

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/143

25th March, 2025

VACANCY ANNOUNCEMENT

On behalf of the Water Institute (WI), Tanzania Institute of Accountancy (TIA), Tanzania Library Services Board (TLSB), National Examinations Council of Tanzania (NECTA), Higher Education Students' Loans Board (HESLB) and Ardhi Institute Morogoro (ARIMO), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill fifty-Seven (57) vacant posts as mentioned below.

1.0 THE WATER INSTITUTE (WI)

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through training and consultancy and research services under the policy guidelines of the Ministry of Water. Its objective is to provide quality training, research and consultancy services and other services to all water sector stakeholders to meet national and international standards.

1.1. ASSISTANT LECTURER – LABORATORY TECHNOLOGY 3 POSTS – SINGIDA CAMPUS. RE ADVERTISE

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students

- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.1.2. QUALIFICATION AND EXPERIENCE

Holder of Master's Degree (NTA Level 9) and bachelor degree in one of the following fields: Water Quality and Laboratory Technology, Laboratory Technology, Environmental Laboratory Science and Technology with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.1.3.REMUNERATION - PHTS 2.1

1.2. ASSISTANT LECTURER – QUANTITY SURVEYING 3 POSTS – MAIN CAMPUS DAR ES SALAAM RE ADVERTISE

1.2.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.2.2. QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor Degree (NTA Level 8) in one of the following fields: Quantity Surveying, Building Economics or Construction Economics with GPA of 3.5 (out of 5.0). Being registered by Architects and Quantity Surveyors Registration Board (AQRB) as a Quantity Surveyor is an added advantage.

1.2.3. REMUNERATION - SALARY SCALE - PHTS 2.1

1.3. ASSISTANT LECTURER – HYDROGEOLOGY 3 POSTS - MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS. RE ADVERTISE

1.3.1. DUTIES AND RESPONSIBILITIES

- vii. To teach up to NTA level 8 (Bachelor’s Degree)
- viii. To conduct tutorial and practical exercises for students
- ix. To prepare learning resources
- x. To conduct research and innovation activities
- xi. To carry out consultancy and community/outreach services, and
- xii. To perform any other duties as assigned by relevant authority at the Institute

1.3.2. QUALIFICATION AND EXPERIENCE

Holder of a Master’s Degree (NTA Level 9) and Bachelor degree in one of the following fields: Hydrogeology and Drilling, Geology, Applied Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above in both Master’s Degree and Bachelor Degree.

1.3.3. REMUNERATION - SALARY SCALE - PHTS 2.1

1.4. ASSISTANT LECTURER – LAND SURVEYING/GEOMATICS 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA. RE ADVERTISE

1.4.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor’s Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.4.2. QUALIFICATION AND EXPERIENCE

Holder of a Master’s Degree (NTA Level 9) in Land Surveying or Geomatics and Bachelor Degree (NTA Level 8) in Land Surveying or Geomatics with GPA of 3.5 (out of 5.0) and above in both Master’s Degree and Bachelor Degree.

1.4.3. REMUNERATION. - SALARY SCALE - PHTS 2.1

1.5. ASSISTANT LECTURER – HYDROLOGY 1 POSTS – MAIN CAMPUS DARES SALAAM. RE ADVERTISE

1.5.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.5.2. QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Engineering Hydrology, Hydrology and Water Resources, Civil and Water Resources Engineering, Water Resources Engineering with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.5.3. REMUNERATION - SALARY SCALE - PHTS 2.1

1.6. ASSISTANT LECTURER – COMMUNITY DEVELOPMENT 2 POSTS – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.6.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree)
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.6.2. QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Community Development, Gender and Development, Community Development for Water and Sanitation, Sociology or Social Work with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.6.3. REMUNERATION. - SALARY SCALE - PHTS 2.1

1.7. ASSISTANT LECTURER – SERVICE ENGINEERING 1 POST – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.7.1. DUTIES AND RESPONSIBILITIES

- vii. To teach up to NTA level 8 (Bachelor's Degree)
- viii. To conduct tutorial and practical exercises for students
- ix. To prepare learning resources
- x. To conduct research and innovation activities
- xi. To carry out consultancy and community/outreach services, and
- xii. To perform any other duties as assigned by relevant authority at the Institute

1.7.2. QUALIFICATION AND EXPERIENCE

Holder of a Master's Degree (NTA Level 9) and Bachelor degree in one of the following fields: Service Engineering, Mechanical Engineering, Electrical Engineering or Pump Mechanics with GPA of 3.5 (out of 5.0) and above in both Master's Degree and Bachelor Degree.

