

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/226

16^h February, 2023

VACANCY ANNOUNCEMENT (RE-ADVERTISEMENT)

On behalf of National College of Tourism (**NCT**) and The Institute of Rural Development Planning (**IRD**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **ten (10) vacant** posts as mentioned below;

1.0 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January, 24th 2003. in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

1.0.1 TUTOR GRADE II (FRENCH LANGUAGE) - 1 POST

1.0.2 REPORTS TO: HEAD OF DEPARTMENT

1.0.3 DUTY STATION: TEMEKE CAMPUS

1.0.4 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports 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 duties as assigned by supervisor.

1.0.5 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Language studies with specialization in French from a reputable institution with a minimum GPA of 3.5 out of 5

OR

Bachelor of Arts with Education specialized in French from a reputable institution with a minimum GPA of 3.5 out of 5. Diploma in Education and three years working experience in teaching will be an added advantage

1.0.6 REMUNERATION: PTSS 10.1

1.0.7 INSTRUCTOR GRADE II (EVENT MANAGEMENT) - 1 POST

1.0.8 REPORTS TO: HEAD OF DEPARTMENT

1.0.9 DUTY STATION: BUSTANI CAMPUS

1.0.10 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To instruct students how to do something in workshops;
- iii. To teach a specific practical skill with collaboration between Tutors/Assistant tutors;
- iv. To teach students, Adults and short courses;
- v. To teach the students how to reach a standard competence in relevant skill;
- vi. To prepare material for practical exercises;
- vii. To assist in carrying out consultancy and community services;
- viii. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- ix. To prepare material for practical exercises;
- x. To carry out consultancy and service job assigned under close supervision; and
- xi. To perform any other duties assigned by supervisors.

1.0.11 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) in Event Management, from a reputable institution, working experience in relevant field will be an added an advantage.

1.0.12 REMUNERATION: PTSS 7.1

1.0.13 ASSISTANT TUTOR GRADE II (TOUR GUIDE OPERATIONS) - 1 POST

1.0.14 REPORTS TO: HEAD OF DEPARTMENT

1.0.15 DUTY STATION: MWANZA CAMPUS

1.0.16 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;
- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and
- vii. To perform any other duties assigned by supervisors; and
- viii. To perform any other duties assigned by supervisors.

1.0.17 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) in Wildlife Management or Wildlife Tourism with knowledge of Tour Guiding. Working experience in relevant field will be an added an advantage

1.0.18 REMUNERATION: PTSS 7.1

1.0.19 ASSISTANT TUTOR GRADE II (FOOD AND BEVERAGE) - 1 POST

1.0.20 REPORTS TO: HEAD OF DEPARTMENT

1.0.21 DUTY STATION: ARUSHA CAMPUS

1.0.22 DUTIES & RESPONSIBILITIES

- i. To teach up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. To prepare learning resources for practical exercises;

- iii. To assist in carrying out consultancy and community services;
- iv. To assist in conducting practical exercise for student in the department under close supervision up to level 5;
- v. To prepare material for practical exercises;
- vi. To carry out consultancy and service job assigned under close supervision; and
- vii. To perform any other duties assigned by supervisors

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) in either Food and Beverage Services, Hotel Management or Hospitality Management with specialization in Food and Beverage Services or equivalent qualifications from a reputable institution. Working experience in relevant field will be an added an advantage.

1.0.24 REMUNERATION: PTSS 7.1

1.0.25 COOK II – 1 POST

1.0.26 REPORTS TO: MARKETING MANAGER

1.0.27 DUTY STATION: MWANZA CAMPUS

1.0.28 DUTIES AND RESPONSIBILITIES

- i. To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- ii. To observe and test foods to determine if they have been cooked properly;
- iii. To prepare food/meals;
- iv. Take care of kitchen utensils; and
- v. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.0.29 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI certificate who has successfully completed a Technician Certificate in Food Production, Food Science and Cookery, Culinary Art, Home Economics or equivalent qualifications from recognized institution.

1.0.30 REMUNERATION

Attractive remuneration package in accordance with Institution's Salary Scale.

2.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning was established by the Act No. 8 of 1980 for the purpose of promoting social and economic development in the United Republic of Tanzania, particularly in the rural areas, charged with duty of training manpower in practical skills of development planning, conducting research and providing advisory and consultancy services.

2.0.1 ASSISTANT LECTURER (LAW) – 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's 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 supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Law major in the following areas:- Environmental Law, Business Law, Administrative Law or Land Law. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

2.0.4 REMUNERATION: PHTS 2.1

2.0.5 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 1 POST

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's 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 supervisor.

2.0.7 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Planning and Community Development. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

2.0.8 REMUNERATION: PHTS 2.1

2.0.9 TUTORIAL ASSISTANT (REGIONAL PLANNING) – 3 POSTS

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

2.0.11 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Regional Development Planning. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

1.0.12 REMUNERATION: PHTS 1.1

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 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;
- 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 Migiro Buildings - Dodoma.**
- xv. Deadline for application is **2nd March, 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**