

UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

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29th January, 2018

VACANCIES ANNOUNCEMENT – (RE ADVERTISED)

On behalf of the State Mining Corporation (STAMICO), Benjamin Mkapa Hospital, Mwalimu Nyerere Memorial Academy (MNMA), Muhimbili University of Health and Allied Sciences (MUHAS), Local Government Authorities (LGA's), College of Business Education (CBE), Geological Survey of Tanzania (GST) and The National Institute of Transport (NIT), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **28** vacant posts as mentioned below;

INTRODUCTION

1.0 THE STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a wholly state-owned organisation established in 1972 under the Public Corporation Act, Cap. 257 as per the State Mining Corporation (Establishment) Order, 1972 and as amended on March, 2015.

STAMICO's responsibilities are to oversee Government interests in strategic large-scale mines, invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, consultancy support to small scale mining and other related business.

1.1 MANAGER EXPLORATION- 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Heads the Mineral Exploration Section;
- ii. Undertake, supervise mineral exploration activities;
- iii. Conduct exploration on small scale miners' licensed areas with prospects for opening medium- scale mines on joint venture basis;

- Carry out geological consultancy work;
- iv. Conduct research in nature of mineral occurrences;
 - v. Conduct open performance review and appraisal of subordinates and gives feedback;
 - vi. Develop individual objectives/targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor; and
 - vii. Perform any other duties as assigned by Supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Geology, Geo-sciences or equivalent related field plus Master's Degree either in Geology, Geo-sciences, Mineral Exploration, Mineral Economics or equivalent related field from recognized University or Institution. She /He must have minimum experience of at least 8 years 3 of which must have been in a senior position in Mining Industry plus knowledge in Mining or Exploration Software Packages. Experience in Business Management will be an added advantage

1.1.3 REMUNERATION

2.0 BENJAMIN MKAPA HOSPITAL

Benjamin Mkapa hospital is established as a Corporate Body to provide quality specialized health services, which are not offered in the country, thus reducing Government burden resulting from referring patients abroad. The Hospital is aimed to be a centre of excellence for medical services in terms of diagnosis and treatment specifically for urology, nuclear medicine, and Telemedicine and Endoscopic services. Furthermore, the Institute will provide training and carry out research in various areas of public health concern.

Upon completion, the Hospital will have 300 beds capacity and serve both in and out patients from within and outside the country. The Hospital, when fully operational, will provide a broad spectrum of services including emergency medicine, Intensive Care Unit (ICU), imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT Scan), Mammography, X-ray, Ultrasound, Gamma Camera, angiography, Positron Emission Tomography (PET/CT), Single Photon Emission Computerized Tomography (SPECT/CT), Cath lab, Gamma Knife, Laboratory services (Biochemistry, Virology, Microbiology) Non Invasive Surgical Services and radiotherapy services.

2.1 NURSING OFFICER II - 4 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Take general nursing care of patients;
- ii. Counselling patients;
- iii. Educate patients on their health problems;
- iv. Ordering drugs from pharmacy and ward equipment from stores; and
- v. Giving health education to patients and relatives.

2.1.2 QUALIFICATION AND EXPERIENCE.

Bachelor of Science in Nursing from a recognized university or Institution, and registered by the Tanzania Nurses and Midwifery Council. Computer knowledge will be an added advantage.

2.1.3 REMUNERATION

Attractive remuneration package in accordance with Government salary scale **TGHS C.**

2.2 MEDICAL SPECIALIST II (Orthopedic Surgeon) – 1 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out ward rounds;
- (ii) Attend emergency medical duties and responsibilities;
- (iii) Perform clinical duties and responsibilities in both private and public outpatient clinics;
- (iv) Participate fully in morning clinical sessions, patients' presentation and journal clubs;
- (v) Do researches in their respective medical fields;
- (vi) Teach and supervise medical doctors, students and other health professionals in clinical works in his/her area of specialization;
- (vii) Participate in Medical Boards;
- (viii) Participate in outreach programs;
- (ix) Participate in preparation of budget of the institution;
- (x) Initiate, Create and plans strategies to improve his /her professional services;
- (xi) Prepare Continuing Education Programs for Medical Personnel;
- (xii) Provide Medical legal advice when required;
- (xiii) Carry out administrative duties and responsibilities in his respective working area; and
- (xiv) Perform any other Duties and Responsibilities related to his/her work as

assigned by his/her superior.

