

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/64

13th October, 2026

VACANCY ANNOUNCEMENT

On behalf of Tanzania Electric Supply Company Limited (TANESCO), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one thousand and ninety-nine (1099) vacant posts mentioned below;

1.0 ARTISAN GRADE II – ELECTRICAL - 736 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. Assist in preparing all schedule preventive maintenance;
- ii. Assist in inspecting electrical system, equipment and components to identify hazards, defects, and the need for adjustment or repair;
- iii. Assist in testing of electrical system and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters to ensure compatibility and safety of the system;
- iv. Assist in diagnosing malfunctioning system apparatus and components using test equipment and hand tools to locate the cause of a breakdown and correct the problem; and
- v. Perform any other related duties from time to time as assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National

Vocational Award Level II or Certificate of Competence Level II in Electrical Installation or another relevant trade qualification from a recognized vocational training institution.

1.3 SALARY SCALE

TSS. 2

2.0 ARTISAN GRADE II – AUTO ELECTRIC - 6 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. Diagnose, repair, maintain and carry out preventive servicing of vehicle electrical and electronic systems, including batteries, charging systems, starting systems, lighting, wiring and ignition systems.
- ii. Inspect, test and troubleshoot vehicle electrical circuits and components using appropriate diagnostic and testing equipment.
- iii. Identify electrical faults and carry out repair, replacement and adjustment of defective wiring, connectors, fuses, relays, switches, sensors and other electrical components.
- iv. Install, maintain and repair vehicle electrical accessories and systems, including lighting, warning systems, horns, indicators, wipers, gauges, alarms and other auxiliary electrical equipment.
- v. Conduct functional checks and road tests after electrical repairs to ensure proper operation and vehicle readiness for service.
- vi. Maintain accurate records of vehicle electrical inspections, repairs, servicing, faults, test results, parts and materials used.
- vii. Maintain and properly use auto-electrical tools, diagnostic equipment and workshop facilities, and keep the work area clean, safe and orderly.
- viii. Comply with Company safety, health and environmental requirements, including safe working practices and proper use of PPE.
- ix. Undertake any other duties assigned by the Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Auto Electric or

another relevant trade qualification from a recognized vocational training institution.

2.3 SALARY SCALE

TSS. 2

3.0 ARTISAN GRADE II – AUTOMOBILE - 12 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. Diagnoses, service, repair and maintain motor vehicles, including engines, transmissions, braking, steering, suspension, drivetrain, cooling and fuel systems.
- ii. Plan and carry out preventive maintenance and routine servicing of motor vehicles in accordance with approved maintenance schedules and manufacturers' recommendations.
- iii. Inspect, test and assess vehicle systems and components to identify faults, determine their condition and recommend appropriate repairs or replacements.
- iv. Dismantle, repair, replace, adjust, assemble and test vehicle components using appropriate tools, diagnostic equipment and workshop practices.
- v. Troubleshoot and repair mechanical, hydraulic and pneumatic systems fitted to motor vehicles and mobile equipment, where applicable.
- vi. Conduct functional checks and road tests following servicing and repairs to verify vehicle performance, safety, roadworthiness and readiness for service.
- vii. Maintain accurate records of vehicle inspections, servicing, repairs, faults, spare parts, materials and other maintenance activities.
- viii. Maintain and properly use workshop tools, diagnostic equipment and facilities, ensuring they are clean, safe, serviceable and properly controlled.
- ix. Identify requirements for spare parts, tools and equipment and provide technical input for their repair, replacement and procurement.
- x. Comply with Company safety, health, environmental and workshop requirements, including safe working practices and proper use of PPE.
- xi. Undertake any other duties as may be assigned by the Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National

Vocational Award Level II or Certificate of Competence Level II in Auto Mechanics or another relevant trade qualification from a recognized vocational training institution.

3.3 SALARY SCALE

TSS. 2

4.0 ARTISAN GRADE II – ELECTRONICS - 6 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. Installs, maintains, repairs and services electronic equipment and systems.
- ii. Assists in identifying and diagnosing faults in electronic circuits and equipment.
- iii. Tests electronic components, circuits and equipment using appropriate testing instruments.
- iv. Replaces defective electronic components and carries out basic circuit repairs.
- v. Assists in installation and maintenance of control, monitoring and electronic systems.
- vi. Performs routine inspection of electronic equipment and reports identified faults.
- vii. Performs any other related duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Electronics or another relevant trade qualification from a recognized vocational training institution.

