

THE UNITED REPUBLIC OF TANZANIA



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

**Ref.No.JA.9/259/01/A/173**

**29<sup>th</sup> October, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of University of Dar es Salaam (UDSM) President Office, Public Service Recruitment Secretariat (PSRS) invites qualified Tanzanians to fill **12** vacant posts as mentioned below.

**1.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)**

The University of Dar es Salaam is a public university in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate college of the University of London. The university became an affiliate of the University of East Africa in 1963, shortly after Tanzania gained its independence from the United Kingdom. In 1970, UEA split into three independent universities: Makerere University in Uganda, the University of Nairobi in Kenya, and the University of Dar es Salaam.

**1.0.1 AUXILIARY POLICE (CONSTABLE) (12 POSTS)**

**1.0.2 DUTIES AND RESPONSIBILITIES**

- (i) To guard sensitive areas where security is highly required;
- (ii) To search vehicles and suspected visitors or employees;
- (iii) To assist in firefighting;
- (iv) To report occurrences in his/her area and other matters relating to Security to his/her supervisors;

- (v) To take preventive measures against possible theft and insecurity; and
- (vi) To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Holders of Form IV/Form VI certificate of Secondary Education/Bachelor Degree/Diploma or Certificate in any field plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be at the age between 18 and 25 with good physical, mental and eyesight health condition who has no criminal records and has been vetted by the Police.

### **1.0.4 REMUNERATION: PGSS 2**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age between **18 and 25 years**
- 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;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - 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. An applicant must upload recent passport size photo in the Recruitment Portal;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant 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).
- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings – Dodoma;
- xiii. Deadline for application is **11<sup>th</sup> November, 2022**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate 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**

