKEEPING) - 5 Posts**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;

- vii. To assist in preparing fundable research proposal and consultancies;
- viii. To perform any other related duties as may be assigned by the Supervisor.

## **10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in one of the following fields: Beekeeping, Beekeeping Science and Technology, Microbiology, Bee Resources with a minimum of an Upper Second Class.

## **10.3 SALARY SCALE**

PRSS 1

## **11.0 RESEARCH ASSISTANT II (BOTANY) - 1 Post**

### **11.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in the field data collection, computer data entry and analysis and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancies; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

## **11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree Botany from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

## **11.3 SALARY SCALE**

PRSS 1

## **12.0 RESEARCH ASSISTANT (MICROBIOLOGY) - 1 Post**

### **12.1 DUTIES AND RESPONSIBILITIES**

- i.To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii.To prepare and submit a technical report to the respective supervisor
- iii.To prepare and submit a draft manuscript to respective supervisor for review;
- iv.To train and supervise other Technicians;
- v.To assist in preparing research progress reports according to respective work plans;
- vi.To assist in the planning of specific research projects;
- vii.To assist in preparing fundable research proposal and consultancies; and
- viii.To perform any other related duties as may be assigned by the Supervisor.

### **12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Microbiology from a recognized Institution with a minimum of an Upper Second Class.

### **12.3 SALARY SCALE**

PRSS 1

## **CENTRE FOR AGRICULTURAL MECHANISATION AND RURAL TECHNOLOGY (CAMARTEC)**

## **1.0 RESEARCH ASSISTANT - (INDUSTRIAL ENGINEERING) - 1 Post**

### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare industrial research proposals under the supervision of a Senior Research Officer

- ii. To participate in data collection for ongoing Industrial research projects;
- iii. To collaborate with researchers, engineers, and technicians in doing industrial research and trials
- iv. To assist in developing models, drawings, and simulations
- v. To ensure compliance with safety, quality, and industrial research standards
- vi. To prepare technical reports, Intellectual Properties, and publications
- vii. To keep records of research findings and the database;
- viii. To perform any other professional-related duties as may be assigned by one's reporting officer.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Industrial Engineering. Must have scored at least an Upper Second Class or an overall minimum pass of grade B+.

## **1.3 SALARY SCALE**

PRSS 1

## **2.0 RESEARCH ASSISTANT - (CIVIL ENGINEERING) - 1 Post**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare industrial research proposals under the supervision of a Senior Research Officer
- ii. To participate in data collection for ongoing civil-related research projects;
- iii. To collaborate with researchers, engineers, and technicians in doing research and trials.
- iv. To assist in developing models, drawings, and simulations.
- v. Ensure compliance with safety, quality, and civil research standards
- vi. To prepare technical reports, Intellectual Properties, and publications
- vii. To keep records of research findings and the database;
- viii. To perform any other professional-related duties as may be assigned by one's

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Civil Engineering. Must have scored at least an Upper Second Class or an overall minimum pass of grade B+.

## **2.3 SALARY SCALE**

PRSS 1

## **COLLEGE OF BUSINESS EDUCATION (CBE)**

### **1.0 ASSISTANT LECTURER - (DIGITAL SIGNAL PROCESSING) - 1 Post**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

#### **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Science degree in Signal Processing, Electronics, Electrical or Computer Engineering and a Bachelor of Science in Electronics, Electrical or Computer Engineering from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

#### **1.3 SALARY SCALE**

PHTS 2.1

### **2.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 1 Post**

#### **2.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;

- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in Business Administration and a Bachelor Degree in Business Administration from a recognized institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master's Degree and a minimum GPA of 3.8 points in Bachelor Degree.

## **2.3 SALARY SCALE**

PHTS 2.1

## **3.0 ASSISTANT LECTURER (TRANSPORT AND LOGISTICS MANAGEMENT) - 1 Post**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Transport and Logistics Management or Logistics Holder of Master Degree in Transport and Logistics Management or Logistics Management and a Bachelor Degree in Transport and Logistics Management or Logistics Management or related field from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

### **3.3 SALARY SCALE**

PHTS. 2

#### **4.0 ASSISTANT LECTURER (EDUCATION - COMMERCE) - 2 Posts**

##### **4.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

##### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Education in Commerce, Master of Education Management and Administration. The applicant must have studied Bachelor of Education in Commerce or Bachelor of Business Studies with Education or relevant qualification from recognized institution. The applicant should possess a GPA of at least 4.0 points at Masters Level and a minimum GPA of 3.8 points at Undergraduate Level.

