

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/193

10th August, 2025

VACANCY ANNOUNCEMENT

On behalf of Tanzania Posts Corporation (**TPC**) and The Tanzania Atomic Energy Commission (**TAEC**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanian to fill nineteen (**19**) vacant posts as mentioned below,

1.0 THE TANZANIA POSTS CORPORATION (TPC)

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1st January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country.

The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals. Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania.

1.0. ICT OFFICER II - PROGRAMMER BACKEND – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To design, code, and debugging software applications based on various;
- ii. Deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc;
- iii. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iv. To design, code and debugging web and mobile based applications in various software languages;
- v. To analyse, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software and reliability analysis;
- vi. To test Software and quality assurance;
- vii. To support, maintain and document software functionality;
- viii. To install and configuration of appropriate application servers based on the application programs to be supported;
- ix. To support, maintain, and preparation of technical and user documentations for various software functionalities;
- x. To train and support of software users for effective utilization of deployed systems;
- xi. To assist in troubleshooting and resolving routine software application problems;
- xii. Software modelling and simulation;
- xiii. Front end graphical user interface design/programming;
- xiv. To perform tuning, improvement, load balancing, usability and automation;
- xv. To evaluate and identify new technologies for implementation; and
- xvi. To produce detailed technical specifications and software code documentation;

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Software Engineering, Network Engineering, Information System, Cyber Security, Information Technology, Computer Engineering or equivalent qualifications from a recognized Institution.

1.1.3 SALARY SCALE: TPCSS 5

1.2 ICT OFFICER II - FRONT END DEVELOPER – 1 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Designing, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc;
- ii. Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iii. Designing, coding and debugging web and mobile based applications in various software languages;
- iv. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. Software testing and quality assurance;
- vi. Support, maintain and document software functionality;
- vii. Installation and configuration of appropriate application servers based on the application programs to be supported; Support, maintain, and preparation of technical and user documentations for various software functionalities;
- viii. Training and support of software users for effective utilization of deployed systems;
- ix. Assist in troubleshooting and resolving routine software application problems;
- x. Software modelling and simulation; Front end graphical user interface design/programming;
- xi. Software testing and quality assurance; Performance tuning, improvement, load balancing, usability, automation; Integrate software with existing systems;
- xii. Evaluate and identify new technologies for implementation; Working closely with analysts, designers and other staff; and
- xiii. Producing detailed technical specifications and software code documentation; Production system maintenance and support;

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Software Engineering, Network Engineering, Information System, Cyber Security, Information Technology, Computer Engineering or equivalent qualifications from a recognized Institution.

1.2.3 SALARY SCALE: TPCSS 5

1.3 MARKETING OFFICER II – MARKETING 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To seek for advertising revenue;
- ii. To sell Cooperation products;
- iii. To make Follow-up on payments from Radio and TV customers;
- iv. To provide relevant information relating to performance of Cooperation products;
- v. To provide feedback on non-performing products and the way of improving it;
- vi. To ensure that sales are not done to defaulters;
- vii. To promote sponsorship of programme and sell associated Cooperation products; and
- viii. To perform other related duties assigned by Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Marketing, Entrepreneurship, Commerce or Business Administration majoring in Marketing, Entrepreneurship or equivalent from a recognized University/ Institution.

1.3.3 SALARY SCALE: TPCSS 4

1.4 ACCOUNTS ASSISTANT II – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To prepare on journal voucher/batches;
- ii. To maintain vote books and various registers;
- iii. To maintain and update assets register;
- iv. To file accounts documents;
- v. To arrange accounts files in storage places;
- vi. To dispatch cheques to payees;
- vii. To prepare Payment vouchers;
- viii. Prepares various payment schedules (e.g. student allowance, cheques);
- ix. To prepare various payment reports schedules and lists of various expenditures;

- x. To issue receipts for Corporation's receivables and obtain acknowledgement for Corporation's payment;
- xi. To maintain register associated with account activities;
- xii. To maintain fixed assets, register and ensures that it is up to date;
- xiii. To maintain staff imprest records and retirements; and
- xiv. To perform any other duties as may be assigned by the Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution or ATEC II Certificate offered by NBAA or any other qualifications recognized by NBAA.

1.4.3 SALARY SCALE: TPCSS 3

1.5 ASSISTANT POSTAL OFFICER II – 3 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To provide postal services at festival grounds, conferences and as may be necessary;
- ii. To distribute stamps and stationery at all offices according to the approved stock;
- iii. To assists in postal office management duties;
- iv. To take passport photos and process applications;
- v. To obtain signatures for priority pick-up;
- vi. To receive letters and parcels, and place mail into bags;
- vii. To sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders; and
- viii. To perform any other related duties as may be assigned by the supervisor

1.5.2 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields: Marketing, Logistics Management, Clearing and Forwarding, Human Resources Management, Public Administration, Commerce or Business Administration majoring in Marketing or Human Resources Management or equivalent from a recognized Institution.

