

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/23

26<sup>th</sup> August, 2024

### VACANCY ANNOUNCEMENT

On behalf of the Muhimbili Orthopaedic Institute (MOI), the Ocean Road Cancer Institute (ORCI), the Government Chemist Laboratory Authority (GCLA), Watumishi Housing Investments (WHI), the Tanzania Automotive Technology Centre (TATC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill seventy eighty (78) vacant posts as mentioned below.

#### 1.0 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous Institute established through an Act of Parliament No 7 of 1996 with the main objective of providing services in the field of Orthopaedic, Traumatology, and Neurosurgery. Furthermore, MOI offers Research and training/ capacity building on how to provide the best services to the community. Muhimbili Orthopaedic Institute (MOI) has received Permit for implementation of New Hire for Financial Year 2023/2024 from Permanent Secretary President's Office Public Service Management with Ref. No.FA.97/288/01/09 dated 25<sup>th</sup> June, 2024. The Executive Director invites applications from suitably qualified and interested Tanzanians: -

#### 1.1. NURSE II- 01 POST

##### 1.1.1. DUTIES AND RESPONSIBILITIES

- i. To take general nursing care of patients
- ii. To administer drugs and other treatments as prescribed by medical doctors
- iii. To assist in collecting data and preparing reports of his/her working performance.

- iv. To counsel patients.
- v. To educate patients on their health problems
- vi. To participate in adherence and proper handling of DDA care
- vii. To perform any other duties related as assigned by his/her supervisor

### **1.1.2. QUALIFICATIONS AND EXPERIENCE**

The applicant should be a Holder of Secondary Certificate plus Certificate in in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions. Must be enrolled by Tanzania Nurses and Midwifery Council.

### **1.1.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's Salary scale **PMGSS 2/1.**

## **1.2. PHYSIOTHERAPIST II -06 POSTS**

### **1.2.1. DUTIES AND RESPONSIBILITIES**

- i. To assess and treating patient through physiotherapy techniques.
- ii. To keep and maintain patient's records.
- iii. To ensure proper up-keep of equipment in the Unit.
- iv. To ensure adherence to standard operating procedure and MOI business process.
- v. To perform any other duties related to his/her work as assigned by his/her supervisor.

### **1.2.2. QUALIFICATIONS AND EXPERIENCE**

The applicant should be a Holder of Diploma in Physiotherapy or equivalent qualifications from recognized Institutions. Must be registered with the Medical Council of Tanganyika.

### **1.2.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's **Salary scale – PMGSS 4/1.**

### **1.3. ORTHOPAEDIC TECHNOLOGIST II -01 POST**

#### **1.3.1. DUTIES AND RESPONSIBILITIES**

- i. To advise patients and doctors on related technological issues.
- ii. To keep and maintain patients' records.
- iii. To make casts and take measurement as instructed.
- iv. To fabricate various related appliances.
- v. To fit of patients under the supervision and modification of defective appliance with the guidance of superior staff.
- vi. To examine patient before undertaking treatment.
- vii. To advise patients on how to use and maintain artificial limbs and body support devices.
- viii. To ensure adherence to standard operating procedure and MOI business process.
- ix. To perform any other duties related as assigned by his/her supervisor

#### **1.3.2. QUALIFICATIONS AND EXPERIENCE**

The applicant should be holder of Diploma in one of the following: Orthotics, Prosthetic or equivalent qualifications from recognized Institutions.

#### **1.3.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's **Salary scale PMGSS 4/1**.

### **1.4. ORTHOTIST/PROSTHETIST II -01 POST**

#### **1.4.1. DUTIES AND RESPONSIBILITIES**

- i. To make casts and take measurement as instructed
- ii. To fabricate various related appliances.
- iii. To fit patients under the supervision and modification of defective appliance with the guidance of superior staff.
- iv. To advise patients on how to use, maintain artificial limbs and body support devices and cleanliness knowledge of those appliances.

