



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

**Ref.No.JA.9/259/01/A/237**

**1<sup>st</sup> March, 2023**

**VACANCY ANNOUNCEMENT – RE ADVERTISEMENT**

On behalf of The Institute of Adult Education (IAE) Public Service Recruitment Secretariat (PSRS), invites dynamic and suitable qualified Tanzanians to fill five (5) vacant posts as mentioned below;

**1.0 THE INSTITUTE OF ADULT EDUCATION (IAE)**

The Institute of Adult Education (IAE) was established in 1975 by Parliamentary Act No.12. It is one of higher learning institutions under the Ministry of Education, Science and Technology (MoEST).

**1.0.1 ASSISTANT LECTURER-5 POSTS**

**1.0.2 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 organize and coordinate adult education activities;
- vi. To write course materials for adult and non-formal teaching;
- vii. To prepare teaching manuals and case studies to distant students;
- viii. To supervise student's project; and
- ix. To perform any other related duties as assigned by the supervisor.

**1.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master Degree in one of the following Education; Adult Education & Continuing Education, Adult Education & Community Development, Community Development, Distance Education, Project Management, Education in Educational Planning & Administration, Education Administration, Planning and Policy Studies, Counselling & Psychology, Physical Education or equivalent qualifications from recognized institutions with GPA of at least 3.5 at Undergraduate Level and GPA of least 3.8 or Average of B+ at Master Degree. Master Degree must be related his/her Bachelor Degree. Having the one of following teaching subjects: History, English, Geography, ICT and Kiswahili will be an added advantage.

**1.0.4 RENUMERATION; According to the scheme of IAE**

## 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 14<sup>th</sup> **March, 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**