1.7.3. REMUNERATION - SALARY SCALE - PHTS 2.1

1.8. TUTORIAL ASSISTANT – SOIL MECHANICS 1 POST – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.8.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level

- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.8.2. QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Soil Mechanics, Geotechnical Engineering, Soil Science, Geology or Engineering Geology with GPA of 3.5 (out of 5.0) and above.

1.8.3. REMUNERATION - SALARY SCALE - PHTS 1.1

1.9. ASSISTANT INSTRUCTOR II – PLUMBING 2 POSTS – MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS. RE ADVERTISE

1.9.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.9.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Plumbing, Mechanical Engineering, Water Supply Engineering or Water Supply and Sanitation Engineering.

1.9.3. REMUNERATION - SALARY SCALE - PTSS 7.1

1.10. ASSISTANT INSTRUCTOR II – PUMP MECHANICS 2 POSTS - MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.10.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.10.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Pump Mechanics, Mechanical Engineering or Service Engineering.

1.10.3. REMUNERATION - SALARY SCALE - PTSS 7.1

1.11. ASSISTANT INSTRUCTOR II – GIS AND REMOTE SENSING 2 POSTS – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.11.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close

- supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.11.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in one of the following fields: Geographical Information Systems and Remote Sensing, Geographical Information System, Remote Sensing or Water Supply and Sanitation Engineering.

1.11.3. REMUNERATION. - SALARY SCALE - PTSS 7.1

1.12. ASSISTANT INSTRUCTOR II – MASONRY 1 POST – MAIN CAMPUS DAR ES SALAAM AND SINGIDA CAMPUS. RE ADVERTISE

1.12.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.12.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in one of the following fields: Masonry, Brick Laying, Building Construction, Structural Engineering, or Civil Engineering.

1.12.3. REMUNERATION - SALARY SCALE - PTSS 7.1

**1.13. ASSISTANT TUTOR II – WATER SUPPLY AND SANITATION
ENGINEERING 2 POSTS – MAIN CAMPUS DAR ES SALAAM RE
ADVERTISE.**

1.13.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.13.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Water Supply and Sanitation Engineering.

1.13.3. REMUNERATION - SALARY SCALE - PTSS 7.1

**1.14. ASSISTANT TUTOR II – IRRIGATION ENGINEERING 3 POSTS -
MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE**

1.14.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close

supervision

- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

1.14.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Irrigation Engineering.

1.14.3. REMUNERATION SALARY SCALE - PTSS 7.1

1.15. ASSISTANT TUTOR II – METEOROLOGY 3 POSTS – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.15.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.15.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Meteorology, Climatology or Hydrology and Meteorology.

1.15.3. REMUNERATION - SALARY SCALE - PTSS 7.1

1.16. ASSISTANT TUTOR II – STATISTICS - 2 POSTS – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.16.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 5 (Technician Certificate) and may assist teaching in higher NTA level
- ii. To assist in conducting tutorial and practical exercises for students under close supervisions
- iii. To prepare learning resources for tutorial exercises
- iv. To assist in conducting research and innovation activities under close supervision
- v. To carry out consultancy and community/outreach services under close supervision, and
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.16.2. QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in either Official Statistics, Applied Statistics, Statistics or Data Science.

1.16.3. REMUNERATION - SALARY SCALE - PTSS 7.1

2.0 THE TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance and Planning. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education (NACTE) and has six Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma.

