

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/40

13th June, 2026

VACANCY ANNOUNCEMENT

On behalf of University of Dar es Salaam (UDSM), The Benjamin Mkapa Hospital (BMH), Tanzania Shipping Agency Corporation (TASAC), Tengeru Institute of Community Development (TICD), National Museum of Tanzania (NMT) and Tanzania Wildlife Research Institute (TAWIRI), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill eighty-five (85) vacant posts mentioned below;

UNIVERSITY OF DAR ES SALAAM (UDSM)

1.0 TEACHER GRADE III C (MATHEMATICS AND SCIENCE) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To give instructions in ones specialised content subject;
- ii. To prepare plan of work, course preparation, teaching aides, pupil exercises, tests and examinations;
- iii. To supervise school examinations and reports to the school management;
- iv. To encourage, supervise, follow ups on pupils attendance and reports to the school management and parents/guardians;
- v. To care for the students' welfare in and outside the classroom;
- vi. To perform any other duties as may be assigned by one's reporting officer.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education majoring in Mathematics and physics, Mathematics and Chemistry or Equevalent Qualifications from a recognized institution.

1.3 SALARY SCALE

Attractive remuneration package in

2.0 ARTISAN II (CARPENTRY) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision.
- ii. To perform cleaning of the work environment.
- iii. To take care of tools and equipment.
- iv. To assist in operational repairs of machinery and buildings
- v. To assist in fitting and turning
- vi. To ensure the functioning of plumbing and sanitary systems
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II or Certificate in Carpentry from

recognized Institutions

2.3 SALARY SCALE

PGSS 2.1

3.0 LABORATORY ASSISTANT II- MINERALS - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified laboratory jobs under close supervision;
- ii. To perform general cleaning of laboratory glassware;

- iii. To take care of instruments and equipment in the laboratory; and
- iv. To perform any other duties and responsibilities as may be assigned by the immediate supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Mineral Processing Engineering

from recognized institutions.

3.3 SALARY SCALE

PUSS 1

4.0 ARTISAN II (PUMP OPERATOR) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision
- ii. To perform cleaning of the work environment
- iii. To take care of tools and equipment
- iv. To assist in operational repairs of machinery and buildings
- v. To assist in fitting and turning
- vi. To ensure the functioning of plumbing and sanitary systems
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II or Certificate in Pump Operator from recognized institutions.

4.3 SALARY SCALE

PGSS 2.1

THE BENJAMIN MKAPA HOSPITAL (BMH)

1.0 AUDIOLOGIST II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out audiometric therapy on patients with audio pathology;
- ii. To maintain an accurate record of the audiometric services provided to patients;
- iii. To compile case reports of each patient for monitoring treatment progress;
- iv. To take care of equipment in the Unit/department and report any malfunctions;
- v. To interview relatives and gather information that can assist in the treatment of patients;
- vi. To provide technical guidance and support to subordinates;
- vii. To perform other duties assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Audiology from a recognized institution.

1.3 SALARY SCALE

PMGSS 5

2.0 AUDIOMETRIST II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct audiometric analysis;
- ii. To assist in prescribing audio prescriptions;
- iii. To maintain audio aids;
- iv. To keep and maintaining patients' statistics;
- v. To perform other duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Audiometry from a recognized institution.

2.3 SALARY SCALE

PMGSS 4

3.0 ORTHOPEDIC TECHNOLOGIST II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain patients' records;
- ii. To make casts and taking measurement as instructed;
- iii. To fabricate various related appliances;
- iv. To perform fitting of patients under the supervision and modification of defective appliance with the guidance of superior staff;
- v. To examine patients before undertaking treatment;
- vi. To advise patients on how to use and maintain artificial limbs and body support devices;
- vii. To ensure adherence to standard operating procedure and BMH business process;
- viii. To perform other duties assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Orthotics/Prosthetics from a recognized Institution. Must be registered by the Medical Council of Tanganyika.

3.3 SALARY SCALE

PMGSS 4

4.0 RADIOTHERAPIST II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To administer prescribed doses of radiation to specific body parts, using radiation therapy equipment according to established practices and standards;
- ii. To position patients for treatment with accuracy according to prescription;
- iii. To enter data into computer and set controls to operate and adjust equipment and regulate dosage;
- iv. To follow the principles of radiation protection for patient, self, and others;

- v. To maintain proper records, reports and files as required, including such information as radiation dosages, equipment settings and patients' reactions;
- vi. To perform other duties as assigned by Supervisor from time to time.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Radiotherapy, Radiation Therapy Technology from a recognized Institution. Must be registered with the Medical Radiology and imaging Professionals.

