

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/24

7th January, 2022

TRANSFER VACANCIES ANNOUNCEMENT

On behalf of The National Institute of Transport (NIT) , Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **5 vacant** posts on transfer as mentioned below;

1.0. THE NATIONAL INSTITUTE OF TRANSPORT (NIT).

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EO 009 of 2002.

1.1.0. PERSONAL SECRETARY I – 2 POST

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To organizing and maintain a diary of appointments,
- ii. To deal with correspondences and letter writing,
- iii. To organize and store paperwork, documents and computer-based Public Relations & Communication,
- iv. To type letters, minutes, circulars and all documents required for the day to day running of the office,
- v. To handle incoming mails with personal attention of the officer and

ensure that mails and any related correspondences are well managed and delivered personally to the intended officer,

vi. To receive visitors, ascertain the nature of their business and relay Public Relations & Communication to the boss concerned,

vii. To keep classified documents and Public Relations & Communication in confidence,

viii. To secure, safeguard and maintain in safe custody all confidential files and other sensitive documents/record,

ix. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.1.2. QUALIFICATIONS AND EXPERIENCE

Must be a Public servant who is a holder of Form IV Certificate with passes in English, Kiswahili plus Certificate in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution with working experience of at least four (4) years.

1.1.3. SALARY SCALE: PGSS4

1.2.0. LIBRARY ASSISTANT I – 2 POST

1.2.1. DUTIES AND RESPONSIBILITIES

- i. To undergo on the job training in library duties
- ii. To perform library clerical duties;
- iii. To register readers,
- iv. To issue books to readers,
- v. To receive books from readers
- vi. To handle simple inquiries from readers
- vii. To assist in Bibliographical searching
- viii. To perform any other duties as may be assigned by Supervisor.

1.2.2. QUALIFICATIONS AND EXPERIENCE

Must be a Public servant who is a holder of Diploma in Librarian Science (Information Studies, Documentation or equivalent from any recognized institution with working experience of at least four (4) years in related field.

1.2.3. SALARY SCALE: PGSS4

1.3.0 RECORDS MANAGEMENT ASSISTANT 1 – 1 POST

1.3.1. DUTIES AND RESPONSIBILITIES

- i. To prepare file index and other facilities in order to simplify the availability of the documents,
- ii. To liaise with National archives for safe keeping of closed files and other documents
- iii. To analyse and classify records in specified categories;
- iv. To monitor correspondences,
- v. To maintain an updated diary and records for file movements.
- vi. Receives files, registers, stores, retrieves, deliver to the appropriate officer; collects and returns them to registry,
- vii. Opens files according to record keeping regulations
- viii. Dispatches documents according to instructions,
- ix. Sorting, listing, classifying and boxing documents for official use.
- x. Record and arrange efficient and timely dispatch of all correspondences,
- xi. To perform any other duties as may be assigned by Supervisor

1.3.2. QUALIFICATIONS AND WORK EXPERIENCE

Must be a Public servant who is a holder of Certificate in Records Management, Archives or equivalent qualifications from a recognized Institution with working experience of at least four (4) years in related field. The candidate should have relevant computer knowledge

1.3.3. SALARY SCALE: PGSS4

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania **who are working in Public service;**

- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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. All applicants must route their application letters through their respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not 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 letters 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 (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xiii. Deadline for application is **20th January , 2022;**
- xiv. Only short listed candidates will be informed on a date for interview if any;

- 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**