

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/192

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VACANCY ANNOUNCEMENT

On behalf of the The Office of Treasury Registrar (OTR), Ministry of Home Affairs, The National Identification Authority (NIDA), The Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), Tanzania Shipping Agencies Corporation (TASAC), Tanzania Posts Corporation (TPC), The Tanzania Livestock Research Institute (TALIRI), The Tanzania Agricultural Research Institute (TARI), The Tanzania Atomic Energy Commission (TAEC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **(195)** mentioned below :-

1.0 THE OFFICE OF TREASURY REGISTRAR (OTR)

The Office of the Treasury Registrar (OTR) was established under the Treasury Registrar (Powers and Functions) Act, Cap 370. It is a government institution mandated to supervise public and statutory corporations (PSCs), custodian of public investments and rendering of advice to the government on various matters pertaining to performance of PSCs and their investments.

1.1 FINANCE MANAGEMENT OFFICER II- 8 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To make follow up on timely payment of dividends and remittances from public and statutory corporations;
- ii. To analyze financial statements and investment requirements, Government loans and guarantees provided to Public and statutory corporations and provide recommendations;
- iii. To maintain an updated data bank of investment, loans and guarantees in Public and Statutory Corporations;
- iv. To record and update asset register owned by Public and Statutory Corporations;
- v. To analyze and advice on various audit reports from PISCs;
- vi. To provide up to date investment data for decision making process and stay current on latest financial trends; and
- vii. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Accounting, Accounting with Information Technology, Actuarial Science, Finance, Banking and Finance, Economics, Commerce/Business Administration majoring in Accounting/Finance or equivalent qualification from a recognized institution.

1.1.3 SALARY SCALE: TRSS 4.1

1.2 MANAGEMENT ANALYST II – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in facilitate preparation and review of financial regulation;
- ii. To participate in facilitate preparation and review of Organization structure, scheme of services, salaries structures, and incentive packages;
- iii. To provide inputs in preparation of circular and guidelines related to staff welfare and organization development of PSCs;
- iv. To maintain and update Public and Statutory Corporation Register;

- v. To provide inputs on preparation of leadership succession plans;
- vi. To disseminate circulars, guidelines and directives on matters pertaining to improvement of PSCs;
- vii. To compile annual Personal Emoluments Estimates submitted by Government institution; and
- viii. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields; Human Resources Management, Business Administration, Public Administration, Commerce majoring in Human Resource Management or any other related fields from an accredited institution.

1.2.3 SALARY SCALE: TRSS 4.1

1.3 PUBLIC RELATION OFFICER II – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To disseminate documents such as brochures, articles and newsletters;
- ii. To update Public Relations & Communication on the website;
- iii. To attend to customer complaints;
- iv. To prepare reports on matters related to Public Relations & Communication,
- v. Education and Communication;
- vi. To organize acquiring of Airspace through the radio and TV for beaming education programs;
- vii. To prepare production schedules and list of target audience;
- viii. To participate in developing feature articles for publication and distribution of print media; and
- ix. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of either Bachelor Degree in Public Relations, Journalism, Mass Communication or any other related fields from an accredited Institution with additional skills on digital communication, social media management, and campaign execution, Proficiency in graphic design tools such as Adobe Illustrator, Photoshop, In Design, or equivalent.

Strong skills in video production software such as Adobe Premiere Pro, Final Cut Pro, After Effects, or similar.

1.3.3 SALARY SCALE: TRSS 4.1

1.4 RESEARCH OFFICER II - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To develop research programs in liaison with directorates and units to improve existing products and services and oversee implementations;
- ii. To carry out research;
- iii. To document all phases of research and development;
- iv. To initiate research proposals and consultative fora between the OTR and other international research institutions; and
- v. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Economics, Agricultural Economics and Agribusiness, Statistics, Business Administration, Planning, Project Planning and Management, Policy Planning and Management, Finance and Investment Planning, Economic Development or equivalent qualifications from recognized Institution.

1.4.3 REMUNERATION: TRSS 4.1

1.5 STATISTICIAN II – 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To collect, process, analyse and interpret statistical data
- ii. To Prepare periodical, statistical reports Identify relationships well as any factors that could affect the results of research.
- iii. To Analyzing data to forecast trends for PEs;
- iv. To Preparing summaries and reports of statistical analyses and trends in data, as
- v. To Identify potential risks and/or problems in a timely manner and ensure that they are resolved
- vi. To interpret data and make sure that the right decisions are made based on the results,
- vii. To monitor data collected throughout its shelf-life
- viii. To carry out other duties related to his/her field as assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Official Statistics, Statistics, Mathematics, Agricultural Statistics, Biometry, Biostatistics or equivalent qualification from recognized Institution.

1.6 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEM ADMINISTRATOR) – 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in designing and installation of networks and related accessories and equipment;
- ii. To provide technical support on Storage Area Network (SAN) and Network Attached Storage (NAS)
- iii. To maintain and repair of all networks, database, and systems managed by the office;
- iv. To assist in customizing and adapting existing TRIMS data base to meet users requirements.

