

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/B/171**

**3<sup>rd</sup> June, 2025**

**VACANCY ANNOUNCEMENT**

On behalf of The Commission for Human Rights and Good Governance (**CHRAGG**) and Immigration Department Tanzania Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanian to fill four (4) vacant posts as mentioned below,

**1.0 THE COMMISSION FOR HUMAN RIGHTS AND GOOD GOVERNANCE (CHRAGG)**

The Commission for Human Rights and Good Governance was established in 2000, through the Thirteen Amendments of the Constitution of the United Republic of Tanzania of 1977. The Commission plays a dual mandate of a National Human Rights Institution (NHRI) under the Paris Principles of 1993 and an Ombudsman Office in accordance with Venice Principles, 2019. The Commission took over the oversight functions of the Permanent Commission of Enquiry (PCE), following the Constitution amendment and the repeal of the PCE Act. No. 25 of 1966. The Commission main functions are to promote, protect and preserve human rights, principles of good governance and duties to the society in accordance with the Constitution and the laws of the land.

The Commission became operational on the 1<sup>st</sup> July, 2001, after the coming into force of the Commission for Human Rights and Good Governance Act, Cap. 391 hereinafter referred to

as the Act, which was enacted in 2001; and through the Government Notice No. 311 of 8<sup>th</sup> June, 2001. In Zanzibar, the House of Representatives extended the jurisdiction, functions and powers of the Commission by enacting the Commission for Human Rights and Good Governance (Extension) Act. No. 12 of 2003 which was assented to by the President of Zanzibar on 25<sup>th</sup> April, 2007. The Extension Act commenced its operation on 30<sup>th</sup> April, 2007 through publication on the Official Gazette of Zanzibar No. 31 of 2007.

## **1.1 ACCOUNTS ASSISTANT II – 1 POST Re- Advertise**

### **1.1.1 DUTY STATION: PEMBA**

#### **1.1.2 DUTIES AND RESPONSIBILITIES**

- i. To write and keep register related to accounts activities;
- ii. To keep accounts records;
- iii. To receive and keep proper custody of all bills, invoices and other claims pending for payments;
- iv. To prepare petty cash payment vouchers and accounts documents;
- v. To issue receipts and keep in safe custody all accounts and supporting documents pending audit scrutiny;
- vi. To dispatch letters and other documents relating to accounts issues to the bank; and
- vii. To perform any other related duties as may be assigned by the supervisor

#### **1.1.3 QUALIFICATION**

Holder of a Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Certificate in Accountancy or holder of **ATEC I** Certificate from NBAA from a recognized institution.

## **1.2. LEGAL OFFICER II – 1 POST Re- Advertise**

### **1.2.1 DUTY STATION: PEMBA**

#### **1.2.2 DUTIES AND RESPONSIBILITIES**

- i. To compile evidence relevant to Court Cases involving the Commission;
- ii. To prepare information for legal research on matters relating to cases and

- a. Complaints;
- iii. To provide legal advice to the commission under supervision of Senior Legal Officer;
- iv. To prepare drafts legal documents/instrument of the Commission;
- v. To provide legal advice and conducting legal research where necessary;
- vi. To educate the public on constitution matters and human rights;
- vii. Performing any other related duties as assigned by the supervisors.

### **1.2.3 QUALIFICATION**

Holder of Bachelor Degree in Law (LLB) from a recognized Institution, Must have a Law School Certificate.

## **1.3 DRIVER II – 1 POST Re- Advertise**

### **1.3.1 DUTY STATION: UNGUJA**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- i. To inspect vehicles before and after trips to ensure vehicle safety.
- ii. To transport staff to various locations for official duties.
- iii. To form minor vehicle repairs.
- iv. To collect and distribute various documents.
- v. To fill out and keeping records of all trip details in the logbook.
- vi. To clean the vehicle.
- vii. To report vehicle mechanical defects discovered to the Transport Officer;
- viii. To keep record of fuel and type filled within its logbook;
- ix. To perform routine service to his vehicle; and
- x. Performs any other duties as may be assigned by the supervisors.

### **1.3.3 QUALIFICATION**

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 Advanced Driving Course from NIT or other recognized Institution will an added advantage.

## **2.0, THE IMMIGRATION DEPARTMENT TANZANIA**

The Immigration Services Department is established under Section 4(1) of the Immigration Act of 1995 Chapter 54 as amended by Act No.8 of 2015. It gives the Department the authority to control and facilitate immigration issues in the United Republic of Tanzania. The Department is one of the security organs under Ministry of Home Affairs

### **2.1 ACCOUNTS ASSISTANT II – 1 POST Re- Advertise**

#### **2.1.1 DUTY STATION: UNGUJA**

#### **2.1.2 DUTIES AND RESPONSIBILITIES**

- i. To write and keep register related to accounts activities;
- ii. To keep accounts records;
- iii. To receive and keep proper custody of all bills, invoices and other claims pending for payments;
- iv. To prepare petty cash payment vouchers and accounts documents;
- v. To issue receipts and keep in safe custody all accounts and supporting documents pending audit scrutiny;
- vi. To dispatch letters and other documents relating to accounts issues to the bank; and
- vii. To perform any other related duties as may be assigned by the supervisor

#### **2.1.3 QUALIFICATION**

Holder of a Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Certificate in Accountancy or holder of **ATEC I** Certificate from NBAA from a recognized institution.

### **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;

xi. A signed application letter should be written either in Swahili or English and Addressed to

Secretary,

President's Office, Public Service Recruitment Secretariat,

P.O. Box 2320,

University of Dodoma,

Utumishi/Asha Rose Migiro Buildings –

Dodoma.

- xii. Deadline for application is **17<sup>th</sup> June, 2025**;
- xiii. 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**

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