

THE UNITED REPUBLIC OF TANZANIA



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

VACANCY ANNOUNCEMENT

Ref. No. JA.9/18/01/B/19

11st August, 2024

On behalf of the Tanzania Fisheries Research Institute (TAFIRI), Tanzania Livestock Research Institute (TALIRI), Rural Water Supply and Sanitation Agency (RUWASA), The National Council for Technical and Vocational Education and Training (NACTVET), The Tanzania Institute of Education (TIE), Watumishi Housing Investments (WHI), e-GOVERNMENT AUTHORITY (e-GA), The Institute of Accountancy Arusha (IAA), Tanzania Fisheries Corporation (TAFICO), National Arts Council (NAC), Tanzania Wildlife Research Institute (TAWIRI) and The Government Procurement Services Agency (GPSA), The National Environment Management Council (NEMC), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two hundred and twenty four (222) vacant posts as mentioned below.

1.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No.6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centres and one substation: Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

1.1 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II - AQUACULTURE - 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Aquaculture or equivalent qualifications from a recognized Institution.

1.1.3 REMUNERATION: PRSS 1

1.2 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II- AQUATIC SCIENCE - 1POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;

- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Aquatic Sciences or equivalent qualifications from a recognized Institution.

1.2.3 REMUNERATION: PRSS 1

1.3 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) II–FISHERIES SCIENCE- 1POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, electronic data entry and analysis and in gathering of relevant literature under close supervision of Senior Researchers;
- ii. To prepare and submit technical report to respective supervisor;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree with a minimum of an upper second class in Fisheries and Aquatic Sciences or equivalent qualifications from a recognized Institution.

1.3.3 REMUNERATION: PRSS 1

1.4 LABORATORY TECHNICIAN II - LABORATORY TECHNOLOGY - 5 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers and Laboratory Scientists in their day-to-day activities;
- ii. To perform general cleanliness of Laboratory Equipment;
- iii. To take care of equipment in the laboratory;
- iv. To keep laboratory records and report any fault to immediate supervisor;
- v. To participate on sample analysis;
- vi. To impose laboratory rules and regulations in the laboratory and report to immediate supervisor any noncompliance; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma/NTA level 6 or Full Technician Certificate (FTC) in Laboratory Technology, Laboratory Science and Technology or equivalent qualifications from a recognized Institution.

1.5 LABORATORY TECHNICIAN II – MICROBIOLOGY - 1 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers and Laboratory Scientists in their day-to-day activities;
- ii. To perform general cleanliness of Laboratory Equipment;
- iii. To take care of equipment in the laboratory;
- iv. To keep laboratory records and report any fault to immediate supervisor;
- v. To participate on sample analysis;
- vi. To impose laboratory rules and regulations in the laboratory and report to immediate supervisor any noncompliance; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in Microbiology, or equivalent qualifications from a recognized Institution.

1.5.3 REMUNERATION: PGSS 5

1.6 TECHNICIAN II - RESEARCH TECHNICIAN – FISHERIES 2 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research and Fisheries Officers in their day to-day activities
- ii. To clean research equipment before and after field works;
- iii. To participate in data collection during the field works
- iv. To keep and handle samples properly before analysis;
- v. To participate on sample analysis;
- vi. To take care of research equipment during field works; and
- vii. To perform any other duties as may be assigned.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in Fisheries.

1.6.3 REMUNERATION: PGSS 5

1.7 TECHNICIAN II - RESEARCH TECHNICIAN –AQUACULTURE – 3 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research and Fisheries Officers in their day to-day activities
- ii. To clean research equipment before and after field works;
- iii. To participate in data collection during the field works
- iv. To keep and handle samples properly before analysis;
- v. To participate on sample analysis;
- vi. To take care of research equipment during field works; and
- vii. To perform any other duties as may be assigned.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education Certificate plus Diploma INTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Aquaculture or Aquatic Science

1.7.3 REMUNERATION: PGSS 5

2.0 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)

2.1 FIELD ATTENDANT GRADE II – 14 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To clean pens, bomas and equipment;
- ii. To do dipping, dehorning, disbudding, debarking and other related operations;
- iii. To carryout milking and egg collection;
- iv. To take care of experimental animals; and
- v. To perform any other duties as may be assigned by the supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

The applicant should possess Form four (IV) certificate with division four (IV).

2.1.3 REMUNERATION: POSS 2

2.2 PLANT OPERATOR II GRADE II – 3 POSTS

2.2.1 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.

2.2.2 QUALIFICATIONS AND EXPERIENCE

The Direct Entry Qualifications Holder of Certificate of Secondary Education Examination (CSEE), with Class “G” driving License, and experience of driving Tractors, Forage Choppers, Boom Sprayers and Mowers for one year without causing accident.

2.2.3 REMUNERATION: PGSS 2

3.0 THE RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

Rural Water Supply and Sanitation Agency (RUWASA) is a Government Executive Agency, which was established under The Water Supply and Sanitation Act, 2019. The agency is working under the Ministry of Water and it was inaugurated on July, 2019.

3.1 CIVIL TECHNICIAN – 30 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in the repair and maintenance of Agency’s buildings and plumbing facilities and systems.
- ii. To conduct routine repair and regular maintenance of water, plumbing and equipment of the Agency.
- iii. To implement specified technical plans and designs connected with repair and maintenance work.
- iv. To participate in building capacity of CBWSOs to prepare and submit monthly reports to the RUWASA Ward office.
- v. To provide technical advice and support to the CBWSOs.
- vi. To mobilize communities in collaboration with Village Council to form CBWSOs for management of rural water supply schemes.
- vii. To assist in water sampling for water quality monitoring of water supply schemes.
- viii. To build capacity of CBWSOs to prepare and submit monthly reports to the RUWASA district office.
- ix. To provide technical advice and support to the CBWSOs.

- x. To collect Water samples for water quality monitoring of water supply schemes.
- xi. To supervise CBWSOs operations and assist maintenance of schemes.
- xii. To participate in preparation of proposal for construction/rehabilitation of excreta treatment facilities.
- xiii. To participate in promotion of appropriate technologies on sanitation facilities.
- xiv. To assist to Collect, process, monitor and disseminate sanitation related information.
- xv. To assist to Promote public awareness on environmental issues through educational programmes.
- xvi. To supervise CBWSOs operations and assist maintenance of schemes. and
- xvii. To perform any other related duties as assigned by supervisor.