##### **4.3 SALARY SCALE**

PHTS 2.1

#### **5.0 ASSISTANT LECTURER – (RECORDS AND ARCHIVES MANAGEMENT) - 1 Post**

##### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8
- ii. To prepare learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To carries out consultancy and community services under supervision
- v. To supervise students' projects
- vi. To prepare teaching manual and
- vii. To perform any other duties as assigned by supervisor.



## **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Masters Degree in the relevant field. The applicant must have studied both Bachelor and Masters Degree in the same discipline/specialization. The GPA for Bachelor Degree should not be less than 3.8 and for Masters Degree the GPA should not be less than 4.0 or an average of B+. Applicants should have studied (major) in Records and Archives Management.

## **5.3 SALARY SCALE**

PHTS 2.1

## **6.0 ASSISTANT LECTURER (ACCOUNTANCY) - 4 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

### **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Accountancy, Accounting and Finance, or Master of Business Administration majoring in Accountancy, Accounting and Finance, and a Bachelor degree in Accountancy, Accounting and Finance, or related field from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Masters Degree and a minimum GPA of 3.8 points in Bachelor Degree.

## **6.3 SALARY SCALE**

PHTS 2.1

## **7.0 ASSISTANT LECTURER (TOURISM) - 2 Posts**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision
- v. Performs any other relevant duties as assigned by supervisor

### **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Tourism, Tourism and Marketing and a Bachelor Degree in Tourism, Tourism and Marketing, Business Administration majoring in Tourism from a recognized academic institution. The candidate should possess a GPA of at least 4.0 points or an average of B+ in Master Degree and a minimum GPA of 3.8 points at Bachelor Degree.

## **7.3 SALARY SCALE**

PHTS 2.1

## **TANZANIA CIVIL AVIATION AUTHORITY (TCAA)**

## **1.0 AIR TRAFFIC MANAGEMENT OFFICER II - 17 Posts**

### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To plan, execute and monitor the control of aircraft movement for the purpose of preventing collision through use of air traffic control clearances and instructions to arriving and departing aircraft within aerodrome traffic zone.
- ii. To provide information for safe, orderly, and economic conduct of flights outside controlled airspace.

- iii. To alert emergency services, assist aircraft under emergency and determine course of action regarding the aircraft in emergency situations.
- iv. To notify military or state organs in respect to aircraft being subjected to unlawful interference, bomb scares, or any possibility of civil aircraft interception.
- v. To coordinate and communicate effectively with other air traffic control units within the flight information region and with adjacent flight information regions where necessary transmit metrological conditions to pilots and other agencies.
- vi. To record information regarding a condition or incident that warrants a written record.
- vii. To perform any other related duties as may be assigned by immediate supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder Bachelor Degree in one of the following fields: Air Traffic Management, Physics, Mathematics, Geographical Information System, Geomatics, Statistics from a recognized Institution and Air Traffic Control License endorsed with Aerodrome rating. Must have passed Physics and Mathematics at Advanced Certificate of Secondary Education.

## **1.3 SALARY SCALE**

TCAA.SS.8

## **NATIONAL INSURANCE CORPORATION (NIC)**

### **1.0 ACTUARIAL OFFICER II - 2 Posts**

#### **1.1 DUTIES AND RESPONSIBILITIES**

- i. To analyze actuarial data by mathematics modelling to determine probability and assess risks;
- ii. To participate in the review of the investment performance;
- iii. To identify, monitor and manage of risks as well as performing experience analysis of NIC;
- iv. To participate in implementing recommendations from actuarial reports; and
- v. To carry out any related duties as assigned by supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Actuarial Sciences or equivalent qualifications from any recognized institution

