

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/266

04 April, 2023

VACANCY ANNOUNCEMENT

On behalf of The Local Government Training Institute (LGTI) and The Institute of Judicial Administrative (IJA) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **6** vacant posts as mentioned below;

1.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Financing, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law and other related subjects.

1.0.1 LECTURER - COMMUNITY DEVELOPMENT - 1 POST (RE-ADVERTISEMENT)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curricula;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To design and conduct short course programs;
- ix. To coach junior teaching staff; and

- x. To perform any other duties as assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holders of Doctorate (PhD) Degree in relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree who is eligible for registration as a technical teacher.

1.0.4 REMUNERATION: PHTS 3.1

1.0.5 ASSISTANT LECTURERS (LOCAL GOVERNMENT ADMINISTRATION) - 2 Posts (RE-ADVERTISEMENT)

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct Research, Seminars and case studies;
- iv. To carry out Consultancy and community services under supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by the Supervisor.

1.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Masters Degree and Bachelor degree in Local Government Administration and obtained an upper second (3.8 GPA) in masters and with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.0.8 REMUNERATION: PHTS 2.1

1.0.9 ASSISTANT LECTURERS (ACCOUNTING AND FINANCE) - 1 Post (RE-ADVERTISEMENT)

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct Research, Seminars and case studies;
- iv. To carry out Consultancy and community services under supervision;
- v. To supervise Students Projects;
- vi. To prepare teaching manual; and

- vii. To perform any other duties as assigned by the Supervisor.

1.0.11 QUALIFICATIONS AND EXPERIENCE

Holder of Masters Degree and Bachelor degree in Accounting and Finance and obtained an upper second (3.8 GPA) in masters and with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution. Must be potentially good academically.

1.0.12 REMUNERATION: PHTS 2.1

1.0.13 MEDICAL LABORATORY TECHNOLOGIST II - 1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. Prepare reagents for routine examination for patients
- ii. Carries out diagnostic procedures
- iii. Assists in supervising collection and keeping of samples
- iv. Maintains laboratory equipments and apparatus
- v. Supervises Laboratory Assistants in their day to day
- vi. Assists Senior Staff in various fields of operations
- vii. Performs other duties assigned by the supervisor

1.0.15 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma in Medical Laboratory Science, Medical Laboratory Technology or equivalent qualification from recognized institution. He/she must be registered by relevant Body.

1.0.16 REMUNERATION: PMGSS 4.1

2.0 INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO (IJA)

The Institute of Judicial Administration Lushoto is a Public Institution established by an Act of Parliament No. 3 of 1998 (now Cap. 405. R. E 2002). The major role of the Institution is to offer and conduct long training (Certificate and Diploma in law) and short-term programme in legal disciplines. The Institute conducts judicial training to judicial officers and offers continuing education to non – judicial employee of the Judiciary of Tanzania and other justice sector stakeholders. It also conducts legal research in priority areas, consultancy services in legal matters and it offers legal aid to the needy.

**2.0.1 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY) – 1
POST (RE-ADVERTISEMENT)
REPORTING TO: HEAD OF DEPARTMENT OF LEGAL STUDIES**

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervises student's project;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of Masters

Degree in any of the following fields: - Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.8 and a Bachelor Degree in any of the following fields: - Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions with a GPA of 3.5.

2.0.4 REMUNERATION Salary scale as per Treasury Registrar's salaries Circulars No. 8 of 2015.

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;

- 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 Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **17th April, 2023**;
- 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/> ~~<http://portal.ajira.go.tz/>~~ and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click **'Recruitment Portal'**)*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**