- v. To undertake day to day management of LAN, wireless systems, telephone systems (PBAX), leased lines;
- vi. To administrate servers, security systems, databases, business applications, tools, and manage user accounts;
- vii. To troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- viii. To participate in implementation of new solutions;
- ix. To implement disaster recovery in accordance with the ICT Business Continuity Plan;
- x. To document and communicate network, system, data base related problems, solutions and the proposed implementations process;
- xi. To assign network resources and user accounts;
- xii. To monitor service and maintenance activities, systems backups and restore and;
- xiii. To assist in updating data base in the systems;
- xiv. To test, install and maintain software application packages
- xv. To install and upgrade the database servers and application tools.
- xvi. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.6.2 QUALIFICATIONS

Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions. Candidate with qualification in Computer Engineering must be registered by ERB as Graduate Engineer.

1.6.3 REMUNERATION: TRSS 4.1

2.0 THE MINISTRY OF HOME AFFAIRS

The Ministry of Home Affairs was established vide Government Notice No.383 & 385 of 7th May, 2021 and its amendments through GN. No. 534 of 2nd July, 2021. The Ministry's major roles is maintenance of peace and order in the country.

2.1 INVESTIGATION OFFICER II – 5 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct preliminary interview to complainants of trafficking in persons;
- ii. To direct complainants on procedures of submitting allegations of trafficking in persons;
- iii. To open files and keep records of complaints/allegations of trafficking in persons
- iv. To analyze received information on trafficking in persons;
- v. To conduct thorough interviews with victims, witness and suspect of trafficking in persons cases;
- vi. To collect evidential material and confidential information gathered during interview;
- vii. To prepare reports of received complaints/allegations of trafficking in persons
- viii. To register trafficking in persons cases in Trafficking in Persons Management Information Systems (TIPMIS).

2.1.2 QUALIFICATION AND EXPERIENCE

Bachelor degree from recognized learning institutions in any of the following fields;
Law enforcement (BALE), Law (LLB), Criminology, Psychology and Cyber Security.

2.1.3 SALARY SCALE: TGS D

3.0 NATIONAL IDENTIFICATION AUTHORITY (NIDA)

The National Identification Authority (NIDA) was established under Section 2(1) of the National Identification Authority (Establishment) Instrument, 2008. It operates under the Ministry of Home Affairs (MoHA) with the mandate to register, identify, and issue National Identity Cards to eligible Tanzanian citizens, legal residents, and refugees. NIDA is also responsible for maintaining the NIDA database to enhance national peace, security, and socio-economic development.

3.1 INFORMATION COMMUNICATION TECHNOLOGY II (SYSTEMS ADMINISTRATOR) - 4 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide administration, operation and maintenance support of NIDA systems and platforms;
- ii. To assist in installing, configuration and supporting of new hardware and application software for client / server;
- iii. To perform maintenance activities for ICT equipment and infrastructure;
- iv. To carryout data and system backups, replications, recovery, periodic testing and restoration;
- v. To create and maintain user accounts;
- vi. To provide support to NIDA systems and platforms;
- vii. To identify and implement proactive monitoring solutions for maximum availability of databases and systems;
- viii. To produce hardware and software technical specifications and standards;
- ix. To prepare ICT management systems and technical documentations;
- x. To establish ICT knowledge gaps, prepare appropriate training materials and conduct trainings;
- xi. To perform systems quality assurance checks; and
- xii. To perform any other relevant duties as may be assigned by the supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

3.2 INFORMATION COMMUNICATION TECHNOLOGY II (DATABASE ADMINISTRATOR) – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To coordinate users to determine common needs and functions;
- ii. To design architecture, build, implement and test database;
- iii. To develop back and front-end database connectivity;
- iv. To provide Database client and user services;
- v. To maintain secure databases to optimum level;
- vi. To perform databases integrity and security checks;
- vii. To implement database security policy and access controls;
- viii. To prepare database management documents;
- ix. To produce analyzed periodic reports;
- x. To provide technical support and train database users; and
- xi. To perform any other relevant duties as may be assigned by the supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

3.3 INFORMATION COMMUNICATION TECHNOLOGY II (SYSTEMS DEVELOPER) - 3 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, and deployment;
- ii. To conduct software analysis, code analysis, software review, identification of code metrics and software reliability analysis;
- iii. To design, coding, and debugging desktop and mobile based applications based on various deployment platforms, operating systems, programming languages, and database management systems;
- iv. To design, coding and debugging SMS, USSD and mobile based applications using software languages;
- v. To integrate software components and third-party programs;
- vi. To support, maintain and document software functionality;
- vii. To install and configure appropriate application servers based on the application programs to be supported;
- viii. To support, maintain, and preparer technical and user documentations for various software functionalities;
- ix. To carry out software testing and quality assurance;
- x. To troubleshoot, debug and upgrade existing software as necessary;
- xi. To carry out performance tuning, improvement, load balancing, usability, and automation;
- xii. To produce detailed technical specifications and software code documentation; and
- xiii. To perform any other duties assigned by your supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution.

4.0 TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA)

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. The aim of the Agency is to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to Government institutions and the public at large.

4.1 DIVER II - 5 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To dive, inspect and ensure that propellers and sea suction are checked periodically and all deficiencies are corrected/cleaned;
- ii. To assist in rescue operations;
- iii. To ensure that propellers and sea suctions are rubbish free;
- iv. To inspect and ensure that hull under water is checked periodically and all deficiencies are reported for repair; and
- v. To perform any other related duties as may be assigned by supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Form IV certificate who has Mandatory Course Certificates offered by TASAC and attended open diving short course in Swimming and Sea survival or any related short courses offered by recognized Institution.

