

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/21

25th February, 2026

#### VACANCY ANNOUNCEMENT

On behalf of and Cereals and Other Produce Board of Tanzania (COPBT), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill twenty-seven (27) vacant posts mentioned below;

#### 1.0 ACCOUNTS ASSISTANT II - 3 Posts

##### 1.1 DUTIES AND RESPONSIBILITIES

To reconcile fees, register;

To receive and keep in proper custody bills, invoices and other claims pending payment;

To maintain an updated cheque register;

To prepare bank reconciliation statements;

To reconcile general ledger balances with subsidiary ledger balances;

To assist in maintaining accurate books of accounts.

##### 1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate with Certificate in Accounting and Finance or

its Equivalent.

(One year contract)

### **1.3 SALARY SCALE**

CPBSS 3

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

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To Receive, label and analyze samples
- ii. To Design and execute laboratory testing according standard procedures, make observations and interpret findings
- iii. To Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods
- iv. To Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- v. To Record all data and results in specified forms (paper and electronic) with accuracy and responsibility
- vi. To Maintain equipment and assist in ordering laboratory supplies
- vii. To Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Laboratory Technology from recognized Institution.

(One year contract)

### **2.3 SALARY SCALE**

As per CPB Salary Scale

## **3.0 ELECTRICAL TECHNICIAN II - 2 Posts**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To Install, maintains, modifies and repairs electrical equipment and control systems including, but not limited to, protective devices, controls, meters, variable speed drives and motor starters.
- ii. To Troubleshoots and corrects electrical equipment and control systems. Traces circuits and tests continuity of electrical and electronic circuits utilizing amp meter, voltmeter, ohmmeter, as-built drawings and visual inspections.
- iii. To Maintain, repairs and calibrates programmable logic controller (PLC) systems for milling machines and boiler burner management.
- iv. To Serves as standard electrician and installs, maintains and repairs plant electrical panels, breakers, branch circuits and lighting as needed.
- v. To Periodically tests electrical equipment for safety and accuracy, reports unusual conditions, problems or deficiencies to supervisor.
- vi. To Comply with established safety procedures and maintains a clean and safe work environment.
- vii. To Servy on special task force during periods of emergency such as floods, storms, hurricanes, etc.
- viii. To Perform preventive, corrective and breakdown maintenance of all electrical related equipment including but not limited to motors, fans, solenoid valves, drivers, controllers, HMI devices, contactors, sensors, circuit breakers, LV fHV switchboards and any associated power and control wiring and cables, as per work schedules and routines.
- ix. To Troubleshoot to identify various milling plants problems that may arise during the shift and report the solutions that have been implemented in solving those possible problems.
- x. To cleaning of electrical components (electrical panels; electrical switch gear, A VRs and other machine components in both milling plants as agreed.
- xi. To Performs other job-related duties as assigned by supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Electrical Engineering from a reputable recognized registered institution or equivalent.

(One year contract)

### **3.3 SALARY SCALE**

As per CPB Salary Scale

## **4.0 MECHANICAL TECHNICIAN II - 2 Posts**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To Undertake general maintenance and invention within the manufacturing facility as directed by supervisor with the aim of contributing to an environment of continuous improvement.
- ii. To Investigate equipment failures and difficulties to diagnose faulty operation, and make recommendations for repair or replacement;
- iii. To Establish and coordinate the maintenance safety procedures and service schedule, in addition to the supply of materials required to maintain machines and equipment in the prescribed condition; assist in the training and support of staff to enable ongoing maintenance and troubleshooting of issues within each work area or location.
- iv. To Contribute to the implementation of Quality Standards and Continuous Improvement processes as they relate to critical plant and equipment.
- v. To Facilitate the application of principles and theories of manufacturing processes for the company's manufacturing facility.
- vi. To Identify opportunities or implement changes to improve products or reduce costs using knowledge of fabrication processes, tooling and production equipment, assembly methods, quality control standards, or product design, materials and parts.
- vii. To Prepare documentation for new manufacturing processes or engineering procedures.
- viii. To Perform any other duties as may be assigned by Supervisors from time to time.

### **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Mechanical Engineering from a reputable recognized registered institution or equivalent.

(One year contract)

### **4.3 SALARY SCALE**

As per CPB Salary Scale

## **5.0 QUALITY ASSURANCE OFFICER II - 7 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To Assisting in inspecting cereals and other produce mills, warehouses, silos, premises and weighing scales as may be prescribed by the Board;
- ii. To Assisting in assessing the quality of cereals and other produce or cereals and other produce products based on established standards and procedures;
- iii. To Assisting in setting up standards for cereals and other produce processed, blended and packed by the Board;
- iv. To Assisting in Monitoring and evaluating the quality of cereals and other produce from the farmers, warehouses, silos, mills based on established standards and procedures in the Board;
- v. To Undertaking any other duty as may be directed from time to time by his superiors

### **5.2 QUALIFICATIONS AND EXPERIENCE**

Degree in Agriculture, Food Processing or Process Engineering from recognised institution or its equivalent qualification. (One year contract)

### **5.3 SALARY SCALE**

As per CPB Salary Scale

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

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To planning and then writing the algorithms of computer software. They troubleshoot software and ensure that programs are easy to use and adaptable. A Computer Programmer's key duties and responsibilities include:
- ii. To writing new computer codes to fit existing software, apps or programs sourcing

existing code from open code libraries or databases developed by a company.

