

**THE UNITED REPUBLIC OF TANZANIA**



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

Ref. Na EA.7/96/01/H/57

9<sup>th</sup> July, 2015

**VACANCIES ANNOUNCEMENT**

**On behalf of Tanzania Forest Services (TFS), The Tax Revenue Appeals Board (TRAB), Tanzania Airport Authority (TAA) Public Service Recruitment Secretariat invites qualified Tanzanians to fill 513 vacant posts in the above Public Institution.**

**NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.
- v. Applicants must attach their detailed relevant certified copies of academic certificates:
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.

- Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
- Form IV and Form VI National Examination Certificates.
- Computer Certificate
- Professional certificates from respective boards
- One recent passport size picture and birth certificate.

vi. FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED

vii. Testimonials, Partial transcripts and results slips will not be accepted.

viii. Presentation of forged academic certificates and other information in the CV will necessitate to legal action

ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.

x. Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30<sup>th</sup> November, 2010.

xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.

xii. Applicants should indicate three reputable referees with their reliable contacts.

xiii. Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA)

xiv. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU)

xv. Deadline for application is 24<sup>th</sup> July 2015

xvi. Applicants with special needs/case (disability) are supposed to indicate

xvii. Women are highly encouraged to apply

- xviii. Only short listed candidates will be informed on a date for interview  
xix. Application letters should be written in Swahili or English.

***All application should be sent through Recruitment Portal with the following address.***

**<http://portal.ajira.go.tz/>**

**(This address can be found also in Public Service Recruitment Secretariat Website ‘Recruitment Portal’)**

**NB; Waombaji kazi wote mnatahadharishwa kujiepusha na matapeli wanaojitambulisha kama watumishi wa Sekretarieti ya ajira kuomba Rushwa kwa baadhi ya waombaji kazi ili kuwapangia vituo vya kazi.**

## **1.0 THE TANZANIA FOREST SERVICES (TFS) AGENCY**

Tanzania Forest Services (TFS) Agency as a semi-autonomous Government Agency was established through Government Notice No. 269 of 30<sup>th</sup> July 2010. TFS establishment is supported by the Executive Agency Act (Cap. 245) as amended in 2009, the National Forest and Beekeeping Policies adopted in March 1998 and administered through the Forest Act Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources.

TFS Headquarters is located in Dar es Salaam at Mpingo House, Ivory Room premises along Nyerere Road. TFS offices outside Dar es Salaam operate in seven zones as follows: Eastern (Kibaha- Kongowe in Pwani Region), Southern (Masasi Town in Mtwara Region) Southern Highlands (Mbeya Municipal in Mbeya Region), Northern (Same Town in Kilimanjaro Region) Western (Tabora Municipal in Tabora Region), Lake (Mwanza Municipal in Mwanza Region) and Central (Dodoma Municipal in Dodoma Region).

The Headquarters is responsible for providing Zonal Offices with technical and professional support, establishing standards, systems and procedures for resources management, utilization, capacity building, coordinating the Agency's technical services, monitoring and evaluating the performance of field operations. All operational matters of the Agency are handled at the Zones, and that the Headquarters deals with strategic management issues.

## **1.1 FOREST OFFICER II (100 POSTS)**

He/she will be responsible for providing technical support and enforce forest policies and legislations.

### **1.1.1 DUTY STATION: TFS ZONES/PLANTATIONS**

### **1.1.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

### **1.1.3 DUTIES AND RESPONSIBILITIES**

- Supervise planting and management of natural forests and plantations
- Conduct research
- Enforce forest policies and legislation
- Build capacity of staff and stakeholders
- Conduct planning in forest and coordinate collection and analysis of forest products statistics

### **1.1.4 QUALIFICATIONS AND EXPERIENCE**

Bachelor degree in Forestry from a recognized institution of higher learning. Must have computer knowledge, Ms- Office.

### **1.1.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

## **1.2 FOREST ASSISTANT II (200 POSTS)**

He/she will be responsible for providing technical support and enforce forest policies and legislations.