- v. To repair prostheses or Orthotics.
- vi. To prepare and ensure availability of materials required for making various appliances.
- vii. To assist in research work undertaken by Orthopaedic Unit on artificial limbs and fabrication where necessary.
- viii. To ensure adherence to standard operating procedure and MOI business process.
- ix. To perform any other duties related as assigned by his/her supervisor

#### **1.4.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following: Orthotics, Prosthetic or equivalent qualifications from recognized Institutions. Must be registered by the Medical Council of Tanganyika.

#### **1.4.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's **Salary scale – PMGSS 5/1.**

### **1.5. RADIOLOGY SCIENTIST II -02 POSTS**

#### **1.5.1. DUTIES AND RESPONSIBILITIES**

- i. To carry out various x-ray examinations
- ii. To keep and maintain Radiology equipment.
- iii. To ensure quality of x-rays.
- iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- v. To supervise and train junior staff in the unit.
- vi. To participate in ward rounds
- vii. To participate in clinical meetings
- viii. To advice on proper levels of amputations to surgeons.
- ix. To advice on proper prescription of appliance.
- x. To ensure safe custody of Unit equipment.
- xi. To ensure high quality of Prosthetic and Orthotic services to both inpatients and outpatients.
- xii. To design, fabricate and fit Orthopaedic appliances.

- xiii. To keep up and maintaining x-ray equipment and sterilising radiology instruments in the unit.
- xiv. To ensure adherence to standard operating procedure and MOI business process.
- xv. To perform any other duties related to his/her work as assigned by his/her supervisor

### **1.5.2. QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor of Degree in one of the following fields: Radiography, X-ray Technology, Radiology, Medical Imaging or equivalent from recognized Institution. Must be registered by the Medical Radiology and Imaging Professional Council.

### **1.5.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's **Salary scale – PMGSS 5/1.**

## **1.6. SHOE MAKER II -01 POST**

### **1.6.1. DUTIES AND RESPONSIBILITIES**

- i. To make orthopaedic boots and compensation of shoes with supervision of senior staff.
- ii. To cast and adjust orthopaedic boots to meet user's requirements.
- iii. To prepare materials for shoe making.
- iv. To advise and train patients on how to use the orthopaedic boots, arch supports etc.
- v. To keep and maintain records of orthopaedic boot users.
- vi. To assist senior staff in undertaking repair of workshop equipment.
- vii. To ensure adherence to standard operating procedure and MOI business process.
- viii. To perform any other duties related as assigned by his/her supervisor

## **1.6.2. QUALIFICATIONS AND EXPERIENCE**

The applicant should be holder of Secondary Certificate plus Trade Test III in shoemaking or equivalent qualifications from recognized Institutions.

## **1.6.3. REMUNERATION:**

Attractive remuneration package in accordance with Institute's **Salary scale – PMOSS 2/1.**

## **2.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI)**

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.3 of 1996. The Institute is a semi-autonomous organization which operates under the Ministry of Health. The Institute has various roles, which stem on the main role of controlling cancer in Tanzania. The Ocean Road Cancer Institute (ORCI) has received Permit for implementation of New Hire for Financial Year 2023/2024 from Permanent Secretary President's Office Public Service Management with Ref. No.FA.97/288/01/09 dated 25<sup>th</sup> June, 2024. The Executive Director invites applications from suitably qualified and interested Tanzanians: -

## **2.1 BIOMEDICAL ENGINEER -01 POST**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To establish and implementing preventive maintenance plans for the Institute's facilities.
- ii. To ensure the communication System of ORCI is smoothly operating
- iii. To carry out installations of machines and equipment.
- iv. To supervise technicians in maintenance of equipment, ground, and buildings
- v. To carry out independently specified routine technical tasks which require a higher degree of technical knowledge and skills.
- vi. To give professional advice and guidance to hospital equipment users.
- vii. To assist in formulation of policies relating to maintenance of hospital equipment.
- viii. To perform any other duties related to his/her work as assigned by his/her superior.