4.3 SALARY SCALE

PMGSS 4

TANZANIA SHIPPING AGENCY CORPORATION (TASAC)

1.0 FLAG AND PORT STATE CONTROL OFFICER II - 9 Posts

1.1 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;
- vi. To perform other official duties as assigned by Supervisor.

1.2 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.

1.3 SALARY SCALE

TASACS 4

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

1.0 ASSISTANT LECTURER (HUMAN RESOURCES MANAGEMENT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To prepare teaching manual; and g) Performs any other duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Human Resource Management from a recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Human Resource Management from a recognized institutions with a GPA of 3.5 or above.

1.3 SALARY SCALE

PHTS 2/1

2.0 ASSISTANT LECTURER (PUBLIC ADMINISTRATION) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);

- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Public Administration from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Public Administration, Political Science and Public Administration, from recognized institutions with a GPA of 3.5 or above.

2.3 SALARY SCALE

PHTS 2/1

3.0 ASSISTANT LECTURER (ACCOUNTING AND FINANCE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one of the following Accounting or Finance from a recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

3.3 SALARY SCALE

PHTS 2/1

4.0 ASSISTANT LECTURER (PSYCHOLOGY) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Psychology from recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

4.3 SALARY SCALE

PHTS 2/1

5.0 ASSISTANT LECTURER (GENDER AND DEVELOPMENT) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);

- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Gender and Development, Gender Studies, Gender and Human Rights from recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

5.3 SALARY SCALE

PHTS 2/1.

6.0 ASSISTANT LECTURER (ENVIRONMENTAL SCIENCE) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Environmental Science from recognized

Institution with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

6.3 SALARY SCALE

PHTS 2/1

7.0 ASSISTANT LECTURER (ENVIRONMENTAL HEALTH) - 1 Post

7.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Environmental Health, from recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

7.3 SALARY SCALE

PHTS 2/1

8.0 ASSISTANT LECTURER (LAW) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teaching up to NTA level 8 (Bachelor's Degree);
- 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 close supervision;
- v. To supervise students' seminars, research and field projects;
- vi. To prepare and manage students' seminar tasks;
- vii. To prepare training manuals and related training materials; and
- viii. To performs any other duties and responsibilities assigned by supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree of Law, from recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

8.3 SALARY SCALE

PHTS 2/1

9.0 TUTORIAL ASSISTANT (LAW) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

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

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Law with minimum GPA of 3.5 out of 5 from a recognized institution.

9.3 SALARY SCALE

PHTS 1.1

10.0 TUTORIAL ASSISTANT (LOCAL GOVERNMENT) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

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

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Public Administration in Local Government Management from recognized Institutions with a GPA of at least 3.5 or above.

10.3 SALARY SCALE

PHTS 1.1

11.0 TUTORIAL ASSISTANT (PROJECT PLANNING AND MANAGEMENT) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

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

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Participatory Project Planning and Management, Project Planning and Management or Project Planning for Community Development from recognized Institutions with a GPA of 3.5

11.3 SALARY SCALE

PHSS 1/1

12.0 TUTORIAL ASSISTANT (SOCIAL WORK) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

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

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Social work or Advanced Diploma in Social Work from recognized Institutions with a GPA of 3.5.

12.3 SALARY SCALE

PHTS 1.1

13.0 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;

- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Computer Engineering, Information Technology System and Network Engineering, Information and Communication System Management from a recognized institutions with a GPA of 3.5 or above.

13.3 SALARY SCALE

PHSS 1/1

14.0 ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (WEBSITE AND GRAPHICS DESIGN) - 2 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. To store copies of software and documentations of computer systems;
- ii. To assist ICT Officer, I in finding source documents and solutions for identified problems;
- iii. To maintain operations, system development and/or programming documentation manual libraries;
- iv. To perform archiving of official documents;
- v. To perform simple coding of raw data on source documents by applying established, clearly defined codes;
- vi. To key data from source documents; verify keyed data; upload data to computer server;
- vii. To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;

- viii. To assist programmers in testing new or revised application programs.
- ix. To validate (check, verify dates and times, etc.) input to and output from information systems;
- x. To advise programmers in problems related to data entry;
- xi. To maintain data processing systems, tape library and disk storage.
- xii. To monitor console for errors; observe elements of operation for evidence of incorrect operation;
- xiii. To separate and sort output for distribution; set up input job streams and submit jobs; schedule submission of work to the system; and
- xiv. To perform any other duties as may be assigned by Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in either of the following fields; Web Multimedia and Graphics Design, Systems Design and Analysis, Business Information Technology from a recognized Institutions.

14.3 SALARY SCALE

PGSS 4.1

15.0 ASSISTANT LECTURER PROCUREMENT AND LOGISTIC MANAGEMENT - 1

Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Procurement and Supply Chain Management from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Procurement and Supply Chain Management, from recognized institutions with a GPA of 3.5 or above.

