

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/81

24th May, 2022

On behalf of Vocational Education and Training Authority (VETA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **2** vacant posts mentioned below.

1.0 THE VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)

The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2219. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of VET system in the Country.

VETA is envisioned to have "Tanzania with sufficient and competent artisans". The Mission of VETA is to ensure quality demand driven vocational skills to Tanzanians through providing, promoting, regulating and financing Vocational Education and Training in order to contribute to socio-economic development.

1.0.1 ASSISTANT VOCATIONAL TEACHER – AGRO - MECHANICS – 2 POSTS RE-ADVERTISED

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare for and issue instructions as per scheme of training of a specified unit by interpreting the curricula and its guidelines to facilitate practical preparation;
- ii. To participate in delivering instructions to trainees through demonstration in order to impart properly the intended practical skill and attitude;
- iii. To guide the safe use of training tools and equipment by performing daily preventive and corrective maintenance to maintain the life span of same; and
- iv. To perform any other duties as may be assigned by her/his supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holders of NVA Level 3 or Trade Test Grade I Certificate in Agro - Mechanics. The applicant must possess a Vocational Teachers Training Certificate or should be ready to pursue it within VETA immediately after employment. Possession of a vocational teaching certificate will be an added advantage.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

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;
- 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 employed in the Public Service should route his application letter through his respective employer;
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters 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.**
- xiv. Deadline for application is **06th June, 2022**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**