3.1.2 QUALIFICATIONS:

Holder of FTC or Diploma in Civil Engineering or equivalent qualification from a recognized institution.

3.1.3 SALARY SCALE – RSS 3.

3.2 WATER TECHNICIAN II (HYDROGEOLOGIST) - 65 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct reconnaissance surveys on water, aquifers rocks and soils
- ii. To assist in collecting and analyses data concerning water depth, flow, and quality.
- iii. To assist in collecting and analyses data related to water, aquifers rocks and soils.
- iv. To assist in making measurements of water flows.
- v. To assist in recording routine measurements of water levels at specified observations wells/dams.

- vi. To assist in collecting water quality samples and making laboratory test of water quality.
- vii. To assist in collecting water samples for chemical analysis.
- viii. To prepare reports on the surveys conducted and submit to supervisor.
- ix. To prepare geophysical equipment to ensure they are in good condition for field work.
- x. To troubleshoot problems of geophysical equipment.
- xi. To perform minor repairs on water level recorders and other equipment used in hydrologic investigations.
- xii. To perform any other related duties as assigned by supervisor.

3.2.2 QUALIFICATIONS

Holder of Diploma in Hydrogeology, Water Supply and Sanitation Engineering, Water Well Drilling or equivalent qualification from a recognized and a recognized Institution.

3.2.3 SALARY SCALE - RSS 3.1

4.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

The Tanzania Institute of Education (TIE) is a government institute under the Ministry of Education, Science and Technology established under Act No.13 of 1975 (CAP 142 RE 2002). Its basic mandate is to interpret Government policies on education into befitting curricula, curricula support materials and programs aiming at facilitating provision of quality education at pre-primary, primary, secondary and teacher education levels. Specific functions of TIE are to; design, develop and review curricula for Pre-primary, Primary, Secondary, and Teacher Education levels, prepare curricular support materials including textbooks, syllabi and teacher's guides, provide in-service teachers training so as to enable teachers implement the curriculum effectively and efficiently and to Conduct research on various educational related matters including teaching and learning processes and the general quality of education.

4.1 GRAPHIC DESIGNER II: 2 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in overall layout and production of curricula support materials;
- ii. To participate in identifying layout of writing and pictures by using designing software;
- iii. To participate in designing programs by using appropriate software;
- iv. To participate in using various software to design both still and motion graphics;
- v. To participate in creating visual representation of ideas and message in textbook and;
- vi. To perform any other related duties as may be assigned by supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in in one of the following fields: Graphic Design, Software Applications, Web Design and System Design and Analysis, Fine and Performing Artist or equivalent qualification from recognized Institutions.

4.1.3 REMUNERATION

Attractive remuneration package in accordance to TIE Scheme of Service (PGSS 6.1)

4.2 ASSISTANT PRINTER II (4 POSTS)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To operate small offset printing machines;
- ii. To operate paper cutting machines;
- iii. To operate (e.g. SORD, SPRS, Goss Web, SPEED MASTER, guillotine and book pressing);
- iv. To operate hydraulic power for lifting reams, etc.;
- v. To hand Binds;
- vi. To collate, cut and trim and assemble printed material into finished printed product and;

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

4.2.2 QUALIFICATION AND EXPERIENCE

Holder of FTC or Diploma (NTA 6) in one of the following fields: Graphic Art and Printing, Printing Technology, or equivalent qualification from recognized Institution.

4.2.3 REMUNERATION

Attractive remuneration package in accordance to TIE Scheme of Service (PGSS 4.1)

4.3 CURRICULUM DEVELOPER II (THEATRE ART SUBJECT) 1 POST READVERTISEMENT

4.3.1 DUTIES & RESPONSIBILITIES

- i. To assists to design, develop and to try out instructional materials;
- ii. To assists to conduct professional learning and seminars for tutors and teachers;
- iii. To advices the Head of Department on issues related to subject of specialization;
- iv. To writes and authorizes dummy for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs any other duties assigned by immediate supervisor.

4.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in any educational field of study majoring in Theatre Art or its equivalent qualifications from a recognized Institution with at least a GPA of 3.5.

4.3.3 Salary scale. PTHS 1.1

5.0 THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTVET)

The National Council for Technical and Vocational Education and Training (NACTVET) is a corporate body established by the National Council for Technical and Vocational Education and Training Act, 1997 (Act No. 9 of 1997). The Act provides a legal framework for the Council to coordinate the provision of technical and vocational education and training and establish an efficient national qualifications system that will ensure that products from technical and vocational institutions are of high quality and respond to changing needs as well as technological innovations in the world. Technical and vocational education in this context is defined as “education and training undertaken by students to equip them to play roles requiring higher levels of skills, knowledge and understanding and in which they take responsibility for their areas of specialization”. NACTVET is thus, a multidisciplinary and multi-sectoral body empowered to oversee and coordinate the provision of technical and vocational education and training in Tanzania.

5.1 ICT OFFICER II (PROGRAMMER) 1- POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To guide systems users;
- ii. To install standard software and server operating systems;
- iii. To install standard computer hardware;
- iv. To perform trouble shooting of hardware and software problems;
- v. To maintain and update existing systems.

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Information and Communication Technology, Computer Engineering, Network and Systems Engineering, Graphic Design or equivalent computer qualifications from recognized institutions.'

5.1.3 REMUNERATION- NACTVET 5

5.2 ADMISSION OFFICER II (2- POSTS)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To compile admissions guidebooks information;
- ii. To update admissions requirements;
- iii. To supervise maintenance of students' admission statistics;
- iv. To prepare logistics for Joint Admission Meetings;
- v. To prepare logistics for Meetings with Admissions Officers of technical and vocational training institutions and centers;
- vi. To attend admissions clients; and
- vii. To update programs in the admissions system

5.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Engineering, Economics, Human Resources Management, Public Administration, Agricultural Economics, Agriculture, Sociology, Computer Science, Information Communication and Technology, Library and Information Studies, Mathematics, Statistics, Tourism and Hospitality, Finance, Accounts, Mass Communication, Journalism, Law, Education, Monitoring and Evaluation, Development Studies or equivalent qualifications from recognized institutions.

