

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/306

1<sup>st</sup> June, 2023

### VACANCY ANNOUNCEMENT

On behalf of Tanzania National Parks (TANAPA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **One hundred sixty six (166)** vacant posts as mentioned below;

#### 1.0 TANZANIA NATIONAL PARKS (TANAPA)

Tanzania National Parks (TANAPA) is a unit of Wildlife and Forest Conservation Service (WFCS) under the Ministry of Natural Resources and Tourism. The organization is mandated to manage and regulate the use of areas designated as National Parks by such means and measures to preserve the country's heritage, encompassing natural and cultural resources, both tangible and intangible resource values, including the fauna and flora, wildlife habitat, natural processes, wilderness quality and scenery therein and to provide for human benefit and enjoyment of the same in such manner and by such means as will leave them unimpaired for future generations. Currently, TANAPA manages 22 National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural inheritance.

For the purpose of ensuring adequate human resources and promoting professionalism, the organization seeks to recruit high caliber, results oriented and self-driven professionals with integrity to fill the following posts below:

## **1.1 .0 CONSERVATION OFFICER II – ACCOUNTANT - (1 POST)**

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. Maintaining books of accounts and allied records;
- ii. Ensuring collection of revenue is conducted appropriately;
- iii. Ensuring proper expenditure of organization funds;
- iv. Preparing and maintaining books of accounts including financial management reports;
- v. Controlling financial accounts including proper recording, banking, credits and claims;
- vi. Ensuring and implementing best practices in areas of work specialization;
- vii. Coordinating the preparations of budgets;
- viii. Preparing bank reconciliation statements;
- ix. Preparing and submit financial statements for auditing;
- x. Pre-auditing and approving payment vouchers;
- xi. Attending audit queries and liaising with external and internal auditors;
- xii. Preparing draft final accounts;
- xiii. Preparing monthly trial balance and bank reconciliation statements;
- xiv. Ensuring that statutory payments and all deductions are remitted to respective authorities and properly accounted for;
- xv. Computing taxes, preparing tax returns and ensuring compliance with other tax requirements;
- xvi. Preparing and submitting periodic reports timely;
- xvii. Monitoring cash flow performance and advising the management accordingly; and
- xviii. Performing other related duties assigned by superior..

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields: Accountancy, Finance, Business Administration majoring in Finance/Accountancy or equivalent qualifications from a recognised institution, with CPA (T) or ACCA.

**Age limit: not above 30 years of age.**

### **1.1.3 REMUNERATION**

Salary Scale: **TNPSS E**

## **1.2 CONSERVATION OFFICER II – ACCOUNTS - (7 POSTS)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Assist in maintaining books of accounts and allied records;

- ii. Preparing monthly trial balance and bank reconciliation statements;
- iii. Verifying debtors and creditors statements of accounts;
- iv. Assist in preparing monthly, quarterly, and annual financial statements;
- v. Maintaining fixed assets register and preparing schedules of fixed assets for final accounts;
- vi. Implementing best practices in areas of work specialization;
- vii. Supervising and conducting collection of revenue at points of sale;
- viii. Examining and scrutinizing cheque payment vouchers;
- ix. Verifying assets and reconciling the same between general ledger and noncurrent assets register;
- x. Reviewing periodic reports and providing appropriate input;
- xi. Participating in the preparation of budget;
- xii. Participating in responding to audit queries;
- xiii. Supervising daily inspection of revenue collected;
- xiv. Conducting reconciliations;
- xv. Maintaining staff imprest records and retirements;
- xvi. Preparing monthly payroll;
- xvii. Participating in the preparation and submission of final accounts;
- xviii. Maintaining payable and receivables register; and
- xix. Performing other related duties assigned by a superior.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields: Accountancy, Finance, Business Administration majoring in Finance/Accountancy or equivalent qualifications from a recognised institution.

**Age limit: not above 30 years of age.**

### **1.2.3 REMUNERATION**

Salary Scale: **TNPSS E**

## **1.3 0. CONSERVATION OFFICER II – WILDLIFE MANAGEMENT-TOURISM (4 POSTS)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Guiding and providing interpretation to park visitors;
- ii. Participating in preparing and disseminating tourism promotional materials;
- iii. Participating in tourism promotion activities;
- iv. Ensuring that visitors comply to the park rules and regulations;
- v. Conducting research and surveys on tourism products and advising the park management accordingly;
- vi. Promoting tourism services and products in media, social media and prints;
- vii. Ensuring proper upkeep and maintenance of tourism facilities and infrastructures;
- viii. Responding promptly to visitor complaints and enquiries;
- ix. Participating in identification and development of new tourism facilities, products and services;
- x. Participating in coordinating educational visits to the park;
- xi. Ensuring airstrip runway and taxiway mark are visible and free from animals;
- xii. Supervising general operations of the park- airstrip in line with the required standards;

- xiii. Ensuring that aircraft movements and related information is recorded and timely submitted;
- xiv. Conducting feasibility studies on new tourism products and activities; and
- xv. Conducting patrols and surprise check for revenue control.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields: Wildlife Management, Wildlife Tourism or equivalent qualifications from a recognized institution..

**Age limit: not above 30 years of age.**

### **1.3.3 REMUNERATION**

Salary Scale: **TNPSS E**

### **1.3.3 CONSERVATION OFFICER II – WILDLIFE MANAGEMENT-ECOLOGY (2 POSTS)**

#### **1.3.4 DUTIES AND RESPONSIBILITIES**

- i. Collecting, analyzing and interpreting ecological data and produce report timely;
- ii. Participating in carrying out ecological researches;
- iii. Supervising conservation research;
- iv. Monitoring the national park ecosystem processes and advising the management on appropriate measures to be taken;
- v. Monitoring of tourism activities and infrastructure development on the ecology of the park;
- vi. Liaising with veterinary officers in monitoring wildlife diseases;
- vii. Participating in human wildlife conflicts management
- viii. Participating in the preparation and implementation of Fire Management Plan;
- ix. Developing and maintaining spatial and temporal data on national park ecosystems;
- x. Collecting, store and analyzing weather and eco-hydrological data
- xi. Analyzing and managing ecological data
- xii. Participating in conducting Pragmatic Environmental Assessment (PEA), Strategic Environmental Assessment (SEA) and Environmental Impact Assessment (EIA);
- xiii. Coordinating and participating in early burning and fire suppression
- xiv. Implementing waste management plan;
- xv. Enforcing Alien Invasive Species Management Guidelines
- xvi. Carrying out ecological monitoring program and activities
- xvii. