

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/230

22nd February, 2023

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Government Flight Agency (TGFA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill two (2) vacant posts mentioned below.

1.0 TANZANIA GOVERNMENT FLIGHT AGENCY (TGFA)

Tanzania Government Flight Agency was established under the Executive Agencies Act No. 30 of 1997 (as amended) and came onto effect on 17th May, 2002 as per the Government Notice No. 193 published on the same date. TGFA took over the functions of the Government Flying Unit under the then Ministry of Communications and Transport (Currently Ministry of Works and Transport) with the purpose of providing air transport services in a more efficient, cost effective and business-like manner to the Government. The Agency was then transferred to the President's Office, State House through Government Notice No. 252 of 2018.

1.0.1 PILOT II - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To familiarize with the aircrafts operated by the institution;
- ii. To have an initial training on at least one of the aircrafts operated by the institution;

- iii. To collect the Navigation Bag containing aircraft Library from Operations Control and ensure that the relevant documents are in order to return the same to Operations Control after completion of flights;
- iv. To check all documents and inform Pilot-in-Command of any Notam, Fleet Notices of any information that may affect their flights;
- v. To maintain continuous watch on the available communication frequencies with the appropriate Air Traffic Control;
- vi. To maintain cabin and cockpit temperatures at comfortable levels during flight;
- vii. To perform flight duties under the supervision of a Captain; and
- viii. To perform any other related duties as assigned by the supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

A candidate who has attended and passed an Ab-initio training, a holder of Commercial Pilots License with Instrument Rating, Multi-Engine (CPL, IR/ME) issued by TCAA with experience of at least **250** hours' total time, with A-Level Secondary Education Certificate with at least two principal passes in Physics, Mathematics or Geography or equivalent qualifications.

1.0.4 SALARY SCALE: TGFPS 1

1.0.5 AIRCRAFT MAINTENANCE TECHNICIAN II - 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To undertake maintenance of aircraft under supervision of an Engineer;
- ii. To assist in conducting ground operations of aviation maintenance;
- iii. To assist in maintaining and servicing of aircraft components;
- iv. To perform aircraft checks under supervision of an Engineer; and
- v. To perform any other related duties as assigned by the supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

A holder of NTA Level 6 (Ordinary Diploma/FTC) in one of the following Engineering fields: Electrical, Mechanical, Electronics, Aircraft Maintenance Engineering or equivalent qualification from a recognized institution.

1.0.8 SALARY SCALE: TGFAS 2

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;**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);

- xii. 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, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **07th March, 2023;**
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. 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**