5.2.3 REMUNERATION- NACTVET 4

5.3 QUALITY ASSURANCE OFFICER II (4-POSTS)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To maintain records of curricula submitted for validation;
- ii. To assess curricula supporting documents including situational analysis and stakeholders' reports;
- iii. To provide feedback to technical and vocational institutions on submitted curricula;
- iv. To prepare logistics for validation meetings; and
- v. To maintain a list of validation experts.

5.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Engineering, Economics, Human Resources Management, Public Administration, Agricultural Economics, Agriculture, Sociology, Computer Science, Information Communication and Technology, Library and Information Studies, Mathematics, Statistics, Bachelor of Arts in Geography and Environmental Studies, Tourism and Hospitality, Finance, Accounts, Mass Communication, Journalism, Law, Education, Monitoring and Evaluation, Development Studies or equivalent qualifications from recognized institutions.

5.3.3 REMUNERATION- NACTVET 4

6.0 WATUMISHI HOUSING INVESTMENTS (WHI)

Watumishi Housing Investments (WHI) was established in 2013 to implement the Public Servants Housing Scheme (PSHS). WHI is a property developer and a licensed fund manager for the management of the Watumishi Housing REIT (WH-REIT) WH-REIT was licensed by the Capital Market and Security Authority (CMSA) in 2015 and became the first fully-fledged REIT established in Tanzania and East Africa. WHI's main shareholders are Public Service Social Security Fund (PSSSF), National Social Security Fund (NSSF), National Health Insurance Fund (NHIF), and National Housing Corporation (NHC).

6.2 ESTATES OFFICER II (1 POST)

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist the Senior Estate Officer in undertaking optimal use of Government Real Estate;
- ii. To participate in carrying out a management survey of all Government Properties to establish a benchmark of proper use;
- iii. To undertake recording of all tenant's complaints and oversee tenant's welfare;
- iv. To implement tenant administration procedures and police;
- v. To conduct regular building inspections for maintenance; and

- vi. To perform any other duties as may be assigned by superiors from time to time.

6.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields; Properties and Facilities Management, Estate Management, Property Management, Land Management, and Valuation or equivalent qualifications from a recognized institution.

6.2.3 SALARY SCALE: WHIS 4

7.0 e-GOVERNMENT AUTHORITY (e-GA)

e-Government Authority (e-GA) was established under the e-Government Act No.10 of 2019, with a mandate of co-ordinating, overseeing and promoting e-government initiatives and enforcing compliance to e-Government Standards and Guidelines to Public institutions. enactment of the e-Government Act came as a way of addressing challenges encountered by the then e-Government Agency in the areas of legal environment and powers to manage duplication of ICT initiatives and silo ICT systems, promotion of sharing of systems by public institutions, and compliance with Standards and Guidelines to ensure effective use of ICT for improved public service delivery.

7.1 ICT OFFICER II (APPLICATION PROGRAMMER) – 6 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To design, 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. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iii. To design, coding and debugging web and mobile based applications in various software languages;

- iv. To make software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. To support, maintain and document software functionality;
- vi. To install and configure 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. To train and support of software users for effective utilization of deployed systems;
- ix. To assist in troubleshooting and resolving routine software application problems;
- x. To model software and simulation;
- xi. To teste software and quality assurance;
- xii. To perform tuning, improvement, load balancing, usability, automation;
- xiii. To integrate software with existing systems;
- xiv. To evaluate and identify new technologies for implementation;
- xv. To work closely with analysts, designers and other staff;
- xvi. To produce detailed technical specifications and software code documentation, and
- xvii. To make maintenance and support production system

7.1.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Strong understanding of the Software Development Life Cycle (SDLC) methodologies, Technical knowledge in determining end-to-end software requirements specification and design, Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python] will be added advantage, Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, jQueryMobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage, Practical skills on Object Oriented Design and Analysis (OOA and OOD), Hands-on experience with development in Java/JEE environments and Knowledge in containerization and micro services application development approaches will be an added advantage

7.1.3 Salary Scale: EGASS 5.1.

7.2 ICT OFFICER II (SYSTEMS ADMINISTRATOR) - 2 POSTS

7.2.1 DUTIES AND RESPONSIBILITIES

- i. To install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure including MS Windows, Linux and Unix Server platforms; remote administration, train and support end users;
- ii. To perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data;
- iii. To administer servers, security systems, databases, business applications, tools, and manage user accounts;
- iv. To prepare reports and documents for various stakeholders i.e system users and management;
- v. To troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- vi. To provide appropriate infrastructure technology solution to support operations;
- vii. To prepare systematic documentation for monitoring hosting infrastructure;
- viii. To be responsible for administration of server virtualization and infrastructure;
- ix. To manage security access to assigned systems, related records, documents, and data;
- x. To perform backups and disaster recovery operations;
- xi. To confer with employees and the project team to provide technical advice, support, and to resolve problems;
- xii. To create and update procedural and training documents for the assigned systems;
- xiii. To manage ICT assets, systems diagrams and related documentation,
- xiv. To manage hardware devices and licenses of all programs in use;
- xv. To ensure high-availability of infrastructure, products and services.

7.2.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Possession of recognized ICT professional certification such as RHCSE/MCSE/CCNA/CISM/CISSP/CEH will be an added advantage.

7.2.3 Salary Scale: EGASS 5.1.

7.3 ICT OFFICER GRADE II (PROJECT MANAGEMENT) - 2 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. To analyze Institutional business processes and model with respects to technology solutions;
- ii. To follow up closely in planning, designing, development and implementation of enterprise-wide application;
- iii. To review e-Government related project concept notes/proposals. Systems requirements specifications, system design document, project implementation progress report etc. as per e- Government standard and Guidelines;
- iv. To act as a bridge between business and Technology groups;
- v. To provide technical guidance and support in the implementation of e-Government initiatives throughout project life;
- vi. To conduct evaluation of e-Government projects and prepare periodic reports;
- vii. To conduct inspection and investigation of e-Government projects in the public institutions;
- viii. To provide technical guidance on business re –engineering, strategic planning or potentially organizational change;
- ix. To assist in the collection and consolidation projects required information and data, and
- x. To monitor implementation of e- Government initiatives and project.