## **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Biomedical, or Electrical and Biomedical Engineering from recognized Institution. Must be registered with Engineers' Registration Board as Graduate Engineer

## **2.1.3 REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.0 THE GOVERNMENT CHEMIST LABORATORY AUTHORITY (GCLA)**

The Government Chemist Laboratory Authority (GCLA) is an Executive Authority under the Ministry of Health. The Laboratory is Mandated in carrying out laboratory testing of food, drugs, Industrial and natural products samples; forensic and toxicological samples; Regulates and controls Human DNA. The Authority is expected to better meet the requirements of its customers and public in general. The Government Chemist Laboratory Authority (GCLA) has received Permit for implementation of New Hire for Financial Year 2023/2024 from Permanent Secretary President's Office Public Service Management with Ref. No.FA.97/288/01/09 dated 25<sup>th</sup> June, 2024.The Executive Director invites applications from suitably qualified and interested Tanzanians: -

## **3.1. CHEMIST II (CHEMISTRY) 6 POSTS**

### **3.1.1. DUTIES AND RESPONSIBILITIES:**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;

- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **3.1.2. QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Chemistry from a recognized Institution

### **3.1.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.2. CHEMIST II (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) 3 POSTS**

### **3.2.1. DUTIES AND RESPONSIBILITIES:**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **3.2.2. QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields Molecular Biology or Biotechnology from a recognized Institution

### **3.2.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.3. CHEMIST II (TOXICOLOGY) 2- POSTS**

### **3.3.1. DUTIES AND RESPONSIBILITIES**

- i. To screen samples for analysis;



- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **3.3.2. QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Toxicology from a recognized Institution

### **3.3.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.4. CHEMIST II (BIOCHEMISTRY) 3 POSTS**

### **3.4.1. DUTIES AND RESPONSIBILITIES**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **3.4.2. QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Biochemistry from a recognized Institution

### **3.4.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.5. CHEMIST II (FORENSIC SCIENCE) – 2 POSTS**

### **3.5.1. DUTIES AND RESPONSIBILITIES**

- i. To screen samples for analysis;
- ii. To collect samples from various sites;
- iii. To carry out field tests from various scenes;
- iv. To carry out laboratory test/analysis of samples;
- v. To carry out inspection under GCLA regulated Acts;
- vi. To carry out registration processes for implementation under GCLA regulated Acts;
- vii. To prepare draft analytical reports;
- viii. To carry out data entry for development of human DNA database and NPCC;
- ix. To respond to poisoning enquiries and any related emergencies; and
- x. To perform any other related duties as may be assigned by supervisor.

### **3.5.2. QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Forensic Science from a recognized Institution

### **3.5.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.6. LABORATORY TECHNOLOGIST II - 1 POST**

### **3.6.1. DUTIES AND RESPONSIBILITIES**

- i. To register all received samples on the computerized system, controlled log books, bench sheets etc;
- ii. To document and receive samples for analysis;
- iii. To prepare laboratory media and reagents;

- iv. To dispose laboratory waste as directed;
- v. To prepare sampling containers and equipment;
- vi. To store and preserve test samples;
- vii. To record laboratory reports;
- viii. To maintain laboratory equipment;
- ix. To carry out inspection under GCLA regulated Acts;
- x. To carry out registration processes for implementation under GCLA regulated Acts; and
- xi. To perform any other related duties as may be assigned by supervisor.

### **3.6.2. QUALIFICATION AND EXPERIENCE**

Holders of Bachelor Degree in one of the following fields: Laboratory Science and Technology, Biotechnology and Laboratory Sciences or equivalent qualifications from a recognized Institution. Must be computer literate.

### **3.6.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.7. LABORATORY TECHNICIAN II - 2 POSTS**

### **3.7.1. DUTIES AND RESPONSIBILITIES**

- i. To register all received samples on the computerized system, controlled log books, bench sheets etc;
- ii. To document and receive samples for analysis;
- iii. To prepare laboratory media and reagents;
- iv. To dispose laboratory waste as directed;
- v. To prepare sampling containers and equipment;
- vi. To store and preserve test samples;
- vii. To record laboratory reports;
- viii. To maintain laboratory equipment;
- ix. To carry out inspection under GCLA regulated Acts;
- x. To carry out registration processes for implementation under GCLA regulated Acts; and
- xi. To perform any other related duties as may be assigned by supervisor.