4.3 SALARY SCALE

TSS. 2

5.0 ARTISAN GRADE II – GORGE ATTENDANT - 3 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. Clean the Gorge area surroundings including sprinkler systems and walk ways

- ii. Reading pressure of water in artificial sprinkler systems
- iii. Inspect the Gorge infrastructures and pavement in order to recognize defects.
- iv. Do civil works particularly mason and plumbing works under the directives of the Environmental Engineer
- v. Report to the Environmental Engineer any defects at the Gorge site for the purpose of repair and maintenance.
- vi. Ensure survival of Kihansi Frogs as per TAWIL and NEMC directives
- vii. Ensure company safety rules and regulations are observed all the time
- viii. Performs any other related duties as may be assigned by the supervisor

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Mechanics, Electrical Installation or another relevant trade qualification from a recognized vocational training institution. Must also possess NEMC or TAWIL Attendance Certificate

5.3 SALARY SCALE

TSS. 2

6.0 ARTISAN GRADE II – LIGHT CURRENT - 8 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. Installs, maintains, repairs and services light-current systems and equipment.
- ii. Assists in installation and maintenance of security, access control, fire alarm, public address, intercom and other low-voltage systems, as applicable.
- iii. Assists in testing and troubleshooting light-current systems and identifies faults.
- iv. Carries out replacement and repair of defective cables, devices, sensors, switches and other components.

- v. Performs routine inspection and testing of light-current installations.
- vi. Assists in installation, termination and testing of low-voltage cables and associated equipment.
- vii. Maintains tools, testing instruments and equipment used for light-current works.
- viii. Observes electrical safety, occupational health and safety requirements.
- ix. Performs any other related duties as may be assigned by the supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Electronics or another relevant trade qualification from a recognized vocational training institution.

6.3 SALARY SCALE

TSS. 2

7.0 ARTISAN GRADE II – ELECTRONICS AND TELECOMMUNICATIONS - 6 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. Assists in installation, maintenance, repair and servicing of electronic and telecommunications equipment and systems.
- ii. Assists in testing and troubleshooting telecommunications equipment, communication links and associated electronic systems.
- iii. Performs basic maintenance of communication equipment, cables, connectors, antennas and associated components.
- iv. Assists in installation, termination and testing of communication cables and related equipment.
- v. Assists in maintaining communication systems used to support the operation of electricity generation, transmission and distribution facilities.

- vi. Uses appropriate testing instruments and tools in carrying out telecommunications and electronic works.
- vii. Maintains tools, equipment and materials and ensures their proper use and safe custody.
- viii. Performs any other related duties as may be assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate and at least VETA Trade Test II/National Vocational Award Level II or Certificate of Competence Level II in Electronics or another relevant trade qualification from a recognized vocational training institution.

7.3 SALARY SCALE

TSS. 2

8.0 TECHNICIAN GRADE II- ELECTRICAL/ELECTRONICS - 193 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. Installs, tests, maintains and repairs electrical and electronic equipment and systems.
- ii. Assists in maintenance and testing of transformers, switchgear, circuit breakers, control panels, protection systems, metering equipment and associated electrical installations.
- iii. Tests electrical and electronic circuits, components and equipment using appropriate testing instruments.
- iv. Diagnoses faults in electrical, electronic, control and associated systems and undertakes corrective measures.
- v. Assists in maintenance of electronic control, monitoring, automation and instrumentation systems.
- vi. Participates in installation, testing and commissioning of electrical and electronic equipment.

- vii. Maintains technical records, test results and equipment maintenance history.
- viii. Performs any other related duties as may be assigned by the supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Technician Awards (NTA) Level 6 (Ordinary Diploma) in Electrical, Electrical and Electronics Engineering or a relevant qualification from a recognized institution. Computer literacy is mandatory.

