

**UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.EA.7/96/01/K/97**

**30<sup>th</sup> October, 2019**

**VACANCIES ANNOUNCEMENT**

On behalf of **Sokoine University of Agriculture(SUA)**, President's Office, Public Service Recruitment Secretariat invites dynamic, committed, suitably qualified, competent, dedicated and self-motivated Tanzanians to fill **8 vacant** posts as mentioned hereunder;-

**NB. general qualifications:, serve to where mentioned, a candidate MUST BE in possession of bachelor degree qualification with a Minimum GPA of 3.8 or an average of B+ for unclassified Degrees such as that of Veterinary and Medical graduates and assessed to be potentially good academically. In addition, one must have scored a B+ in the relevant subjects or its equivalent.**

**1.0 ASSISTANT LIBRARIAN TRAINEE- 2 POSTS**

**1.1 DUTY STATION: MOROGORO**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and

- v. To perform any other related duties assigned by the authorities.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Possession of a Bachelor Degree in Library and Information Science/ Information Studies/Records Management or related fields with GPA of 3.8 and above. Applicants specializing in cataloguing and classification will have an added advantage.

### **1.1.3 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

### **1.1.4 AGE LIMIT**

Not above 35 years of age

## **2.0 TUTORIAL ASSISTANT (MOLECULAR BIOLOGY) - 1 POST**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

### **2.1.1 QUALIFICATION AND EXPERIENCE**

Possession of a BSc degree in Biotechnology and Laboratory Sciences/Molecular Biology and Biotechnology or related fields from recognized University, and a minimum score of B+ in Molecular Biology.

### **2.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

### **2.1.3 AGE LIMIT**

Not above 35 years of age

### **3.0 TUTORIAL ASSISTANT (VETERINARY SURGERY AND RADIOLOGY)-1 POST**

#### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

#### **3.1.1 QUALIFICATION AND EXPERIENCE**

Possession of a Bachelor of Veterinary Medicine Degree or Bachelor of Science in Veterinary Medicine. In addition candidates must have a minimum score of 'B' grade in Veterinary Surgery and Radiology.

#### **3.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

#### **3.1.3 AGE LIMIT**

Not above 35 years of age

### **4.0 TUTORIAL ASSISTANT (BIOCHEMISTRY)-1 POST**

#### **4.1 DUTIES AND RESPONSIBILITIES:**

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

#### **4.1.1 QUALIFICATION AND EXPERIENCE**

Possession of a Bachelor of Veterinary Medicine Degree or related degree from recognized Universities. Overall average score of B+ Grade at undergraduate level in Biochemistry.

#### **4.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

#### **4.1.3 AGE LIMIT**

Not above 35 years of age

### **5.0 TUTORIAL ASSISTANT (FOREST ENGINEERING)-1 POST**

#### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

#### **5.1.1 QUALIFICATION AND EXPERIENCE**

Possession of a Bachelor Degree in Forestry or Agricultural Engineering with GPA of 3.8 and above. Knowledge of GIS, Remote sensing and applied statistics will be an added advantage.

#### **5.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

#### **5.1.3 AGE LIMIT**

Not above 35 years of age

### **6.0 TUTORIAL ASSISTANT (THEORETICAL STATISTICS) -1 POST**

#### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct an induction course in pedagogic skills for those who had none before;

- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

#### **6.1.1 QUALIFICATION AND EXPERIENCE**

Possession of Bachelor degree in Statistics. With GPA of 3.8 and above

#### **6.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

#### **6.1.3 AGE LIMIT**

Not above 35 years of age

### **7.0 TUTORIAL ASSISTANT (Finance and Accounting) -1 POST**

#### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

#### **7.1.1 QUALIFICATION AND EXPERIENCE**

Possession of a Bachelor of Banking and Finance/Bachelor of Accounting and Finance/Bachelor of Commerce (Banking and Finance) with GPA of 3.8 and above

#### **7.1.2 REMUNERATION**

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

#### **7.1.3 AGE LIMIT**

Not above 35 years of age

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 35 years of age except for those employed in the Public Service;
- ii. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- 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;
  - 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. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. Deadline for application is **13<sup>th</sup> November, 2019** and;
- xiii. Only short listed candidates will be informed on a date for interview;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;

- xv. **A signed application letter** should be written either in Kiswahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*

**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**')*

**Release by;**

**SECRETARY**

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