2.2.2 QUALIFICATION AND EXPERIENCE

Master of Medicine in Orthopaedics and traumatology and must be fully registered by the Medical Council of Tanganyika. Possession of a PhD will be an added advantage.

2.2.3 REMUNERATION

Attractive remuneration package in accordance with Government salary scale **TGHS G**

3.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College in Oxford. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29th July, 1961 as a private company under Companies Ordinance (Cap 212).

3.1 DEPUTY PRINCIPAL - 1 POST

3.1.1 LOCATION: ZANZIBAR CAMPUS

3.1.2 DUTIES AND RESPONSIBILITIES

- i. Head Academic matters at Zanzibar Campus;
- ii. Assist the Principal in all matters relating to academic functions at the Campus;
- iii. Ensure smooth operations and development of academic matters at Zanzibar Campus;
- iv. Deals with academic staff development;
- v. Establish and maintain a workable system for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all academic programmes;
- vi. Review existing academic programmes and develop new ones based on the established needs and market signal;

- vii. Plan, promote and advise the Principal on admissions, examinations and student policies and procedures;
- viii. Assist the Principal in promoting efficiency in training, research and consultancy services;
- ix. Prepare and control of curricula syllabi; and
- x. Perform any other duties as assigned by Supervisor.

3.1.3QUALIFICATION AND EXPERIENCE

PhD either in Public Administration, Human Resource, Economics, Sociology or Management with at least eight (8) years working experience in a Senior Position.

3.1.4REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.5 REGISTRAR - 1 POST

3.1.6 LOCATION: ZANZIBAR CAMPUS

3.1.7 DUTIES AND RESPONSIBILITIES

- i. Head of Administration, Planning and Finance matters;
- ii. Assist the Principal in all financial, Human Resources and Administrative matters of the Campus;
- iii. Conduct review of existing and develop new physical, financial, accounting, Human Resources and administrative programmes based on established needs of the Campus;
- iv. Responsible for manpower planning and development of Campus employees;
- v. Plan and control all financial and accounting operations of the Campus;
- vi. Supervise employees of the Campus in accordance with laid down rules and regulations;
- vii. Coordinate preparation of budget of the Campus;
- viii. Develop staff training programme of the Campus;
- ix. Handle all disciplinary matters in accordance with laid down rules and regulations; and
- x. Perform any other duties as assigned by Supervisor.

3.1.8QUALIFICATION AND EXPERIENCE

PhD Degree either in Human Resource, Management, Public Administration or Business Administration. Be a person with at least eight years (8) of outstanding academic and administrative experience and capability in the area of technical education and training.

3.1.9 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.10 DEAN OF STUDENTS - 1 POST

3.1.11 LOCATION: ZANZIBAR CAMPUS

3.1.12 DUTIES AND RESPONSIBILITIES

- i. Head Department of Students Welfare;
- ii. Coordinate students' cultural, recreational and sports activities;
- iii. Supervise activities of Student's organization;
- iv. Ensure that the Campus by-laws and regulations guiding students' life are being observed;
- v. Develop appropriate strategies for control and management of students' conflicts;
- vi. Handle problems of accommodation of students;
- vii. Act as a link between Management and Students;
- viii. Prepare and keep record of all students of the Academy;
- ix. Supervise minor repairs and maintenance of the halls of residence; and
- x. Perform any other duties as assigned by Supervisor.

3.1.13 QUALIFICATION AND EXPERIENCE

Master's Degree either in Counselling and Guidance, Education, Sociology or Social Welfare from recognized higher learning Institutions with at least ten (10) years working experience.

3.1.14 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.15 LECTURER - 1 POST

3.1.16 LOCATION: ZANZIBAR CAMPUS

3.1.17 DUTIES AND RESPONSIBILITIES

- i. Lecture Students in the Department taking Certificate, Diploma, undergraduate and postgraduate programmes;

- ii. Undertake individual research and participate in bigger multi-disciplinary research projects;
- iii. Provide close supervision and guidance to students in building up their practical and research projects;
- iv. Produce teaching manuals ;
- v. Undertake consultancy services; and
- vi. Perform any other duties as assigned by Supervisor.

