

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/186

2nd December, 2022

VACANCY ANNOUNCEMENT

On behalf of The College of African Wildlife Management (**Mweka**) and National College of Tourism(**NCT**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (eleven) **11** re-advertised posts as mentioned below;

1.0 THE COLLEGE OF AFRICAN WILDLIFE MANAGEMENT (MWEKA)

The College of African Wildlife Management, Mweka was established by the Act of Parliament Number 8 of 1964. The College is a leading institution in Professional and Technical training, applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC).

1.1 LECTURER (TOURISM MARKETING) - 1 POST (RE-ADVERTISED)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;
- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of PhD, Master's Degree in one of the following discipline; Tourism Marketing or Marketing with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Tourism Marketing or Marketing with a GPA of 3.8.

1.1.3 REMUNERATION

PHTS 3.1

1.2 LECTURER (TOURISM MANAGEMENT) - 1 POST(RE-ADVERTISED)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guiding and supervising students in building up their practical and research projects;
- iii. Preparing learning resources and designing training exercises for students;
- iv. Conducting consultancy and community services;
- v. Developing and reviewing existing curriculum;
- vi. Undertaking individual research and participating in scientific/ academic

- congregations;
- vii. Preparing teaching manuals, simulations and case studies for training;
- viii. Coaching junior teaching staff; and
- ix. Performing any other duties as assigned by supervisors.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of PhD, holder of Master's Degree in one of the following discipline; Tourism Management, Tourism and Hospitality Management, Hospitality Management, Leisure and Tourism with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Tourism Management, Tourism and Hospitality Management, Hospitality Management, Leisure and Tourism with a GPA of 3.8.

1.2.3 REMUNERATION

PHTS 3.1

1.3 ASSISTANT LECTURER (ORGANIZATION MANAGEMENT) – 01 POST (RE-ADVERTISED)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in one of the following discipline; Public Administration, Human Resource Management, Management and Leadership with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Political Science and Public Administration, Human resources Management, organization Management, Public Administration with a GPA of 3.8.

1.3.3 REMUNERATION

PHTS 2.1

1.4 ASSISTANT LECTURER (WILDLIFE HEALTH) – 01 POST (RE-ADVERTISED)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Veterinary Sciences or Biomedical Engineering/Sciences with an average of B and Bachelor Degree in Veterinary Sciences/Veterinary Medicine with an average of B grade.

1.4.3 REMUNERATION

PHTS 2.

1.5 ASSISTANT LECTURER (BOTANY) – 01 POST (RE-ADVERTISED)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Botany with a GPA of 4.0 and Bachelor Degree in Botany with a GPA of 3.8

1.5.3 REMUNERATION

PHTS 2.1

1.6 ASSISTANT LECTURER (TOURISM MARKETING)–01 POST (RE-ADVERTISED)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in one of the following discipline; Wildlife Tourism, Tourism Marketing, or Marketing with a GPA of 4.0 at master's degree level and Bachelor Degree in one of the following discipline Wildlife Tourism, Tourism Marketing, or Marketing with a GPA of 3.8 at Bachelor degree level.

1.6.3 REMUNERATION

PHTS 2.1

1.7 ASSISTANT LECTURER (WILDLIFE MANAGEMENT)–01 POST (RE-ADVERTISED)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Masters of Science in one of the following discipline; Wildlife Management, Wildlife Conservation Sciences with a GPA of 4.0 and Bachelor of Science in Wildlife

Management or Wildlife Conservation Sciences with a GPA of 3.8

1.7.3 REMUNERATION

PHTS 2.1

1.8 ASSISTANT LECTURER (GEO-SPATIAL SCIENCES)–01 POST (RE-ADVERTISED)

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Preparing learning resources for tutorial exercises;
- iii. Conducting research, seminars and case studies;
- iv. Carrying out consultancy and community services under supervision;
- v. Supervising student's project;
- vi. Preparing teaching manual; and
- vii. Performing any other duties as assigned by supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in one of the one of the following discipline; Geo-informatics, Geographical Information Sciences with a GPA of 4.0 and Bachelor Degree in one of the following discipline; Geo-informatics, Geographical Information Sciences with a GPA of 3.8.

1.8.3 REMUNERATION

PHTS 2.1

2.0 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January, 24th 2003. in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

2.1 TUTOR GRADE II (HOUSE KEEPING & LAUNDRY)- 1 POST (RE-ADVERTISED)

2.1.1 REPORTS TO: HEAD OF DEPARTMENT

2.1.2 DUTY STATION: BUSTANI CAMPUS – DAR ES SALAAM

2.1.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports 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 duties as assigned by supervisor.

2.1.4 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Hotel Management or Hospitality Management with specialization in House Keeping and Laundry from a reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in hospitality industry will be an added advantage.

2.1.5 REMUNERATION :PTSS 10.1

2.2 INSTRUCTOR GRADE II (HOUSE KEEPING & LAUNDRY)-1 POST (RE-ADVERTISED)

2.2.1 REPORTS TO: HEAD OF DEPARTMENT

2.2.2 DUTY STATION: ARUSHA CAMPUS

2.2.3 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and

xi. To perform any other duties assigned by supervisors.

xii.

2.2.4 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) in either Hotel Management, Hospitality Management or Rooms Division with specialization in House Keeping and Laundry from a reputable institution. Working experience in relevant field will be an added advantage.

2.2.5 REMUNERATION :PTSS 7.1

2.3 INSTRUCTOR GRADE II (EVENT MANAGEMENT) - 1 POST (RE-ADVERTISED)

2.3.1 REPORTS TO:HEAD OF DEPARTMENT

2.3.2 DUTY STATION: BUSTANI CAMPUS

2.3.3 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

2.3.4 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) in Event Management, from a reputable institution, Working experience in relevant field will be an added an advantage.

2.3.5 REMUNERATION :PTSS 7.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania 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 letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment

Secretariat,

**P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha
RoseMigiro Buildings - Dodoma.**

- xiv. Deadline for application is **15th December, 2022;**
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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**