7.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution. Strong skills in Project management, Ability to capture, translate and communicate software business requirement to various project stakeholders, understanding of software engineering concept & modelling techniques and methods, Knowledgeable in Quality Assurance for Developed ICT product /services, and Possession of an ICT and project management related certifications such as PRINCE2, PMP, TOGAF, COBIT5, CISA and SCRUM master will be added advantages.

7.3.3 Salary Scale: EGASS 5.1.

7.4 ICT OFFICER II (DATABASE ADMINISTRATION) - 2 POSTS

7.4.1 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 maintain 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.

7.4.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Extensive knowledge on Linux and Unix Operating Systems, Extensive knowledge on different virtualization technologies both proprietary and open source, Knowledge on Mailing Systems and Directory Services (Open source preferred), Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security, Knowledge in Security Fundamentals (in multiple vendor/open source environments), Linux and MS Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security, Knowledge in Containers Hosting Infrastructure will be an added advantage and Possession of recognized ICT professional certification such as RHCE/MCSE/CCNA/CISM/CISSP/CEH will be an added advantage.

7.4.3 Salary Scale: EGASS 5.1.

7.5 ICT OFFICER GRADE II (BUSINESS ANALYST) – 1 POST

7.5.1 DUTIES AND RESPONSIBILITIES

- i. To analyze and perform the Institutional business process modelling as well as their association with technology solutions;
- ii. To analyze and document business processes and translate these into functional specifications;
- iii. To act as a bridge between business groups with need or problem and the technology teams designing/offering a solution to a problem or need;
- iv. To participate in analysis of user requirements, prototyping, and integration of technological components, testing and deployment;
- v. To participate in designing, development and implementation of enterprisewide applications for various channels (Web/Mobile/Desktop etc);

- vi. To ensure business requirements are translated accurately into working technical designs;
- vii. To participate in development of new systems, business processes re-engineering, strategy planning or potentially organizational change;
- viii. To provide support in the implementation of e-Government initiatives throughout project life cycle;
- ix. To involve in solution testing and evaluation as part of quality assurance and control and communicating the deliverables state to the users;
- x. To assist in the collection and consolidation of projects required information and data;
- xi. To prepare and maintain technical and user documentations for various software functionalities, and
- xii. To train and support of software users for effective utilization of deployed systems.

7.5.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor degree in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution. Ability to capture, translate and communicate software business requirements to various project stakeholders, Working knowledge of various software languages PHP, Java, C/C++, .NET, Python will be added advantage, Knowledge on JSON, XML, and other similar data exchange protocols, Knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery and Responsive Web Design will be added advantage, and Possession of an ICT related certifications (CISA, CRISC, CISM etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

7.5.3 Salary Scale: EGASS 5.1.

7.6 ICT OFFICER GRADE II (SECURITY MANAGEMENT) - 1 POSTS

7.6.1 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, configure and manage security systems/software;
- iv. To provide security advisory on various security risks, threats and vulnerabilities;
- v. To support, monitor and assess ICT security compliance in the Government, and
- vi. To handle timely ICT security incidents;
- vii. To prepare and deliver cyber security trainings to public institutions;
- viii. To monitor security alerts and incidents, analyze logs and network traffic for suspicious activities using SIEM and other tools, and
- ix. To perform Vulnerability Assessment and Penetration Testing for systems, network infrastructure and mobile devices to identify vulnerabilities and recommend mitigation strategies;

7.6.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Computer Security, Software Engineering or equivalent degree from a recognized institution. Knowledge of industry ICT Security Management System, cyber security regulatory frameworks and best practices, Knowledge of ICT Risk Management, Knowledge of Networking, System Administration, Programming and Database Administration, Knowledge of SOC, NOC operations, threat vectors and basic mitigation controls such as IPS, IDS, WAF, Demonstrated proficiency in using various open-source and proprietary cyber security tools, Certification in ICT security field such as CEH, CIH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP will be an added advantage.

7.6.3 Salary Scale: EGASS 5.1.

7.7 ICT OFFICER GRADE II (STANDARDS AND COMPLIANCE) – 2 POSTS

7.7.1 DUTIES AND RESPONSIBILITIES

- i. To develop, implement and maintain e-Government Standards and Guidelines;
- ii. To undertake monitoring and compliance to e-Government Standards and Guidelines;
- iii. To coordinate the Preparation of hardware and Software Specifications for e-Government implementation;
- iv. To coordinate preparation of e-government enterprise architecture standards;
- v. To study and evaluate new global trends in e-Government Standards and Practices;
- vi. Plan and execute compliance audit and prepare reports, and
- vii. To provide awareness to Public Institutions on e-Government Standards and Guidelines.

7.7.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution. Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000, Knowledge of multiple technology domains including software development; Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred, Knowledge of e-Government Standards and Guidelines will be an added advantage, Possession of recognized Information System certifications such as CISA, CISM, CISSP, CEH, TOGAF and CCNA will be an added advantage.

7.7.3 Salary Scale: EGASS 5.1.

7.8 ICT OFFICER GRADE II (HELPDESK) - 2 POST

7.8.1 DUTIES AND RESPONSIBILITIES

- i. To develop and implement efficient and effective customer support processes;

- ii. To implement proper methodologies to improve first call resolution and technical assistance / support for incoming queries from the Public Institutions;
- iii. To conduct analysis of helpdesk activities and make recommendation for increased organizational efficiency and effectiveness;
- iv. To co-ordinate collection, analysis, interpretation and presentation of data and statistics;
- v. To design, develop and manage an enhanced reporting structure which ensures the early identification of reported service faults/breakdown/problem and ensure minimum risk to the business;
- vi. To log, maintain and take ownership of issues reported by the Public Institutions and provide the appropriate reporting information;
- vii. To provide first Level ICT Technical Support and ensure fast resolution of queries from Public Institutions in compliance with Client Service charter and Service Level Agreements, and
- viii. To maintain reliable and secured network and personal computing environment including hardware and software.