2.1 ASSISTANT LECTURER - MARKETING - 1 POSTS

2.1.1 DUTY STATION: - SINGIDA

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;

- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Business Administration (Majoring marketing), Marketing and Public Relations or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

2.1.4 REMUNARATION: SALARY SCALE: PHTS 2.1

2.2 ASSISTANT LECTURER - MATHEMATICS 1 POSTS

2.2.1 DUTY STATION: MTWARA

2.2.2 DUTIES AND RESPONSIBILITIES

- i. To type routine and confidential documents;
- ii. To type routine correspondences;
- iii. To file non-confidential documents;
- iv. To attend customer visiting/calling at the office;
- v. To take Care of Scanner, PCs and all other equipment entrusted to her;
- vi. To assist Senior Office Secretary or Office Management Secretary in office management;
- vii. list of office equipment and submit to the relevant offices;
- viii. To Make travel arrangements and hotel bookings;
- ix. To perform any other related official duties as may be assigned by higher authorities.

2.2.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Mathematics or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

2.2.4 REMUNARATION: SALARY SCALE: PHTS 2.1

2.3 THE TANZANIA LIBRARY SERVICES BOARD (TLSB)

The Tanzania Library Services Board (TLSB) is a public institution under the Ministry of Education, Science and Technology. TLSB was established by the Act of Parliament No. 39 of 1963 and repealed by the Act of Parliament No. 6 of 1975. TLSB was established to provide library and information services to the general public with focus to build reading culture in Tanzania. The aim of its establishment was to impact education, various knowledge, information and entertainment to the community.

2.3.1 TUTOR II - INFORMATION COMMUNICATION TECHNOLOGY – 4 POSTS

2.3.2 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures, tutorials, and practical sessions on ICT-related topics.
- ii. To Prepare and update lesson plans, course materials, and resources.
- iii. To conduct assessments, grade assignments, and provide constructive feedback to students.
- iv. To Design and update course content to align with current industry trends, standards, and educational requirements.
- v. To integrate emerging ICT technologies and tools into the curriculum to enhance learning outcomes.
- vi. To Guide and mentor students in their academic and career development.
- vii. To assist students with ICT projects, research, and practical tasks.
- viii. Conduct research in ICT to remain updated with advancements in the field.
- ix. To encourage students to participate in innovative projects, competitions, or industry-based research.
- x. To Participate in departmental meetings and contribute to the institution's ICT program goals.

- xi. To collaborate with colleagues to develop interdisciplinary projects or programs.
- xii. To maintain records of student progress, attendance, and academic performance.
- xiii. To perform any other assigned duties and responsibilities.

2.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Information and Communication Technology, Computer Science, Information system, Software Engineering or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution

2.3.4 REMMUNIRATION: PTSS 3.1

2.4 TUTOR II – (BUSINESS INFORMATION TECHNOLOGY) (BIT) – 3 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures, tutorials, and hands-on sessions on BIT topics,
- ii. To prepare lesson plans, teaching materials, and assignments aligned with the curriculum.
- iii. To Design and administer tests, quizzes, assignments, and projects to evaluate student learning.
- iv. To Grade and provide constructive feedback to help students improve their understanding and skills.
- v. To Offer academic support, mentoring, and career guidance to students.
- vi. To conduct research to stay updated on emerging trends in business information systems and integrate them into the curriculum.
- vii. To Develop and update course content to reflect industry advancements and academic standards.
- viii. To Participate in departmental meetings, curriculum reviews, and other administrative duties.
- ix. To Support accreditation, quality assurance, and compliance with institutional policies.
- x. To manage resources, such as computer labs or simulation environments, to enhance practical learning experiences.

- xi. To perform any other assigned duties and responsibilities.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Business Information Technology, Information Technology with Business Integration, Computer Science with Business Applications, Management Information Systems (MIS) or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution

2.4.3 REMMUNIRATION: PTSS 3.1

2.5 TUTOR II - RECORDS AND ARCHIVES MANAGEMENT – 3 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To deliver lectures, tutorials, and hands-on sessions on Records and Archives management topics,
- ii. To prepare lesson plans, teaching materials, and assignments aligned with the curriculum.
- iii. To Design and administer tests, quizzes, assignments, and projects to evaluate student learning.
- iv. To Grade and provide constructive feedback to help students improve their understanding and skills.
- v. To Offer academic support, mentoring, and career guidance to students.
- vi. To conduct research to stay updated on emerging trends in Records and Archives Management systems and integrate them into the curriculum.
- vii. To Develop and update course content to reflect industry advancements and academic standards.
- viii. To Participate in departmental meetings, curriculum reviews, and other administrative duties.
- ix. To Support accreditation, quality assurance, and compliance with institutional policies.
- x. To manage resources, such as Registry or simulation environments, to enhance practical learning experiences.
- xi. To perform any other assigned duties and responsibilities.

2.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Records Management, Archives Administration or equivalent qualification with a minimum GPA of 3.5 out of 5.0 or equivalent qualification in the relevant field from an accredited higher learning institution.

2.5.3 REMMUNIRATION: PTSS 3.1

3.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education, Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 (Re: 2019) to undertake the responsibility of examinations administration and certification as provided for in the Act.

3.1 EXAMINATIONS OFFICER II – MECHANICAL ENGINEERING - (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To supervise marking of candidate's examination scripts;
- ii. To compile lists of examiners for various examinations;
- iii. To supervise setting of test items and marking scheme;
- iv. To supervise moderators of test items and marking scheme;
- v. Typesetting and proofread of examinations papers and marking scheme;
- vi. To carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- vii. To perform any other related duties as may be assigned by Supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Technical Education or equivalent qualifications from a recognized Institution, majoring in Mechanical Engineering **OR** Holder of Bachelor Degree in Mechanical Engineering plus Postgraduate Diploma in Education (PGDE).

3.1.3 REMUNIRATION: NECTASS 5/1

3.0 THE HIGHER EDUCATION STUDENTS' LOANS BOARD (HESLB)

The Higher Education Students' Loans Board (HESLB) is a body corporate established under Act No.9 of 2004 (as amended in 2007, 2014 and 2016) with the objective of assisting needy and eligible Tanzania students to access loans and grants for higher education. The main mandates of HESLB include; to assist on a loan basis, needy students who secure admission in accredited higher learning institutions, but who have no economic power to pay for the costs of their education, to collect due loans from loan beneficiaries and use it as revolving fund to sustain operations of the Board and to create synergies through establishing strategic partnerships in student financing ecosystem.

3.1 RISK MANAGEMENT OFFICER II – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To initiate, identifies and recommend for policy formulation on risk management;
- ii. To recommend methods of risks identification in the Board;
- iii. To prepare periodic reports on risk management, internally and externally;
- iv. To develop risk response processes, including contingency and business continuity programs;
- v. To record identifiable risks from different directorates/units;
- vi. To participate in the preparation of unit budget; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Risk Management, Social Protection, Insurance, Actuarial Services or equivalent qualifications from a recognized institution.

3.1.3 REMMUNIRATION: HESLB 4

3.2 SYSTEMS AUDITOR 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To manage and track implementation of the Internal and External Audit findings, queries or recommendations on HESLB Information systems
- ii. To administer and Coordinate the Information Systems Auditing activities in the Department
- iii. To develop a practical programs and schedules for Audit coverage Areas.
- iv. To evaluate the adequacy and effectiveness of the Information system controls in the Organization
- v. To Identify areas of non-compliance to information security policy, ICT disaster recovery plan and action plans to address them are reported and tracked.
- vi. To Audit Compliance on HESLB ICT policies and Guidelines or Frameworks issued by the Government.
- vii. Prepare audit trail reports for user access rights their responsibilities and record of activities done by the Super users.
- viii. To prepare audit trial reports for user access rights their responsibilities and records the activities done by the super user and
- ix. To perform any other duties as may be assigned by supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

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

3.2.3 REMMUNIRATION: HESLB 5

4.0 ARDHI INSTITUTE MOROGORO (ARIMO)

Ardhi Institute Morogoro (ARIMO) is a Government Technical Training institution under the Ministry of Lands, Housing and Human Settlements Development. The Ardhi Institute was established at Morogoro in 1978 for the purpose of training technicians in various land related disciplines as indicated in the Ardhi Institute Establishment Act No. 35 of

1974. The Institute was fully registered in 2002 and fully accredited by the National Council for Technical Education (NACTVET) since 2009. The Institute is mandated to provide training, consultancies and research in Geomatics and other land related disciplines. The Institute is currently looking for a competent Tanzanian to fill the following post:

4.1 TUTOR II (ARCHTECTURE) – 2 POSTS

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations up to NTA level 6;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other related duties as assigned by superiors.