4.1.3 SALARY SCALE: TMSS

5.0 TANZANIA SHIPPING AGENCIES CORPORATION (TASAC)

Tanzania Shipping Agencies Corporation (TASAC) is a Public Institution established under the Tanzania Shipping Agencies Act No. 14 of 2017. The Corporation is a body corporate established to regulate and promote Maritime Transport in Mainland Tanzania.

5.1 FLAG AND PORT STATE CONTROL OFFICER II - 20 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare the necessary certificates or documents for issuance to the applicants in respect of registration and licensing of vessels; and maintain central records of ships registered or licensed;
- ii. To assist in carrying out surveys and inspections for Tanzanian flagged vessels and foreign flagged vessels calling in Tanzanian ports;
- iii. To assist in the process of carrying out Maritime casualties or incident preliminary investigations;
- iv. To assist in the preparation of certificates or detention notices to be issued to vessels;
- v. To ensure that individual objectives/targets and performance standards are developed as part of the individual performance agreement in consultation with the immediate superior; and
- vi. To perform other official duties as assigned by Supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or an Advanced Diploma in Nautical Science, Maritime Transportation, Marine Engineering who has attained Certificate of Competence STCW regulation II/1 or STCW regulation III/1 or Marine Engineering in Hydrograph.

5.1.3 SALARY SCALE: TASACS 4.

5.2 MARITIME TRANSPORT OFFICER II – 15 POSTS

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in enforcing compliance of good conduct and practices of port service providers and related intermediaries;
- ii. To assist in promoting utilization of port services and inter-modal transport systems and the protection of the environment; and conflict resolution;
- iii. To assist in ensuring port and terminal operators adhere to tariffs approved by the Corporation;
- iv. To assist in keeping records of tariff filed with the Corporation by port service providers;
- v. To assist in assessing license applications for port concessionaires and port operators;
- vi. To keep record of applications and licenses of ports concessionaires and operators; and
- vii. To perform any other official duties as may be assigned by Supervisor from time to time.
- viii. To assist in promoting utilization of inland waterways shipping and inter-modal transportation system;
- ix. To receive license / registration application forms;
- x. To assist in promoting inland waterways shipping capacity to landlocked countries;
- xi. To assist in ensuring that every commercial shipping service provider timely file their tariffs with the Corporation for appraisal;
- xii. To ensure cargo and freight manifests are properly and timely submitted and billed;
- xiii. To provide up to date information on cargo projections, sailing schedules, frequency, type of vessel and freight rate levels; and
- xiv. To perform any other official duties as may be assigned by Supervisor from time to time.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor degree or an advanced diploma in Transport and Logistics Management, Economics, Ports/Shipping Management or equivalent qualification from a recognized Institution.

5.2.3 SALARY SCALE: TASACS 4.

5.3 NAVAL ARCHITECT OFFICER II - 8 POSTS

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist and provide guidance on inspection, registration and licensing of ships;
- ii. To assist study and recommend for approval a ship design plans and drawings and plans for new build and or all ships under major alterations;
- iii. To assist conduct surveys for a new ship under constructions or alteration construction or major repairs and provide recommendation report for considerations;
- iv. To assist study stability information booklet for a new ship or under alteration or major repair and recommend to Registrar for approval;
- v. To assist carrying out tonnage measurement of a new ship or under alteration and marking of the ship and provide recommendation report to the Registrar;
- vi. To assist carrying out stability and inclination proof test for a new ship or under alteration or under major repair;
- vii. To assist and coordinate carry out investigations on marine accident/incident;
- viii. To assist in taking action against unsafe ships operating in Tanzania waters;
- ix. To assist prepare periodic implementation reports on implementation of maritime safety, security and protection of environment activities; and
- x. To perform any other official duties as may be assigned by the supervisor from time to time.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Naval Architecture, Naval Architecture and Marine Engineering, Naval Architecture and Offshore Engineering or equivalent qualifications from any recognized Institution.

5.3.3 SALARY SCALE: TASACS 4.

5.4 BOAT OPERATOR II - 9 POSTS

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To operate the vessel and manage crew;
- ii. To operate engine throttles and steering mechanisms in order to guide boats on desired courses;
- iii. To secure boats to docks with mooring lines, and cast-off lines to enable departure;
- iv. To follow safety procedures in order to ensure the protection of crew and other staff while onboard with their items;
- v. To maintain safety requirement during exercises mandate on Issue of directives for loading, unloading, and seating in boats;
- vi. To maintain desired courses, using compasses or electronic navigational aids;
- vii. To direct safety operations in emergency situations (search and rescue operations);
- viii. To maintain equipment such as range markers, fire extinguishers, boat fenders, lines, pumps, and fittings;
- ix. To maintain all vessel documents available onboard;
- x. To report any observed navigational hazards to authorities;
- xi. To ensure fuel and other lubricants oil are available for vessel and ready for operations at any time required;
- xii. To clean boats and repair hulls and superstructures, using hand tools, paint, and brushes;
- xiii. To participate in budget preparation; and
- xiv. To perform any other official duties as may be assigned by the supervisor from time to time.