### **1.2.1 DUTY STATION: TFS ZONES/PLANTATIONS**

### **1.2.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

### **1.2.3 DUTIES AND RESPONSIBILITIES**

- Collect and good keeping of seeds
- Tend to tree seedlings and management of tree nurseries
- Manage trees and forests
- Undertake patrols within the forests
- Inspect and grade forest products
- Carry out mensuration in forest
- Carry out forest extension services
- Carry out any other duties as assigned from time to time by Supervisor.

### **1.2.4 QUALIFICATIONS AND EXPERIENCE**

Form IV or VI with Certificate or Diploma in Forestry from a recognized institution. Computer knowledge will be an added advantage.

### **1.2.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

## **1.3 BEEKEEPING OFFICER II (50 POSTS)**

### **1.3.1 DUTY STATION: TFS ZONES/PLANTATIONS**

### **1.3.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

### **1.3.3 DUTIES AND RESPONSIBILITIES**

- Supervise establishment of bee reserves and apiaries
- Conduct research
- Implement beekeeping policies and enforce legislation
- Build capacity of staff and stakeholders
- Conduct planning in beekeeping and coordinate collection and analysis of bee products statistics
- Plan and ensure quality of beekeeping products
- Participate in setting standards of bee products

- Carry out any other duties as assigned from time to time by Supervisor

#### **1.3.4 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in Science specialized in Beekeeping, Botany or Zoology from recognized higher learning institution. Computer knowledge will be an added advantage.

#### **1.3.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

### **1.4 BEEKEEPING ASSISTANT II (80 POSTS)**

#### **1.4.1 DUTY STATION: TFS ZONES/PLANTATIONS**

#### **1.4.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

#### **1.4.3 DUTIES AND RESPONSIBILITIES**

- Assume responsibility for management of bee reserves and apiaries
- Collect beekeeping statistics
- Keep records on beekeeping research work
- Carry out forest extension services
- Manage bee colonies
- Undertake patrols within the forests/bee reserve and apiaries
- Carry out any other duties as assigned from time to time by Supervisor.

#### **1.4.4 QUALIFICATIONS AND EXPERIENCE**

Candidate must have IV or VI with Certificate or diploma in Beekeeping from a recognized institution. Computer knowledge will be an added advantage.

#### **1.4.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

## **1.5 COMPUTER SYSTEM ANALYST II (2 POSTS)**

### **1.5.1 DUTY STATION: TFS HEADQUARTER**

### **1.5.2 REPORTING TO: ICT MANAGER**

### **1.5.3 DUTIES AND RESPONSIBILITIES**

- Design computer systems charts and to provide the necessary systems documentation.
- Assist users in systems analysis and design.
- Prepare systems for chart flows of information.
- Undertake routine maintenance of ICT equipment.
- Develop websites and social media pages

### **1.5.4 QUALIFICATIONS AND EXPERIENCE**

Bachelor degree in ICT related subjects or equivalent qualification from a recognized institution with at least three years working experience from a reputable organization.

### **1.5.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

## **1.6 PERSONAL SECRETARY III (6 POSTS)**

### **1.6.1 DUTY STATION: TFS ZONES/PLANTATIONS**

### **1.6.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

### **1.6.3 DUTIES AND RESPONSIBILITIES**

- Type and print official documents
- Keep and maintain typewriters, computer and accessories
- Carry out office management duties
- Handle incoming and outgoing files and mails
- Keep records of files movement register in his/her office and other office document

- Keep diaries of events and scheduling appointments
- Attend visitors with courtesy
- Perform any other duties as may be assigned by supervisor.

#### **1.6.4 QUALIFICATIONS AND EXPERIENCE**

Form IV with Certificate in secretarial course from recognized institution with typing speed 80 W.P.M and office practice stage III and Computer proficiency in word processing and spread sheet, e-mail, internet and publisher.

#### **1.6.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

### **1.7 ASSISTANT ACCOUNTANT II (19 POSTS)**

#### **1.7.1 DUTY STATION: TFS ZONES/PLANTATIONS**

#### **1.7.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

#### **1.7.3 DUTIES AND RESPONSIBILITIES**

- Assist in the preparation of various financial statements.
- Keep financial register.
- Prepare bank reconciliation statements
- Prepare payment vouchers and cheques and post them in vote books.
- Prepare credit and loss accounts

#### **1.7.4 QUALIFICATIONS AND EXPERIENCE.**

Holder of NBAA Intermediate Stage Modules C or Diploma in Accounting from recognized institution. Must have basic knowledge of Accounting Packages.