8.3 SALARY SCALE

TSS. 3

9.0 TECHNICIAN GRADE II -HEATING, VENTILATION AND AIR CONDITIONING (HVAC) - 7 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. Installs, operates, maintains, tests and repairs heating, ventilation, air-conditioning and refrigeration systems.
- ii. Conducts routine inspection and servicing of HVAC equipment and systems.
- iii. Diagnoses faults in compressors, condensers, evaporators, fans, pumps, motors, controls and associated components.
- iv. Checks and maintains refrigerant levels, pressure, temperature and other operating parameters.
- v. Performs cleaning, replacement and adjustment of filters, belts, motors, fans and other HVAC components.
- vi. Participates in installation, testing and commissioning of HVAC and refrigeration systems.
- vii. Maintains records of HVAC inspections, servicing, repairs and equipment condition.
- viii. Performs any other related duties as may be assigned by the supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Technician Awards (NTA) Level 6 (Ordinary Diploma) in Refrigeration and Air Condition or a relevant qualification from a recognized institution. Computer literacy is mandatory.

9.3 SALARY SCALE

TSS. 3

10.0 TECHNICIAN GRADE II -OPERATION AND MAINTENANCE OF WATER SYSTEMS - 3 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. Conduct physical, chemical and biological water quality tests for domestic water, wastewater, powerhouse water and other applicable water sources.
- ii. Determine and monitor appropriate treatment chemical dosages to support effective water treatment and purification.
- iii. Monitor water treatment and supply systems and report water quality deviations, abnormalities and equipment-related issues.
- iv. Prepare technical specifications and requirements for treatment chemicals, laboratory reagents, filtration materials and consumables.
- v. Prepare and maintain accurate laboratory records and reports, including test results, trends, abnormalities and recommendations.
- vi. Support compliance with applicable water quality, public health and regulatory requirements and liaise with relevant authorities where required.
- vii. Maintain laboratory equipment, instruments, reagents and consumables, including proper storage, routine checks and calibration, and ensure safe handling and disposal of chemicals and waste.
- viii. Comply with Company HSE requirements, safe working practices and proper use of PPE, tools and laboratory equipment.

ix. Perform any other related duties as assigned by the Supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Technician Awards (NTA) Level 6 (Ordinary Diploma) in Water Quality and Laboratory Technology or a relevant qualification from a recognized institution. Computer literacy is mandatory.

10.3 SALARY SCALE

TSS. 3

11.0 ENGINEER GRADE II- ELECTRICAL AND ELECTRONICS - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. Assist in designing of electronic systems, products, software and components for electronics applications.
- ii. Assist to create testing procedures and maintenance for electronic equipment and components.
- iii. Assist in designing, monitoring, inspecting, testing and diagnosing problems and causes in improving and maintaining Electronics systems;
- iv. Assist in design modifications and equipment repair.
- v. Assist in inspection of electronic systems, instruments and equipment to ensure they meet applicable regulations and safety standards.
- vi. Perform any other related duties from time to time as assigned by Supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Engineering (Electrical and Electronics) or relevant qualification from a recognized Institution. Must be registered as Graduate Engineer with ERB.

11.3 SALARY SCALE

TSS. 5

12.0 ENGINEER GRADE II -TELECOMMUNICATIONS - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. Assist in designing, overseeing the installation of telecom equipment and facilities, such as complex electronic switches, broadband data services, and satellite communications;
- ii. Assist in preparation of physical layout plan for proper communication system site infrastructure, and support systems;
- iii. Assist in maintenance of telecommunications equipment;
- iv. Assist in testing and evaluating telecommunication hardware and software to determine efficiency, reliability, or compatibility with existing systems;
- v. Assist in providing user support by diagnosing network and device problems and implementing technical or procedural solutions; and
- vi. Perform any other related duties from time to time as assigned by Supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Engineering (Electronics and Telecommunications) or relevant qualification from a recognized Institution. Must be registered as Graduate Engineer with ERB.

