

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.EA.7/96/01/K/320**

**18<sup>th</sup>November, 2020**

**VACANCIES ANNOUNCEMENT**

On behalf of the The Mwalimu Nyerere Memorial Academy (MNMA), The Institute of Judicial Administration (IJA) Lushoto, The Water Institute (WI), The Nelson Mandela African Institution of Science & Technology (NM-AIST) and Dar Es Salaam Maritime Institute (DMI) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **15** vacant posts as mentioned below.

**1.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)**

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and became operational on 1st October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

**1.0.1 LECTURER - HISTORY (1 POST)**

**1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 for Master's degree holders and NTA Level 9 for PhD holders;
- ii. To guide and supervise students in building up their Practical and Research projects;
- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;

- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as may be assigned by the supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

PhD degree, Master's and Bachelor degree in History with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognised Institution.

### **1.0.4 REMUNERATION**

Offered according to MNMA Scheme of Service

### **1.05 OTHER COMPETENCIES**

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

### **1.06 ASSISTANT LECTURER - HUMAN RESOURCES MANAGEMENT- (1 POST)**

#### **1.07 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.7 QUALIFICATION AND EXPERIENCE**

Master's and Bachelor degree in Human Resource Management or Public Administration with GPA of 4.0 and above at Masters Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institutions.

### **1.0.8 REMUNERATION**

Offered according to MNMA Scheme of Service

### **1.0.9 OTHER COMPETENCIES**

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

### **1.0.10 ASSISTANT LECTURER – LIBRARY AND INFORMATION MANAGEMENT SYSTEM - (1 POST)**

#### **1.0.11 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.12 QUALIFICATION AND EXPERIENCE**

Master's and Bachelor degree in Library and Information with GPA of 4.0 and above at Masters Level and GPA of 3.8 and above at Bachelor level from a recognized Higher Learning Institutions.

### **1.0.13 REMUNERATION**

Offered according to MNMA Scheme of Service

### **1.0.14 OTHER COMPETENCIES**

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

### **1.0.15 ICT OFFICER II – PROGRAMMER (1 POST)**

#### **1.0.16 DUTIES AND RESPONSIBILITIES**

- i. To assist in standard software installation;
- ii. To assist in hardware installation;

- iii. To assist in trouble shooting LAN and hardware/software problems;
- iv. To assist students and other ICT users in the daily usage of computers;
- v. To update and manage web site; and
- vi. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.17 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree or Advanced Diploma either in Computer Science, Information Systems, Electronics or equivalent qualification from a recognized institution.

#### **1.0.18 REMUNERATION**

Offered according to MNMA Scheme of Service.

#### **1.0.19 OTHER COMPETENCIES**

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

#### **1.0.20 PLANNING OFFICER II (1 POST)**

##### **1.0.21 DUTIES AND RESPONSIBILITIES**

- i. To develop methodologies for data collection on various aspects of Academy operational programmes;
- ii. To design and review data collection instruments;
- iii. To analyse and evaluate information gathered;
- iv. To assess the systems clientele needs;
- v. To analyse programme loads and implementation techniques;
- vi. To find out operational efficiency of the programme using costs and other indicators;
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.22 QUALIFICATION AND EXPERIENCE**

Applicant must be a holder of Bachelor Degree either in Economics, Policy Planning, Monitoring and Evaluation or equivalent qualification from a recognized institution.

#### **1.0.23 REMUNERATION**

Offered according to MNMA Scheme of Service.

## **2.0 THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO (IJA)**

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2002). The major role of the Institute is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

### **2.0.1 SUPPLIES ASSISTANT II – 1 POST**

### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To file transaction documents;
- ii. To arrange stocks in the shelves or storage area according to their nature and sensitivity;
- iii. To dispatch Goods Received Notes (GRN) and Invoices to payment section;
- iv. To receive and issue goods;
- v. To maintain and update stock bin card and stores loan records;
- vi. To keeps stores in proper bins, racks or location and;
- vii. To perform any other related duties as may be assigned by the supervisor.

### **2.0.3 REPORTING TO: Head of Procurement and Supplies Unit**

### **2.0.4 QUALIFICATION AND EXPERIENCE**

Holder of Certificate (NTA Level 5) in one of the following field: Procurement and Supplies Management, Material Management, Business Administration majoring Procurement and Logistics Management, Logistics Management or equivalent qualifications. Must be registered with PSPTB as Procurement and Supplies Technician or Procurement and Supplies Full Technician.