#### **1.7.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary Scale



## **1.8 ECONOMIST II (2 POSTS)**

### **1.8.1 DUTY STATION: TFS HEADQUARTER**

### **1.8.2 REPORTING TO: MANAGER PLANNING AND COORDINATION**

### **1.8.3 DUTIES AND RESPONSIBILITIES**

- Collect data and statistics for economic analysis
- Analyze economic data and statistics
- Participate the preparation plans (Development, Strategic, Business, investment, Action plans)
- Prepare implementation reports
- Participate in the preparation of budgets
- Conduct monitoring and analyze performance of planned activities

### **1.8.4 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either Economics, Planning or equivalent qualification from a recognized institution. Background of Forestry/Beekeeping knowledge is an added advantage. Must have basic computer knowledge.

### **1.8.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

## **1.9 DRIVER II- (40 POSTS)**

### **1.9.1 DUTY STATION: TFS ZONES/PLANTATIONS**

### **1.9.2 REPORTING TO: ZONAL/PLANTATION MANAGER**

### **1.9.3 DUTIES AND RESPONSIBILITIES**

- Drive the Agency's vehicles.
- Maintain vehicle logbook and movement records
- Maintain smooth running of vehicles
- Make simple repair of the vehicles
- Maintain vehicle cleanliness and service schedule

#### **1.9.4 QUALIFICATIONS AND EXPERIENCE**

Form four with passes in three subjects including English. Candidate should has Class \*C1 and E\* driving license and Trade Test Grade II certificate in Mechanics from a recognized Institution. Must have a three years clean driving record.

#### **1.9.5 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

### **2.0 THE TAX REVENUE APPEALS BOARD (TRAB)**

The Tax Revenue Appeals Board is a quasi-judicial institution, established under Section 4 of the Tax Revenue Appeals Act. No. 15 of 2000. The core objective of the Tax Revenue Appeals Board is that of efficient, effective and impartial resolution of tax disputes arising from revenue laws administered by the Tanzania Revenue Authority (TRA).

The Board invites applications from suitably qualified Tanzania citizens to fill the following vacant position.

#### **2.1 RECORD MANAGEMENT ASSISTANT II- (1 POSTS)**

##### **2.1.1 DUTIES AND RESPONSIBILITIES**

- Ensure that the Registry is run smoothly and efficiently.
- Ensure that there is a proper filing system in place.
- Ensure that there is proper control of files and their movement.
- Responsible for dispatch of relevant documents to parties in tax disputes as well as other interested parties.
- keep records of appeals and Applications filed with the Board, and
- Any other duties assigned by the supervisor.

##### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Possess an Ordinary Diploma in Law obtained from a recognized Institution. Be Computer Literate.

##### **REMUNERATION:**

Attractive remuneration package in accordance with the Institution's salary Scale TRABS 3.

### **3.0 TANZANIA AIRPORTS AUTHORITY (TAA)**

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style. As Part of implementing its Organizational Structure, TAA hereby invites applications from suitably qualified, creative and results driven candidates to fill the following vacant posts.

#### **3.1 DRIVERS - 2 POSTS**

##### **3.1.1 WORK STATIONS**

**Tabora airport and Julius Nyerere International Airport.**

##### **3.1.2 DUTIES AND RESPONSIBILITIES**

- Driving cars and trucks as well as tractors and machines.
- Maintaining vehicles logbook and all accident records pertaining to assigned vehicle.
- Transporting parcels from head office to other offices.
- Ensuring that assigned vehicles is in good condition.
- Carrying out any other related duties as may be assigned by Supervisor.

##### **3.1.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary School Certificate with passes in English, and who holds a class "C" driving license. The candidate should have undergone training and attained 'trade test' Grade III (mechanics) or Advanced Drivers course forVIP (Grade I or II) from National Institute of Transport (NIT).

##### **3.1.4 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary scale

**X.M. DAUDI**

**Secretary**

**Public Service Recruitment Secretariat**