15.3 SALARY SCALE

PHTS 2/1

16.0 ASSISTANT LECTURER (ENVIRONMENTAL POLICY) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Environmental Economics and Policy, Environmental Planning and Management from recognized Institution with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

16.3 SALARY SCALE

PHTS 2/1.

17.0 ASSISTANT LECTURER (ICT AND COMPUTER SCIENCE) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conducts research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepares teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in one of the following fields: Computer Science, Information Technology from recognized Institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

17.3 SALARY SCALE

PHTS 2/1

18.0 ASSISTANT LECTURER (SOCIAL WORK) - 1 Post

18.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;

- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Social Work from a recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Social Work from a recognized institutions with a GPA of 3.5 or above.

18.3 SALARY SCALE

PHSS 2/1

19.0 ASSISTANT LECTURER - LOCAL GOVERNMENT ADMINISTRATION - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Public Administration in Local Government Management from a recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Public Administration in Local Government Management from a recognized institutions with a GPA of 3.5 or above.

19.3 SALARY SCALE

PHTS 2/1

20.0 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) - 1 Post

20.1 DUTIES AND RESPONSIBILITIES

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

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Accounting and Finance, Business Administration majoring in Accounting and Finance with GPA of 3.5 (out of 5.0) and above from recognized institutions.

20.3 SALARY SCALE

PHTS 1.1

21.0 TUTORIAL ASSISTANT (PROCUREMENT AND LOGISTIC MANAGEMENT) - 1 Post

21.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;

- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Business Administration majoring in Procurement, Procurement and Logistics Management, Store and warehouse Management from a recognized INstitutions with a GPA of at least 3.5 or above.

21.3 SALARY SCALE

PHTS 1.1

22.0 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) - 1 Post

22.1 DUTIES AND RESPONSIBILITIES

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

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Community Development from recognized Institutions with a GPA of at least 3.5 or above.

22.3 SALARY SCALE

PHTS 1

23.0 TUTORIAL ASSISTANT (ENVIRONMENTAL MANAGEMENT) - 1 Post

23.1 DUTIES AND RESPONSIBILITIES

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

23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Environmental Management, Environmental Science, Environmental Studies from a recognized Institution with at least a GPA of 3.5 out of 5.

23.3 SALARY SCALE

PHTS 1.1

24.0 ASSISTANT LECTURER - COMMUNITY DEVELOPMENT - 3 Posts

24.1 DUTIES AND RESPONSIBILITIES

- i. To teaches up to NTA level 8 (Bachelor's Degree);
- ii. To prepares learning resources for tutorial exercises;
- iii. To conducts research, seminars and case studies;
- iv. To carries out consultancy and community services under supervision;
- v. To supervises students project;
- vi. To prepares teaching manual; and
- vii. To performs any other duties as assigned by supervisor.

24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Community Development from a recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above

at Bachelor Degree level.

24.3 SALARY SCALE

PHTS 2.1.

25.0 ASSISTANT LECTURER (SOCIOLOGY) - 1 Post

25.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To prepare learning resources for tutorial exercises
- iii. To conduct research, seminars and case studies
- iv. To carry out consultancy and community services under supervision
- v. To supervise students project
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor

25.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Sociology from a recognized institutions with a GPA of 3.8 or above at Master's degree level and 3.5 GPA or above at Bachelor Degree level.

25.3 SALARY SCALE

PHTS 2.1

NATIONAL MUSEUM OF TANZANIA (NMT)

1.0 ASSISTANT CURATOR II (HISTORY) - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To ensure cleanliness of museum collections;
- ii. To take care of special collections;
- iii. To assist in preparation of field work trips;

- iv. To assist curators in identifying and registering exhibition collections;
- v. To inspect incoming and outgoing collections;
- vi. To execute installation of exhibitions;
- vii. To prepare and distributes exhibition, catalogues and displays;
- viii. To prepare exhibitions plans and reports;
- ix. To prepare new design and models for temporary exhibitions;
- x. To maintain workshop and its equipment and
- xi. To perform any other duties assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in History or Education majoring in History from a recognized institution.

1.3 SALARY SCALE

PGSS 4

2.0 ASSISTANT CURATOR II (HERITAGE MANAGEMENT) - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in storing and conserving museum collections;
- iii. To assist in evaluation and report the status of museum Collections;
- iv. To participate in preparation of display and publicize collections;
- v. To participate in preparation of public education kits in area of specialization;
- vi. To execute installation of exhibitions;

- vii. To prepare, distributes publicity materials, exhibition, catalogues and displays;
- viii. To prepare exhibition plans and reports;
- ix. To liaise with stakeholders and organizations;
- x. To collect and evaluate data in the field of exhibition operations;
- xi. To coordinate simple Research and technical experiments for exhibitions;
- xii. To prepare new design and models for temporary, special and permanent exhibitions, performance/ programs; and
- xiii. To perform any other duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Heritage Management from a recognized institution.

