

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/172

5<sup>th</sup> June, 2025

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Insurance Regulatory Authority (TIRA) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **two (2)** vacant posts as mentioned below;

#### 1.1 INSURANCE OFFICER II – 1 POST. (PEMBA)

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. Receive and process applications for registration and renewal of registration certificates;
- ii. Collect and tabulate statistical data on registration of players;
- iii. Analyse applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements.
- iv. Study and analyze new insurance products to be offered in the market;
- v. Attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- vi. Participate in regular inspections; and
- vii. Perform any other duties as may be assigned by the supervisor.

##### 1.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree/Advanced Diploma in Insurance or Insurance and Risk Management or equivalent qualifications from a recognized institution.

##### 1.1.3 SALARY SCALE – TIRAS 4.

## **1.2 OFFICE MANAGEMENT SECRETARY II - 1 POST. (PEMBA)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Type general correspondence and non-confidential matters;
- ii. Type letters, minutes, notices, bulletins, circulars, certificates, charts and stencils;
- iii. Print reports, letters and other documents;
- iv. Take proper care of all machines or equipment under his/her charge to be used for official work only;
- v. Arrange the office of the supported officer appropriately;
- vi. Perform any other duties as may be assigned by the supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

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 a recognized institution.

### **1.2.3 SALARY SCALE – TIRAS 3.**

## **1.3 GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years 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.
  - Diploma/Certificates.
  - Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Professional Registration and Training Certificates from respective Institutions
  - Registration or Regulatory Bodies, (where applicable).

- 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.
- 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 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).
- xii. 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).
- xiii. A signed application letter should be written either in Swahili or English and
- xiv. Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **19<sup>th</sup> June, 2025**
- xiv. Only shortlisted 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.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**