7.8.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from a recognized institution. Ability to plan actions and steps to carry out goals to ensure that the agreed targets are met, Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred, Knowledge in Data Analytics, statistical data and interpretations, Knowledge in Quality Assurance for developed ICT products / services, Possession of an ICT related certifications (ITIL, CISA, etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

7.8.3 Salary Scale: EGASS 5.1.

7.9 ICT OFFICER GRADE II (DATA ANALYST) - 1 POSTS

7.9.1 UTIES AND RESPONSIBILITIES

- i. To identify valuable data sources and automate collection processes;
- ii. To undertake preprocessing of structured, semi structured and unstructured data:
- iii. To coordinate the designing, building and deployment of business intelligence (BI) solutions (e.g reporting tools) and tools to store data (e.g OLAP cubes);
- iv. To analyze large amount of information to discover trends and patterns;
- v. To present information using data visualization techniques;
- vi. To initiate solution and strategies to business challenges;
- vii. To perform Data translation and produce useful reports;
- viii. To assess the effectiveness, quality and accuracy of new data sources and data gathering techniques;
- ix. To develop tools to monitor and analyses system performance and data accuracy, and
- x. To monitor performance against targets for various system and business metrics;

7.9.2 QUALIFICATIONS AND EXPERIENCE

Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Data science, or equivalent degree from a recognized institution. Knowledge of industry Data Warehouse tools for reporting, Integration and Analysis such as SQL, R, Perl, Python etc, Background in data warehouse design (e.g Dimensional modelling) and data mining, in depth understanding of database management systems, online analytical processing (OLAP), ETL (Extract, transform, load) framework, Experience using business intelligence tools (e.g Tableau) and big data framework, Advance numerical skills (e.g. statistics, algebra), Working Knowledge of various programming languages (e.g Java, C/C++, scala etc) and Knowledge of machine-learning, artificial intelligence and operations research will be an added advantage.

7.9.3 Salary Scale: EGASS 5.1.

8.0 INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic Institution offering Undergraduate and Postgraduate Training Programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

8.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SECURITY) - 1 POST (ARUSHA)

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To ensure security of all application systems and network infrastructure;
- ii. To maintain proper documentation related to security of application and network systems;
- iii. To carryout routing security assessment of application and network systems and advise accordingly;
- iv. To assist in development and updating of processes and procedures regarding security of application and network systems;
- v. To perform systems and network risk assessment and profiling and advise accordingly;
- vi. To assist in design and implementation of enhanced security measures;
- vii. To manage security compliance to all stakeholders of application and network systems;
- viii. To champ review and implementation of information security policies;
- ix. To perform any other duties assigned by the supervisor.

8.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Cyber Security or equivalent qualification from a recognized Institution.

SALARY SCALE This position holds salary scale of **PGSS:7.1**

8.2 LIBRARY ASSISTANT II – 4 Post (SONGEA, DAR-ES- SALAAM, BABATI, DODOMA)

8.2.1 DUTIES AND RESPONSIBILITIES

- i. To register of library users;
- ii. To arrange books in a logical order;
- iii. To keep proper records of users, including lending and receiving books;
- iv. To amend torn books;
- v. To file library cards;
- vi. To repair torn books;
- vii. To stamp library books;
- viii. To prepare over dues and reminders;
- ix. To shelve library books; and
- x. To perform any other related duties as may be assigned by supervisor.

8.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Diploma in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

8.2.3 SALARY SCALE

This position holds salary scale of **PGSS:3.1**

8.3 PLANNING OFFICER II - 1 POST (ARUSHA)

8.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in issues related to planning and budgeting;
- ii. To assist in planning and control development projects;
- iii. To assist to identify income generation activities;
- iv. To assist in the preparation of short- and long-term plan and strategies;
- v. To prepare guidelines for planning and assist in the coordination, preparation, implementation, monitoring and evaluation of the strategic plan; and
- vi. To perform any other related duties as may be assigned by the supervisor.

8.3.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Economics, or Agricultural Economics and agribusiness or Statistics, or Project planning and Management, Economics planning or planning and investment or equivalent qualification from recognized institution.

8.3.3 SALARY SCALE, this position holds salary scale of **PGSS:6.1**

8.4 RECEPTIONIST II - 2 POST (ARUSHA, DODOMA)

8.4.1 DUTIES AND RESPONSIBILITIES

- i. To receive all visitors 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; and
- v. To perform any other duties and responsibilities as may be assigned by supervisor.

8.4.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV or VI certificate with credit passes in English, Swahili plus Certificate in Front Office, Reception, Customer Care or equivalent qualifications from a recognized Institution.

8.4.3 SALARY SCALE

This position holds salary scale of **PGSS:2.1**

9.0 TANZANIA FISHERIES CORPORATION (TAFICO)

Tanzania Fisheries Corporation (TAFICO) is established under the President Establishment Order, 2019 following the Government decision to revoke the Tanzania Fisheries Corporation which has been in operation for the past 23 years. Initially, TAFICO was established through Public Corporation Act No. 17 of 1969 that was published in the Government Gazette Notice No. 58 of 1st March 1974 under Government Order No. 11 of

14th February 1974. The objective of re-establishing TAFICO is to develop the fishing industry in the country.

9.1 ENGINEER II - MARINE - 1 POST

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance, service and repair of marine vessel, floating jetty and Plants;
- ii. To review maintenance costs and costing of materials;
- iii. To review records of regular repair and maintenance;
- iv. To carry out servicing of marine vessel systems
- v. To provide technical support to the marine vessel equipment;
- vi. To carry out planning, designing and fabrication of mechanical parts; and
- vii. To monitor corporation projects planning and implementations.

9.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Marine Engineering, Naval Architect, Marine Propulsion Engineering, Marine Electrical Engineering or equivalent from a recognized institution. Must be Registered by ERB under Graduate Category.