### **3.7.2. QUALIFICATION AND EXPERIENCE**

Holders of Diploma in one of the following fields: Laboratory Science and Technology, Biotechnology and Laboratory Sciences or equivalent qualifications from a recognized Institution. Must be computer literate.

### **3.7.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **3.8. LABORATORY ASSISTANT II - 4 POSTS**

### **3.8.1. DUTIES AND RESPONSIBILITIES**

- i. To collect and preserve varied samples for analysis from specific locations according to a predetermined schedule;
- ii. To assist in collection of samples as conditions indicate;
- iii. To prepare samples for laboratory testing;
- iv. To assist in preparation of chemicals, bacteriological media, stains and standard test solutions;
- v. To clean and maintain laboratory, equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies; and
- vi. To perform any other related duties as may be assigned by supervisor.

### **3.8.2. QUALIFICATION AND EXPERIENCE**

Holders of Certificate in one of the following fields: Laboratory Science and Technology, Biotechnology and Laboratory Sciences or equivalent qualifications from a recognized Institution. Must be computer literate.

### **3.8.3. REMUNERATION:**

Attractive remuneration package in accordance with the Institutions salary scale.

## **4.0 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).

#### **4.1 RECEPTIONIST II (1 POST)**

##### **4.1.1 DUTIES AND RESPONSIBILITIES**

- i. To Receive and manage the front desk for visitors;
- ii. To keep visitors, register book;
- iii. To Receive and channel incoming telephone calls and internal telephone requests;
- iv. To operate and maintain Switchboard;
- v. To direct office visitors to the officers in question;
- vi. To make certain that, office visitors have the required appointments or have prior approval from the officers in question;
- vii. To Keep telephone call register;
- viii. To maintain internal and external Telephone Directory; and
- ix. To perform any other related duties and responsibilities as may be assigned by the supervisor.

##### **4.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI certificate with credit passes in English, and Swahili plus a Certificate in one of the following fields; Front Office, Reception, Customer Care, or equivalent qualifications from a recognized Institution. Must have skills in ICT.

##### **4.1.3 SALARY SCALE: WHIS 2**

## **5.0. TANZANIA AUTOMATIVE TECHNOLOGY CENTRE (TATC)**

The Tanzania Automotive Technology Centre (TATC) synonymously known as “Shirika la Nyumbu” was formally established on the 14<sup>th</sup> of December 1985 through a Presidential Order, made under the Public Corporations Act 1969. TATC’s mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer, and quality assurance services.

TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

### **5.1. ENGINEER II (MECHANICAL) – 3 POSTS**

#### **5.1.1. DUTIES AND RESPONSIBILITIES**

- i. To review design packages of machinery and components of engineering systems submitted for production;
- ii. To review tools requirements for the production process;
- iii. To undertake safety measures for production personnel, machine tools, material handling equipment, and other facilities;
- iv. To prepare weekly machine loading and ensure timely completion of work orders;
- v. To assign production foremen specific workloads and conducts regular work progress review to determine the in-process production controls;
- vi. To prepare and process requests for design changes and ensure their implementation;
- vii. To monitor and control work in progress, and ensure proper use of machinery, equipment, and tools;
- viii. To ensure that all production shop personnel observe industrial safety rules;
- ix. To ensure that materials, parts, and tools are available for production and liaise with the supplies office for any deficiency;
- x. To prepare production process control programs and work schedules and ensures their applicability;
- xi. To maintain good workmanship standards in the shops and ascertain the

- quality of products to meet the required standards; and
- xii. To perform any other related duties as may be assigned by the immediate supervisor.