2.3 SALARY SCALE

PGSS 4

3.0 ASSISTANT CURATOR II (SIGN LANGUAGE) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in storing and conserving museum collections;
- iii. To assist in evaluation and report the status of museum Collections;
- iv. To participate in preparation of display and publicize collections;
- v. To participate in preparation of public education kits in area of specialization;
- vi. To execute installation of exhibitions;
- vii. To prepare, distributes publicity materials, exhibition, catalogues and displays;

- viii. To prepare exhibition plans and reports;
- ix. To liaise with stakeholders and organizations;
- . To collect and evaluate data in the field of exhibition operations;
- xi. To coordinate simple Research and technical experiments for exhibitions;
- xii. To prepare new design and models for temporary, special and permanent exhibitions, performance/ programs; and
- xiii. To perform any other duties assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Special education majoring in Sign Language from a recognized institution.

3.3 SALARY SCALE

PGSS 4

4.0 ASSISTANT CURATOR II (ETHNOLOGY) - 2 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in storing and conserving museum collections;
- iii. To assist in evaluation and report the status of museum Collections;
- iv. To participate in preparation of display and publicize collections;
- v. To participate in preparation of public education kits in area of specialization;
- vi. To execute installation of exhibitions;
- vii. To prepare, distributes publicity materials, exhibition, catalogues and displays;
- viii. To prepare exhibition plans and reports;

- ix. To liaise with stakeholders and organizations;
- x. To collect and evaluate data in the field of exhibition operations;
- xi. To coordinate simple Research and technical experiments for exhibitions;
- xii. To prepare new design and models for temporary, special and permanent exhibitions, performance/ programs; and
- xiii. To perform any other duties assigned by the supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Heritage Management from a recognized institution.

4.3 SALARY SCALE

PGSS 4

5.0 CONSERVATOR II – (MUSEUM CONSERVATION) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in determining the extent and causes of deterioration of collections;
- ii. To assist in examining the condition of collections and recommends proper treatment;
- iii. To assist in monitoring and recording environmental conditions in exhibition halls and storages;
- iv. To participate in restoration of damaged collections and structures;
- v. To conduct cleanliness of collections; and
- vi. To perform any other duties assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Biology, Botany, Chemistry, Heritage Management, Archaeology, Anthropology, Palaeontology from any recognized institution

5.3 SALARY SCALE

PGSS 6

6.0 CONSERVATOR II – (MONUMENTS AND SITES) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To assist 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.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Chemistry, Chemical Engineering, Geology, Architecture, Heritage Management from any recognized institution.

6.3 SALARY SCALE

PGSS 6

7.0 CURATOR II (ZOOLOGY) - 3 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in documentation and register museum collections;
- iii. To assist in storing and conserving museum collections;
- iv. To assist in evaluation and report the status of museum collections;
- v. To participate in preparation of display and publicize collections;

- vi. To participate in preparation of public education kits in area of specialization;
- vii. To conduct programs of temporary, special and permanent exhibitions;
- viii. To execute installation of exhibitions;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Zoology from a recognized institution.

7.3 SALARY SCALE

PGSS 6

8.0 CURATOR II (BOTANY) - 2 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collection and acquisition of museum collections;
- ii. To assist in documentation and register museum collections;
- iii. To assist in storing and conserving museum collections;
- iv. To assist in evaluation and report the status of museum collections;
- v. To participate in preparation of display and publicize collections;
- vi. To participate in preparation of public education kits in area of specialization;
- vii. To conduct programs of temporary, special and permanent exhibitions;

- viii. To execute installation of exhibitions;
- ix. To prepare, distributes publicity materials, exhibition catalogues and displays;
- x. To prepare exhibition plans and reports;
- xi. To liaise with stakeholders and organizations;
- xii. To collect and evaluate data in the field of exhibition operations;
- xiii. To coordinate simple research and technical experiments for exhibitions;
- xiv. To prepare new design and models for temporary, special and permanent exhibitions, performances/programs; and
- xv. To perform any other duties assigned by the supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Botany from a recognized institution.

8.3 SALARY SCALE

PGSS 6

9.0 RESEARCH ASSISTANT (ETHNOLOGY) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit 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 project;

- vii. To assist to prepare fundable research proposals and consultancies; and
- viii. To perform any other duties assigned by the supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Ethnology or Cultural Heritage from any recognized higher learning institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Degrees

9.3 SALARY SCALE

PRSS 1

10.0 RESEARCH OFFICER II (AQUATIC SCIENCES) - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

- i. To perform the 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 submits manuscript draft to respective work plans;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plan;
- vi. To assist in the planning of specific research projects;
- vii. To assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in one Aquatic Sciences, from any recognized institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for

unclassified Bachelor Degree.

