

**THE UNITED REPUBLIC OF TANZANIA**

**PRESIDENT'S OFFICE**



**PUBLIC SERVICE RECRUITMENT SECRETARIAT  
VACANCY ANNOUNCEMENT**

**Ref.No.JA.9/259/01/A/452**

**28<sup>th</sup> December, 2023**

On behalf of the The University of Dar es Salaam (UDSM) and Tanzania Police Force (TPF) Public Service Recruitment Secretariat invites qualified Tanzanians to fill one-hundred and thirty-eight (**138**) vacant posts mentioned below.

**1.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)**

The University of Dar es Salaam is a public University in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate College of University of London. The University becomes an affiliate of University of East Africa in 1963, shortly after Tanzania gain its independence from United Kingdom. In 1970, UAE split into three independent Universities: Makerere University in Uganda, the University of Nairobi in Kenya and University of Dar es Salaam.

**1.1 AUXILIARY POLICE – CONSTABLE 12 Posts RE-ADVITISEMENT**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To guard sensitive areas where security is highly required;
- ii. To search vehicles and suspected visitors or employees;
- iii. To assist in firefighting;
- iv. To report occurrences in his/her area and other matters relating to security to his/her supervisors;
- v. To take preventive measures against possible theft and insecurity; and

- vi. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of form four (IV) or Form six (6) Certificate of Secondary Education plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be at the age between 18 and 25 with good Physical, Mental and eyesight Health condition who has no criminal records and must be vetted by the Police.

### **1.1.3 RENUMERATION; PGSS 2**

## **1.2 LABORATORY ENGINEER II-COMPUTER ENGINEERING - 1 Post (Assistant to Academician)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in managing respective laboratory;
- v. To assist in maintenance of facilities; and
- vi. To perform any other duties and responsibilities assigned by one's reporting officer

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in one of the following: Computer Engineering and Information Technology, Telecommunications Engineering, Electronics Engineering or equivalent Qualifications from any recognized Institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

### **1.2.3 SALARY SCALE; PUSS 4**

### **1.2.4 WORKING STATION; College of Information and Communication Technologies**

## **1.3 LABORATORY SCIENTIST II – AQUACULTURE -1 Post (Assistant to Academician)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To organize practical for undergraduate students;
- ii. To participate in consultancy projects under close supervision of senior staff;
- iii. To assist academic staff in their research and development activities;

- iv. To plan and supervise maintenance of laboratory/workshop facilities;
- v. To guide technicians and artisans in their daily activities;
- vi. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in one of the following: - Bachelor of Science in Aquatic Sciences and Fisheries, Bachelor of Science in Aquatic Environmental Sciences and Conservation, Bachelor of Science in Marine Sciences, or Bachelor of Science in Environmental Sciences from a recognized and reputable institution.

### **1.3.3 SALARY SCALE; PUSS 4**

### **1.3.4 WORKING STATION; School of Aquatic Sciences and Fisheries Technology**

## **1.4 LABORATORY TECHNICIAN II – MECHANICAL/INDUSTRIAL (Assistant to Academician) - 1 post**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation and
- iv. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Diploma (NTA 6) in Mechanical or Industrial Engineering with minimum of Lower Second Class from a recognized institution

### **1.4.3 SALARY SCALE: PUSS 2**

### **1.4.4 WORKING STATION; College of Engineering and Technology**

## **1.5 LABORATORY TECHNICIAN II (BOTANY) - 1 Post (Assistant to Academician)**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- ii. To assist in implementing specified maintenance plans for laboratory facilities;

- iii. To assist in implementing specified technical plans and designs connected with research, students' practical and consultancy work;
- iv. To implement specified maintenance plans for laboratory facilities; and
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Forestry from any recognized institution.

### **1.5.3 SALARY SCALE: PUSS 2**

### **1.5.4 WORKING STATION: College of Natural and Applied Science**

## **1.6 WORKSHOP ASSISTANT II (FITTER MECHANICS) - 1 Post**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified workshop jobs under close supervision;
- ii. To perform general cleaning of workshop glassware;
- iii. To take care of instruments and equipment in the workshop;
- iv. To assist in conducting workshop students' practical; and
- v. To perform any other related duties and responsibilities assigned by immediate Supervisor.

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Fitter Mechanics from VETA or other Institutions recognized by VETA.

