

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/123

27th January, 2025

VACANCY ANNOUNCEMENT

On behalf of the Sokoine University of Agriculture (SUA) Public Service Recruitment Secretariat (PSRS), invites, dynamics and suitable qualified Tanzanians to fill fourteen (14) vacant posts mentioned below.

1.0 SOKOINE UNIVERSITY OF AGRICULTURE (SUA)

Sokoine University of Agriculture (SUA) was established on the 1st July, 1984 by the Act of Parliament No.6 of the same year, which was repealed by the Universities Act No.7 of 2005 from which the SUA Charter was granted in 2007. The vision of the University is to be a leading University in the provision of quality knowledge, skills and innovations in agriculture and allied sciences.

1.1 PLANT OPERATOR II - 3 POSTS

1.1.1 DUTY STATION: EDWARD MORINGE - MOROGORO (2 POSTS), MIZENGO PINDA CAMPUS - KATAVI (1 POSTS)

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To drive and operate heavy duty farm and other machineries;
- ii. To assist in instructing students in Light and Heavy Machinery operations;
- iii. To carry out minor machinery tools repairs and maintenance;
- iv. To maintain records of machine hours;

- v. To maintain records of machine movements;
- vi. To report on machine defects to the Plant Supervisor;
- vii. To maintain machine service schedules; and
- viii. To perform other related duties as assigned by the Supervisor.

1.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate having at least a Trade Test II or Level II in Motor Vehicle Mechanics or equivalent qualifications from VETA or any other recognized Institution with valid Driving License Class F or G

1.1.4 REMUNERATION: PGSS 3

1.2 NURSE II - 8 POSTS

1.2.1 DUTY STATION: DIRECTORATE OF HEALTH SERVICES: EDWARD MORINGE CAMPUS - MOROGORO

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To support in providing nursing care of patients, maternal mothers and their children;
- ii. To assist in administering drugs and treatment as prescribed by the Medical Practitioner;
- iii. To assist in issuing preventive medicine services for Public Health as directed by the National Guidelines;
- iv. To provide reproductive and child care services;
- v. To provide health advice on family planning and nutrition;
- vi. To provide Vaccination and Sanitation services;
- vii. To monitor pregnancy development; and
- viii. To perform any other related duties as may be assigned by the supervisor.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Possession of a Certificate in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and must be registered with Tanzania Nurses and Midwives Council.

1.2.4 REMUNERATION: PMGSS 2

1.3 INSTRUCTOR II – Agricultural Engineering (ASSISTANT TO ACADEMICIANS) - 1 POST

1.3.1 DUTY STATION: SCHOOL OF ENGINEERING AND TECHNOLOGY: EDWARD MORINGE CAMPUS – MOROGORO

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To assist in ensuring safety and security of the workshop;
- ii. To participate in preparing acquisitions of workshop requirements;
- iii. To assist in Instructing students in the workshop;
- iv. To assist in up-keeping of the workshop tools and equipment;
- v. To assist in preparing materials for practical exercises;
- vi. To assist in carrying out any related assigned duties; and
- vii. To perform any other related duties as assigned by the Supervisor.

1.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Agricultural Engineering from a recognized Institution. Must be registered by the ERB as a Graduate Engineer.

1.3.4 REMUNERATION: PUSS 4

1.4 LABORATORY SCIENTIST II - Family and Consumer Goods (Assistant to Academicians) - 1 POST

1.4.1 DUTY STATION: COLLEGE OF AGRICULTURE; EDWARD MORINGE CAMPUS – MOROGORO

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To assist in Conducting and supporting scientific investigations and experiments;
- ii. To assist in planning, setting up, and controlling experiments and trials;
- iii. To record and analyze data;
- iv. To assist in demonstrating Laboratory procedures;
- v. To assist in Maintaining, Calibrating and testing sterility of the equipment;
- vi. To provide technical support during students' laboratory practicals;
- vii. To assist in setting and administering practical examinations;
- viii. To assist in student's projects and practical; and
- ix. To perform other related duties as may be assigned by the Supervisor

1.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Family and Consumer Studies from a recognized institution.

1.4.4 Remuneration: PUSS 4

1.5 AUXILLIARY POLICE CONSTABLE – 1 POST

1.5.1 DUTY STATION: EDWARD MORINGE CAMPUS, MOROGORO

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To guard sensitive areas where security is highly required;
- ii. To guard people and their properties;
- iii. To search vehicles and suspected visitors or employees;
- iv. To assist in firefighting;

- v. To report occurrences in his/her area and other matters relating to security to his/her supervisors;
- vi. To provide evidence in the court of law;
- vii. To educate and sensitize the community on social Police;
- viii. To take preventive measures against possible theft and insecurity;
- ix. To enforce laws, regulations and procedures; and
- x. To perform any other duties and responsibilities as may be assigned by the immediate Supervisor.

1.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/Form VI certificate of Secondary Education/Certificate in any field plus Basic Auxiliary Police Training Certificate from Police Training College. The candidate must be at the age between 18 and 25 with good Physical, Mental and eyesight at the range of 6/6R - 6/6L good Health condition who has no criminal records and must be vetted by the Police and is capable of reading and speaking Swahili and English.

1.5.4 REMUNERATION: PGSS 2.1

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/Diploma

Transcript

- Form IV and Form VI National Examination Certificates;
- Professional Registration and Training Certificates from respective 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).

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 **2nd February, 2025;**

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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal').

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