## **1.3 SALARY SCALE**

NICS 4

## **2.0 INSURANCE OFFICER II (CLAIMS) - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in addressing and resolving elevated customer complaints regarding claims and case management related issues to enhance customer experience;
- ii. To assist in maintaining computerized claims/loss recording systems to allow for proper risk analysis to be undertaken;
- iii. To assist in scrutinizing claims and make necessary recommendations for payment;
- iv. To assist in preparing endorsements and renewal documents and carry out routine correspondences;
- v. To assist in checking premium rates applicable to endorsements other than renewals and see if they are correctly applied;
- vi. To assist in ascertaining prices of spare parts of vehicles and their accessories with authorized dealers; and
- vii. To perform any other relevant duties as may be assigned by the supervisor.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following areas; Insurance, Actuarial Science, Risk Management or equivalent qualifications from recognized Institution.

## **2.3 SALARY SCALE**

NICS 4

### **3.0 INSURANCE OFFICER II (UNDERWRITING) - 3 Posts**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the product development initiatives and maintain ownership of products developed;
- ii. To assist in developing mutual understanding of overall product strategy to drive effective execution of business model in liaison with marketing and research department;
- iii. To check premium rates applicable to endorsements other renewals and see if correctly applied;
- iv. To draft appropriate endorsements as need arises;
- v. To assist in preparing endorsements and renewal documents and carry out routine correspondences;
- vi. To draft appropriate endorsements where need arises; and
- vii. To perform any other related duties assigned by the supervisor.

#### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following areas; Insurance, Actuarial Science, Risk Management or equivalent qualifications from recognized Institution.

#### **3.3 SALARY SCALE**

NICS 4

### **4.0 STATISTICIAN II - 1 Post**

#### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To periodically identify and collect data needed by NIC, for managerial Decision making;
- ii. To analyse trends in customer flow and suggest user satisfaction methods;
- iii. To prepare business statistical reports/performance reports on a monthly basis;
- iv. To prepare statistical bulletin; and

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

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Statistics, Mathematics, Biostatistics or equivalent qualifications from recognized Institution. Must be computer literate.

## **4.3 SALARY SCALE**

NICS 4

## **5.0 TECHNICIANS II (GRAPHIC DESIGNER) - 2 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. Ensure all hardware and software used in marketing and communications are installed, maintained, and functioning optimally;
- ii. Quickly troubleshoot and resolve any ICT-related issues that may disrupt content creation or delivery;
- iii. Support reliable network connectivity and secure access to digital media resources;
- iv. Design engaging and brand-consistent materials such as brochures, social media graphics, event posters, and corporate reports;
- v. Collaborate with the marketing team to translate strategic messages into clear, attractive visual content that resonates with our diverse audience;
- vi. Produce, film, and edit professional-quality videos and audio content for marketing campaigns, customer education, training, and corporate events;
- vii. Provide audiovisual support for internal and external events, including live streaming and event coverage;
- viii. Capture memorable moments that showcase NIC's impact and culture;
- ix. Organize and maintain a secure digital library of all graphics, photos, videos, and audio files;
- ix. Ensure all media assets are easily accessible and properly backed up;
- x. Work closely with the Marketing and Communication Unit to support ongoing campaigns and projects;

- xi. Engage external vendors and service providers as needed to enhance the quality of our communication materials;
- xii. Provide training and technical support to colleagues to improve their use of ICT and audio-visual tools;
- xiv. Regularly service and maintain ICT and audio-visual equipment to ensure reliability and longevity; and

xv. Advise on and assist with the procurement of new tools and software that boost productivity and quality.

## **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Diploma or FTC in one of the following fields: Computer Science, Information Communication Technology, Web and Multimedia Administration, Computer Applications or equivalent qualifications from a recognized Institution. Professional certifications in ICT (e.g Adobe photoshop, Figma) and multimedia software (Adobe Creative Suite) are a plus. At least 2–3 years of experience combining technical support with graphic and audio-visual production. Experience working in the insurance services industry is highly valued. A strong portfolio showcasing your multimedia skills.