5.4.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education (CSEE) or Advanced Certificate of Secondary Education (ACSEE) with credit pass on science subjects and Officer in charge of a Navigational watch less than 500GT, Certificate of Competency (COC) Reg. II/3 (Near Coastal Voyage) as per STCW 1978 as amended.

5.4.3 SALARY SCALE: TASACS 2

6.0 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.

Tanzania Posts Corporation (TPC) invites applications from suitably qualified Tanzanians to fill the following posts.

6.1 ICT OFFICER II (DATABASE ADMINISTRATION) – 2 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tablets, views, procedures functions triggers etc;
- ii. To perform database performance optimization and tuning;
- iii. To perform administration of systems and database, server's virtualization and server infrastructure;
- iv. To manage security aspects to the assigned system, database, integrity control, related record and documents;
- v. To Install, upgrade and maintenance of software application and database;
- vi. To maintain, administrate, monitor, problem management and production for databases;

- vii. To undertake daily maintenance, testing, backup, and recovery of system and databases;
- viii. To apply patches and upgrade of system and database;
- ix. To install, configure, operate, upgrade and maintain assigned system hardware, software and infrastructure;
- x. To provide appropriate infrastructure technology solution to support operations;
- xi. To assist in Management of hardware devices, licensing and all programs as assigned;
- xii. To produce database reports when requested; and
- xiii. To ensure high – availability of systems and services.

6.1.2 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.

6.1.3 SALARY SCALE: TPCSS 5

6.2 ICT OFFICER II (NETWORK ADMINISTRATION) – 2 POSTS

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To monitor performance, capacity, and availability of the network on an ongoing basis and recommend improvements in technologies and practices;
- ii. To collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity;

- iii. Participate in designing and installation of networks and related accessories and equipment;
- iv. Maintain and repair of Network active and passive equipment; Troubleshoot all network security related problems;
- v. Maintain and implement security strategy and standardization methods;
- vi. Document and communicate network related problems, solutions and the implementation process;
- vii. Participate in configuration and management program to install updated security tools;
- viii. Perform maintenance activities, backups and restore of network components; Plan and appraise ongoing assessment and monitoring of application control, firewall, VPN, SSL, intrusion detection and prevention system and other network component policies;
- ix. Guarantee network security best practices are executed through auditing: routers, change control, firewall configurations and monitoring;
- x. Responsible for periodic vulnerability testing, and lead remediation;
- xi. Articulate systems and methodologies as well as reply to security related events and support in remediation efforts;
- xii. Coordinate and oversee log analysis for e-GA managed services offerings to ensure customer policy and security requirements are met; and
- xiii. Maintain network security devices to enable pro-active defence of networks within managed service, providing protective monitoring to multiple customers.

6.2.2 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.

6.2.3 SALARY SCALE: TPCSS 5

6.3 ICT OFFICER II (PROGRAMMER - BACKEND) – 3 POSTS

6.3.1 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

6.3.2 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.

6.3.3 SALARY SCALE: TPCSS 5

6.4 ICT OFFICER II (PROGRAMMER - MOBILE) – 2 POSTS

6.4.1 DUTIES AND RESPONSIBILITIES

- i. To design, coding, and debugging mobile based applications based on various deployment platforms (e.g., USSD, SMS, Android, IOS 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. To provide Administration, Operation and Maintenance support of Government Mobile Platform (m-GOV);
- 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 SMS, USSD and mobile based applications in various software languages;
- v. To support, maintain and document software functionality;
- vi. To install and configuration of appropriate application servers based on the application programs to be supported;
- vii. To support, maintain, and preparation of technical and user documentations for various software functionalities;

- viii. Software testing and quality assurance;
- ix. Performance tuning, improvement, load balancing, usability, automation;
- x. To produce detailed technical specifications and software code documentation;

6.4.2 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.

6.4.3 SALARY SCALE: TPCSS 5

6.5 ICT OFFICER II (FRONT AND DEVELOPER) – 1 POST

6.5.1 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;

6.5.2 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.

6.5.3 SALARY SCALE: TPCSS 5

6.6 ICT OFFICER II (SECURITY) – 1 POST

6.6.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement ICT security policies, procedures, standards, and guidelines;
- ii. To integrate ICT security into day-to-day ICT operational activities and provision of periodic security reports;
- iii. To install, configuration and management of security systems/software;

- iv. To provide of security advisory on various security risks, threats and vulnerabilities;
- v. To support, monitor and assess ICT security compliance in the Government; and
- vi. Timely handling of ICT security incidents.

6.6.2 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.

6.6.3 SALARY SCALE: TPCSS 5

6.7 MARKETING OFFICER II (MARKETING) - 2 POSTS

6.7.1 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.

6.7.2 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.

6.7.3 SALARY SCALE: TPCSS 4

6.8 MARKETING OFFICER II (SALES) - 3 POSTS

6.8.1 DUTIES AND RESPONSIBILITIES

- i. To accomplish regional sales objectives by training, assigning, scheduling, coaching, counselling, and disciplining sales team in assigned region;
- ii. To achieve regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining regional sales system improvements; implementing change;
- iii. To Meet regional sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- iv. To establish sales objectives by creating a sales plan and quota for region in support of corporation objectives;
- v. To maintain and expands customer base in all TPC offices in his/her region; building and maintaining rapport with key customers; identifying new customer opportunities; and
- vi. To carry out other duties related to his/her field as assigned by immediate supervisor.