3.1.18 QUALIFICATION AND EXPERIENCE

PhD either in Public Administration, Management of Social Development, Sociology or Human Resources Management with at least three years' experience in similar position and must have published at least two peer reviewed papers.

3.1.19 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.20 ASSISTANT LECTURER (LAW) – 1 POST

3.1.21 LOCATION: ZANZIBAR CAMPUS

3.1.22 DUTIES AND RESPONSIBILITIES

- i. Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment;
- ii. prepare learning resources for tutorial exercises;
- iii. Conduct research and seminars;
- iv. Carryout consultancy and community services;
- v. Supervise students' projects;
- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by Supervisor.

3.1.23 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in Law with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.24 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.25 ASSISTANT LECTURER (HISTORY) – 2 POSTS

3.1.26 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS

3.1.27 DUTIES AND RESPONSIBILITIES

- i. Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- ii. Conduct research and seminars;
- iii. Carryout consultancy and community services;
- iv. Supervise students' projects;
- v. Prepare teaching manual; and
- vi. Perform any other duties as assigned by Supervisor.

3.1.28 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in History with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.29 REMUNERATION

Attractive remuneration package in accordance with Institute`s salary scale.

3.1.30 ASSISTANT LECTURER (LIBRARY AND INFORMATION) - 2 POSTS

3.1.31 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS

3.1.32 DUTIES AND RESPONSIBILITIES

- i. Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- ii. Conduct research and seminars;
- iii. Carryout consultancy and community services;
- iv. Supervise students' projects;
- v. Prepare teaching manual; and
- vi. Perform any other duties as assigned by Supervisor.

3.1.33 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in Library and Information with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.34 REMUNERATION

Attractive remuneration package in accordance with Institute`s salary scale

3.1.35 ASSISTANT LECTURER (ACCOUNTANCY) – 1 POSTS

3.1.36 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS

3.1.37 DUTIES AND RESPONSIBILITIES

- (i) Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- (ii) Conduct research and seminars;
- (iii) Carryout consultancy and community services;
- (iv) Supervise students' projects;
- (v) Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

3.1.38 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in Accountancy with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.39 REMUNERATION

Attractive remuneration package in accordance with Institute`s salary scale

3.1.40 ASSISTANT LECTURER (ECONOMICS) - 1 POST

3.1.41 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS

3.1.42 DUTIES AND RESPONSIBILITIES

- i. Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- ii. Conduct research and seminars;
- iii. Carryout consultancy and community services;
- iv. Supervise students' projects;
- v. Prepare teaching manual; and
- vi. Perform any other duties as assigned by Supervisor.

3.1.43 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in Economics with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.44 REMUNERATION

Attractive remuneration package in accordance with Institute`s salary scale.

3.1.45 ASSISTANT LECTURER (LIBRARIAN) - 1 POST

3.1.46 LOCATION: ZANZIBAR CAMPUS

3.1.47 DUTIES AND RESPONSIBILITIES

- i. Teaches up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- ii. Conducts research and seminars;
- iii. Carryout consultancy and community services;
- iv. Supervises students' projects;
- v. Prepare teaching manual; and
- vi. Perform any other duties as assigned by Supervisor.

3.1.48 QUALIFICATION AND EXPERIENCE

Master`s Degree and Bachelor degree in Librarianship and Information with G.P.A of 3.8 at Master`s level and 3.5 at Bachelor level from a recognized Institution.

3.1.49 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

3.1.50 QUALITY ASSURANCE - 1 POST

3.1.51 LOCATION: KIVUKONI CAMPUS

3.1.52 DUTIES AND RESPONSIBILITIES

- i. Collect, process, keep academic records, organize admission audits programme accreditation and general Quality Assurance matters in higher education institutions;
- ii. Prepare and disseminate NACTE guidelines and procedures for establishment, registration and accreditation of higher education institutions;
- iii. Liaise with other regulatory bodies for higher education;
- iv. Teach, conduct research, seminars, case studies, prepare teaching manuals and undertake consultancy services; and
- v. Perform any other duties as assigned by Supervisor.

