

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICES RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/110

15<sup>th</sup> June, 2022

### VACANCY ANNOUNCEMENT

On behalf of Ardhi Institute Morogoro, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (eighteen) **(7)** vacant posts as mentioned below;

#### 1.0 ARDHI INSTITUTE MOROGORO

Ardhi Institute Morogoro had its beginning in early 1958 when it started as a Survey Training Centre for the purpose of training land surveying technicians for the duration of six months for each intake. By then, the location of the centre was at Mgulani area Dar es Salaam city. In 1966, the course was restructured to one – year theory and one year in industrial training. The entry qualification was form four. The re-structuring changed the location from Mgulani to Observation Hill/Makongo area where the Ardhi University (ARU) is presently situated.

Following the McKinsey report of 1972 which noted inter alia that Land Ministry cadres especially in the regions were seriously under strength, and poorly staffed; and following the pronouncement of policies of decentralization and establishment of permanent villages in rural areas, it became necessary to launch a training programme that would produce sub-professional personnel who would serve in the various areas of physical land development.

### **1.0.1 TUTOR II (GEOMATICS) – 3 POSTS**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations up to NTA level 6;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other related duties as assigned by superiors.

#### **1.0.3 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or equivalent qualification in either Geomatics, Geo-informatics, Computer, Land Management and Valuation, Interior Design, Housing and Infrastructure Planning, Urban and Regional Planning, Real Estate (finance and Investment), Geography, Environmental Planning and Management, Finance and Investment, Information System Management, Law, Mathematics and Physics/chemistry, Statistics and Linguistic with GPA not less than 3.5 Eligible for registration as a technical teacher, who has a working experience in teaching, research and consultancy of at least three (3) years in similar position in related or allied and possesses current industrial experience related to the teaching area.

#### **1.0.4 REMUNERATION: PTSS 10**

### **1.0.5 TUTOR II (URBAN AND REGIONAL PLANNING) – 2 POSTS**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations up to NTA level 6;
- iii. To conduct and support research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other related duties as assigned by superiors.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or equivalent qualification in Geomatics, Geo-informatics, Computer, Land Management and Valuation, Interior Design, Housing and Infrastructure Planning, Urban and Regional Planning, Real Estate (finance and Investment), Geography, Environmental Planning and Management, Finance and Investment, Information System Management, Law, Mathematics and Physics/chemistry, Statistics and Linguistic with GPA not less than 3.5 Eligible for registration as a technical teacher, who has a working experience in teaching, research and consultancy of at least three (3) years in similar position in related or allied and possesses current industrial experience related to the teaching area

### **1.0.8 REMUNERATION: PTSS 10**

### **1.0.9 HEALTH LABORATORY TECHNICIAN II – 1 POST**

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

- i. To take care of laboratory equipments;
- ii. To prepare slides and samples;
- iii. To collect properly samples and test;
- iv. To analyze various samples as required by Doctor; and
- v. To perform any other related work as directed by superior.

### **1.0.11 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Medical Laboratory Technology from a recognized institution.

### **1.0.12 REMUNERATION: PMGSS 2**

### **1.0.13 TECHNICIAN II - GEOMATICS-1 POST**

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

- i. To carry out specified tasks requiring knowledge and skills under supervision;
- ii. To supervise students in field practical; and
- iii. To assist consultancy works.

### **1.0.15 QUALIFICATION AND EXPERIENCE**

Diploma in one of the following fields: Land Surveying, Geomatics, Geo-informatics, Cartography, Land Management and Valuation, Computer Science, Graphic Arts,

Printing and Design, Urban and Regional Planning, Land Use Planning and Management, Environmental Management or equivalent qualifications from recognized institution.

#### **1.0.16 REMUNERATION: PGSS 5**

#### **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. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, 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 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 **28<sup>th</sup> June, 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**