4.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) in Architecture, Housing and Infrastructure Planning, Urban and Regional Planning, or equivalent in the relevant Field with a minimum GPA of 3.5 from recognized Institution.

4.1.3 REMUNERATION: PTSS – 3

5.0 THE INSTITUTE OF ADULT EDUCATION (IAE)

The Institute of Adult Education (IAE) was established in 1975 by the Parliamentary Act No. 12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST). It is regulated by the National Council for Technical and Vocational Education and Training (NACTVET) whose powers are derived from the Act of Parliament Cap. 129. To-date, the Institute has become a Centre for Learning, Research and Training in Adult Education arena for Certificate, Diploma and Degree courses, Diploma, certificates and post-Primary education learners. Its services have

been extended to the grassroots level through regional centres established in 26 regions of Mainland Tanzania.

5.1 TUTORIAL ASSISTANT - (LAW) 2 POSTS

5.1.1 DUTY STATION: 1, MWANZA & 1, RUVUMA CAMPUS

5.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision;
and
- x. To perform any other related duties as assigned by the Supervisor.

5.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Law from recognized institutions with minimum GPA of **3.5** out of **5.0** or equivalent qualifications from a recognized institution.

5.1.4 RENUMERATION: PHTS 1

5.2 TUTORIAL ASSISTANT - (COMMUNITY DEVELOPMENT) 3 POSTS

5.2.1 DUTY STATION: 1, MWANZA & 1, RUVUMA, 1, MOROGORO CAMPUS

5.2.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision;
and
- x. To perform any other related duties as assigned by the Supervisor

5.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Adult Education and Community Development, Community Development or equivalent qualifications from recognized institutions with minimum GPA of 3.5 out of 5.0 or equivalent qualifications from a recognized institution.

5.2.4 RENUMERATION: PHTS 1

5.3 TUTORIAL ASSISTANT - (ADULT AND CONTINUING EDUCATION) 2 POSTS

5.3.1 DUTY STATION: 1, DAR ES SALAAM & 1, RUVUMA CAMPUS

5.3.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary diploma);

- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;
- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision;
and
- x. To perform any other related duties as assigned by the Supervisor.

5.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Adult and Continuing Education, Adult Education and Lifelong Learning, Adult and Community Education, Education in Adult Education and Adult & Distance Education or equivalent qualifications from recognized institutions with minimum GPA of 3.5 out of 5.0 or equivalent qualifications.

5.3.4 RENUMERATION: PHTS 1

5.4 TUTORIAL ASSISTANT - (ENTREPRENEURSHIP) 1 POST

5.4.1 DUTY STATION: RUVUMA CAMPUS

5.4.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To organize and coordinate adult education activities;
- v. To write course materials for adult and non-formal teaching;
- vi. To prepare teaching manuals and case studies to distant students;

- vii. To write and edit literacy and post literacy materials;
- viii. To assist in conducting research under close supervision;
- ix. To carry out consultancy and community services under close supervision; and
- x. To perform any other related duties as assigned by the Supervisor.

5.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Degree in Entrepreneurship, Entrepreneurship and innovation management, Entrepreneurship and enterprise development, Business Administration (Entrepreneurship), Commerce in Entrepreneurship or equivalent qualification from recognized institutions with minimum **GPA of 3.5 out of 5.0** or equivalent.

5.4.4 RENUMERATION: PHTS 1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
 - | Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - | Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - | Form IV and Form VI National Examination Certificates;
 - | **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - | Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -

- I Form IV and form VI results slips;
- I Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **03rd APRIL, 2025.**
- 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**