### **2.0.5 REMUNERATION**

Salary scale PGSS 3 as per Treasury Registrar's salaries Circulars No. 6 of 2015

### **3.0 THE WATER INSTITUTE (WI)**

The Water Institute is a Government Executive Agency established by the order Government Notice (G.N) NO. 138 published on 22 August 2008) and was renamed as Water Development and Management Institute. It was thereafter changed into Water Institute through the G.N. No.217 of 2016. Water Institute established in order to train the technical workforce to serve the water sector.

#### **3.0.1 TUTOR II (ICT) - 1 POST**

##### **3.0.2 DUTIES AND RESPONSIBILITIES:**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff;
- vii. To assist students in building up their practical projects;
- viii. To plan and designs training exercises for students; and
- ix. To perform any other related duties as may be assigned by the supervisor.

##### **3.0.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Systems, Information Technology, Telecommunication Engineering or equivalent qualification from recognized institutions.

##### **3.0.4 REMUNARATION:**

Attractive remuneration package in accordance to institutions salary scale.

#### **3.0.5 TUTOR (GEOLOGIST) 1 POST**

##### **3.0.6 DUTIES AND RESPONSIBILITIES:**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;

- vi. To supervise and assists junior staff;
- vii. To assist students in building up their practical projects Plans and designs training exercises for students; and
- viii. To perform any other related duties as may be assigned by the supervisor.

### **3.0.7 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Geologist from a recognized institutions.

### **3.0.8 REMUNARATION:**

Attractive remuneration package in accordance to institutions salary scale.

### **3.0.9 INSTRUCTOR II (MECHANICAL) -1 POST**

#### **3.0.10 DUTIES AND RESPONSIBILITIES:**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff;
- vii. To assist students in building up their practical projects;
- viii. To plan and designs training exercises for student's; and
- ix. To perform any other related duties as may be assigned by the supervisor.

### **3.0.11 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Mechanical Engineering from recognized institutions.

### **3.0.12 REMUNARATION:**

Attractive remuneration package in accordance to institutions salary scale.

## **4.0 THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY (NM-AIST)**

The Nelson Mandela African Institution of Science and Technology (NM-AIST) in Arusha is one in a network of Pan-African Institutions of Science and Technology located across Sub-Saharan Africa (SSA). These institutions, which are the proud brainchild of the late Nelson Mandela, envision training and developing the next generation of African scientists and engineers with a view to impacting profoundly on the continent's development through the application of Science, Engineering and Technology and Innovation (SETI).

The NM-AIST, which is accredited by the Tanzania Commission for Universities (TCU) is being developed into a world class research intensive institution for postgraduate and post-docs studies and research in SETI. The training in SETI, however, incorporates appreciable doses of relevant business studies and humanities ingredients. Thus the training curricular also incorporate strong innovation and entrepreneurship features, and hence strong academia-industry relations are part of the NM-AIST's development agenda. NM-AIST's curricular also seek to accommodate, enable, stimulate and catalyze the innovation and entrepreneurship qualities inherent in the Y-generation for the benefit of SSA's sustainable development.

### **Vision**

The **Vision** of NM-AIST is to become a world-class institution of higher learning dedicated to the pursuit and promotion of excellence in Science, Engineering, Technology and Innovation (SETI), and their applications for economic growth and sustainable development in Africa.

### **Mission**

The **Mission** is to deliver and promote high quality and internationally competitive teaching and learning, research and innovation, and public service in Science, Engineering, Technology and Innovation (SETI) leveraging on entrepreneurship for enhanced value addition to people and natural resources, with a view to stimulating, catalyzing and promoting economic growth and sustainable development in Tanzania and SSA.

#### **4.0.1 LECTURER – (1 POST)**

#### **4.0.2 DUTIES AND RESPONSIBILITIES**



- i. To conduct lectures, tutorials, seminars and practical for Masters and PhD programmes;
- ii. To carry out research and innovation activities in relevant field;
- iii. To mentor junior staff in all relevant matters;
- iv. To participate in curriculum development;
- v. To participate in develop and managing of various Institutions' projects;
- vi. To carry out community/outreach services;
- vii. To supervise Masters and PhD student projects;
- viii. To organize and participate in workshops, conferences and symposia; and
- ix. To perform any other related duties as may be assigned by the supervisor.