- iii. To thoroughly testing computer programs and recommending updates or changes before release
- iv. To training new users to use updated programs or hardware
- v. To debugging computer programs experiencing faults and glitches
- vi. To developing security systems and procedures to protect users from hacks and programs from viruses
- vii. To keeping up-to-date on new developments and advances in coding and software development
- viii. To ensuring that all code and software complies with data protection laws and security regulations
- ix. To balance work day between multiple projects and respond immediately to tech support requests from staff
- x. To Performs other duties as directed from time to time by his supervisor.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Computer Programming, Computer Systems Analysis, Computer Applications or its equivalent from a recognized University/Institution.

(One year contract)

## **6.3 SALARY SCALE**

As per CPB Salary Scale

## **7.0 MARKETING OFFICER II - 2 Posts**

### **7.1 DUTIES AND RESPONSIBILITIES**

To collect compiling and disseminating of data on marketing of Cereals and Other Produce, distribution, export/import and other information on the Cereals and Other Produce industry both national and international;

To make periodic research /surveys in the major market areas in the country to access Cereals and Other Produce market trends supply and demand thereof;

To facilitate marketing surveys to validate collected data/information;

To reprepare Cereals and Other Produce marketing and sales plans in consultation with the Principal Marketing and Sales Officer

To implement the approved Cereals and Other Produce sales strategies;

To participate in activities, which promote the marketing of the Cereals and Other Produce industry in Tanzania;

To undertake any other duty as may be directed from time to time by the Senior Officer

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Marketing, Bachelor Degree of Commerce in Marketing or Business Administration in Marketing Management from a recognised institution.

(One year contract)

## **7.3 SALARY SCALE**

CPBSS 5

## **8.0 PROCUREMENT OFFICER II - 2 Posts**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To make follow up on receiving, storing and distribution of all stock items;
- ii. To maintain a location index system in the store;
- iii. To issue approved tendering and contract documents;
- iv. To manage an archive record of the procurement and disposal process;
- v. To maintain a list or Register of all contract awarded;

- vi. To maintain an updated inventory of goods, supplies and materials;
- vii. To assist in the process of procurement tenders as per approved Board policies and procedures;
- viii. To maintain records for each local purchase order;
- ix. To follow up supply contracts and ensures contracts are honoured.

## **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree/Advanced Diploma in Material Management, Supplies, Procurement or its equivalent from a recognized Institution and registered by a recognized Procurement and Supplies Professional Board. She/he must possess a CSP.

(One year contract)

## **8.3 SALARY SCALE**

As per CPB Salary Scale

## **9.0 PLANNING OFFICER II - 1 Post**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in collecting information and data on the goals and objectives of the Board;
- ii. To assist in analysing and evaluating data as a basis of formulation of plans;
- iii. To assist in collecting data on Physical facilities. (plant and equipment by categories and functions educational programmes, goals and achievements);
- iv. To prepare profiles to bring together available statistics on the activities and resources of the Board Department;
- v. To combine and analyses categories of data as basis of plan formulation.

### **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree/Advanced Diploma in Economics, Statistics, Planning or equivalent from a recognised University/Institution.

(One year contract)

### **9.3 SALARY SCALE**

As per CPB Salary Scale

## **10.0 ACCOUNTANT II - 3 Posts**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare accounts documentation;
- ii. To dispatch voucher lists to Head of sections;
- iii. To make batching of payment vouchers as per Cashbook;
- iv. To keep batches of Payment Voucher, Cashbook and Exchequer Receipt Vouchers;
- v. To maintain Petty Cashbook and Register;
- vi. To maintain incoming and outgoing cheque register;
- vii. To assist in preparation of financial reports;
- viii. To assist in preparation of pay roll computations and reports;
- ix. To assist in carrying out regular bank reconciliation.

### **10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance, with either of CPA (T), ACCA, ACA or equivalent professional qualifications recognized by the NBAA.

(One year contract)

### **10.3 SALARY SCALE**

CPBSS 5

## **11.0 ICT OFFICER II (COMPUTER SYSTEMS ANALYSTS) - 1 Post**

### **11.1 DUTIES AND RESPONSIBILITIES**

- i. To Gather user requirements and document business processes to analyze data and system requirements for software application systems;
- ii. To Interpret process flows and translate it into system configuration and customization requirements of software application systems;
- iii. To Document Functional Specifications and Technical Specifications document for system enhancements in software applications;
- iv. To Maintain process documentation for software applications processes and tasks;
- v. To Design enterprise web-based and server-based software applications architecture;
- vi. To Utilize automated testing frameworks to perform unit testing and system integration testing of the software applications;
- vii. To Perform incident tests after successful resolution;
- viii. To safeguard operational stability by continuous testing;
- ix. To Analyze incoming software application incidents and support the structured resolution within defined time frames;
- x. To Performs other duties as directed from time to time by his superiors.

## **11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Computer Programming, Computer Systems Analysis, Computer Applications or its equivalent from a recognized University/Institution.

(One year contract)

## **11.3 SALARY SCALE**

As per CPB Salary Scale

## **12.0 DRIVER II - 2 Posts**

### **12.1 DUTIES AND RESPONSIBILITIES**

- i.To drive vehicles towards approved destinations and in accordance with traffic

regulations;

ii. To undertake minor mechanical repairs,

iii. To take vehicles due for routine maintenance/repair to the appointed service agent;

iv. To maintain motor vehicle log books;

v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;

vi. To ensure safety and cleanliness of the vehicle at all times;

vii. To ensure that valid documents and permits are acquired prior commencement of any journey;

viii. To report promptly accidents or incidents involving the vehicles to the relevant authority.

## **12.2 QUALIFICATIONS AND EXPERIENCE**

Form IV Certificate plus a valid Driving License Class C or E, Basic Driving Course and driving experience of at least one (1) year without causing accidents.

(One year contract)

## **12.3 SALARY SCALE**

CPBSS 2

## **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 **10th March, 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**