9.1.3 REMUNERATION: PGSS.7

9.2 ENGINEER II – REFRIGERATION - 1POST

9.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out installation, maintenance and repair of ventilation and air conditioning systems and equipment;
- ii. To diagnose mechanical and electrical faults on refrigeration system and plants;
- iii. To ensure services, adjusting, calibration and repairing systems;
- iv. To ensure proper functioning of refrigeration equipment and other facilities;
- v. To overview daily records of all refrigeration plants and other equipment;
- vi. To plan, fabrication, positioning and alignment of Refrigeration parts;

- vii. To provide technical support to on board vessels;
- viii. To participate in designing of new projects;
- ix. To carry out duct design and other flow controls; and
- x. To ensure compliance with appliance standards and Occupational Health and Safety.

9.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Refrigeration Engineering or Heating, Ventilation, Air Conditioning or equivalent from a recognized Institution.

9.2.3 REMUNERATION: PGSS.7

9.3 ENGINEER II - MECHANICAL – 1 POST

9.3.1 DUTIES AND RESPONSIBILITIES

- i. To carry out maintenance, service and repair of floating jetty and Plants;
- ii. To prepare maintenance costs and costing of materials;
- iii. To keep records of regular repair and maintenance;
- iv. To carry out servicing of refrigeration systems and ice plants;
- v. To provide technical support to the marine vessel equipment;
- vi. To carry out planning, designing and fabrication of mechanical works;
- vii. To manage Corporation projects and organise for the full implementation;
- viii. To initiate new projects design proposals for Corporation.

9.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Mechanical Engineering, Mechatronics Engineering or equivalent from a recognized Institution. Must be Registered by ERB under Graduate Category.

9.3.3 REMUNERATION: PGSS.7

9.4 TECHNICIAN II - MARINE – 1 POST

9.4.1 DUTIES AND RESPONSIBILITIES

- i. To attend engine room and machinery watch keeping under close supervision;
- ii. To perform routine technical cleaning of the work environment;
- iii. To perform greasing under supervision of in charge of watch under close supervision;
- iv. To assist transfer fuel from tank to daily service tank;
- v. To monitor level of fuel in the daily service tank;
- vi. To monitor running of refrigeration system;
- vii. To take care of tools and equipment in the engine room;
- viii. To assist in conducting repair and maintenance activities;
- ix. To perform duties as assigned by in charge of engine room watch keeping

9.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields: Mechanical Engineering, Marine Engineering or equivalent qualifications from recognized institutions.

9.4.3 REMUNERATION: PGSS 5

9.5 TECHNICIAN II – REFRIGERATION – 1 POST

9.5.1 DUTIES AND RESPONSIBILITIES

- i. To work in refrigeration system under supervision;
- ii. To monitor general operation of refrigeration system;
- iii. To take daily records of plant system operations;
- iv. To monitor gauges, alarms, electrical power, water supply system refrigerant and oil levels in the refrigeration plant;
- v. To perform cleanliness of the plant and its premises;
- vi. To ensure compliance with appliance standards and Occupational Health and Safety.

9.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields:

Mechanical Engineering, Refrigeration Engineering or equivalent qualifications from recognized institutions.

9.5.3 REMUNERATION: PGSS. 5

9.6 ARTISAN II – MARINE – 1 POST

9.6.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine technical cleaning of the work environment;
- ii. To assist in conducting repair and maintenance activities;
- iii. To record engine room parameter in the log book;
- iv. To assist Engine Room watch keeping;
- v. To report immediately identified faults to the in charge of watch keeping in Engine Room;
- vi. To take care of tools and equipment;
- vii. To perform any other related assigned duties.

9.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Plus Trade Test II in one of the following fields: Mechanical Engineering, Marine Engineering, Automotive Engineering, Refrigeration Engineering or equivalent qualifications from a recognized institution.

9.6.3 REMUNERATION: PGSS. 5

9.7 DECKHAND AUXILIARY II – 2 POSTS

9.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist navigation and watch keeping duties in all conditions;
- ii. To repair and fabricate all fishing gears;
- iii. To prepare monthly inspections of all safety equipment on board and ashore;
- iv. To carry out minor vessel repairs;
- v. To upkeep and maintains cleanliness on deck;
- vi. To check and repair mooring lines.

9.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV and Certificate in one of the following fields: Master-fisherman, Nautical Science (NTA Level 4) with Mandatory Safety Certificate or Small Vessel Operators Safety Certificate or equivalent qualifications from recognized institutions

9.7.3 REMUNERATION: PGSS.2

9.8 SKIPPER II – 2 POSTS

9.8.1 DUTIES AND RESPONSIBILITIES

- i. To maintain watch keeping schedule on board when vessel at sea, anchorage or port;
- ii. To fill daily fishing log book;
- iii. To take every precaution to prevent pollution of the environment in vessel and its surroundings;
- iv. To take necessary precaution to prevent accidents;
- v. To enter in the appropriate log book all important events affecting the vessel;
- vi. To prepare vessel maintenance schedule on board;
- vii. To perform fishing and repair fishing gear;
- viii. To supervise crew on board vessels;
- ix. To pay attention to condition and fastening of Gangway, anchor chain or mooring especially at turn of the tides in berth with larger rise and fall; and
- x. To ensure the vessel is in a balance position during cargo handling or ballasting.

9.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields: Master Fisherman, Nautical Science or equivalent qualifications from recognized institutions. Must possess Certificate of Competence Class IV/III or Small Vessel Operators Safety Certificate.

9.8.3 REMUNERATION: PGSS 4

10.0 THE NATIONAL ARTS COUNCIL (NAC)

The National Arts Council (NAC) is a corporate public institution established under the National Arts Act, No. 23 of 1984 as amended by Miscellaneous Amendment Act No. 5 of 2019. The Act repealed the National Arts Council and the National Music Council Act, both of 1974, to pave the way for the establishment of one Council responsible for all Arts. The National Arts Council invites applications from suitably qualified Tanzanians to fill the following nine (9) advertised posts:

10.1 ARTS OFFICER II (Art and Design) - 4 POSTS

10.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide advisory services and technical assistance to proper development of art and design sector including paintings, drawings, woodcuts, works of sculpture, handcraft, textile and graphic designs, fashion, beauty, modelling, photographs, works of architecture, and industrial art;
- ii. To organize, attend, design and oversee art and design programs including exhibitions, fashion shows, competitions, and other events coordinated by the NAC or its stakeholders;
- iii. To prepare and develop write up and strategic projects that stimulate and promote the art and design sector;
- iv. To engage in programs for formalizing, registering, and issuing permits to art and design artists and stakeholders;
- v. To maintain accurate records and documentation of all art and design related activities and achievements;
- vi. To prepare regular reports on the progress and outcomes of the art and design sector;
- vii. To conduct research on trends, challenges, and opportunities in the art and design sector; and,
- viii. To perform any other relevant duties as may be assigned by the supervisor.