12.3 SALARY SCALE

TSS. 5

13.0 ENGINEER GRADE II- MECHANICAL - 3 Posts

13.1 DUTIES AND RESPONSIBILITIES

- i. Assist in repair and maintenance of power generation machines;

- ii. Assist to plan, design, inspect and maintain all mechanical works in the Company;
- iii. Assist in designing, monitoring, inspecting, testing and diagnosing problems and causes in improving and maintaining mechanical systems.
- iv. Assist in developing, co-ordinating implementation of mechanical repair and maintenance plans;
- v. Assist to carry out research/studies and recommend on improvement of business process technologies and best practices in consideration of changing technology environment. and
- vi. Perform any other related duties from time to time as assigned by Supervisor.

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Engineering (Mechanical) or relevant qualification from a recognized Institution. Must be registered as Graduate Engineer with ERB.

13.3 SALARY SCALE

TSS. 5

14.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II -CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA) - 6 Posts

14.1 DUTIES AND RESPONSIBILITIES

- i. Conducts audits of ICT systems, applications, networks, databases and other information technology infrastructure.
- ii. Asses the adequacy and effectiveness of ICT internal controls, policies, procedures and security measures.
- iii. Reviews information systems development, implementation, modification and maintenance processes to ensure compliance with approved standards and procedures.
- iv. Evaluates access controls, user privileges, authentication mechanisms and segregation of duties within ICT systems.
- v. Reviews information security, data protection, backup, disaster recovery and

business continuity arrangements.

- vi. Follows up implementation of ICT audit recommendations and reports on outstanding issues.
- vii. Prepares audit working papers, findings, reports and recommendations in accordance with approved audit procedures.
- viii. Participates in investigations of ICT-related incidents, control weaknesses, system irregularities and suspected unauthorized access.
- ix. Provides professional advice on ICT governance, risk management, internal controls and information security.
- x. Maintains proper records of audit activities, findings, evidence and follow-up actions.
- xi. Complies with professional standards, information security requirements, occupational health and safety requirements and Company policies and procedures.
- xii. Performs any other related duties as may be assigned by the supervisor.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Information Technology, Computer Science, Information Systems, Computer Engineering, Cybersecurity, Accounting and Finance, Auditing, or equivalent qualifications from a recognized institution. Certified Information Systems Auditor (CISA) certification or equivalent professional certification in Information Systems Audit.

14.3 SALARY SCALE

TSS. 5

15.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II - NETWORK SECURITY - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. Assist to document application vision and prepare application architecture proposals based on identified solution gaps.
- ii. Assist in end-user support and training, re-engineering of existing business

applications and maintenance of business systems.

- iii. Assist in mapping TANESCO Business Units terminology with business applications in terms of people, processes and application development technology.
- iv. Participate in requirements validation sessions. Assist in evaluating application configuration, deployment and maintenance.
- v. Respond to Service Desk referrals and end-user requests for support.
- vi. Assist to conduct routine hardware and software audits of workstations to ensure compliance with established policies and procedures.
- vii. Assist in preparing periodic business-system efficiency reports for management decisions.
- viii. Assist in administration of application databases, specialized databases for power plants and other Database Management Systems (DBMS).

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science/Engineering with either CISM or any cybersecurity certificateii) and Information System Security

15.3 SALARY SCALE

TSS. 5

16.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II - CYBER SECURITY/ SECURITY ANALYST - 2 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. Assist to document application vision and prepare application architecture proposals based on identified solution gaps.
- ii. Assist in end-user support and training, re-engineering of existing business applications and maintenance of business systems.
- iii. Assist in mapping TANESCO Business Units terminology with business applications in terms of people, processes and application development technology.
- iv. Participate in requirements validation sessions. Assist in evaluating application

configuration, deployment and maintenance.

- v. Respond to Service Desk referrals and end-user requests for support.
- vi. Assist to conduct routine hardware and software audits of workstations to ensure compliance with established policies and procedures.
- vii. Assist in preparing periodic business-system efficiency reports for management decisions.
- viii. Assist in administration of application databases, specialized databases for power plants and other Database Management Systems (DBMS).

