

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.Na.JA.9/16/01/52

27th August, 2026

VACANCY ANNOUNCEMENT

On behalf of National Examination Council of Tanzania (NECTA), Dar es Salaam Institute of Technology (DIT), Livestock Training Agency (LITA), Tanzania Livestock Research Institute (TALIRI) and INSTITUTE OF ADULT EDUCATION (IAE), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill thirty-eight (38) vacant posts mentioned below;

NATIONAL EXAMINATION COUNCIL OF TANZANIA (NECTA)

1.0 ASSISTANT PRINTER II -GRAPHIC DESIGNING - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To take care and cleanliness of prepress equipment;
- ii. To prepare the artworks submitted by client for printing;
- iii. To assist in operating CTP machine in processing plates;
- iv. To assist in process files through True flow/Prinergy or Rampage workflow;
- v. To print jobs with less quantity in RISO photo printer;
- vi. To scan documents to make digital file and import them into specialized software;
and
- vii. To perform any other related duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Diploma (NTA 6) in one of the following fields: Graphic Designing or equivalent qualification from a recognized Institution.

1.3 SALARY SCALE

NECTASS 3

2.0 ASSISTANT PRINTER II - PRINTING AND BINDING - 5 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines;
- ii. To operate paper cutting machines;
- iii. To operate machines (e.g., SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing); and
- iv. To operate hydraulic power for lifting reams, etc.;
- v. To hand Binds;
- vi. To collate, cut and trim; and To assemble all printed material

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Diploma (NTA 6) in one of the following fields: Graphic Art and Printing, Printing Technology, or equivalent qualification from a recognized Institution.

2.3 SALARY SCALE

NECTASS 3

DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

1.0 ASSISTANT LECTURER – MINING ENGINEERING - 1 Post

1.1 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.

1.2 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.

1.3 SALARY SCALE

PHTS 2/1

2.0 ASSISTANT LECTURER – BIOMEDICAL ENGINEERING - 1 Post

2.1 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

2.2 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.

2.3 SALARY SCALE

PHTS 2/1

LIVESTOCK TRAINING AGENCY (LITA)

1.0 TUTOR II – (ANIMAL SCIENCE) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist in teaching higher levels;
- ii. To administer examination up to NTA level 6;
- iii. To prepare training materials and learning resources and provide training to students;
- iv. Supervises and assists junior staff;
- v. Supervises field training;
- vi. To conduct tutorial sessions for students with academic deficiencies;
- vii. To set examinations and assignments;
- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations classes and tutorials;
- x. To conduct research and consultancy work; and
- xi. Performs any other duties as assigned by superiors.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Animal Science from a recognized Institution/University by the Government with GPA of 3.0 out of 5.0

1.3 SALARY SCALE

PTSS3

2.0 TUTOR II – AGRICULTURAL EXTENSION - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist in teaching higher levels;
- ii. To administer examination up to NTA level 6;
- iii. To prepare training materials and learning resources and provide training to students;
- iv. Supervises and assists junior staff;
- v. Supervises field training;
- vi. To conduct tutorial sessions for students with academic deficiencies;
- vii. To set examinations and assignments;
- viii. To identify student's needs and provide counselling;
- ix. To conduct and supervise presentations classes and tutorials;
- x. To conduct research and consultancy work; and
- xi. Performs any other duties as assigned by superiors.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Agricultural extension from a recognized Institution / University with a minimum GPA of 3.0 out of 5.0

2.3 SALARY SCALE

TANZANIA LIVESTOCK RESEARCH INSTITUTE (TALIRI)

1.0 RESEARCH ASSISTANT - STATISTICIAN - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in data collection in on-farm and on-station experiments,
- ii. To assist in keeping research findings and records;
- iii. To assist senior researchers in preparation research reports; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Statistics or equivalent qualifications from recognized Institution with a minimum qualification GPA of an Upper Second Class (3.5)

1.3 SALARY SCALE

PRSS 1

2.0 RESEARCH OFFICER II – RANGE MANAGEMENT - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

2.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Range Management from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

2.3 SALARY SCALE

PRSS 2

3.0 LIVESTOCK ATTENDANTS - 14 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To clean pens, bomas, sheds and equipment;
- ii. To do dipping, dehorning, disbudding, debeaking and other related operations;
- iii. To carryout milking and egg collection;
- iv. To take care of experimental animals;
- v. To keep the registers of institute properties (livestock of all kinds) and incoming and outgoing visitors and outgoing and incoming items or Assets
- vi. To conduct regular non and night patrol around institutes' boundaries;
- vii. To check and make sure that all doors and windows and any other inlets and outlets are properly closed after office hours;