6.8.2 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.

6.8.3 SALARY SCALE: TPCSS 4

6.9 MARKETING OFFICER II (BUSINESS DEVELOPMENT) - 2 POSTS

6.9.1 DUTIES AND RESPONSIBILITIES

- i. To participate in formulation of policies and procedures for Marketing and Research;

- ii. To market effectively Cooperation services and facilities so as to retain and expand the Cooperation's market share;
- iii. To identify of markets and marketing segmentation;
- iv. To implement marketing strategies;
- v. To assist in the preparation of short- and long-term marketing programmes;
- vi. To participate in Cooperation business negotiations;
- vii. To assist in preparing periodic and timely performances reports; and
- viii. To perform any other duties relevant to the scope of work that may be assigned by the Supervisor.

6.9.2 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.

6.9.3 SALARY SCALE: TPCSS 4

6.10 SECURITY OFFICER II – 2 POSTS

6.10.1 DUTIES AND RESPONSIBILITIES

- i. To draft standard procedures in respect of legal, security and safety of the Cooperation's properties, tenants, clients and employees;
- ii. To propose annual appraisals of legal, security and safety systems;
- iii. To maintain security of assets and properties of the Cooperation;
- iv. To authenticate items coming and going out of premises;
- v. To report any unusual events that endanger Cooperation'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 other duties relevant to the scope of work that may be assigned by the supervisor.

6.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Law, Law Enforcement, Security Systems, Public Administration, Criminology, Business Administration or equivalent qualifications from recognized institutions. The candidate must undergo basic training in one of the following; National Service or Police or Immigration with knowledge and understanding of procedures, regulations, policies and laws governing security and safety.

6.10.3 SALARY SCALE: TPCSS 4

6.11 POSTAL OFFICER II – 8 POSTS

6.11.1 DUTIES AND RESPONSIBILITY

- i. To supervise the provision of postal services at festival grounds, conferences and as may be necessary;
- ii. To ensure availability of stamps and stationery at all offices according to the approved stock;
- iii. To ensure efficient management and economical use of available resources;
- iv. To initiate the introduction, alteration and cessation of various services;
- v. To ensure operations manuals and other rule books are maintained and adhered to;
- vi. To advise on employee's development and deployment;
- vii. To assists in postal office management duties; and
- viii. To perform any other related duties as may be assigned by the supervisor.

6.11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Marketing, Economics, Logistics Management, Clearing and Forwarding, Human Resources Management, Public Administration, Commerce or Business Administration majoring in Marketing or Human Resources Management, Education (English, French and Kiswahili) or equivalent from a recognized University or Institution.

6.11.3 SALARY SCALE: TPCSS 4

6.12 CUSTOMER SERVICE OFFICER II – 2 POSTS

6.12.1 DUTIES AND RESPONSIBILITIES

- i. To answer inquiries by clarifying desired information; researching, locating, and providing information;
- ii. To assist in resolving problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems;
- iii. To fulfil requests by clarifying desired information; completing transactions; forwarding requests;
- iv. To sell additional services by recognizing opportunities to up-sell accounts; explaining new features;
- v. To keep equipment operational by following established procedures; reporting malfunctions;
- vi. To update job knowledge by participating in educational opportunities;
- vii. To enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments; and
- viii. To perform any other duties as may be assigned by supervisor.

6.12.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Marketing, Economics, Commerce or Business Administration majoring in Marketing or Sales and Marketing or equivalent qualifications from a recognized institution.

6.12.3 SALARY SCALE: TPCSS 4

6.13 PUBLIC RELATIONS OFFICER II – 1 POST

6.13.1 DUTIES AND RESPONSIBILITY

- i. To assist in the routine public relations activities such as the compiling features for the Cooperation Newsletter, carrying out of photographic assignments and handling of advertisements;

- ii. To report public criticisms and complaints to one's superiors;
- iii. To assist in the liaising with mass media on press matters;
- iv. To assist in organizing official functions, tours and protocol; and
- v. To carry out other duties related to his/her field as may be assigned by immediate supervisor.

6.13.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Public Relations, International Relations, Business Communication, Journalism, Mass Communication, Public Relations and Marketing or equivalent qualifications from a recognized institution.

6.13.3 SALARY SCALE: TPCSS 4

6.14 ASSISTANT POSTAL OFFICER II – 8 POSTS

6.14.1 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.

6.14.2 QUALIFICATIONS

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.

6.14.3 SALARY SCALE: TPCSS 3

6.15 POSTAL CLERK – 7 POSTS

6.15.1 DUTIES AND RESPONSIBILITIES

- viii. To put in a bag opening and mail sorting into delivery boxes;
- ix. To label, tying and sealing of bags other than registered enclosure bags;
- x. To face and date stamping of letter mails;
- xi. To make presentation of Postal articles for customer examination;
- xii. To assemble and post of registered delivery receipts and parcel delivery advices;
- xiii. To receive letters and parcels, and place mail into bags;
- xiv. To sort and bag bulk mail, tags and marks mail bags, and completes the postal forms required;
- xv. To sort incoming mail by route and prepares for delivery;
- xvi. 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
- xvii. To perform any other duties as may be assigned by the supervisor.