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science/Engineering with either CISM or any cybersecurity certificateii) and Information System Security

16.3 SALARY SCALE

TSS. 5

17.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II - NETWORK ENGINEER - 1 Post

17.1 DUTIES AND RESPONSIBILITIES

- i. Assist to document application vision and prepare application architecture proposals based on identified solution gaps.
- ii. Assist in end-user support and training, re-engineering of existing business applications and maintenance of business systems.
- iii. Assist in mapping TANESCO Business Units terminology with business applications in terms of people, processes and application development technology.
- iv. Participate in requirements validation sessions. Assist in evaluating application configuration, deployment and maintenance.
- v. Respond to Service Desk referrals and end-user requests for support.
- vi. Assist to conduct routine hardware and software audits of workstations to ensure compliance with established policies and procedures.
- vii. Assist in preparing periodic business-system efficiency reports for management

decisions.

- viii. Assist in administration of application databases, specialized databases for power plants and other Database Management Systems (DBMS).

17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science or Engineering

17.3 SALARY SCALE

TSS. 5

18.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II - APPLICATION ARCHITECT/DEVELOPER - 2 Posts

18.1 DUTIES AND RESPONSIBILITIES

- i. Assist to document application vision and prepare application architecture proposals based on identified solution gaps.
- ii. Assist in end-user support and training, re-engineering of existing business applications and maintenance of business systems.
- iii. Assist in mapping TANESCO Business Units terminology with business applications in terms of people, processes and application development technology.
- iv. Participate in requirements validation sessions. Assist in evaluating application configuration, deployment and maintenance.
- v. Respond to Service Desk referrals and end-user requests for support.
- vi. Assist to conduct routine hardware and software audits of workstations to ensure compliance with established policies and procedures.
- vii. Assist in preparing periodic business-system efficiency reports for management decisions.
- viii. Assist in administration of application databases, specialized databases for power plants and other Database Management Systems (DBMS).

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Computer Science, Computer Engineering, Information

Technology or equivalent from a recognized institute/University

- Have good knowledge of Web development frameworks& programming languages; Python,Java Spring boot, Angular, React, .Net, CSS, AJAX, JAVA scripts, jQuery, HTML ,Contaniers Technologies (Docker and Kubernetes, Flutter and Kotlin Mobile Application framework and related or alike language
- Have strong knowledge of Relation Database systems (mySQL, SQL Server, Oracle and alike) related query languages, Database Designing, and data analysi"

18.3 SALARY SCALE

TSS. 5

19.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER GRADE II - ORACLE DATABASE ADMINISTRATOR - 1 Post

19.1 DUTIES AND RESPONSIBILITIES

- i. Assist to document application vision and prepare application architecture proposals based on identified solution gaps.
- ii. Assist in end-user support and training, re-engineering of existing business applications and maintenance of business systems.
- iii. Assist in mapping TANESCO Business Units terminology with business applications in terms of people, processes and application development technology.
- iv. Participate in requirements validation sessions. Assist in evaluating application configuration, deployment and maintenance.
- v. Respond to Service Desk referrals and end-user requests for support.
- vi. Assist to conduct routine hardware and software audits of workstations to ensure compliance with established policies and procedures.
- vii. Assist in preparing periodic business-system efficiency reports for management decisions.
- viii. Assist in administration of application databases, specialized databases for power plants and other Database Management Systems (DBMS).

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science or Information Technology and Oracle

Database Certifications.

19.3 SALARY SCALE

TSS. 5

20.0 DRIVER GRADE II - 100 Posts

20.1 DUTIES AND RESPONSIBILITIES

- i. Drive Company motor vehicles in accordance with road traffic rules and regulations and approved schedules/routes.
- ii. Ensure assigned vehicles are clean, serviceable and equipped with the required tools and equipment.
- iii. Perform minor maintenance tasks on assigned vehicle(s).
- iv. Maintain accurate and up-to-date trip sheets/logbooks, transportation forms, maintenance records, incident/accident reports and vehicle condition reports.
- v. Coordinate major or periodic vehicle maintenance with Management to minimize service interruptions.
- vi. Report vehicle defects promptly to the immediate Supervisor.
- vii. Provide professional and courteous transportation services and maintain appropriate conduct at all times.
- viii. Perform any other related duties as may be assigned by the Supervisor.

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate and a Class "C or E" Driving License with Certificates that awarded them respective Grades and attended Basic Driving Course offered by VETA, NIT or any other recognized Institution with Driving experience of at least one (1) year without causing accidents.

20.3 SALARY SCALE

TSS. 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 October, 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**