10.3 SALARY SCALE

PRSS 2

11.0 RESEARCH OFFICER II (ETHNOLOGY) - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To perform the 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 submits manuscript draft to respective work plans;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plan;
- vi. To assist in the planning of specific research projects;
- vii. To assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Ethnology or Cultural Heritage from any recognized institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Bachelor Degree.

11.3 SALARY SCALE

PRSS 2

12.0 RESEARCH OFFICER II (ARCHAEOLOGY) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To perform the 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 submits manuscript draft to respective work plans;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plan;
- vi. To assist in the planning of specific research projects;
- vii. To assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Archaeology from any recognized institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Bachelor Degree.

12.3 SALARY SCALE

PRSS 2

13.0 RESEARCH ASSISTANT II (ZOOLOGY) - 2 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit 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 project;
- vii. To assist to prepare fundable research proposals and consultancies; and
- viii. To perform any other duties assigned by the supervisor

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in, Zoology from any recognized higher learning institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Degrees.

13.3 SALARY SCALE

PRSS 1

14.0 RESEARCH OFFICER II (ARCHITECTURE) - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To perform the 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 submits manuscript draft to respective work plans;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plan;
- vi. To assist in the planning of specific research projects;
- vii. To assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Architecture from any recognized institution. Must have scored at least Upper Second Class or an overall minimum pass of grade B+ for unclassified Bachelor Degree.

14.3 SALARY SCALE

PRSS 2

TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

1.0 RESEARCH OFFICER II (BEEKEEPING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To gather relevant literature and write up research reports;
- ii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iii. To collect, process and analyse data related to wildlife management;
- iv. To publish research results in peer-reviewed journals/publishers; and
- v. To perform any other related duties as may be assigned by the immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Bee keeping from recognized institutions with a minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Undergraduate Degrees.

1.3 SALARY SCALE

PRSS 2

2.0 RESEARCH OFFICER (WILDLIFE MANAGEMENT) - 7 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To initiate and participate in wildlife research in collaboration with other researchers;
- ii. To collect, process and analyse data related to wildlife management;
- iii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iv. To gather relevant literature and write up research reports;
- v. To develop a research proposal for fundraising;

- vi. To publish research results in peer-reviewed journals/publishers; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Wildlife Management from recognized institutions with a minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Undergraduate Degrees.

2.3 SALARY SCALE

PRSS 2

3.0 RESEARCH ASSISTANT (VETERINARY MEDICINE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist in gathering relevant information on disease surveillance and writing up reports;
- iv. To assist Senior Research Officers on collection, processing and analysing data related to wildlife management;
- v. To perform any other related duties as may be assigned by the immediate supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Veterinary Medicine from recognized Institutions with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

3.3 SALARY SCALE

PRSS 1

4.0 RESEARCH OFFICER II (VETERINARY MEDICINE) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To set up experiments and data collection related to veterinary issues as well as wildlife management;
- ii. To gathering relevant literatures and information on diseases, surveillances, diagnosis and writing up technical and research reports;
- iii. To carry disease surveillance and producing technical reports;
- iv. To collect, process and analyse samples related to wildlife diseases and ecosystem health;
- v. To prepare protocols for wildlife immobilization and handling for disease investigation, rescue from snares, collaring and translocations;
- vi. To supervise veterinary and laboratory students during their practical training;
- vii. To provide wildlife veterinary services to researchers and management authorities in in protected areas and any other areas with wildlife in Tanzania;
- viii. To immobilize wild animals for translocation for restocking or problem animal control;
- ix. To develop a research proposal for fundraising;
- x. To publish research results in peer-reviewed journals/publishers; and
- xi. To perform any other related duties as may be assigned by the immediate supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Veterinary Medicine from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified undergraduate Degrees.

4.3 SALARY SCALE

PRSS 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 **26th June, 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**

JAMHURI YA MUUNGANO WA TANZANIA



OFISI YA RAIS

SEKRETARIETI YA AJIRA KATIKA UTUMISHI WA UMMA

Kumb.Na.JA.9/16/01/41

13 Juni, 2026

TANGAZO LA NAFASI ZA KAZI

Katibu wa Sekretarieti ya Ajira katika Utumishi wa Umma kwa niaba ya MDAs & LGAs anakaribisha maombi ya kazi kutoka kwa Watanzania wenye sifa na uwezo wa kujaza nafasi 95 kama ilivyoainishwa katika tangazo hili;