## **5.3 SALARY SCALE**

NICS 3

## **COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (CAWM)**

### **1.0 ASSISTANT LECTURER (WILDLIFE MANAGEMENT) - 1 Post**

#### **.1 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 research, seminars and case studies;
- v. To supervise student's projects;
- vi. To assist in preparing teaching manuals and compendia;

- viii. To work in cooperation with seniors in specific projects;
- viii. To carry out consultancy and community services under supervision;
- ix. To attend workshops, conferences and symposia;
- x. Performs any other duties as assigned by supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in African Wildlife Ecology and Conservation with a minimum GPA of 3.8 and Bachelor Degree in Wildlife Management with a minimum GPA of 3.5 from a recognized Higher Learning Institution.

## **1.3 SALARY SCALE**

PHTS 2

## **2.0 ASSISTANT LECTURER (TOURISM DESTINATION MANAGEMENT) - 1 Post**

### **2.1 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 research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's projects;
- vii. To assist in preparing teaching manuals and compendium;
- ix. To work in cooperation with seniors in specific projects;
- ix. To attend workshops, conferences and symposia;
- x. To performs any other duties as assigned by supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in one of the following fields; Conservation Biology or Wildlife Management with a minimum GPA of 3.8 and Bachelor Degree in one of the following



fields; Wildlife Tourism or Tourism Management with a minimum GPA of 3.5 from a recognized Institution.

## **2.3 SALARY SCALE**

PHTS 2

## **3.0 ASSISTANT LECTURER (CONSERVATION GEOINFORMATICS) - 1 Post**

### **3.1 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 research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's 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 symposia;
- x. To performs any other duties as assigned by supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in one of the following fields; Remote Sensing, Geographical Information Science (GIS) or Remote Sensing and Geographical Information Science (GIS) from recognized Higher Learning Institution with a minimum GPA of 3.8 and Bachelor Degree in Wildlife Management with a minimum GPA of 3.5 from a recognized Institution.

## **3.3 SALARY SCALE**

PHTS 2

## **4.0 ASSISTANT LECTURER (ENVIRONMENTAL AND WASTE MANAGEMENT) - 2 Posts**

### **4.1 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 research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
  
- vi. To supervise student's projects;
  
- v. To assist in preparing teaching manuals and compendium;
- vi. To work in cooperation with seniors in specific projects;
- vii. To attend workshops, conferences and symposia;
- viii. To Performs any other duties as assigned by supervisor.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master's Degree in one of the following fields; Environmental Management, Waste Management or Environmental Sanitation from recognized Higher Learning Institution with a minimum GPA of 3.8 and Bachelor Degree or Advanced Diploma in one of the following fields; Wildlife Management, Environmental Sciences and Management, Environmental Sanitation or Environmental Engineering with a minimum GPA of 3.5 from a recognized Institution.

### **4.3 SALARY SCALE**

PHTS 2

## **5.0 TUTORIAL ASSISTANT (ENVIRONMENTAL AND WASTE MANAGEMENT) - 1 Post**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorials and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision;
- vi. To participate in developing and review of curriculum;vii.
- vii. Performs any other relevant duties as assigned by supervisor.

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in one of the following fields: Environmental Sciences & Management, Environment and Sanitation or Environmental Engineering with a minimum GPA of 3.8 from a recognized Higher Learning Institution.

### **5.3 SALARY SCALE**

PHTS 1.1

## **6.0 TUTORIAL ASSISTANT (WILDLIFE MANAGEMENT) - 1 Post**

### **.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma)
- ii. To assist in conducting tutorial and practical exercises for students under close supervision
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- iv. To carry out consultancy and community services under close supervision

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

## 6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Advanced Diploma or Bachelor of Science in one of the following discipline; Wildlife Management, Wildlife Conservation Sciences, Wildlife Ecology with a GPA 3.8 and above

## 6.3 SALARY SCALE

PHTS 1.1

## GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
  - Applicants for non-degree posts must not exceed 25 years of age.
  - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:  
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;  
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;  
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable); Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:  
Form IV and Form VI results slips;  
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.

9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,  
Dodoma.**
11. Deadline for application is **24th January, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

**Released by:**

**SECRETARY PUBLIC SERVICE RECRUITMENT SECRETARIAT**