3.1.53 QUALIFICATION AND EXPERIENCE

Master's Degree in statistics or its equivalent from a recognized Institution. Essential skills: Competence in the use of statistical packages and report writing.

3.1.54 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

3.1.55 WARDEN III - 1 POSTS

3.1.56 LOCATION: KIVUKONI AND ZANZIBAR CAMPUS

3.1.57 DUTIES AND RESPONSIBILITIES

- i. Counsel and guide students in the halls of residence;

- ii. Coordinate students' cultural, recreational and sports activities;
- iii. Take care of students' welfare and ensure that the sick are urgently treated and taken care satisfactorily;
- iv. Ensure that academy's by-laws and regulations guiding students' life are being observed;
- v. Handle problems of accommodation in the halls of residence;
- vi. Ensure that the halls of residence are in good order; and
- vii. Perform any other duties as assigned by Supervisor.

3.1.58 QUALIFICATION AND EXPERIENCE

Bachelor's Degree or Advanced Diploma either in Counselling and Guidance, Education, Sociology or Social Welfare from recognized higher learning Institutions.

3.1.59 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

3.1.60 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 1 POST

3.1.61 LOCATION: ZANZIBAR CAMPUS

3.1.62 DUTIES AND RESPONSIBILITIES

- i. Teach up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises;
- ii. Conduct research and seminars;
- iii. Carryout consultancy and community services;
- iv. Supervise students' projects;
- v. Prepare teaching manual; and
- (vi) Perform any other duties as assigned by Supervisor.

3.1.63 QUALIFICATION AND EXPERIENCE

Master's Degree and Bachelor Degree in Information Communication Technology with G.P.A of 3.8 at Master's level and 3.5 at Bachelor level from a recognized Institution.

3.1.64 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

4.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (**MUHAS**) started as the Dar es Salaam Medical School in 1963. The school then transformed into the Faculty of Medicine of the University of Dar es salaam that in 1991 was upgraded and became a college—the Muhimbili University College of Health Sciences (**MUCHS**). In 1996, the Faculty of Medicine that was upgraded to a constituent College of the University of Dar es Salaam, with the aim of nurturing it to a full-fledged university later on was merged with the Muhimbili hospital to create the Muhimbili Medical Centre (MMC).

Over the years MUCHS made significant achievements in terms of increased student enrollment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the universities Act No. 7 of 2005. Subsequently, in 2007 Article 1 of the Charter of Incorporation established MUHAS in line with the Universities Act No. 7 of 2005.

The objectives of the University are the advancement of knowledge, diffusion and extension of technology and learning, the provision of higher education and research and, so far as is consistent with those objectives, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University. MUHAS has two campuses; Muhimbili Campus and Mloganzila Campus.

4.1 MEDICAL SPECIALIST II – 1 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- I. Carry out ward rounds including teaching ward rounds;
- II. Attend emergency medical duties and responsibilities;
- III. Perform clinical duties and responsibilities in both private and public outpatient clinics;
- IV. Participate fully in morning clinical sessions, patients' presentation and journal clubs;
- V. Do researches in their respective medical fields;
- VI. Teach and supervise medical doctors, students and other health professionals in clinical works in his/her area of specialization;
- VII. Participate in Medical Boards;
- VIII. Participate in outreach programs;

- IX. Participate in preparation of budget of the institution;
- X. Initiate, Creates and plans strategies to improve his /her professional services;
- XI. Prepare Continuing Education Programs for Medical Personnel;
- XII. Provide Medical legal advice when required;
- XIII. Carry out administrative duties and responsibilities in his respective working area;
and
- XIV. Perform any other Duties and Responsibilities related to his/her work as
assigned by his/her superior.

4.1.2 QUALIFICATION AND EXPERIENCE

Master of Medicine or Dentistry in one of the following field of specialization Anesthesiology, Anatomical Pathology, Emergency Medicine, General Surgery, Hematology and Blood Transfusion, Internal Medicine, Pediatric and Child health, Restorative Dentistry, Oral and Maxillofacial Surgery, Pediatric Dentistry or equivalent respective qualification plus working experience of at least one (1) year and must be fully registered by the Medical Council of Tanganyika. Possession of a PhD will be an added advantage.

