

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/166

10<sup>th</sup> October, 2022

### VACANCY ANNOUNCEMENT

On behalf of the Tanzania Broadcasting Corporation (TBC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill ten (**10**) vacant posts for contractual basis as mentioned below;

#### 1.0 TANZANIA BROADCASTING CORPORATION

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Televisheni ya Taifa (TVT) which was established in 1999.

##### 1.0.1 JOB TITLE: JOURNALIST II (2 Posts)

##### 1.0.2 DUTIES AND RESPONSIBILITIES

- i. To gather and write news and stories;
- ii. To write scripts and continuity, as well as to prepare programs for radio and television;
- iii. To collect, reports and comments on news and current affairs for broadcasting by radio or television;
- iv. To interview politicians and other public figures at press conferences and on occasions, including individual interviews recorded for radio or television;

- v. To write editorials and selecting, revising, arranging, and editing submitted articles and other materials for radio or television broadcast;
- vi. To create advertising copy that promotes specific products or services;
- vii. To choose, assemble and prepare publicity materials about businesses or other organizations for broadcast on radio, television or other media;
- viii. To provide professional and technical support to other junior reporters/journalists; and
- ix. To perform any other related duties as may be assigned by the Supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Journalism, Mass Communication, TV/Film Production from a recognized Institution. Knowledge in word processing, graphics, photographing, photo-editing and video shooting is an added advantage. Computer skills are essential.

### **1.0.4 RENUMERATION**

TBCSS 4.

### **1.0.5 PRODUCER II - 2 POSTS**

### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To assist in undertaking production of television programmes;
- ii. To assist in production of radio programmes, drama, light entertainment;
- iii. To select and produce music programmes;
- iv. To assist in production of education development programmes;
- v. To participate in talk shows/documentaries/magazine, religious programmes, sports etc;
- vi. To assist in scheduling routine programmes;
- vii. To perform any other related duties as may be assigned by the supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Theatre Arts, Journalism, Fine arts, Mass communication, TV/Radio Film Production, Public Relations, Public Relations and Advertisement or its equivalent from a recognised Institution.

### **1.0.8 REMUNERATION**

TBCSS 4.

### **1.0.9 EDITOR II - 1 POST**

#### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To assist in technical duties related to editing of motion pictures;
- ii. To keep standards of good work in video/film editing;
- iii. To edit TV productions to achieve the desired optimum effect, consonant with producers' goals;
- iv. To undertake logging of pictures, rough cutting according to script and sound editing then produce the final release print;
- v. To assembling video tapes;
- vi. To select sound to enhance video programme and synchronise with the pictures;
- vii. To operate linear and non-linear editing equipment in the formation of composite programme material from separate recordings; and
- viii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Theatre Arts, Journalism, Fine arts, Mass communication or its equivalent from a recognized Institution.

#### **1.0.12 REMUNERATION**

TBCSS 4

### **1.0.13 ENGINEER II- 1 POST**

#### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. i. To execute electrical installations under a Professional Engineer;
- ii. To undertake regular inspections of electrical installation systems;
- iii. To carry out designing, and commissioning of new electrical construction works of electrical installation systems;
- iv. To prepare cost estimates and bill of quantities pertaining to electrical works for electrical installation systems;
- v. To conduct conditional survey, load study and prepare reports;
- vi. To conduct Site inspections, and prepare reports;
- vii. To carry out cost estimates of Electrical equipment and works; and
- viii. Perform any other related duties as may be assigned by the supervisor.

### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Telecommunications Engineering, Civil Engineering, Mechanical Engineering, Refrigeration and Air Conditioning, Electrical Engineering, Electronic Engineering, Sound Engineering or its equivalent from a recognized Institution and must be registered with respective Professional Board as Graduate Engineer.

### **1.0.16 REMUNERATION**

TBCSS 5

### **1.0.17 INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER II -1 POST**

#### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To initiate development of information systems;
- ii. To assist in setting up and maintain servers, workstations and peripherals;
- iii. To carry out system back-up and periodically tests recovery procedures;
- iv. To appraise the supervisor on release of updates and software;
- v. To design artistic graphics for promotion;
- vi. To design artistic material for news, programmes and commercial adverts;
- vii. To design screen graphics;
- viii. To demonstrate illustrative skills with rough sketches;
- ix. To edit video and audio promotion materials;
- x. To produce video artistic jingles and animation
- xi. To assists in providing IT support services to users; and
- xii. To perform any other related duties as may be assigned by the supervisor.

### **1.0.19 . QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Technology, Graphic Designing, Computer Engineering or its equivalent from a recognized Institution.

### **1.0.20 REMUNERATION**

TBCSS 5

### **1.0.21 GRAPHIC DESIGNER II -1 POST**

#### **1.0.22 DUTIES AND RESPONSIBILITIES**

- i. Design artistic graphics for promotion,
- ii. Design artistic material for news, programmes and commercial adverts,
- iii. Design screen graphics,
- iv. Demonstrates illustrative skills with rough sketches,
- v. Edit video and audio promotion materials,
- vi. Produce video artistic jingles and animation,
- vii. Perform any other related duties as may be assigned by the supervisor.

#### **1.0.23 QUALIFICATION AND EXPERIENCE:**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Technology, Graphic Designing, Computer Engineering or its equivalent from a recognized Institution.

### **1.0.24 TRANSPORT OFFICER II -1 POST**

#### **1.0.25 DUTIES AND RESPONSIBILITIES**

- i. To assist in ensuring that adequate office transportation is available to facilitate the movement of people and goods within the Corporation;
- ii. To ensure proper documentation of movement of vehicles - kilometres operated & fuel consumption;
- iii. To keep transport records and ensures all data, statistics and related information are well kept and ready for quick reference all the time;
- iv. To ensure drivers carry out their duties according to laid down procedures and directives;
- v. To take action against any unruly drivers including counseling and coaching them; and
- vi. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.26 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Transport Management, Logistics Management, Transport and Logistics Management or its equivalent from a recognized Institution.

#### **1.0.27 REMUNERATION**

TBCSS 5

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except 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,**

**Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings -  
Dodoma.**

- xv. Deadline for application is **23<sup>rd</sup> October, 2022;**
- xvi. Only shortlisted candidates will be informed on the date of 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**

