

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/240

08th March, 2023

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Water Institute (**WI**) Public Service Recruitment Secretariat (**PSRS**) invites dynamic and suitable qualified Tanzanians to fill one **1** vacant posts as mentioned below;

2.0 THE WATER INSTITUTE (WI)

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency which established by the Order Government Note (GN) No. 138 and published on 22 August 2008. It was thereafter change into Water Institute through (GN) No. 217 of 2016. Water Institute established in order to train technical workforce to serve the water sector.

1.0.1 ASSISTANT LECTURER - ARCHITECTURE. 1-POST

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach student in the Department under close supervision;
- ii. To prepare materials for teaching and practical exercise;
- iii. To conduct research;
- iv. To carry out consultancy and services job assignment under close supervision;
- v. To publish articles, books and research findings; and
- vi. To perform any other duty as may be assigned by the Superior.

1.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Master Degree in Architecture with GPA 4.0 and Bachelor Degree in Architecture with GPA 3.5 from an Accredited institution.

1.2.4 REMUNERATION:

Attractive remuneration package in accordance to institutions salary scale.

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. **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 in either 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 Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **21st March, 2023;**
- 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**