- viii. To switch off lights in cases where they are not being used;
- ix. To make sure that all Institute properties which go outside the office have been registered and authorized by proper authority and report any problem which may occur; and To perform any other duties as may be assigned by the Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Form IV certificate, Government and National Service Training and/or Militia Training Phase II and/or any other form of military training. The Certificate of General Animal or Crop Husbandry from FDC or VETA or any other Institution recognized will be added advantage to the applicant.

3.3 SALARY SCALE

POSS 2

4.0 RESEARCH OFFICER II – RURAL DEVELOPMENT - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

4.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Rural Development from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

4.3 SALARY SCALE

PRSS 2

5.0 RESEARCH OFFICER II – VETERINARY MEDICINE - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

5.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Veterinary Medicine from any recognized Institutions. Must have scored at least 3.5 GPA out of 5 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

5.3 SALARY SCALE

PRSS 2

6.0 RESEARCH OFFICER II – ANIMAL SCIENCE - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection and cleaning and search of relevant literature;
- ii. To assist senior researchers in preparation of research proposals and regular reports;
- iii. To assist senior researchers in the dissemination of research findings; and
- iv. To perform any other official duties as may be assigned by one's reporting officer.

6.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Animal Science from any recognized Institutions. Must have scored at least 3.5 GPA out of 5.0 at Bachelor Degree and an overall minimum pass of grade B+ for unclassified Degrees. Master Degree must be related to the Bachelor Degree.

6.3 SALARY SCALE

PRSS 2

INSTITUTE OF ADULT EDUCATION (IAE)

1.0 TUTORIAL ASSISTANT - COUNSELLING AND PSYCHOLOGY - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for student under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy material;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision;
- x. To perform any other related duties as assigned by the Supervisor;

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree with a GPA of at least 3.5 in one of the following fields; Psychology, counselling, Educational Psychology or qualifications from recognized Institution.

1.3 SALARY SCALE

PHTS 1

2.0 TUTORIAL ASSISTANT -LINGUISTIC - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for student under close supervision;
- iii. To prepare learning resources for tutorial exercises; To organize and coordinate adult education activities;

- iv. To write course materials for adult and non-formal teaching;
- v. To prepare teaching manuals and case studies to distant students;
- vi. To write and edit literacy and post literacy material;
- vii. To assist in conducting research under close supervision;
- viii. To carry out consultancy and community services under close supervision;
- ix. To perform any other related duties as assigned by the Supervisor;

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree with a GPA of at least 3.5 in one of the following fields; Arts in English, Arts in Linguistic, or qualifications from recognized Institution.

2.3 SALARY SCALE

PHTS 1

3.0 TUTORIAL ASSISTANT - KISWAHILI - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for student under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy material;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision and;
- x. To perform any other related duties as assigned by the supervisor'

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree with a GPA of at least 3.5 in one of the following fields;

Kiswahili or qualifications from recognized Institution

3.3 SALARY SCALE

PHTS 1

4.0 TUTORIAL ASSISTANT - ADULT EDUCATION - 3 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision; and
- x. To perform any other related duties as assigned by the Supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Adult Education & Continuing Education, Adult Education & Community Development or equivalent qualifications from recognized institutions with GPA of at least 3.5.

4.3 SALARY SCALE

PHTS 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 **09th September, 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**

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.Na.JA.9/16/01/53

27th August, 2026

VACANCY ANNOUNCEMENT

On behalf of and Mwalimu Nyerere Memorial Academy (MNMA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three (3) vacant posts mentioned below;

1.0 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 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 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.

1.2 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.

1.3 SALARY SCALE

PHTS 2.1

2.0 ASSISTANT LECTURER (TOURISM) - 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 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.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master and Bachelor Degree in Tourism, Cultural and Heritage Management, Tourism and History, Tourism and Hospitality Management 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.

2.3 SALARY SCALE

PHTS 2.1

3.0 ASSISTANT LECTURER (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) - 1 Post

3.1 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.

3.2 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.

3.3 SALARY SCALE

PHTS 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 **09th September, 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**