

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

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

8th September, 2025

VACANCY ANNOUNCEMENT

On behalf of The University of Dar es Salaam, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill vacant posts mentioned below: -

1. EDITOR II – 4 Posts

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Bachelor Degree in foreign language and linguistics, linguistics, Kiswahili, Communication studies or equivalent qualification from a recognized institution.

(b) Duties and Responsibilities

- (i) To assess and evaluate manuscripts;
- (ii) To gather, record, analyse and compile data for making feasibility studies and evaluate the viability of proposed projects for publication;
- (iii) To translate specified works;
- (iv) To communicate with authors and book dealers especially on job enquiries;
- (v) To prepare manuscripts and follows closely the designers' layouts.
- (vi) To check proof corrections before returning proofs to printers;
- (vii) To perform any other duties and responsibilities assigned by one's reporting officer.

(c) Salary scale: PGSS 6.1

2. INSTRUCTOR II - (ARTS & DESIGN) 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holders of Bachelor Degree in Art and Design from any recognized Institution.

(b) Duties and Responsibilities

- (i) To assist in capturing user Customer Requirement Specifications- CRS;
- (ii) To plan and lay the ground for the production of artistic works
- (iii) To assist in the tutoring of the particular production process.
- (iv) To assist in producing artistic works as modalities for similar art production.
- (v) To perform any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary scale: PUSS 4.1

3. LABORATORY ASSISTANT II (EMBALMER) - 2 POSTS

Duty station: UDSM-Mbeya College of Health and Allied Sciences

(a) Qualifications

Holder of Certificate in one of the following fields Health Sciences or Medical Laboratory Sciences equivalent qualification from a recognized Institution. Candidates with Basic Prosecutor Technician/Basis of Mortuary Management certificate will be added advantage.

(b) 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.
- (iv) To perform any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary scale: PUSS 1.1

4. LABORATORY ASSISTANT II (CIVIL DRAUGHTING) - 2 POSTS

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

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

(b) 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.
- (iv) To perform any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary scale: PUSS 1.1

5. LABORATORY ENGINEER II (FOOD SCIENCE & TECHNOLOGY) - 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holders of Bachelor of Science in Bioprocess and Post-harvest Engineering from any recognized Institution. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer with minimum GPA of Lower Second Class.

(b) Duties and responsibilities

- (i) Assists in all technical Duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- (ii) Assists in research and development activities;
- (iii) Assists in consultancy activities;
- (iv) Assists in maintenance of facilities;
- (v) Performs any other duties and responsibilities assigned by one's reporting officer.

(c) Salary scale: PUSS 4.1

6. LABORATORY SCIENTIST II (BOTANICAL SCIENCE) - 2 POSTS

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holders of Bachelor of Science in Botanical Sciences from a recognized Institution with minimum GPA of Lower Second Class.

(b) 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; Assists in consultancy activities;
- (iii) To assist in maintenance of facilities;
- (iv) To perform any other duties and responsibilities assigned by one's reporting officer

(c) Salary scale: PUSS 4.1

7. LABORATORY SCIENTIST II (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) - 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holders of Bachelor of Science in Molecular Biology and Biotechnology from a recognized Institution with minimum GPA of Lower Second Class.

(b) 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; Assists in consultancy activities;
- (iii) To assist in maintenance of facilities;
- (iv) To perform any other duties and responsibilities assigned by one's reporting officer

(c) Salary scale: PUSS 4.1

8. LABORATORY TECHNICIAN II (MULTIMEDIA) - 2 POSTS

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Diploma (NTA 6) in the following field; Multimedia and Film Technology or Multimedia & Animation Technology from a recognized institution with minimum GPA of Lower Second Class.

(b) 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.

(c) Salary scale: PUSS 3.1

9. LABORATORY TECHNICIAN II (PETROLEUM) - 1 POSTS

Duty station: UDSM- Mineral Resources Institute

(a) Qualifications

Holder of Diploma (NTA 6) in Petroleum Geosciences and Exploration from a recognized institution with minimum GPA of Lower Second Class.

(b) 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.

(c) Salary scale: PUSS 3.1

10. LABORATORY TECHNICIAN II (MINERAL PROCESSING) - 1 POST

Duty station: UDSM- Mineral Resources Institute

(a) Qualifications

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

(b) 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.

(c) Salary scale: PUSS 3.1

11. LABORATORY TECHNICIAN II (GEOLOGY/MINING) - 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Ordinary Diploma (NTA 6) in Geology and Mineral Exploration or Ordinary Diploma in Mining Engineering from a recognized institution with minimum GPA of Lower Second Class.

(b) 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.

