

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/48

27th July, 2026

VACANCY ANNOUNCEMENT

On behalf of Mwalimu Nyerere Memorial Academy (MNMA), Dar es Salaam Institute of Technology (DIT), National Examination Council of Tanzania (NECTA) and Arusha Technical College (ATC), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill sixty-seven (67) vacant posts mentioned below;

MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

1.0 ASSISTANT LECTURER (Education in Psychology) - 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 class studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Education (Psychology), Bachelor Degree in Education (Psychology) from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

1.3 SALARY SCALE

PHTS 2.1

2.0 ASSISTANT LECTURER–GEOGRAPHY - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for master's degree;
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and class studies;
- iv. carrying out consultancy and community services under supervision;
- v. Supervising students project;

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Geography and Bachelor Degree in Geography with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree

2.3 SALARY SCALE

PHTS 2.1

3.0 ASSISTANT LECTURER- KISWAHILI - 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 related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree of Arts in Kiswahili majoring in Linguistics or Literature from recognized institutions with at least GPA of 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

3.3 SALARY SCALE

PHTS 2.1

4.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 3 Posts

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 related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Business Administration or International Business from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Bachelor degree must relate with Masters degree.

4.3 SALARY SCALE

PHTS 2.1

5.0 ASSISTANT LECTURER - PROCUREMENT - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies

- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To perform any other duties as may be assigned.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Procurement and Logistic Management, Procurement and Supply Chain management or Materials Management from a recognized Institution. All Applicants must have a GPA of 3.8 or at achelor Degree leve and GPA of 4.0 or above at Master's Degree level.

5.3 SALARY SCALE

PHTS 2.1

6.0 ASSISTANT LECTURER - HUMAN RESOURCES MANAGEMENT - 1 Post

6.1 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 carry out consultancy and community services under supervision;
- v.To supervise students project;
- vi.To prepare teaching manual; and
- vii.To perform any other assigned duties and responsibilities.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor degree in Human Resource Management, Human Resources Planning and Management or equivalent with GPA of 4.0 and above at Master's Level and GPA of 3.8 and above at Bachelor level from a recognized Higher

Learning Institution.

6.3 SALARY SCALE

PHTS 2.1

7.0 ASSISTANT LECTURER (Gender Studies) - 2 Posts

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 class studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise students' project;
- vi.To performing any other related duties as assigned by supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Gender Studies, Sociology or Social Work from recognized institutions with GPA 3.8 at Bachelor Degree level and 4.0 at Masters Degree level or equivalent qualifications from recognized Institutions

7.3 SALARY SCALE

PHTS 2.1

8.0 ASSISTANT LECTURER (Community Development) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

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

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Community Development, Bachelor Degree in Community Development from recognized institutions with GPA 3.8 with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree.

8.3 SALARY SCALE

PHTS 2.1

9.0 ASSISTANT LECTURER (ECONOMICS) - 1 Post

9.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' project;
- vi. To perform any other related duties as assigned by supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Economics from recognized institutions with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's Degree level.

9.3 SALARY SCALE

PHTS 2.1

10.0 TUTORIAL ASSISTANT - GENDER STUDIES - 1 Post

10.1 DUTIES AND RESPONSIBILITIES

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

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Gender Studies, Gender, Social work, Sociology, from recognized Institutions with GPA 3.8 and above out of 5.0.

10.3 SALARY SCALE

PHTS 1.1

11.0 TUTORIAL ASSISTANT (PROCUREMENT AND SUPPLY) - 3 Posts

11.1 DUTIES AND RESPONSIBILITIES

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

vi. To perform any other related duties as assigned by the supervisor

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Procurement and Logistics Management, Procurement and Supplies Management, Bachelor of Science in Procurement and Supply Chain Management, Bachelor of Procurement and Supply Chain Management, Bachelor of Commerce in Procurement and Logistics Management, Bachelor of Commerce in Procurement and Supply Chain Management from recognized Institutions with GPA 3.8 and above out of 5.0.

11.3 SALARY SCALE

PHTS 2.1

12.0 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

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

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Business Administration, from recognized Institutions with GPA 3.8 and above out of 5.0.

12.3 SALARY SCALE

PHTS 1.1

13.0 ASSISTANT LECTURER (MATHEMATICS) - 1 Post

13.1 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 as studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Mathematics with GPA of at least 3.8 at Undergraduate level and at least 4.0 at Master's degree level from the recognized institutions.

