

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/270/01/A/144

20<sup>th</sup> August, 2022

**1.0** On behalf of The Board of Trustees for Marine Parks and Reserves Tanzania, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **1** vacant post mentioned below.

#### **2.0 THE BOARD OF TRUSTEES FOR MARINE PARKS AND RESERVES TANZANIA**

The Marine Parks and Reserves Unit was established under the Marine Parks and Reserves (MPRU) Act 29 of 1994. The MPRU is Managed by the Board of Trustees whose role among other things is to oversee management of marine parks and reserves operating under auspice of MPRU, formulating policies on Marine Protected Areas (MPAs) and related facilities, and advise the responsible Minister (currently the Minister Of Agriculture, Livestock and Fisheries) on approval, revision and amendment of general management plan of any Marine Parks including other legislative matters pertaining to the conservation and Management of Coastal and Marine resources.

#### **1.1 BOAT OPERATOR II (1 POST)**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- To handle and operate boat and all other equipment during operations at sea;
- To prepare all essential gears on board;
- To ensure safety of the sea going personnel in the boat;
- To keep and maintain records in log books/sheets for all boat trips;
- To participate in all activities required for management of boat equipment, service and spare parts;
- To maintain order and good storage of all appliances required for boat operation including sea trails, boat slipways, anchors, ropes, boat house etc.;
- To prepare fuel for all trips to be made by the boats;

- To maintain constant general service of boats, engines, boat yard and slipway and all other appliances;
- To prepare monthly report of activity performed;
- To be in-charge of all sea going trips ; and
- To perform any other related duties as may be assigned by supervisor

### 1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) Plus Certificate in Marine Operations (NTA Level 5), Master Fisherman, Marine Engineering or equivalent qualifications from recognized institution. The candidate must have completed six months course in Marine Rescue and Swimming, Crowd Management and Passenger Safety.

### 1.1.3 REMUNERATION

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## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service and where specified;
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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.**
- xv. Deadline for application is **2<sup>nd</sup> September, 2022;**
- xvi. Only shortlisted candidates will be informed on a date for interview and;
- xvii. 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**