(c) Salary scale: PUSS 3.1

12. LAUNDERER II- 4 POSTS

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of National Form IV Certificate of Secondary Education who has certificate in hospitality management or equivalent field from a recognized training institution.

(b) Duties and Responsibilities

- (i) To collect soiled hospital bed sheets and nets from the ward;
- (ii) To maintain laundry equipment in clean and safe working order;
- (iii) To maintain the laundry area in safe condition;
- (iv) To provide clean bed sheet and bed nets to all department;
- (v) To launder and iron hospital clothing items;
- (vi) To report on worn out or damaged laundry items, bed sheets and nets;
- (vii) To perform any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary scale: PMOSS 1.1

13. MEDICAL SPECIALIST II (ANESTHESIA) – 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Master of Medicine Degree in Anesthesiology who is registered with the Medical Council of Tanganyika. He/She must be a holder of a Doctor of Medicine Degree as well.

(b) Duties and responsibilities

- (i) To assist in undertaking specialized medical and consultancies in the field of specialist (Anesthesia);
- (ii) To assist in supervising clinical consultancy and undertaking proper diagnosis, treatment and preventive measures;
- (iii) To conduct various medical procedures related to the area of specialist;
- (iv) To participate in the analysis of various diseases conditions on area of specialist, design, implement and share research findings;
- (v) To conduct and supervise ward rounds;
- (vi) To perform any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary scale: PMGSS 11.1

14. MEDICAL OFFICER II (DENTAL) – 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Bachelor Degree in Dentistry from a recognized and reputable institution plus successful completion of internship period of one year in one of the consultant hospitals and has provisional registration as a Medical Officer with the Tanganyika Medical Council.

(b) Duties and Responsibilities

- (i) To admit and manage patients within the dispensary and outside the University;
- (ii) To provide medical services to patients and clients;
- (iii) To refer patients to specialists where necessary;

- (iv) To assist in undertaking curative services of different diseases conditions;
- (v) To assist in providing health education which is geared to preventive measures to the community?
- (vi) To identify report and control epidemic disease conditions;
- (vii) To perform any other duties and responsibilities as assigned by one's reporting authority.

(c) Salary scale: PMGSS 8. 1

15. TECHNICIAN II (SEAMAN) – 2 POSTS

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Diploma (NTA 6)/FTC in one of following fields; Marine Engineering, or Maritime Transport from recognized institutions. The candidate with Maritime qualifications must possess **Efficient Deck Hand Certificate** from recognized institutions.

(b) Duties and Responsibilities

- (i) To assist his/her senior in all deck operations;
- (ii) To assist in handling small craft in ferrying equipment and personnel from shore to vessel/sea;
- (iii) To perform any other duties and responsibilities which may be assigned by one's supervisor.

(c) Salary Scale: PGSS 5. 1

16. TECHNOLOGIST II (RADIOLOGY) - 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications:

Holder of Diploma in Diagnostic Radiography from a recognized and reputable institution. Computer skills will be an added advantage.

(b) Duties and Responsibilities

- (i) To give instruction to the patient regarding the radiological procedure to be performed;
- (ii) To maintain proper radiation protection for the staff and patients;
- (iii) To carry out all imaging procedures as instructed by physician;
- (iv) To assist the radiologist during special procedures;
- (v) To maintain proper and regular dusting and disinfections of equipment and other accessories;
- (vi) To perform any other duties and responsibilities as may be assigned by his/her senior.

(c) Salary scale: PMGSS 4.1

17. ARTISAN II (ICT) – 4 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Form IV/VI Certificate of Secondary Education plus a Certificate in Computer Science, Computer Engineering, Information Technology or equivalent qualification from a recognized institution.

(b) Duties and responsibilities

- (i) To perform specified craft jobs under supervision.
- (ii) To perform 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 ensure the functioning of ICT systems.
- (vi) To perform any other related duties and responsibilities as may be assigned by immediate Supervisor.

(c) Salary scale: PGSS 2.1

18. WORKSHOP TECHNICIAN II (MECHANICAL/ELECTROMECHANICAL) - 1 POST

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holders of Diploma (NTA 6) in **Mechanical/Electromechanical Engineering** with minimum of Lower Second Class from recognized Institutions.

(b) 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.

(c) Salary Scale: PUSS 2.1

19. LABORATORY TECHNICIAN II - BOTANY 1 POST (Assistant to Academician)

Duty station: Mwalimu Nyerere Mlimani Campus

(a) Qualifications

Holder of Ordinary Diploma (NTA 6) in Forestry or Botanical Sciences from

any recognized institution

(b) 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.

(c) Salary Scale: PUSS 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, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Mahakama Street, Tambukareli Area***
- xv. Deadline for application is **17th September, 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')

SECRETARY

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