13.3 SALARY SCALE

PHTS 2.1

14.0 ASSISTANT LECTURER (Accountancy) - 2 Posts

14.1 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 as studies;
- iv.To carry out consultancy and community services under supervision;
- v.To supervise student's project;

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

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Accountancy with GPA 3.8 at Bachelor degree level and 4.0 Masters level or equivalent qualifications from recognized Institutions

14.3 SALARY SCALE

PHTS 2.1

15.0 ASSISTANT LECTURER (TOURISM) - 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 related studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's project;
- vi. To perform any other related duties as assigned by supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Tourism from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

15.3 SALARY SCALE

PHTS 2.1

16.0 ASSISTANT LECTURER (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION)

- 1 Post

16.1 DUTIES AND RESPONSIBILITIES

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

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in Public Administration, Political Science and Public Administration from recognized institutions with GPA 3.8 at Bachelor degree level and 4.0 at Master's Degree level out of 5.0. Master's degree must relate with Bachelor degree.

16.3 SALARY SCALE

PHTS 2.1

17.0 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

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

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

17.2 QUALIFICATIONS AND EXPERIENCE

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

17.3 SALARY SCALE

PHTS 2.1

DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

1.0 TUTORIAL ASSISTANT (MINING ENGINEERING) - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

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

1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA level 8) in Mining Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

1.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

2.0 TUTORIAL ASSISTANT – ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

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

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or equivalent qualification in Electronics and Telecommunications Engineering with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

2.3 SALARY SCALE

PHTS 1.1

3.0 TUTORIAL ASSISTANT – FOOD SCIENCE - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

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

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in Food Science with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

3.3 SALARY SCALE

PHTS 1.1

4.0 TUTORIAL ASSISTANT – POST-HARVEST - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

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

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA level 8) or equivalent qualification in post-harvest with a minimum of a GPA of 3.5 out of 5.0 or equivalent from recognized institution.

4.3 SALARY SCALE

PHTS 1.1

5.0 TUTORIAL ASSISTANT (MECHANICAL ENGINEERING) - 6 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To teaches up to NTA Level 6 (Ordinary Diploma);
- ii. To assists in conducting tutorial and practical exercises for students under close supervision;

- iii. To prepares learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carries out consultancy under close supervision; and
- vi. To performs any other relevant duties as assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Mechanical Engineering with GPA 3.5 and above.

5.3 SALARY SCALE

PHTS 1.1

6.0 TUTORIAL ASSISTANT – CIVIL ENGINEERING - 6 Posts

6.1 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 supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Civil Engineering with GPA of 3.8 and above.

6.3 SALARY SCALE

PHTS 2/1

7.0 ASSISTANT LECTURER – BIOMEDICAL ENGINEERING - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

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

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Biomedical Engineering and Bachelor Degree or Advanced Diploma in Electrical /Biomedical Engineering with **GPA** of **3.5** and above in both Master's Degree and Bachelor Degree.

Proven working experience in research or consultancy for at least one (1) year and have Published at least one (1) consultancy/research report of the academic and professional appreciable depth in the relevant field.

7.3 SALARY SCALE

PHTS 2/1

8.0 ASSISTANT LECTURER – MINING ENGINEERING - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To assist senior staff in practical training, seminars and tutorial up to NTA 9 Level as part of capacity building;
- iii. To prepare learning resources for tutorial exercise;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in cooperation with seniors in specific project; and

- ix. To attend workshops, conferences and symposium.

8.2 QUALIFICATIONS AND EXPERIENCE

Master Degree (NTA Level 9) with minimum **GPA of 3.8** out of **5.0** or equivalent and **GPA of 3.5** out of **5.0** or equivalent at Bachelor Degree level (NTA level 8) in Mining Engineering or equivalent qualification from recognized institutions.

8.3 SALARY SCALE

PHTS 2/1

9.0 ASSISTANT LECTURER – (Oil and Gas Engineering) - 1 Post

9.1 DUTIES AND RESPONSIBILITIES

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

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree and Bachelor Degree or Advanced in Oil and Gas Engineering with GPA of 4.0 in Master's Degree and 3.8 in Bachelor Degree.

9.3 SALARY SCALE

PHTS 2/1

10.0 TUTORIAL ASSISTANT - CHEMISTRY - 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist conducting tutorial, and practical exercise for students under close supervision;

- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conduction research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assistant in carrying out consultancy and community services under close supervision.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chemistry or equivalent qualification with a minimum of a GPA of 3.5 out of 5.0 from recognized institution

10.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

11.0 DRIVER GRADE II - 1 Post

11.1 DUTIES AND RESPONSIBILITIES

- i. To drive motor vehicles in accordance with road traffic rules and regulations;
- ii. To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii. To ensure that a motor vehicle and its equipment's (jack, spanner, space tyre etc.) are available and are in good condition;
- iv. To carry out minor/routine maintenances of vehicles;
- v. To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- vi. To ensure cleanliness of motor at all time;
- vii. To record and maintain records pertaining to any journey in the Logbook;
- viii. To assist in collecting and dispatching mails;
- ix. To report any accident immediately to Supervisor or Traffic Police; and,
- x. To perform any other related duties as may be assigned by Supervisor.