10.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in one of the following fields; Art and Design, Fine and Performing Arts (Majoring in Fine Arts), Textile Art and Design, Textile Design and Technology or any other equivalent qualifications from recognized institutions.

10.1.3 SALARY SCALE: PGSS 6.1

11.1 ARTS OFFICER II (Music) - 4 POSTS

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide advisory services and technical assistance to proper development of the Music sector;
- ii. To design and oversee the planning, coordination, and execution of music related projects and initiatives implemented by the Council and stakeholders;
- iii. To prepare and develop write up and strategic Projects that stimulate, promote and support the growth and development of the Music sector;
- iv. To engage in programs for formalizing, registering, and issuing permits to music artists and stakeholders;
- v. To maintain accurate records and documentation of all music-related activities and achievements;
- vi. To prepare regular reports on the progress and outcomes of music programs, projects and providing insights for continuous improvement;
- vii. To conduct research on trends, challenges, and opportunities in the music industry; and
- viii. To perform any other related duties as may be assigned by the supervisor.

11.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Fine and Performing Arts (Music), Music, Music Business or other equivalent qualifications from recognized institutions.

11.1.3 SALARY SCALE: PGSS 6.1

11.0 THE TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal organization under the Ministry of Natural Resources and Tourism established in 1980 by Act of the Parliament of the United Republic of Tanzania No. 4 (CAP 260 R.E. 2021). TAWIRI has a national mandate for conducting and coordinating wildlife research and sharing scientific information with stakeholders for sustainable biodiversity conservation. In order to carry out and promote the carrying out of quality research in wildlife, the Institute has to attract and retain high-level and motivated scientists and supporting staff. Currently, the Institute comprises of five Wildlife Research Centers Namely Western, Kingupira, Njiro, Southern Highlands and Serengeti.

11.1 RESEARCH OFFICER II (WILDLIFE MANAGEMENT) – 3 POSTS (Head Office, Njiro and Southern Highlands)

11.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect, process and analyze data related to wildlife management;
- ii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- iii. To gather relevant literature and write up research reports;
- iv. To assist in gathering relevant information on disease surveillance and writing up reports;
- v. To prepare protocols for wildlife immobilization and handling of wildlife for disease investigation and rescue of snared animals;
- vi. To develop a research proposal for fundraising;
- vii. To publish research results in peer-reviewed journals/publishers;
and
- viii. To perform any other related duties as may be assigned by the immediate supervisor.

11.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree and Bachelor Degree in Wildlife Management or Wildlife Science and Conservation from recognized institutions with a minimum of an Upper Second Class for Undergraduate Degree.

11.1.3 REMUNERATION – PRSS 2

11.2 RESEARCH ASSISTANT (WILDLIFE MANAGEMENT) – 5 POSTS (Head Office, Kingupira, Southern Highlands, Njiro and Serengeti)

11.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and write up research reports;
- iii. To assist Senior Research Officers in collection, processing and analyzing data related to wildlife management;
- iv. To assist Senior Research Officers in the dissemination of research findings;
- v. To participate in sample collection in collaboration with veterinary and laboratory specialists; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

11.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree of Science in Wildlife Management or Wildlife Science and Conservation from recognized institutions with a minimum of an Upper Second Class.

11.2.3 REMUNERATION – PRSS 1

11.3 RESEARCH ASSISTANT (GEOGRAPHICAL INFORMATION SYSTEM) –1 POST (Head Office - ARUSHA)

11.3.1 DUTIES AND RESPONSIBILITIES

- i. To collect, manage, and maintain spatial data from various sources;
- ii. To perform spatial analysis and create maps to support research projects;
- iii. To assist in the development and maintenance of GIS databases;
- iv. To create high-quality maps and visualizations for research reports and presentations;

- v. To ensure accuracy and consistency in map production;
- vi. To assist researchers with GIS-related tasks and provide technical support; and
- vii. To collaborate with team members to integrate GIS data into research workflows.

11.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Geographical Information System and Geo-informatics from recognized institutions with a minimum of an Upper Second Class. Proficiency in GIS software such as ArcGIS, QGIS or similar tools is an added advantage.

11.3.3 REMUNERATION – PRSS 1

12.0 THE GOVERNMENT PROCUREMENT SERVICES AGENCY (GPSA)

The Government Procurement Services Agency (GPSA) was established under the Executive Agency Act CAP 245 R.E 2009 and came into effect through Government Notice (GN). No. 235 of 7th December 2007 and its amendments through Government Notice No. 133 of 13th, April, 2012.

12.1 CLEARING AND FORWARDING OFFICER GRADE II - 5 POSTS

12.1.1 DUTIES AND RESPONSIBILITIES

- i. To clear goods from Port and Airport;
- ii. To inspect and verify imported goods;
- iii. To hand over cleared goods to warehouse in charge;
- iv. To liaise with relevant clearing authorities on matters related to clearing and forwarding activities
- v. To arrange transport and relevant handling equipment for clearing and forwarding goods
- vi. To perform other duties as may be assigned by one's reporting officer.

12.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in one of the following fields; Clearing and Forwarding, Materials Management, Logistics Management or equivalent qualifications from recognized Institution and must be Computer Literate.

12.1.3 SALARY

This position holds salary scale of **GPSA 4**

12.2 ASSISTANT CLEARING AND FORWARDING OFFICER GRADE II -10 POSTS

12.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in clearing goods from port, airport and borders;
- ii. To verify incoming consignment from port/airport;
- iii. To keep records of cleared goods; and
- iv. To perform other related duties as may be directed.