### **5.1.2. QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor's Degree or Advanced Diploma in Mechanical Engineering from a recognized institution. Must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

### **5.1.3. SALARY SCALE: PGSS 7**

## **5.2. ARTISAN II (CARPENTRY) – 1 POSTS**

### **5.2.1. DUTIES AND RESPONSIBILITIES**

- i. To replace and fix in-position mortise locks, night latches, and general iron mongers;
- ii. To repair door and window;
- iii. To replace mosquito gauze, louvers blades, and frames;
- iv. To make good any roof worn-out sheets;
- v. To construct timber floors, room partitioning, and timber cladding; and
- vi. To perform any other related duties as may be assigned by the immediate.

### **5.2.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Carpentry and joining

### **5.2.3. SALARY SCALE: PGSS 2**

## **5.3. ARTISAN II (WELDER) – 4 POSTS**

### **5.3.1. DUTIES AND RESPONSIBILITIES**

- i. To instruct junior welders;
- ii. To inspect and recognize defects on work done by junior welders;
- iii. To identify machine malfunction and reports to Foreman;

- iv. To prepare work pieces which requires special attention before welding for junior artisans; and
- v. To perform any other related duties as may be assigned by the immediate supervisor.

### **5.3.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Welding.

### **5.3.3. SALARY SCALE: PGSS 2**

## **5.4. ARTISAN II (DRAUGHT PERSON) – 2 POSTS**

### **5.4.1. DUTIES AND RESPONSIBILITIES**

- i. To prepare detail and assembly drawings from sketches prepared by technicians and engineers using CAD;
- ii. To measure sample components/parts and prepare free hand sketches;
- iii. To prepare design layouts of mechanical, electrical and electronics engineering systems under supervision of engineers and technicians;
- iv. To prepare 3-dimensional drawings in exploded views for operator and maintenance manual; and
- v. To perform any other related duties as may be assigned by the immediate supervisor

### **5.4.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Mechanical draughting.

### **5.4.3. SALARY SCALE: PGSS 2**

## **5.5. ARTISAN II (FOUNDRY) – 10 POST**

### **5.5.1. DUTIES AND RESPONSIBILITIES**

- i. To operate foundry equipment and machinery.



- ii. To pour molten metal into mould for casting.
- iii. To repair molds.
- iv. To read and record temperatures of molten metal.
- v. To make molds of simple castings.
- vi. To make molds in green and sodium silicate bonded sands.
- vii. To operate with a high degree of confidence all simple foundry machines.
- viii. To operate heat treatment equipment and machinery.
- ix. To pack and protect parts against decarburization or scaling during treatment.
- x. To set, read and record the temperature of the treatment furnace.
- xi. To carry out heat treatment of simple parts.
- xii. To make protective materials on parts intended for treatment.
- xiii. To operate with a high degree of confidence simple heat treatment furnace, being able to carry out annealing, hardening, and tempering of simple parts.

### **5.5.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Foundry.

### **5.5.3. SALARY SCALE: PGSS 2**

## **5.6. ARTISAN II (AUTO ELECTRICIAN) – 2 POSTS**

### **5.6.1. DUTIES AND RESPONSIBILITIES**

- i. To design simple Jigs, fixtures, and special tools;
- ii. To operate machine tools such as lathe, milling boring, grinding, drilling, and gear cutting machines;
- iii. To calculate and set special machine tool operations eg gear generation setting parameters and numerical control machines programming;
- iv. To assist junior Artisans in the interpretation of complex manufacturing engineering drawings;
- v. To identify machine tool malfunction for proper reporting; and

vi. To perform any other related duties as may be assigned by the immediate supervisor

### **5.6.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in auto electrical

### **5.6.3. SALARY SCALE: PGSS 2**

## **5.7. ARTISAN II (FITTER MECHANICS) – 3 POSTS**

### **5.7.1. DUTIES AND RESPONSIBILITIES**

- i. To assemble and disassemble mechanical systems.
- ii. To drill, tap, and hand reaming new holes during the assembly of mechanical parts.
- iii. To re-thread or re-tap of bolts and nuts during assembly of mechanical parts.
- iv. To scrap, lap, and fit shell bearings and bushes in specified fields.
- v. To detect faults and rectify plants and equipment.
- vi. To assemble and disassemble mechanical systems.
- vii. Re-thread or re-taps bolts and nuts.
- viii. To identify worn-out parts by proper use of measuring instruments.
- ix. To conduct fault diagnostics in vehicles and vehicle systems.
- x. To carry out preventive maintenance schedules for vehicles.
- xi. To conduct vehicles inspections, repair, servicing, and testing