11.2 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. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

11.3 SALARY SCALE

DIT SALARY SCALE

12.0 INSTRUCTOR II (MECHANICAL ENGINEERING) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels.
- ii. Administers examination for NTA level students.
- iii. Conducts and supports Research and Consultancy works.
- iv. Prepare learning resources.
- v. Conduct research, consultancy and community services.
- vi. Supervise field training.vii. Supervise and assist junior staff
- viii. Perform any other duties as assigned by supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Mechanical Engineering with a GPA of 3.5 and above or equivalents qualification from recognize Institute.

12.3 SALARY SCALE

DIT SALARY SCALE

13.0 TUTORIAL ASSISTANT (COMPUTER ENGINEERING) - 2 Posts

13.1 DUTIES AND RESPONSIBILITIES

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

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Engineering or equivalent qualification with a minimum of a GPA of 3.5 out of 5.0 from recognized institution

13.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

14.0 ACCOUNTANT II - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare revenue and expenditure reports;
- ii. To perform bank reconciliation;
- iii. To pre audit payment voucher;
- iv. To perform a variety of accounting tasks including preparation of voucher, receiving and paying out cash and cheques;
- v. To post transaction in ledger accounts;
- vi. To prepare various accounts reports; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accounting, Finance, Commerce, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions with CPA (T).

14.3 SALARY SCALE

DIT SALARY SCALE

15.0 ASSISTANT LECTURER (COMPUTER STUDIES) - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- (i) Teaching up to NTA level 8 (Bachelor Degree);
- (ii) Prepares learning resources for tutorial exercises;
- (iii) Conducts research, seminars and case studies;
- (iv) Carries out Consultancy and community services under supervision;
- (v) Supervises student's project;
- (vi) Prepares teaching manual; and
- (vii) Performs any other duties as assigned by supervisor.

15.2 QUALIFICATIONS AND EXPERIENCE

Possession of Master either in Science, Engineering in Computer or Information Technology with Bachelor or Advanced Diploma either in Science, Engineering with GPA 3.5 and above specialized in PHP, MySQL/Maria DB, JavaScript and HTML5 from any recognized academic Institution by TCU or NACTE.

15.3 SALARY SCALE

PHTS 2/1

16.0 TUTORIAL ASSISTANT (BIOMEDICAL ENGINEERING) - 1 Post

16.1 DUTIES AND RESPONSIBILITIES

- i. ToteachuptoNTAlevel6(Ordinary Diploma);
- i i . To assist conducting tutorial, and practical exercise for students under

close supervision;

- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To participate in developing and review of curriculum; and
- vi. To assist in carrying out consultancy and community services under close supervision.

16.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree (NTA Level 8) or equivalent qualification in Biomedical Engineering with a minimum GPA of 3.5 out of 5.0 or equivalent from recognized institution.

16.3 SALARY SCALE

TUTORIAL salary PHTS 1/1

NATIONAL EXAMINATION COUNCIL OF TANZANIA (NECTA)

1.0 EXAMINATIONS OFFICER II (FOOD BEVERAGE SERVICES AND SALES SUBJECT) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme; iv. To supervise moderators of test items and marking scheme;
- iv. Typesetting and proofread of examinations papers and marking scheme;
- v. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vi. To perform any other related duties as may be assigned by Supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Food and Beverage Services and Sales. Or Bachelor Degree in Food and Beverage Services and Sales plus Postgraduate Diploma in Education (PGDE).

1.3 SALARY SCALE

NECTASS 8

2.0 EXAMINATIONS OFFICER II (HOME ECONOMICS SUBJECT) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution majoring in Home Economics. Or Bachelor Degree in Home Economics plus Postgraduate Diploma in Education (PGDE).

2.3 SALARY SCALE

NECTASS 5

3.0 EXAMINATIONS OFFICER II (FINE ARTS SUBJECT) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To supervise settings and moderation of items for the respective subject;
- ii. To supervise marking of examination;

- iii. To typeset examinations paper and marking schemes for respective subject;
- iv. To review examination formats;
- v. To write various reports related to examinations;
- vi. To conduct analysis of various reports on National Examinations and makes recommendations on appropriate actions.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education or equivalent qualifications from a recognized Institution, majoring in Fine Art with good writing and analytical skills; must be computer literate.

3.3 SALARY SCALE

NECTASS 8

ARUSHA TECHNICAL COLLEGE (ATC)

1.0 ASSISTANT LECTURER (FOOD SCIENCE) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercise;
- 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 assist in preparing teaching manual and compendium;
- vii. To work in cooperation with seniors in specific project;
- viii. To attend workshops, conferences and symposium; and
- ix. To perform any other related duties as may be assigned by her/his supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree (NTA level 9) in Food Science and Biotechnology/Technology or equivalent qualification in the relevant field with a minimum GPA of 3.5 out of 5.0 or

equivalent at undergraduate level, and 3.8 out of 5.0 or equivalent at Master Degree level.

1.3 SALARY SCALE

PGSS 2.1

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 **10th August, 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**