1.0 MTEKNOLOJIA MSAIDIZI DARAJA LA II – MAABARA (ASSISTANT HEALTH LABORATORY TECHNOLOGIST II) - Nafasi 10

1.1 MAJUKUMU YA KAZI

- i. Kuandaa vitendanishi (reagents) vya kufanyia vipimo vya Maabara;
- ii. Kufanya kazi za awali sampuli zinazoletwa maabara;
- iii. Kukusanya damu kutoka kwa wagonjwa na watu wanaojitolea;
- iv. Kurekodi matokeo ya vipimo kwenye regista;
- v. Kutayarisha vifaa vya kazi;
- vi. Kuhifadhi kwa mujibu wa taratibu sampuli zote zinazohitaji kuhifadhiwa baada ya uchunguzi;
- vii. .Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi zinazohusiana na elimu, uzoefu na ujuzi wake zinazohusiana na elimu, uzoefu na ujuzi wake.

1.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye Astashahada ya sayansi ya Maabara za Afya kutoka Chuo kinachotambuliwa na Serikali na awe amesajiliwa na Baraza la Wataalam wa Maabara.

1.3 NGAZI YA MSHAHARA

TGHS A

2.0 MTEKNOLOJIA MSAIDIZI – DAWA (ASSISTANT TECHNOLOGIST -PHARMACY II) - Nafasi 10

2.1 MAJUKUMU YA KAZI

- i. Kuandaa mahitaji na matumizi ya dawa na vifaa tiba;
- ii. Kuagiza, kuhifadhi na kugawa dawa na vifaa tiba katika eneo lake la kazi;
- iii. Kuandaa taarifa ya matumizi ya dawa na vifaa tiba;
- iv. Kutunza kumbukumbu za dawa na vifaa tiba;
- v. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi zinazohusiana na elimu, uzoefu na ujuzi wake zinazohusiana na elimu, uzoefu na ujuzi wake.

2.2 SIFA ZA MWOMBAJI

Kuajiriwa wahitimu wenye cheti cha Astashahada katika fani za Dawa kutoka Chuo kinachotambuliwa na Serikali naambao wamesajiliwa na Baraza la Famasi.

2.3 NGAZI YA MSHAHARA

TGHS A.

3.0 MTEKNOLOJIA MSAIDIZI – RADIOLOJIA (ASSISTANT TECHNOLOGIST - RADIOLOGY II) - Nafasi 10

3.1 MAJUKUMU YA KAZI

- i. Kufanya kazi za kupokea na kupima wagonjwa katika maeneo ya vipimovya mifupa na kifua (chests and Skeletal Radiography);
- ii. Kuandaa dawa za kusafisha picha;
- iii. Kusafisha picha;
- iv. Kutunza mitambo ya X-Ray na ya kusafisha picha;

- v. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi zinazohusiana na elimu, uzoefu na ujuzi wake zinazohusiana na elimu, uzoefu na ujuzi wake.

3.2 SIFA ZA MWOMBAJI

Kuajiriwa waombaji wenye cheti cha Astashahada katika fani za Radiolojia kutoka Chuo kinachotambuliwa na Serikali na ambao wamesajiliwa na Baraza la Waatalum wa Mionzi Tanzania.

3.3 NGAZI YA MSHAHARA

TGHS - A

4.0 MTEKNOLOJIA WA RADIOGRAFA DARAJA II - RADIOLOJIA (RADIOGRAPHYTECHNOLOGIST II – RADIOLOGY) - Nafasi 10

4.1 MAJUKUMU YA KAZI

- i. Kuwapima wagonjwa wanaolekezwa kwenye eneo lake la kazi.
- ii. Kutunza mitambo na vifaa vya Radiolojia katika eneo lake la kazi.
- iii. Kukagua picha za X-Ray zilizopimwa kwa ubora na kutosheleza (diagnostic quality).
- iv. Kutunza picha za wagonjwa hadi majibu yanapowafikia madaktari waliowatuma wagonjwa.
- v. Kusimamia watumishi walio chini yake.
- vi. Kutoa Ushauri kuhusu masuala ya na kazi za Radiolojia na Mionzi katika eneo lake la kazi.
- vii. Kuandaa vifaa vya tiba/uchunguzi na kusimamia utakasaji vifaa katika eneo lake la kazi (sterilization).
- viii. Kutoa mafunzo ya awali kwa watumishi wanaopangiwa kazi katika eneo lake la kazi.
- ix. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi zinazohusiana na

elimu, uzoefu na ujuzi wake.

4.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye Stashahada katika fani ya Uteknolojia wa Radiolojia kutoka Chuo kinachotambuliwa na Serikali, ambao wamesajiliwa na Baraza la Waatalum wa Mionzi Tanzania.