### **1.6.3 SALARY SCALE: PUSS 1**

### **1.6.4 WORKING STATION: College of Engineering and Technology**

## **1.7 RECEPTIONIST II - 1 Post**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To receive all visitors to the University and directs them to the appropriate officials as may be necessary;
- ii. To attend all incoming telephone calls and directs them to the right officials;
- iii. To receive all incoming mail and submits them to secretaries or respective officials;

- iv. To maintain register of various activities;
- v. To perform any other duties and responsibilities as may be determined from time to time by one's reporting officer.

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV certificate of Secondary Education with passes in English and Kiswahili or Form VI certificate of Secondary Education plus Certificate in one of the following: Hospitality, Hotel Management or relevant field from a recognized institution.

### **1.7.3 SALARY SCALE; PUSS 3**

## **1.8 LABORATORY ASSISTANT II (CIVIL ENGINEERING)- 1 Post (Assistant to Academician – RE-ADVERTISED)**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified laboratory jobs under close supervision;
- ii. To perform general cleaning of laboratory glassware;
- iii. To take care of instruments and equipment in the laboratory; and
- iv. To perform any other duties and responsibilities as may be assigned by the immediate supervisor

### **11.8.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Civil from VETA or other Institutions recognized by VETA

### **1.8.4 SALARY SCALE; PUSS 1**

### **1.8.4 WORKING STATION; College of Engineering and Technology**

## **1.9 ESTATE OFFICER II (CIVIL ENGINEER) - 4 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out assessment of civil works in order to properly maintain Institute's buildings and equipment;
- ii. To prepare plans and designs for repair and maintenance of buildings and equipment;
- iii. To identify materials required for civil works, repair and maintenance of Institute's buildings;
- iv. To undertake various types of civil engineering/building works; and

- v. To perform any other assigned duties by the supervisor.

### **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor degree in Civil Engineering or equivalent qualification from reputable higher learning institutions. Must be registered by respective Professional Board as a graduate engineer.

### **1.9.3 SALARY SCALE: PUSS 4**

## **1.10 LIBRARY ASSISTANT II - 1 POST**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake various basic library duties under close supervision;
- ii. To prepare books orders
- iii. To receive new materials
- iv. To circulate work-related duties.
- v. To handle simple enquiries from readers
- vi. To undertake bibliographical searching.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education plus certificate in Library and documentation from recognized institutions

### **1.10.3 SALARY SCALE: PGSS 3**

## **1.11 JANITOR II - 2POSTS**

### **1.11.1 DUTIESES AND RESPONSIBILITIES**

- i. To assist in supervising hall attendants;
- ii. To assist in enforcing students' rules and regulations;
- iii. To assist in keeping and maintaining proper residence records;
- iv. To assist in ensuring security in and around halls of residence;
- v. To assist in administration of halls of residence affairs; and
- vi. To perform any other duties as may be assigned by the supervisor.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Education, Educational Psychology, Social Works, Psychology, or equivalent qualification from a recognized Institution.

### **11.3 Salary scale PGSS 4**

## **1.12 LAUNDERER II - 2 POSTS**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. To perform laundry duties;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. To handle and care for laundry machines and other working tools properly; and
- iv. To perform any other duty assigned by the Supervisor.

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

Form IV/VI Certificate plus Certificate in Laundry services with ability to use laundry machines.

### **1.12.3 Salary scale PMOSS 1**

## **1.13 LABORATORY TECHNICIAN II- (MINERAL RESOURCES) - 2 POSTS**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

### **1.13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma (NTA 6) in Mineral Processing Engineering or equivalent qualification with minimum of Lower Second Class from a recognized institution.

### **1.13.3 Salary scale - PGSS 4/1**

## **1.14 GAMES TUTOR II - 2 POSTS**

### **1.14.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in taking charge of playgrounds, sports and equipment;
- ii. To assist Senior Tutor staff in their day-to-day Duties and Responsibilities;
- iii. To support the teaching of games (practical courses) including Swimming and Life Saving, Soccer and Volleyball, Basketball and Netball, Racket Games (Tennis & Table Tennis), Handball, Gymnastics and Traditional Games and Badminton for Undergraduate/Postgraduate Physical Education and Sports Degree Programmes.
- iv. To perform any other duties and responsibilities as may be assigned by one's

reporting officer.

### **1.14.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree in Physical Education and Sports with minimum of Lower Second Class or equivalent from a recognized and reputable institution.

### **1.14.3 Salary Scale: PUSS 4**

## **GENERAL CONDITIONS**

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



- apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
  - xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
  - xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
  - xiii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
  - xiv. **Deadline for application is 10<sup>rd</sup> January, 2024;**
  - 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.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**