

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/248

24th March, 2023

VACANCY ANNOUNCEMENT

On behalf of Tanzania Library Services Board (**TL SB**), and Tengeru Institute of Community Development (**TICD**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (twenty four) **24** vacant posts as mentioned below;

1.0 TANZANIA LIBRARY SERVICES BOARD (TL SB)

TL SB is a parastatal organization under the Ministry of Education, Science, and Technology. It was formally established on 1st April 1964 following the enactment of the Tanganyika Library Services Board Act of 1963. This Act was later replaced by the Tanzania Library Services Board Act of 1975 which extended the Board's functions and powers.

Under the 1975 Library Act, the Board is not only responsible for the development of libraries but also documentation and information services, training of librarians, participation in promoting literacy campaigns, promotion and development of indigenous literature, control and supervision over public libraries and advising ministries and parastatal organizations on library and documentation services.

1.1 LIBRARY ASSISTANT II (6 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To display new books and other reading materials;
- ii. To shelve file and issue books;
- iii. To register readers;
- iv. To upkeep backsets of newspapers and journals;
- v. To repair library publications;
- vi. To assist library users in locating reading materials and retrieving information;
- vii. To prepare cuttings from newspapers of relevance to the Board;
- viii. To handle simple enquiries from readers; and
- ix. To undertake bibliographical searching.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education Certificate and Technician Certificate (NTA-level 5) in Library Services from recognized Institutions.

1.1.3 REMUNERATION

As per TLSB salary scale

1.2 LIBRARIAN II (3 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Cataloguing and classifying books;
- ii. To assist users in literature searching and reference services;
- iii. To assist the process of Book selection and ordering;
- iv. To compile library statistics and reports ; and
- v. To shelve, file and issue books; and
- vi. To prepare report regarding cataloguing and classification of books

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Librarianship and Information Sciences from recognized Higher Learning Institutions.

1.2.3 REMUNERATION

As per TLSB salary scale.

1.3 TUTOR II- RECORDS MANAGEMENT (4 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisors

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Records Management with at least **GPA of 3.5** from recognized Institution.

1.3.3 REMUNERATION

As per TLSB salary scale.

1.4 TUTOR II- LIBRARIANSHIP AND INFORMATION SCIENCES (2 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisors.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of first Degree in Librarianship and Information Sciences with at least GPA of 3.5 from recognized Government Institution.

1.4.3 REMUNERATION

As per TLSB salary scale.

2.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order, 2013 as a body corporate. The Institute was established to serve as a practical- oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

2.1 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – 2 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Community Development from recognized institutions with a GPA of 3.8 or above. In addition, the applicant should possess a Bachelor Degree in Community Development from recognized institutions with a GPA of 3.5 or above.

2.1.3 REMUNERATION

PHTS 2/1

2.2 TUTORIAL ASSISTANT (ACCOUNTING) – 1 POST

2.2.1 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 supervision; and
- vi. To perform any other duties as assigned by Supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Accountancy or Advanced Diploma in Accounting from recognized Institutions with a GPA of 3.5.

2.2.3 REMUNERATION

PHTS 1/1

2.3 TUTORIAL ASSISTANT (ENVIRONMENTAL HEALTH) – 2 POSTS

2.3.1 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 supervision; and
- vi. To perform any other duties as assigned by Supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree with a GPA of 3.5 or above in the following fields; Environmental Health, Public Health, Community Health, Environmental Science and Management or other related fields.

2.3.3 REMUNERATION

PHTS 1/1

2.4 TUTORIAL ASSISTANT (SOCIAL WORK) – 2 POSTS

2.4.1 DUTIES & 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 supervision; and
- vi. To perform any other duties as assigned by Supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Social work or Advanced Diploma in Social Work from recognized Institutions with a GPA of 3.5.

2.4.3 REMUNERATION

PHTS 1/1

2.5 LIBRARY ASSISTANT I – 2 POSTS

2.5.1 DUTIES & RESPONSIBILITIES

- i. To assist in performing of library clerical duties;
- ii. To assist registration of readers;
- iii. To assist on issuing of books to readers;
- iv. To assist receiving books from readers;
- v. To assist in handling of simple inquiries from readers;
- vi. To assist bibliographical searching; and
- vii. To perform any other duties as may be assigned by Supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma (NTA Level 6) in one of the following fields; Librarian Science/Librarianship/Information Studies from any recognized Institution.

2.5.3 REMUNERATION

PGSS 4/1

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;**
- 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 in either 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 **6th April, 2023**;
- xvi. Only short listed 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**