6.15.2 QUALIFICATIONS AND EXPERIENCE

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

6.15.3 SALARY SCALE: TPCSS 1

7.0 TANZANIA LIVESTOCK RESEARCH INSTITUTE (TALIRI)

The Tanzania Livestock Research Institute (TALIRI) is a semi-autonomous Institution established under the Parliamentary Act no. 4 of 2012. Minister for Livestock and

Fisheries, TALIRI is required to collate all livestock research findings from different research institutions for review and promotions in line with development and maintenance of National Livestock Research Database (NLRD)

7.1 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – VETERINARY MEDICINE - 5 POSTS

7.1.1 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;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- i. To perform any other official duties as may be assigned by his supervisor.

7.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields; Veterinary Sciences, Veterinary Medicine or equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

7.1.3 REMUNERATION: PRSS 1

7.2 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – RANGE MANAGEMENT - 5 POSTS

7.2.1 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;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

7.2.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree of Range Management, and equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

7.2.3 REMUNERATION: PRSS 1

7.3 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – ANIMAL SCIENCE - 4 POSTS

7.3.1 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;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

7.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields; Animal Sciences or equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

7.3.3 REMUNERATION: PRSS 1

7.4 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – STATISTICIAN - 1POST

7.4.1 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;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

7.4.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Statistics, or equivalent qualifications from recognized institution with a minimum GPA of an 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

7.4.3 REMUNERATION: PRSS 1

7.5 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – AGRICULTURE ECONOMICS AND AGRIBUSINESS - 1POST

7.5.1 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;
- iv. To assist in the field data collection, computer data entry and analysis and in a gathering of relevant literature under the close supervision of Senior Researcher;
- v. To prepare and submit a technical report to the respective supervisor;
- vi. To prepare and submit a draft manuscript to respective supervisor for review;
- vii. To train and supervise other Technicians;
- viii. To assist in the planning of specific research projects;
- ix. To assist in preparing fundable research proposals and consultancies; and
- x. To perform any other official duties as may be assigned by his supervisor.

7.5.2 QUALIFICATION AND EXPERIENCE

Bachelor of Agricultural Economics and Agribusiness or equivalent qualifications from recognized institution with a minimum GPA of 3.5 or an overall minimum pass of grade B+ for unclassified Degrees.

7.5.3 REMUNERATION: PRSS 1

8.0 THE TANZANIA AGRICULTURAL RESEARCH INSTITUTE (TARI)

The Tanzania Agricultural Research Institute (TARI) established under the Tanzania Agricultural Research Institute CAP 51 as a semi-autonomous body of the Government under the Ministry responsible for Agriculture. It is a body corporate that is responsible for conducting, promoting, regulating and coordinating all agricultural research activities in the Mainland Tanzania.

8.1 RESEARCH ASSISTANT (SOIL SCIENCE) - 2 POSTS

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

8.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Soil Science or equivalent qualifications from a recognized Institutions with a minimum GPA of upper second class **(3.5 GPA)**.

8.1.3 SALARY SCALE: PRSS 1

8.2 RESEARCH ASSISTANT (BIOTECHNOLOGY) - 4 POSTS

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

8.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Biotechnology or equivalent qualifications from a recognized Institutions with a minimum GPA of upper second class **(3.5 GPA)**

8.2.3 SALARY SCALE: PRSS 1

8.3 RESEARCH ASSISTANT (AGRONOMY) - 2 POSTS

8.3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

8.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Agronomy or equivalent qualifications from a recognized Institutions with a minimum GPA of upper second class **(3.5 GPA)**

8.3.3 SALARY SCALE: PRSS 1

8.4 RESEARCH ASSISTANT (HORTICULTURE) - 2 POSTS

8.4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in data collection for ongoing research projects;
- ii. To keep records of research findings;
- iii. To prepare research proposals under supervision of Senior Research Officers,
- iv. To perform any other official duties as may be assigned by a supervisor.

8.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Horticulture or equivalent qualifications from a recognized Institutions with a minimum GPA of upper second class **(3.5 GPA)**

8.4.3 SALARY SCALE: PRSS 1

8.5 LABORATORY TECHNICIAN GRADE II (LABORATORY TECHNOLOGY) – 5 POSTS

8.5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out laboratory analysis/tests
- ii. To service and keep laboratory equipment
- iii. To keep laboratory records
- iv. To assists researchers in their research activities
- v. In consultation with his supervisor, install, repair and maintain laboratory equipment for specific and specialized research activities
- vi. To collect samples for analysis

- vii. To perform other duties as may be assigned by supervisor

8.5.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE), Ordinary Diploma in Laboratory Technology or equivalent qualifications from Institution/University recognized by the Government.

8.5.3 SALARY SCALE: PGSS 5.1

8.6 PLANT OPERATOR GRADE II– 5 POSTS

8.6.1 DUTIES AND RESPONSIBILITIES

- i. To drive plant under supervision of experienced Plant operator;
- ii. To keep safety and maintain plant equipment, machinery and tools;
- iii. To maintain log book;
- iv. To perform any other official duties as may be assigned by supervisor.

8.6.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE), with Class “G” driving License, capable of operating combine harvestors, tractors and other Agro Mechanization equipments with experience of driving Plant for one year without causing an accident.

