

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA. 9/259/01/A/274

17<sup>th</sup> April, 2023

### VACANCY ANNOUNCEMENT

On behalf of the Arusha International Conference Centre (AICC), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill Two (02) vacant posts described below; -

**1.0** The Arusha International Conference Centre (AICC) was established under the Public Corporations Act No. 17 of 1969 by Presidential Order through Government Notice number 115, published on 25th August, 1978. The Centre is wholly owned by the Government of United Republic of Tanzania and operates under the purview of the Ministry of Foreign Affairs and East African Co-operation.

The AICC was established to manage and control the Headquarters' complex of the defunct East African Community in Arusha which belonged to the defunct East African Community. It also owns Julius Nyerere International Convention Centre as per Arusha International Conference Centre (Amendment) Order of 2014, dated 19<sup>th</sup> March, 2014; and provide facilities and services on the complex for purposes of conferences, meetings, seminars etc.

### **1.0.1 CUSTOMER SERVICE OFFICER II (01 POST)**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- (i) To assist in formulating policies and procedures in the Conferences Services Unit;
- (ii) To assist in preparing budget for the unit;
- (iii) To assist in overseeing professional handling of meeting;
- (iv) To prepare schedules of external meetings and conferences;
- (v) Handling conference bookings and allocation of halls; and
- (vi) To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

#### **1.0.3 QUALIFICATIONS AND EXPERIENCE:**

Holders of Bachelor Degree/Advanced Diploma Business Administration, Event Management, Public Relations, Bachelor of Arts in Human Resource Management, International Relations, Sociology, or equivalent qualifications from a recognized Institution.

#### **1.0.4 SALARY SCALE: AICC 9**

### **1.0.5 SECURITY OFFICER II (01 POST)**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- (i) To draft standard procedures in respect of security and safety of the Centre's properties, tenants, clients and employees.
- (ii) To propose annual appraisals of security and safety systems;
- (iii) To maintain security of assets and properties of the Centre;
- (iv) To authenticate items coming and going out of premises;
- (v) To report any unusual events that may endanger the Centre's properties;
- (vi) To inspect and monitor movement of visitors to and from the premises with the aim of preventing burglary and theft; and
- (vii) To perform any duties relevant to the scope of work that may be assigned by the supervisor.

#### **1.0.7 QUALIFICATIONS AND EXPERIENCE:**

Holders of Bachelor Degree in Law (LL. B), Information Systems, Law Enforcement, Computer Science or equivalent qualification from a recognized institution. Must have undergone Military, Police, Prisons or Immigration basic training.

#### **1.0.8 SALARY SCALE: AICC 9**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective
  - Registration or Regulatory Bodies, (where applicable);
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

xiii. 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

xv. Deadline for application is 30<sup>th</sup> April, 2023;

xvi. Only shortlisted candidates will be informed on the date of interview and;

xvii. Presentation of forged certificates and other information will necessitate to legal action;

***NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

*Released by:*

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**