

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/511

16th April, 2024

VACANCY ANNOUNCEMENT- RE ADVERTISED

On behalf of the Dar Es Salaam Maritime Institute (DMI), Institute of Accountancy Arusha (IAA), Tanzania Institute of Accountancy (TIA), and Marine Services Company Limited (MSCL), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **ten (10)** vacant posts mentioned below.

1.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)

The Dar es Salaam Maritime Institute (DMI) was established on the 3rd July, 1978 by Cabinet Resolution as a training unit within the Ministry of Transport and Communication to fulfill the needs for well-trained Seafarers. On realising the increasing needs for maritime training, the Government transformed the training unit to Dar es Salaam Maritime Institute (DMI) by the Act of Parliament No. 22 of 1991 to cater for greater needs of shipping Industry in the region. DMI main campus is located along Sokoine Drive in the commercial city of Dar es Salaam adjacent to the Port of Dar es Salaam.

1.0.1 LECTURER (MARITIME TRANSPORT/MARINE ENGINEERING) - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach and conduct seminars up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;

- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To Coach junior teaching staff; and
- ix. To perform any other duties assigned by supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- Holder of a PhD in either Maritime Transport, Nautical Science, Navigation Technology, Marine Engineering, Naval Architecture, Maritime Economics, Maritime Law, Coastal Engineering, Logistics and Supply Chain Management, Shipping and International Trade, Transport Management, Mechanical Engineering, Engineering, Electronics Engineering, Electrical Engineering, Ship Design and Construction, Offshore Engineering, Mathematics, Petroleum Engineering, Oil and Gas Technology, Procurement and Logistics, Computer Science, Software Engineering, Computer Engineering or equivalent Qualifications from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 4.0 at Master Degree.

1.0.4 SALARY SCALE: PHTS 3/1

2.0 INSTITUTE OF ACCCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

2.0.1 ASSISTANT LECTURER IN INSURANCE AND RISK MANAGEMENT - 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies; and
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy.

2.0.3 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Master's Degree in Insurance and Risk Management ,Insurance and Social Protection, Insurance and Actuarial Science and Bachelor of Science in Risk Management, Insurance and Social Protection and Insurance and Actuarial Science or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

2.0.4 SALARY SCALE: PHTS 2

3.0 THE TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance and Planning. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education (NACTE) and has six Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma.

3.0.1 ASSISTANT LECTURER (MARKETING) - 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- To prepare learning resources for practical and tutorial exercises;
- To conduct research, seminars and case studies;
- To carry consultancy and community services under supervision;
- To conduct lectures, research, tutorial seminars;
- To work in cooperation with senior members of specific projects such as research and consultancy;
- To supervise student's projects; and
- To perform any other related duties as may be assigned by supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

- Holder of Master Degree in one of the following fields: Business Administration (Majoring in marketing) or Marketing and Public Relations from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

3.0.4 SALARY SCALE: PHTS 2.1

3.0.5 ASSISTANT LECTURER (LAW) - 1 POST

3.0.6 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

3.0.7 QUALIFICATION AND EXPERIENCE

- Holder of Master Degree in Law majoring in Business Law from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

3.0.8 SALARY SCALE: PHTS 2.1

4.0 MARINE SERVICES COMPANY LIMITED (MSCL)

Marine Services Company Limited (MSCL) was incorporated under the Companies Ordinance (Cap 212) on 08th December, 1997. The main function the Company is to transport people and cargo along the shore of Lake Victoria, Lake Tanganyika and Lake Nyasa. Company's vision statement is "To be the most competitive, reliable, safe and customer oriented maritime transport Company Worldwide."