8.6.3 SALARY SCALE: PGSS 2.1

9.0 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.

TAEC invites applications for suitably qualified, self-motivated and hardworking Tanzanians to fill the following vacant posts:

9.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (PROGRAMMER) - 1 POST

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide first level support to office automation systems such as installations, upgrades and troubleshooting;
- ii. To run the start, end of day and periodic processes for business systems;
- iii. To customize business needs and requirements to the application software;
- iv. To receive, document and attend all problems reported to help desk by users;
- v. To ensure all data/information is backed up, verified and stored off site; and
- vi. To perform any other related duties as may be assigned by the supervisor.

9.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in any of the following fields: Computer Science, Information Technology and Computer Engineering or equivalent qualifications from a recognized Institution.

9.1.3 SALARY SCALE: PGSS 7.1

9.2 RADIATION SAFETY INSPECTOR II (NUCLEAR PHYSICS) – 4 POSTS

9.2.1 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.

9.2.2 QUALIFICATION AND EXPERIENCE

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

9.2.3 SALARY SCALE: PGSS 7.1

9.3 RADIATION SAFETY INSPECTOR II (RADIATION PROTECTION) – 4 POSTS

9.3.1 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.

9.3.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in one of the following fields: Radiation Protection, Radiologic Technology, Radiation Therapy/Radiotherapy, Radiochemistry or equivalent qualifications from recognized institution. Must be registered with respective Professional Board under professional category.

9.3.3 SALARY SCALE: PGSS 7.1

9.4 ASSISTANT RADIATION SAFETY INSPECTOR II - 3 POSTS

9.4.1 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.

9.4.2 QUALIFICATION 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.

9.4.3 SALARY SCALE: PGSS 5.1

9.5 RESEARCH OFFICER II (GEOLOGY) - 1 POST

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To perform data collection, analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript for peer review process;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

9.5.2 QUALIFICATION AND EXPERIENCE

Master Degree in any of the following fields: Geology, Engineering Geology, Geological Engineering or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.5.3 SALARY SCALE: PRSS 2.1

9.6 RESEARCH OFFICER II (AGRICULTURE) – 1 POST

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To perform data collection, analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript for peer review process;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

9.6.2 QUALIFICATION AND EXPERIENCE

Master Degree in Agriculture or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.6.3 SALARY SCALE: PRSS 2.1

9.7 RESEARCH OFFICER II (RADIOCHEMISTRY) – 1 POST

9.7.1 DUTIES AND RESPONSIBILITIES

- i. To perform data collection, analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript for peer review process;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

9.7.2 QUALIFICATION AND EXPERIENCE

Master Degree in any of the following fields: Radiochemistry, Chemistry or equivalent qualifications from recognized higher learning institution. Applicant must have a

minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.7.3 SALARY SCALE: PRSS 2.1

9.8 RESEARCH OFFICER II (NUCLEAR SCIENCE) – 1 POST

9.8.1 DUTIES AND RESPONSIBILITIES

- i. To perform data collection, analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript for peer review process;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. Assist to prepare fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by supervisor.

9.8.2 QUALIFICATION AND EXPERIENCE

Master Degree in any of the following fields: Nuclear Engineering, Nuclear Science, Nuclear Physics, Nuclear Science and Technology or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.8.3 SALARY SCALE: PRSS 2.1

9.9 RESEARCH ASSISTANT (BIOMEDICAL ENGINEERING) – 1 POST

9.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;

- iii. To assist in formulating and implementing programmes for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology;
- vi. To perform any other duty as may be assigned by supervisor.

9.9.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree with a minimum of upper second class in any of the following fields: Biological Engineering or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.9.3 SALARY SCALE: PRSS 1.1

9.10 RESEARCH ASSISTANT (MINING) – 1 POST

9.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;
- iii. To assist in formulating and implementing programmes for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology;
- vi. To perform any other duty as may be assigned by supervisor.

9.10.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree with a minimum of upper second class in Mining Engineering or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.10.3 SALARY SCALE: PRSS 1.1

9.11 RESEARCH ASSISTANT (MANUFACTURING ENGINEERING) – 1 POST

9.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;
- iii. To assist in formulating and implementing programmes for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology;
- vi. To perform any other duty as may be assigned by supervisor.

9.11.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree with a minimum of upper second GPA in Mechanical Engineering or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.11.3 SALARY SCALE: PRSS 1.1

9.12 RESEARCH ASSISTANT (INDUSTRIAL ENGINEERING) – 1 POST

9.12.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing of research activities such as proposal writing, data collection, analysis and publishing of research findings;
- ii. To assist in attracting research funds through various activities including writing fundable research proposals and creation and maintaining of linkages;
- iii. To assist in formulating and implementing programmes for the training of persons to be qualified experts in areas such as the development and practical applications of atomic energy, nuclear technology and the use of radiation sources and radiation protections;
- iv. To assist in conducting consultancy services;
- v. To assist in performing Atomic Energy functions related to regulatory or promotion of peaceful use of radiation, nuclear science and technology;
- vi. To perform any other duty as may be assigned by supervisor.