4.3 NGAZI YA MSHAHARA

TGTS B

5.0 MKAGUZI WA NDANI DARAJA II (INTERNAL AUDITOR GRADE II) - Nafasi 15

5.1 MAJUKUMU YA KAZI

- i. kuandaa program ya ukaguzi wa ndani
- ii. kufanya uchambuzi katika hatua za awali za ukaguzi
- iii. kufanya tathimini za udhibiti wa mifumo ya ndani katika hatua za awali (internal controls), uthibiti wa vihatarishi (risk management) na usimamizi wa mifumo ya uendeshaji (corporate governance)
- iv. kuandaa mpango wa ukaguzi wa ndani wa kawaida au maalum
- v. kufanya ukaguzi wa kawaida, maalum, kiufundi na uchunguzi (Normal, Special Audit, Technical audit and Investigations)
- vi. kufanya uhakiki wa hoja za ukaguzi zilizopokelewa
- vii. Kufuatilia utekelezaji wa mapendekezo ya ukaguzi wa ndani
- viii. Kutoa ushauri wa kuimarisha utendaji wa taasisi
- ix. Kufanya kazi nyingine za fani yake atakazopangiwa na mkuu wake wa kazi.

5.2 SIFA ZA MWOMBAJI

Kuajiriwa wahitimu mwenye shahada ya biashara au Sanaa yenye muelekeo wa Uhasibu/Stashahada ya Juu ya Uhasibu/Ukaguzi hesabu wenye cheti cha taaluma ya

uhasibu CPA(T) au sifa nyingine zinazotambulika na NBAA.

5.3 NGAZI YA MSHAHARA

TGS.E

6.0 MHASIBU DARAJA LA II (ACCOUNTANT GRADE II) - Nafasi 10

6.1 MAJUKUMU YA KAZI

- i. Kuandika taarifa ya mapato na matumizi;
- ii. Kuandika taarifa za maduhuli;
- iii. Kupokea maduhuli ya serikali na kupeleka Benki kwa wakati;
- iv. Kufanya usuluhisho wa hesabu za Benki na nyingine zinazohusiana na masuala ya fedha;
- v. Kukagua hati za malipo; na
- vi. Kufanya kazi nyingine za fani yake atakazopangiwa na Mkuu wake wa kazi.

6.2 SIFA ZA MWOMBAJI

Kuajiriwa wahitimu wa Kidato cha Sita wenye shahada ya Uhasibu au Biashara waliojiimarisha kwenye fani ya Uhasibu au Stashahada ya juu ya Uhasibu kutoka Taasisi inayotambuliwa na Serikali pamoja na cheti cha Taaaluma ya Uhasibu CPA(T) au sifa inayolingananayo inayotambuliwa na NBAA.

6.3 NGAZI YA MSHAHARA

TGS E

7.0 TABIBU WA KINYWA NA MENO DARAJA LA II (DENTAL THERAPIST GRADE II) - Nafasi 10

7.1 MAJUKUMU YA KAZI

- i. Kazi zote zinazofanywa na Tabibu Msaidizi.
- ii. Kutambua na kutibu magonjwa ya kawaida.
- iii. Kusimamia utendaji wa watumishi walio chini yake na kufanya upasuaji mdogo.
- iv. Kushiriki katika kupanga na kutekeleza Huduma za Afya Msingi.

- v. Kushauri na kuhamasisha wananchi kuchangia huduma za Afya za Mfuko wa Afya ya Jamii.
- vi. Kuweka kumbukumbu za vifaa na zana za kutolea huduma.
- vii. Kuweka kumbukumbu, kuandaa na kutoa taarifa za utekelezaji.
- viii. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi

7.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye Stashahada ya Tabibu wa Meno (Diploma in Clinical Dentistry) kutoka Chuo kinachotambuliwa na Serikali, pia awe amesajiliwa na Baraza la Madaktari.

7.3 NGAZI YA MSHAHARA

TGHS B

8.0 DAKTARI WA UPASUAJI WA KINYWA NA MENO II (DENTAL SURGEON GRADE II) - Nafasi 10

8.1 MAJUKUMU YA KAZI

- i. Kufanya kazi zote za matibabu hospitalini zinazohusiana na magonjwa ya kinywa na meno.
- ii. Kutoa na kusimamia elimu ya afya ya kinywa na meno.
- iii. Kuboresha afya ya kinywa na meno katika eneo lake la kazi na jamii.
- iv. Kuziba/kukarabati meno, upasuaji, utengenezaji wa meno, kurekebisha mataya (orthodontics).
- v. Kusimamia wafanyakazi walio chini yake.
- vi. Kuchunguza, kufuatilia na kuzuia milipuko ya magonjwa.
- vii. Kufundisha wanafunzi katika vyuo vya afya vilivyopo eneo lake la kazi.
- viii. Kubuni na kuendesha utafiti na kusambaza matokeo.
- ix. Kubuni na kutayarisha mikakati ya kuinua ubora wa huduma ya fani yake.
- x. Kuandaa mipango na makisio ya bajeti ya huduma za afya ya kinywa na meno.
- xi. Kushiriki, kuhakiki na kuboresha huduma za afya.