12.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following Fields; Clearing and Forwarding, Materials Management, Logistics Management or equivalent qualifications from recognized Institution and Must be computer literate.

12.2.3 SALARY

This position holds salary scale of **GPSA 3**

13.0 THE NATIONAL ENVIRONMENT MANAGEMENT COUNCIL (NEMC)

The National Environment Management Council (NEMC) is a national environmental regulatory and enforcement institution responsible for controlling, managing and protecting environment in Tanzania. The purpose for which the Council was established is stipulated in Section 17(1) of EMA Cap.191 of 2004 and inter alia includes: to undertake enforcement, compliance, review and monitoring of environmental impact assessment, facilitation of public participation in environmental decision making, exercise general supervision and coordinate overall matters relating to the environment. NEMC therefore invites applications from suitably qualified Tanzanians for the following nine (9) positions: -

13.1 ENVIRONMENTAL MANAGEMENT OFFICER II (Geology) - 2 Posts

13.1.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To collects and documents data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.

- vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.
- viii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- ix. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- xi. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Geology or equivalent qualifications from recognised Institutions

13.1.3 SALARY SCALE PGSS 6

13.2 ENVIRONMENTAL MANAGEMENT OFFICER II (AQUATIC SCIENCE) - 2 POSTS

13.2.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. Assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. Assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. Collects and documents data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. Assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council

including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve. Assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports

- viii. Conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. Assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. Prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. Provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. Assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Aquatic Science or equivalent qualifications from recognised Institutions

13.2.3 SALARY SCALE PGSS 6

13.3 ENVIRONMENTAL MANAGEMENT OFFICER II (ENVIRONMENTAL SCIENCE) – 4 POSTS

13.3.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To collects and documents data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and

Green Climate Fund (GCF) and integrated coastal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.

- viii. To assist in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- ix. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- xi. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Environment Science and Management, or equivalent qualifications from recognised Institutions.

13.3.3 SALARY SCALE PGSS 6

13.4 ENVIRONMENTAL MANAGEMENT OFFICER II (WILD LIFE MANAGEMENT) – 1 POST

13.4.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and in analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To collects and documents data/information from monitoring environmental trends of terrestrial and aquatic ecosystems activities, potential Environmental Sensitive Areas (ESAs), Environmental Protected Areas (EPAs), Bureau of Environmental Research and Consultancy services (BERC), monitoring and implementation of existing and/or emerging environmental management and conservation challenges coordinated by the Council and disseminates findings and its management.
- vii. To assist in collection of data/information to implement activities of National Task Forces and Committees coordinated by the Council including climate change, National Implementing Entity (NIE) and Green Climate Fund (GCF) and integrated costal management (ICM), Coral Reef protection and management of Man and Biosphere Reserve.
- viii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports

- ix. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- x. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- xi. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xii. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xiii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

13.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in wildlife management or equivalent qualifications from recognised Institutions

13.4.3 SALARY SCALE PGSS 6

13.5 ENGINEER II (OIL AND GAS ENGINEERING) - 1 POST

13.5.1 DUTIES AND RESPONSIBILITIES

- i. Undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. Assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants

against permissible values and recommends appropriate measures according to environmental requirements.

- iii. Attend to environmental incidences and public complaints and takes appropriate action.
- iv. Assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. Assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. Assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. Assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- viii. Conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. Assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. Prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. Provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. Assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.

xiii. Performs any other duties as may be assigned superiors.

13.5.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Oil and Gas Engineering, or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.5.3 SALARY SCALE PGSS 7

13.6 ENGINEER II (WATER RESOURCE ENGINEERING) – 1 POST

13.6.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.
- ii. To assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports

- viii. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.
- xi. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.
- xiii. To performs any other duties as may be assigned superiors.

13.6.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Water Resource Engineering or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.6.3 SALARY SCALE of PGSS 7

13.7 ENGINEER II (INDUSTRIAL ENGINEERING MANAGEMENT) – 1 POST

13.7.1 DUTIES AND RESPONSIBILITIES

- i. To undertakes routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of EMP and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels.

- ii. To assists in collection of samples and analyzing to determine compliance status, measures and assesses qualities of emissions, discharge and pollutants against permissible values and recommends appropriate measures according to environmental requirements.
- iii. To attend to environmental incidences and public complaints and takes appropriate action.
- iv. To assist in undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation,
- v. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment.
- vi. To assist in collection of data/information to implement activities of National Task Forces, Committees and projects coordinated by the Council i.e climate change projects, National Implementing Entity (NIE) and Green Climate Fund (GCF).
- vii. To assists in registering and administering all submitted ESIA/EA projects including reviewing of project briefs, scoping reports and Terms of Reference (ToR), Environmental Impact Assessment (EIA) and Audit reports
- viii. To conducts site verification visits and Technical Advisory Committee review meetings for proposed, existing projects and coordinates district authorities, sector ministries and public participation in ESIA review process
- ix. To assist in organizing the Environmental Experts (EE) Advisory and Disciplinary Committee meetings, registration, deregistration and regulation of performance of Environmental Experts, Firms of Experts, maintain databases and monitor of registered experts, approved projects and facilities.
- x. To prepares documents for recommendation to the Minister responsible for Environment for issuance of Provisional Environmental Permits, EIA and EA certificates, variations and transfers.

- xi. To provide inputs in the preparation of guidelines, manuals and procedures for conducting Environmental and Social Impact Assessment and Audits and disseminate to stakeholders.
- xii. To assist in preparation of plans and programmes for capacity building of Environmental Experts and Firms of Experts, sector Ministries and Local Government Authorities on Environmental and Social Impact Assessment on continuous basis.
- xiii. To performs any other duties as may be assigned superiors.

13.7.2 QUALIFICATION AND EXPERIENCE;

Holders of Bachelor of Science Degree in Industrial Engineering Management or equivalent qualifications from a recognized Institution. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer.

13.7.3 SALARY SCALE PGSS 7

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
 - 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, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **24th August, 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:

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