

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/86

01st June, 2022

ONE YEAR CONTRACT VACANCY ANNOUNCEMENT

On behalf of the Institute of Finance Management (IFM), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill six(6)one year contract vacant post mentioned below.

1.0 THE INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management (IFM) was established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

1.0.1 ESTATE OFFICER II (CIVIL ENGINEER) – 1 POST (IFM MAIN CAMPUS)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To carry out assessment of civil works in order to properly maintain Institute's buildings and equipment;
- ii. To prepare plans and designs for repair and maintenance of buildings and equipment;
- iii. To identify materials required for civil works, repair and maintenance of Institute's buildings;
- iv. To undertake various types of civil engineering/building works; and
- v. To perform any other assigned duties by the supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor degree in Civil Engineering or equivalent qualification from reputable higher learning institutions.
- Must be registered by respective Professional Board as a graduate engineer.

1.0.4 REMUNERATION

- Salary scale of PGSS7.

2.0.1 ARTISAN II (PLUMBING) – 1 POST (IFM MAIN CAMPUS)

2.0.2 DUTIES AND RESPONSIBILITIES

- To carry out diagnosis of plumbing works;
- To identify materials required to fix diagnosed plumbing problems;
- To take care of plumbing tools and equipment;
- To carry out repair and maintenance of plumbing works;
- To perform any other assigned duties the supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

- Certificate of Secondary Education plus Trade Test II or Level II in Plumbing or equivalent qualifications from a recognized training institution.

2.0.4 REMUNERATION

- Salary scale of PGSS2.

2.0.5 ARTISAN II (ELECTRICIAN) – 1 POST (IFM MAIN CAMPUS)

2.0.6 DUTIES AND RESPONSIBILITIES

- To carry out diagnosis of electrical installations;
- To identify materials required to fix diagnosed electrical problem;
- To take care of electrical tools and equipment;
- To carry out electrical repair and maintenance activities;
- To perform any other assigned duties by the supervisor.

2.0.7 QUALIFICATION AND EXPERIENCE

- Certificate of Secondary Education plus Trade Test II or Level II in electrical or equivalent qualifications from a recognized training institution.

2.0.8 REMUNERATION

- Salary scale of PGSS 2.

2.0.9 ARTISAN II (AIR CONDITIONING) – 1 POST (IFM MAIN CAMPUS)

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To carry out diagnosis of AC equipment;
- ii. To identify materials required to fix diagnosed problem;
- iii. To take care of tools and equipment;
- iv. To carry out repair and maintenance activities;
- v. To perform any other assigned duties by the supervisor.

2.0.11 QUALIFICATION AND EXPERIENCE

- Certificate of Secondary Education plus Trade Test Grade I or CBET Level III in Airconditioning and Refrigeration or equivalent qualifications from a recognized training institution.

2.0.12 REMUNERATION

- Salary scale of PGSS 2.

3.0.1 ICT OFFICER II (PROGRAMMER) – 2 POSTS (IFM MAIN CAMPUS)

3.0.2 DUTIES AND RESPONSIBILITIES

- i. Coding and debugging;
- ii. To design and test computer structures;
- iii. To troubleshoot system errors;
- iv. To write computer instruction;
- v. To manage database systems;
- vi. To maintain operating systems;

- vii. To edit source - code;
- viii. To profile and analyze algorithms;
- ix. To implement build systems;
- x. To provide technical support;
- xi. To perform any other assigned duties.

3.0.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science with at least upper second classification from recognized institutions.
- Experience in developing Enterprise Resource Planning (ERP) systems for Higher Learning Institutions is required.

3.0.4 TECHNICAL REQUIREMENTS

The required programmer should possess practical skills on:

- (i) TALL Stack
- (ii) Version control (Git)
- (iii) Design thinking and problem solving
- (iv) Apply design pattern in solving domain-oriented problems
- (v) Solid design principles
- (vi) Domain driven design (DDD)
- (vii) Test driven development (TDD)|
- (viii) Rest API Development
- (ix) Design and develop scalable architecture for enterprise applications
- (x) Writing robust and maintainable code by using types and static analysis tools;
- (xi) Server management (Linux)
- (xii) Database modeling, design and management (MySQL/Postgres)

3.0.5 REMUNERATION

- Salary scale of PGSS 7.

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/postcode, 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 what ever 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.Box2320, University of Dodoma, Utumishi Building/Asha Rose Migiro Buildings-Dodoma.
- xiv. Deadline for application is **10thJune, 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**