- xii. Kutoa huduma za outreach katika wilaya/mkoa wake.
- xiii. Kutunza takwimu na kuzitumia kama inavyoelekezwa katika misingi ya MTUHA.
- xiv. Kupanga na kutathimini huduma za afya ya kinywa na meno katika eneo la kazi.
- xv. Kufanya utafiti katika maeneo mbali mbali ya afya ya kinywa na meno.
- xvi. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi zinazohusiana na elimu, uzoefu na ujuzi wake.

8.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye shahada ya udaktari wa upasuaji wa kinywa na meno kutoka vyuo vinavyotambuliwa na serikali waliomaliza “Internship” na kusajiliwa na Baraza la Madaktari Tanganyika.

8.3 NGAZI YA MSHAHARA

TGHS E

9.0 MUUGUZI II (NURSE II) - Nafasi 10

9.1 MAJUKUMU YA KAZI

- i. Kufanya kazi za kiuguzi za kuhudumia wateja katika jamii, hospitali na sehemu zote zinapotolewa huduma za afya;
- ii. Kusimamia na kuratibu kazi zote za wahudumu wa afya katika sehemu yake ya kazi;
- iii. Kukusanya takwimu na kutayarisha taarifa za utendaji wake wa kazi;
- iv. Kutoa huduma kwa wagonjwa majumbani;
- v. Kutoa ushauri nasaha;
- vi. Kutoa huduma za kinga na uzazi wa mpango;
- vii. Kutoa huduma za uzazi na afya ya mtoto;
- viii. Kuelimisha wagonjwa na jamii kuhusu matatizo yao ya kiafya;
- ix. Kufuatilia utunzaji wa vitendea kazi katika maeneo yake ya kazi; na
- x. Kufanya kazi nyingine atakazopangiwa na mkuu wake wa kazi na elimu, uzoefu na ujuzi wake.

9.2 SIFA ZA MWOMBAJI

Kuajiriwa wenye cheti cha uuguzi cha miaka miwili kutoka katika Chuo kinachotambuliwa na Serikali na kusajiliwa na Baraza la Wauguzi na Wakunga Tanzania

9.3 NGAZI YA MSHAHARA

TGHS A

MASHARTI YA JUMLA

1. Waombaji wote lazima wawe raia wa Jamhuri ya Muungano wa Tanzania na wasizidi umri wa miaka 45. Hata hivyo, kwa nafasi za ndani ya Taasisi za Kijeshi:
 - Waombaji wa nafasi zisizo za shahada wasizidi umri wa miaka 25.
 - Waombaji wa nafasi za shahada wasizidi umri wa miaka 30.
2. Waombaji wenye ulemavu wanahamasishwa kutuma 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 kazi ambao ni waajiriwa katika Utumishi wa Umma, **WASIOMBE** na wanatakiwa kuzingatia maelekezo yaliyopo katika waraka namba **CAC45/257/01/D/140** wa tarehe 30 Novemba 2010.
5. Maombi yote yaambatane na vyeti vya taaluma, maelezo, nakala za vyeti vilivyothibitishwa na Mwanasheria/Wakili ambavyo ni vyeti vya kuzaliwa, vyeti vya kuhitimu mafunzo mbalimbali kwa kuzingatia sifa za kazi husika:-
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
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 NACTVET). Kwa waombaji wa kada zinazohitaji 'GPA' waliosoma nje ya Tanzania waambatishe cheti cha ukokotozi wa 'GPA' kutoka TCU.
8. Waombaji waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba

isipokuwa kama wana kibali cha Katibu Mkuu Kiongozi.

9. Uwasilishaji wa taarifa na sifa za kughushi wahusika watachukuliwa hatua za kisheria.
10. Mwisho wa kutuma maombi ya kazi ni tarehe **26 Juni, 2026**.
11. 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,
Mtaa wa Mahakama, Tambukareli,
DODOMA.**
12. Maombi yote yatumwe kwenye mfumo wa kielektroniki wa Ajira (Recruitment Portal) kupitia anuani ifuatayo; <https://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.
14. Waombaji wote wa kazi wanakumbushwa kuwa ni marufuku kutoa au kupokea rushwa kwa lengo la kupata ajira au kupangiwa kituo cha kazi. Mchakato wa ajira unazingatia misingi ya haki, usawa, na uwazi, kwa kuzingatia sifa stahiki zilizoainishwa katika tangazo la kazi husika na muundo wa utumishi wa idara inayohusika.

Limetolewa na:

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