### **5.7.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Fitter Mechanics

### **5.7.3. SALARY SCALE PGSS 2**

## **5.8. ARTISAN II (MOTOR VEHICLES MECHANICS) – 3 POSTS**

### **5.8.1. DUTIES AND RESPONSIBILITIES**

- i. To conduct fault diagnostics in vehicles and vehicle systems.
- ii. To carry out preventive maintenance schedules for vehicles.
- iii. To conduct vehicle inspections, repair, servicing, and testing.
- iv. To inspect vehicles to detect faults before repair and verify Workmanship after repairs.
- v. To assist vehicle Technicians in conducting major overhauls of in-vehicle systems.
- vi. To repair defect reports and remedies for motor vehicles

### **5.8.2. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Motor Vehicle.

### **5.8.3. SALARY SCALE PGSS 2**

## **5.8.4. ARTISAN II (FITTER AND TURNER) – 2 POSTS**

### **5.8.5. DUTIES AND RESPONSIBILITIES**

- i. To operate with high degree of confidence basic metal cutting machines to include; lather machine, milling machine, boring machine, shaping machine, surface grinder, cylindrical grinder and gear generating machines;
- ii. To operate sophisticated machine tools such as CNC machine under supervision;
- iii. To design and supervise the manufacture of simple fixtures, jigs and tools for job in hand;
- iv. To facilitate simple calculations required for setting up machine tools including; gear machines, differential indexing head, screw cutting and taper turning;
- v. To size and estimate quantity of materials required for a certain job;
- vi. To produce high quality machine products in accordance with ISO standards;
- vii. To identify materials such as brass, copper, bronze, mild steel, tool steel,

stainless steel, hardening steel and aluminum alloys; and

- viii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **5.8.6. QUALIFICATION AND EXPERIENCE**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade I in Fitter and Turner.

#### **5.8.7. SALARY SCALE PGSS 2**

### **5.9. TECHNICIAN II (MECHANICAL) – 9 POSTS**

#### **5.9.1. DUTIES AND RESPONSIBILITIES**

- i. To design simple Jigs, fixtures, and special tools;
- ii. Operate machine tools such as lathe, milling boring, grinding, drilling, and gear cutting machines;
- iii. To calculate and set special machine tool operations e.g. gear generation setting parameters and numerical control machines programming;
- iv. To assist junior Artisans in the interpretation of complex manufacturing engineering drawings;
- v. To identify machine tool malfunction for proper reporting; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **5.9.2. QUALIFICATION AND EXPERIENCE**

Holder of Diploma or FTC in Mechanical Engineering from a recognized institution.

#### **5.9.3. SALARY SCALE PGSS 5**

### **5.10. TECHNICIAN II (VEHICLE MAINTENANCE) – 1 POSTS**

#### **5.10.1. DUTIES AND RESPONSIBILITIES**

- i. To design simple Jigs, fixtures, and special tools;

- ii. Operate machine tools such as lathe, milling boring, grinding, drilling, and gear cutting machines;
- iii. To calculate and set special machine tool operations e.g gear generation setting parameters and numerical control machines programming;
- iv. To assist junior Artisans in the interpretation of complex manufacturing engineering drawings;
- v. To identify machine tool malfunction for proper reporting; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

### **5.10.2. QUALIFICATION AND EXPERIENCE**

Holder of a Diploma or FTC in Automobile Engineering from a recognized institution.

### **5.10.3. SALARY SCALE PGSS 5**

#### **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
- xiv. 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 **10<sup>th</sup> September, 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:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**