9.12.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree with a minimum of upper second class in Industrial Engineering or equivalent qualifications from recognized higher learning institution. Applicant must have a minimum G.P.A of 3.5 and for unclassified degrees such as MD, DDS and BVM, fresh graduates with an overall minimum pass of grade B+

9.12.3 SALARY SCALE: PRSS 1.1

9.13 NUCLEAR INSTRUMENTATION TECHNICIAN II (ELECTRICAL ENGINEERING) - 2 POSTS

9.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Staff in the collection of data, technical information and analysis of dosimeter measurements;
- ii. To assist in the implementation of Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To assist researchers/ in the preparation of experiments;

- iv. To assist in carrying out routine clean-up of laboratory equipment;
- v. To assist the recording of electronic components/items in tally cards, bin cards, registers and computer database;
- vi. To assist preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors;
- vii. To keep inventories and making routine check of performance of laboratory equipment; and
- viii. To performs any other duties assigned by the supervisor.

9.13.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate (FTC) or Diploma in Electrical Engineering, or equivalent qualifications from recognized institution.

9.13.3 SALARY SCALE: PGSS 5.1

9.14 NUCLEAR INSTRUMENTATION TECHNICIAN II (ELECTRONICS AND TELECOMMUNICATION ENGINEERING) - 2 POSTS

9.14.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Staff in the collection of data, technical information and analysis of dosimeter measurements;
- ii. To assist in the implementation of Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To assist researchers/ in the preparation of experiments;
- iv. To assist in carrying out routine clean-up of laboratory equipment;
- v. To assist the recording of electronic components/items in tally cards, bin cards, registers and computer database;
- vi. To assist preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors;
- vii. To keep inventories and making routine check of performance of laboratory equipment; and
- viii. To performs any other duties assigned by the supervisor.

9.14.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate or Diploma in Electronics and Telecommunication Engineering or equivalent qualifications from recognized institution.

9.14.3 SALARY SCALE: PGSS 5.1

9.15 NUCLEAR INSTRUMENTATION TECHNICIAN II (COMPUTER ENGINEERING - 1 POST

9.15.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Staff in the collection of data, technical information and analysis of dosimeter measurements;
- ii. To assist in the implementation of Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To assist researchers/ in the preparation of experiments;
- iv. To assist in carrying out routine clean-up of laboratory equipment;
- v. To assist the recording of electronic components/items in tally cards, bin cards, registers and computer database;
- vi. To assist preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors;
- vii. To keep inventories and making routine check of performance of laboratory equipment; and
- viii. To performs any other duties assigned by the supervisor.

9.15.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate or Diploma in Computer Engineering or equivalent qualifications from recognized institution.

9.15.3 SALARY SCALE: PGSS 5.1

9.16 NUCLEAR INSTRUMENTATION TECHNICIAN II (BIOMEDICAL ENGINEERING) – 1 POST

9.16.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Staff in the collection of data, technical information and analysis of dosimeter measurements;
- ii. To assist in the implementation of Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;
- iii. To assist researchers/ in the preparation of experiments;
- iv. To assist in carrying out routine clean-up of laboratory equipment;
- v. To assist the recording of electronic components/items in tally cards, bin cards, registers and computer database;
- vi. To assist preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors;
- vii. To keep inventories and making routine check of performance of laboratory equipment; and
- viii. To performs any other duties assigned by the supervisor.

9.16.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate or Diploma in Biomedical Engineering or equivalent qualifications from recognized institution.

9.16.3 SALARY SCALE: PGSS 5.1

9.17 NUCLEAR INSTRUMENTATION TECHNICIAN II (MINING ENGINEERING) - 1 POST

9.17.1 DUTIES AND RESPONSIBILITIES

- i. To assist Senior Staff in the collection of data, technical information and analysis of dosimeter measurements;
- ii. To assist in the implementation of Radiation Protection/nuclear Technology application programs by performing laboratory activities and keeping proper records of results;

- iii. To assist researchers/ in the preparation of experiments;
- iv. To assist in carrying out routine clean-up of laboratory equipment;
- v. To assist the recording of electronic components/items in tally cards, bin cards, registers and computer database;
- vi. To assist preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors;
- vii. To keep inventories and making routine check of performance of laboratory equipment; and
- viii. To performs any other duties assigned by the supervisor.

9.17.2 QUALIFICATION AND EXPERIENCE

Full Technician Certificate or Diploma in Mining Engineering or equivalent qualifications from recognized institution.

9.17.3 SALARY SCALE: PGSS 5.1

9.18 ARTISANS II (AIR CONDITIONING) – 1 POST

9.18.1 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.

9.18.2 QUALIFICATION AND EXPERIENCE

Trade Test Grade II or Level II or certificate in Air Conditioner or equivalent Qualifications from a recognized Institution. A candidate shall have to pass a Practical Proficiency Test in respective area.

9.18.3 SALARY SCALE: PGSS 2.1

9.19 RECEPTIONIST II – 2 POSTS

9.19.1 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.

9.19.2 QUALIFICATION 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.

9.19.3 SALARY SCALE: PGSS 2.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- 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. Applicants employed in the Public Service are strictly not allowed to apply, they should adhere to Circular Na. CAC. 45/257/01/D/140 of 30th November, 2010.
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, President's Office, Public Service Recruitment Secretariat, P.O. Box 2320, **Dodoma.**
- xv. Deadline for application is **22nd August, 2025;**
- 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

