

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. No. JA.9/259/01/B/91

24th October, 2024

VACANCY ANNOUNCEMENT

On behalf of The Tanzania Meteorological Authority (**TMA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill two (2) vacant posts as mentioned below,

THE TANZANIA METEOROLOGICAL AUTHORITY (TMA)

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather. Events for protection of human life and properties.

Before then, Meteorological services within the country were provided by the Tanzania Meteorological Agency that was established by the Executive Agencies Act No 30 of 1997. During the East African Community (EAC) Meteorological Services were provided under the EAC Protocol and after the collapse of the EAC the meteorological services were issued under the Directorate of Meteorology. The vacancy posts consist of Driver II, and Personal Secretary II cadre as indicated below;

1.0 DRIVER II – 1 POST

1.1 DUTY STATION: PEMBA

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To make pre – vehicle inspection to the assigned vehicle prior traveling;
- ii. To drive Authority vehicles as assigned by the Transport Officer;
- iii. To report vehicle mechanical defects discovered to the Transport Officer;
- iv. To keep record of vehicle movements, distance covered within its logbook;
- v. To keep record of fuel and type filled within its logbook;
- vi. To perform routine service to his vehicle; and
- vii. Performs any other duties as may be assigned by the supervisors.

1.1.3 QUALIFICATIONS

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class **C** or **E** and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

1.2 OFFICE MANAGEMENT SECRETARY II – 1 POST

1.2.1 DUTY STATION: UNGUJA

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To type open and confidential letters, reports, and documents;
- ii. To receive guests and screen their request and direct them to the services areas;
- iii. To keep and maintain calendar and schedule of appointments, screen requests for meetings, and synchronize office and personal diaries to ensure that appointments do not overlap;
- iv. To trace for files, documents needed by action officers;
- v. To receive and disseminate files to action officers in the departments;
- vi. To collect, keep and return files and documents in the respective places;
- vii. To arrange extracts and organize different meetings;
- viii. To prepare lists of office needed tools and equipment and
- ix. To perform any other related duties as may be assigned by his Supervisor.

1.2.3 QUALIFICATION

Holder of Form IV or VI Certificate plus Diploma in Secretarial Studies (NTA Level 6) with shorthand speed of at least 100 words per minute in both English and Swahili, and knowledge of Computer Applications i.e., Microsoft Office, Internet or equivalent qualifications from recognized institutions.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age between **18** and **45** years

- 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. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant 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).
- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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/Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **06th November, 2024;**

- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIA**