1.5.3 SALARY SCALE: TPCSS 3

1.6 POSTAL CLERK – 3 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To put in a bag opening and mail sorting into delivery boxes;
- ii. To label, tying and sealing of bags other than registered enclosure bags;
- iii. To face and date stamping of letter mails;
- iv. To make presentation of Postal articles for customer examination;
- v. To assemble and Post of registered delivery receipts and parcel delivery advices;
- vi. To receive letters and parcels, and place mail into bags;
- vii. To sort and bag bulk mail, tags and marks mail bags, and completes the postal forms required;
- viii. To sort incoming mail by route and prepares for delivery;
- ix. To weigh, rate, classify, and affix postage to outgoing mail from units of a university, enters postage charges on mail statements and inputs this data utilizing a computerized batch billing system to charge back postage charges to the using departments; and
- x. To perform any other duties as may be assigned by the supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Form IV certificate of Secondary Education with passes in English and Kiswahili. Motor vehicle and motorcycle Driving licence will be an added advantage.

1.6.3 SALARY SCALE: TPCSS 1

2.0 THE TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

The Tanzania Atomic Energy Commission (TAEC) is Government body responsible for all Atomic Energy matters in the United Republic of Tanzania. TAEC was established under the Atomic Energy Act No.7 of 2003 Cap 188. It is mandated to regulate and supervise the use of atomic energy and nuclear technology so as to protect workers, patients, public and the environment from harmful effects of both Ionizing and Non-ionizing Radiation. Furthermore, it has the tasks to coordinate and promote nuclear technology transfer for National development.

2.0 RADIATION SAFETY INSPECTOR II – 2 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and licensing activities
- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration
- iii. To prepare programs of regulatory inspections of ionizing radiation practices
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;
- vi. To prepare inspection & surveillance reports and table them to relevant committees for consideration;
- vii. To establish and maintain a register or inventory of violations by licensees;
- viii. To establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
- ix. To prepare and co-ordinate the implementation of QC and QA programs for diagnostic radiography, medical imaging and therapy;
- x. To establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy;
- xi. Perform any other related duties assigned by his/her seniors.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Nuclear Medicine, Nuclear Science, Nuclear Science and Technology or equivalent qualifications from recognized institution. Must be registered with respective Professional Board under professional category.

2.2.3 SALARY SCALE: PGSS 2.1

2.3 ASSISTANT RADIATION SAFETY INSPECTOR II - 3 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist Researchers and Radiation Safety Inspectors in the inspection and licensing activities;

- ii. To prepare and collect data required for processing various license; application forms from prospective licensees of ionizing radiation for consideration;
- iii. To prepare program of regulatory inspections of ionizing radiation practices;
- iv. To arrange and make follow-up inspections for implementation of safety remedial measures;
- v. To conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections; and
- vi. To perform any other related duties assigned by supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma in any of the following fields; Radiography, Radiation Therapy/Radiotherapy or any equivalent qualifications from recognized institution. The Candidate must be registered by respective professional Board under professional category.

2.3.3 SALARY SCALE: PGSS 5.1

2.4 ARTISAN II (ELECTRICAL) – 1 POST

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To performs specified craft jobs under supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning; and
- vi. To perform any other related duties as may be assigned by one's reporting officer.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Trade Test Grade II or Level II or certificate in any of the following fields: Electrical or any other related field. A candidate shall have to pass a Practical Proficiency Test in respective area.

2.4.3 SALARY SCALE: PGSS 7.1

2.5 RECEPTIONIST II – 1 POST

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To operate in a Private Branch Exchange (PBX);

- ii. To maintain register of all trunk and international outgoing calls, indicating the originating extension and the calling Officer;
- iii. To answer telephone calls and provide caller the exact information or direct call to the appropriate person and transmit telephone and fax messages;
- iv. To guide and direct customers and visitors to correct designation;
- v. To schedule and assist in planning appointments and preparation of meetings;
- vi. To maintain all basic office equipment's like fax, postage machine, copier, printers etc;
- vii. To ensure a clean, professional and tidy office environment; and
- viii. To perform any other related duties as may be assigned by Supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Form IV /VI certificate of Secondary Education with passes in English and Kiswahili plus Certificate in one of the following: Hospitality, Hotel Management, Front Office Operations from a recognized institution.

2.5.3 SALARY SCALE: PGSS 2.1

2.6 DRIVER II - 1 POST

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To drive TAEC vehicles;
- ii. To maintain logbooks;
- iii. To ensure safety of passenger (s) during driving;
- iv. To ensure safe-keeping of the vehicle and its tools
- v. To maintain disciplined behaviour, smartness and proper conduct in rendering services;
- vi. To maintain cleanliness of the vehicle and tools;
- vii. To report promptly any defects or problems detected in the vehicle;
- viii. To undertake minor repairs of vehicles when necessary;
- ix. To perform messenger duties such as dispatching documents/letters and collecting mail;
- x. To check validity of insurance, fees etc. and reports the same to the HR Officer for necessary action; and
- xi. To perform any other duties as may be assigned by the supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate and a Class “**C or E**” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing an accident plus training certificates that qualify them for the respective grade.

2.6.3 SALARY SCALE: PGSS 2.1

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years 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.
 - Diploma/Certificates.
 - Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Professional Registration and Training Certificates from respective Institutions
 - 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.
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- vii. An applicant who is retired from the Public Service for whatever reason should not apply.
- viii. An applicant should indicate three reputable referees with their reliable contacts
- ix. 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
- xiv. Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **24th August, 2025**
- xiv. Only shortlisted 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.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**