#### **4.0.3 QUALIFICATIONS AND EXPERIENCE**

PhD in either of the following specialized functional area: -Energy and Hydrology/water Resources Engineering, Mathematical Statistics, Computational Mathematics Techniques, Sustainable Agriculture or Economics with a Masters' Degree in the relevant field with at least a GPA of 4.0 out of 5, and a Minimum GPA of 3.8 out of 5 or its equivalent in the First degree with Minimum scores of B+ in Relevant Subjects or its equivalent.

#### **4.0.4 AREA OF WORK**

The post mentioned above is in either of the following Schools depending on areas of specialization:

- (i) School of Materials, Energy, Water & Environmental Sciences(MEWES);
- (ii) School of Computational and Communication Sciences& Engineering (COCSE);
- (iii) School of Life Sciences and Bio-Engineering(LISBE); or
- (iv) School of Business Studies and Humanities (BUSH).

#### **4.0.4 Salary Scale: PUTS 3.3**

#### **4.0.5 ASSISTANT LECTURER – (3 POSTS)**

#### **4.0.6 DUTIES AND RESPONSIBILITIES**

- i. To assist Senior Academic Staff in practical, seminars and tutorials for Masters students;
- ii. To work in co-operation with senior members on specific projects;
- iii. To assist in writing and preparation of teaching manuals and compendia;
- iv. To undertake research and innovation activities in relevant field; and
- v. To perform any other related duties as may be assigned by the supervisor.

#### **4.0.7 QUALIFICATIONS AND EXPERIENCE**

Master degree in either of the following specialized functional area: -Energy and Hydrology/water Resources Engineering, Mathematical Statistics, Computational Mathematics Techniques, Sustainable Agriculture or Economics with at least a GPA of 4.0 out of 5 and Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of B+ in the Relevant Subject or its equivalent.

#### **4.0.8 AREA OF WORK:**

The 3 posts mentioned above are in either of the following Schools depending on areas of specialization:

- (i) School of Materials, Energy, Water & Environmental Sciences(MEWES);
- (ii) School of Computational and Communication Sciences& Engineering (COCSE);
- (iii) School of Life Sciences and Bio-Engineering(LISBE); or
- (iv) School of Business Studies and Humanities (BUSH).

#### **4.0.9 OTHER COMPETENCIES**

All the positions at NM-AIST require excellent communications, in spoken and written English.

#### **4.0.10 SALARY SCALE: PUTS 2.1**

#### **4.0.11 PLANNING OFFICER II – (2 POSTS)**

#### **4.0.12 DUTIES AND RESPONSIBILITIES**

- i. To design and review data collection instruments;
- ii. To analyze and evaluates information gathered;
- iii. To develop methodologies for data collection on various aspects of institute operational programmes;
- iv. To assess the systems clientele needs;
- v. To analyse programme loads and implementation techniques;
- vi. To find out operational efficiency of the programme using costs and other indicators;  
and
- vii. To perform any other related duties as may be assigned by the supervisor.

#### **4.0.12 QUALIFICATION AND EXPERIENCE**

Holder of a University Degree in any of the following fields; Economics, Planning, Statistics, Project planning or equivalent qualifications from a recognized institution.

#### **4.0.13 SALARY SCALE: PGSS 6.1**

### **5.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)**

Dar es Salaam Maritime Institute (DMI) was established by Act of Parliament No. 22 of 1991 to cater to the greater needs of the Shipping Industry in the region. The Institute (DMI) originated from what was known as Dar Es Salaam Maritime Training Unit (DMTU), which was established on the 3rd July 1978 as a training wing of Tanzania Coastal Shipping Line (TACOSHILI) to fulfill the need of well-trained seafarers.

#### **5.0.1 ASSISTANT LECTURE – 1 POST – RE- ADVERTISED**

#### **5.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach and conducts seminars up to NTA level 9 (Master Degree);
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- Vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- x. To perform any other related duties as may be assigned by the supervisor.

#### **5.0.3 QUALIFICATION AND EXPERIENCE.**

Holder of a Master Degree in Maritime Transport, Nautical Science, Navigation Technology, Naval Architecture or Offshore Engineering, Maritime Law, Marine Engineering, Mechanical Engineering, Oil and Gas Technology, Logistics Engineering from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 4.0 at Master Degree.

Certificate of Competency as officer in charge of Navigational or an Engineering Watch will be an added advantage

#### 5.0.4 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PHTS 2**

#### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
  - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar es Salaam.*

- xiii. Deadline for application is **1<sup>st</sup>December, 2020**
- xiv. Only short listed candidates will be informed on a date for interview; and
- xv. Presentation of forged certificates and other information will necessitate to legal action.

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by;**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**