4.0.1 SENIOR MARINE ENGINEER II – 3 POSTS

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To monitor running, operation and maintenance of propulsion and electrical systems aboard the vessel;
- ii. To inspect and maintain all equipment and report malfunctions and make adjustments or repairs;
- iii. To recommend necessary repairs and adjustments;
- iv. To monitor fuel and lubricants consumption; and
- v. To advise on applicable marine engineering rules and regulations;

4.0.3 QUALIFICATIONS AND EXPERIENCE

- Holder of Certificate of Competence for Second Engineer Officer (SEO) on Ships of up to 3000 kW Propulsion Power (Reg. III/2) with working experience of at least seven (7) years on board ship as OIEW of more than 750 kW Propulsion Power.
- Bachelor Degree in Marine Engineering or equivalent qualifications from recognized institution will be an added advantage.

4.0.4 SALARY SCALE: MSCS 7.

4.0.5 CAPTAIN - 2 POSTS

4.0.6 DUTIES AND RESPONSIBILITIES

- i. To be Commander of the vessel up to 3000 GT;
- ii. To be representative of the owner of the vessel;
- iii. To prepare and submit timely voyage reports;
- iv. To navigate the vessel using a range of satellite, radar systems and other relevant equipment;
- v. To check weather and navigation reports and recommend for appropriate actions;
- vi. To ensure crew and officers are able to carry out all procedures, systems, testing, trainings, induction, familiarization, orientation and drills as required;
- vii. To maintain discipline onboard;
- viii. To supervise all personnel in the vessel;
- ix. To inspect the entire vessel at least once during each shift or designates the first officer to do so;
- x. To train crew in normal and emergency operations;
- xi. To prepare and submit timely reports of vessel accident and damage;
- xii. To manage ship communication systems;
- xiii. To maintain vessel operational records;
- xiv. To keep up to date with developments in maritime legal, commercial and political matters;
- xv. To be responsible for the amount of luggage and number of passengers together with the revenue accruing from them; and
- xvi. To perform any other duties as may be assigned by the superior.

4.0.7 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Competence for Chief Mate on ships up to 3000 GT (Reg. II/2.3). Must have at least eight (8) years of working experience as OINW on ships of 500 GRT or more.
- Degree in Marine Transportation, Maritime Transport and Nautical Science will be an added advantage or equivalent qualification from recognized institutions.

4.0.8 SALARY SCALE: MSCS 7

4.0.9 PRINCIPAL CAPTAIN - 1 POST

4.0.10 DUTIES AND RESPONSIBILITIES

- i. To perform Commander of the vessel of less any vessel (Master Mariner);
- ii. To be representative of the owner;
- iii. To navigate the vessel using a range of satellite, radar systems and other related equipment;
- iv. To check weather and navigation reports and recommend for appropriate actions;
- v. To prepare and submit timely voyage reports room and furniture;
- vi. To maintain discipline onboard and secures the rooms;
- vii. To train crew in normal and emergency operations;
- viii. To prepare and submit timely reports of vessel accident and damage;
- ix. To ensure crew and officers are able to carry out all procedures, systems, testing, trainings, induction, familiarization, orientation and drills as required;
- x. To manage ship communication systems;
- xi. To maintain vessel operational records;
- xii. To keep up to date with developments in maritime legal, commercial and political matters;

- xiii. To direct ship personnel on matters pertaining to the safe operation of the vessel;
- xiv. To oversee all work in deck department;
- xv. To supervise loading and offloading operations under orders of his supervisor;
- xvi. To stand as a watch officer in charge on bridge during normal operations;
- xvii. To create and post watch assignments;
- xviii. To conduct fire and boat drills;
- xix. To take charge at scene in emergencies; and
- xx. To perform any other duties as may be assigned by the superior

4.0.11 QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Competence for Master on ships of 3000 GRT or more (Reg. II/2). Must have at least fourteen (14) years of working experience as OINW on ships of 500 GT or more.
- Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be an added advantage or equivalent qualification from recognized institutions.

4.0.12 SALARY SCALE: MSCS 9

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;
- 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 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. 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, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings -Dodoma.**
- xiii. Deadline for application is **29th April, 2024;**
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. 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**