

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/265**

**2<sup>nd</sup> April, 2023**

**VACANCY ANNOUNCEMENT IN ONE YEAR CONTRACT**

On behalf of Mzumbe University (**MU**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (twenty one) **21** vacant posts as mentioned below;

**1.0 MZUMBE UNIVERSITY (MU)**

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act. No 9 of 2001. As a Training Institute, the University boasts of over 50 years' experience of training in the administration of justice, business management, public administration, accountancy, finance, political science and good governance.

Mzumbe University origin can be traced back to 1953 when the British Colonial Administration established a Local Government School in the country. The school was aimed at training local Chiefs, Native Authority Staff and Councilors. The level of training was elevated after Tanzania (Tanganyika) independence to include training of Central Government Officials, Rural Development Officers and local Court Magistrates. In 1972, the then Local Government School was merged with the Institute of Public Administration of the University of Dar es Salaam to form the Institute of Development Management

(IDM-Mzumbe). IDM was a higher learning institution for training professional managers in the public and private sectors.

Given the natural growth of the Institute over the years of successful operation and the changing national and international human resource needs, the Government transformed it into fully fledged public University. This was made under the Act of Parliament No.21 of 2001. In December 2006, the Mzumbe University Act No 21 of 2001 was repealed by the Universities Act of Tanzania No. 7 of 2005 and replaced by the Mzumbe University charter, 2007 which now guide the operations and management of the University. The mandate of the University as stipulated in the Mzumbe University Charter, 2007 focuses on training, research, publications and public service cum consultancy.

## **1.1 ESTATE OFFICER II (CIVIL) -2 Posts**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To oversee maintenance and cleaning of campus grounds and drainage systems;
- ii. To participate in drawing up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- iii. To keep and maintain relevant equipment in good working order;
- iv. To assist in the planning of Estate activities and services;
- v. To assist in undertaking various types of civil engineering/building works under close supervision;
- vi. To assist in the implementation of maintenance policies pertaining to buildings; and
- vii. To perform any other duties as may be assigned by the supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

**1.1.3** Holder of Bachelor Degree in Civil Engineering or equivalent qualification from a recognized institution

### **1.1.4 REMUNERATION**

PGSS 7.1

## **1.2 ESTATE OFFICER II (ELECTRICAL) -2 Posts**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To oversee maintenance and cleaning of campus grounds and drainage systems;
- ii. To participate in drawing up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and electrical systems;
- iii. To keep and maintain relevant equipment in good working order;
- iv. To assist in the planning of Estate activities and services;
- v. To assist in undertaking various types of electrical works under close supervision;
- vi. To assist in the implementation of maintenance policies pertaining to buildings;  
and
- vii. To perform any other duties as may be assigned by the supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Electrical Engineering or equivalent qualification from a recognized institution.

### **1.2.3 REMUNERATION**

PGSS 7.1

## **1.3 TECHNICIAN II (ELECTRICAL) -2 Posts**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To perform daily electrical works, include installation and fixing broken units in the system;
- ii. To participate in simple repair and maintenance of facilities;
- iii. To identify and report on areas that need rehabilitation in the system including the quantity of material required for repair work;
- iv. To identify the likely defects that might cause damage in electric, and
- v. To perform any other duties as may be assigned by the supervisor.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Electrical Engineering or equivalent qualifications from recognised Institutions.

### **1.3.3 REMUNERATION**

PGSS 5.1

## **1.4 TECHNICIAN II (CIVIL) -2 Posts**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To perform daily Masonry works include installation and fixing broken units in the system;
- ii. To participate in simple repair and maintenance of facilities;
- iii. To identify and report on areas that need rehabilitation in the system including the quantity of material required for repair work;
- iv. To identify the likely defects that might cause damage in masonry or; and
- v. To perform any other duties as may be assigned by the supervisor.

### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Civil Engineering or equivalent qualifications from recognised Institutions.

### **1.4.3 REMUNERATION**

PGSS 5.1

## **1.5 TECHNICIAN II ( MECHANICAL) - 2 Posts**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To perform daily Mechanical works, include installation and fixing broken units in the system;
- ii. To participate in simple repair and maintenance of facilities;
- iii. To identify and report on areas that need rehabilitation in the system including the quantity of material required for repair work;
- iv. To identify the likely defects that might cause damage in Mechanical systems; and
- v. To perform any other duties as may be assigned by the supervisor.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of Ordinary Diploma (NTA 6) in Mechanical Engineering or equivalent qualifications from recognised Institutions.

### **1.5.3 REMUNERATION**

PGSS 5.1

## **1.6 ARTISAN II (PLUMBING) -2 Posts**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of plumbing and sanitary systems; and
- vii. To perform any other duties as may be assigned by the supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV certificate plus National Vocational Award (NVA) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA

### **1.6.3 REMUNERATION**

PGSS 2.1

## **1.7 ARTISAN II (ELECTRICAL ) -2 Posts**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of machinery and buildings;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of Electrical systems; and
- vii. To perform any other duties as may be assigned by the supervisor.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

**1.7.3** Holder of Form IV certificate plus National Vocational Award (NVA) Level II or Trade Test Grade II in Electrical from VETA or other Institutions recognized by VETA

### **1.7.4 REMUNERATION**

PGSS 2.1

## **1.8 ARTISAN II (MASONRY) - 2 Posts**

### **1.8.1 DUTIES & RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of buildings;
- v. To ensure the function of block works
- vi. To assist in fitting and turning; and
- vii. To perform any other duties as may be assigned by the supervisor.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV certificate plus National Vocational Award (NVA) Level II or Trade Test Grade II Masonry from VETA or other Institutions recognized by VETA

### **1.8.3 REMUNERATION**

PGSS 2.1

## **1.9 ARTISAN II (CARPENTRY) -2 Posts**

### **1.9.1 DUTIES & RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of furniture in related equipments;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of carpentry works; and
- vii. To perform any other duties as may be assigned by the supervisor

## **1.9.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV certificate plus National Vocational Award (NVA) Level II or Trade Test Grade II Carpentry from VETA or other Institutions recognized by VETA

## **1.9.3 REMUNERATION**

PGSS 2.1

## **1.10 ARTISAN II (MECHANICAL) -2 Posts**

### **1.10.1 DUTIES & RESPONSIBILITIES**

- i. To perform specified craft jobs under supervision;
- ii. To perform cleaning of the work environment;
- iii. To take care of tools and equipment;
- iv. To assist in operational repairs of buildings;
- v. To assist in fitting and turning;
- vi. To ensure the functioning of mechanical works; and
- vii. To perform any other duties as may be assigned by the supervisor

### **1.10.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV certificate plus National Vocational Award (NVA) Level II or Trade Test Grade II in Mechanical from VETA or other Institutions recognized by VETA

### **1.10.3 REMUNERATION**

PGSS 2.1

## **1.11 ICT OFFICER II (GRAPHICS) -1 Post**

### **1.11.1 DUTIES & RESPONSIBILITIES**

- i. To participate in iterative development with users;
- ii. To create and produces multimedia content;
- iii. To manage multimedia tools and equipment;
- iv. To assist in selecting appropriate multimedia software and hardware tools;
- v. To provide technical support to multimedia systems' users;

- vi. To support multimedia devices and equipment; and
- vii. To perform any other duties as may be assigned by the supervisor

### 1.11.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Systems, Electronics or equivalent qualification from recognised institution.

### 1.11.3 REMUNERATION

PGSS 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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat;**
- 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 Migiyo Buildings - Dodoma.**
- xv. Deadline for application is **8<sup>th</sup> April, 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**