4.1.3 REMUNIRATION

Attractive remuneration package in accordance with institution salary scale **PMGSS 11.1**

5.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education is established by Act of Parliament No. 31 of 1965. CBE is a training Government Executive Agency operating 'semi' autonomously and commercially in providing education in Accountancy, Procurement & Supplies Management and other business related disciplines.

5.1.1 ASSISTANT LECTURER (PROCUREMENT AND SUPPLIES MANAGEMENT) –2 POSTS

5.1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervise students projects;

- vi. Prepare teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

5.1.3 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Procurement and Supplies Management with a GPA of 4.0 or average of B+, and should have a minimum GPA of 3.8 at undergraduate level.

5.1.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale.

6.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with the Certificate of Registration number REG/EOS/009 of 2002.

Rector of the National Institute of Transport invites all suitable qualified Tanzanians to apply for the following vacancies:

6.1.1 ASSISTANT LECTURER (MARINE OR MECHANICAL ENGINEERING) (1 POST)

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's degree of GPA not less than 3.5 at Bachelor's degree and 3.8 at Master's degree level and for unclassified degrees, overall average of not less than B grade from a recognized institution.

6.1.3 DUTIES AND RESPONSIBILITIES

Teaches up Bachelor Degree (NTA level 8 or equivalent) including assessment, prepare learning resources for tutorial exercises, conducts research and seminars, carryout consultancy and community services. Supervises students' projects, prepare teaching manual and performs any other duties assigned by supervisor

6.1.4 REMUNERATION

Salary Scale: PHTS 2.1

6.1.5 2. TUTORIAL ASSISTANT (AERONAUTICAL ENGINEERING) - (1 POST)

6.1.6 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree (NTA Level 8) with Upper Second of GPA not less than 3.5, and for unclassified degrees, overall average of B+ grade or above in the relevant field of study from a recognized institution.

6.1.7 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 (Ordinary Diploma)
- ii. Assists in conducting tutorial and practical exercises under close supervision
- iii. Prepare learning resources for tutorial and practical exercises
- iv. Assists in conducting research under close supervision
- v. Conduct assessments for students up to NTA level 6
- vi. Carry out consultancy and community services under close supervision
- vii. Perform any other duties assigned by supervisor.

6.1.8 REMUNERATION

Salary Scale: PHTS 1.1

7.0 THE GEOLOGICAL SURVEY OF TANZANIA (GST)

The Geological Survey of Tanzania (GST) was established as a Government Executive Agency in October 2005 under The Executive Agency Act No. 30, [CAP 245] of 1997, establishment order, 2005, Government notice no: 418 published on 9/12/2005.

GST is managed by a Chief Executive (CE), appointed by the Minister for Energy and Minerals, for a term not exceeding five (5) years. The CE is answerable to the Permanent Secretary of the Ministry of Energy and Minerals and performs all the executive functions of GST. The Permanent Secretary is responsible for policy and the strategic management of GST and oversees the interest of the ministry and the government in general. There is a Ministerial Advisory Board (MAB) which advises the Minister on matters pertaining to efficient and effective performance and developments of GST.

7.1.1 TECHNICIAN II (MINERAL LABORATORY) - 2 POST

7.1.2 DUTIES AND RESPONSIBILITIES

- (i) Supervising Assistant Technicians (Mineral Laboratory);
- (ii) Preparing reagents and apparatus for analytical, petrography and mineral processing works;

- (iii) Receiving samples from clients;
- (iv) Conducting micrometric and gravimetric analysis;
- (v) Keeping in good custody the laboratory equipment;
- (vi) Receiving and stores laboratory chemicals/reagents;
- (vii) Assisting in preparing technical reports on works done;
- (viii) Measuring chemical, physical and optical properties of rocks and minerals;
- (ix) Preparing samples for chemical, petrographic, mineralogical and mineral processing studies;
- (x) Assisting in conducting batch mineral processing tests; and
- (xi) Performing any other official duties assigned by his immediate Supervisor.

7.1.3 QUALIFICATION AND EXPERIENCE.

Full Technician Certificate (FTC) or Ordinary Diploma in Mineral Laboratory from a recognized institution.

7.1.4 REMUNERATION

Attractive remuneration package in accordance with Government salary scale **GSTS 3**.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
- 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 letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **11th February, 2018**;
- 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**')*

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT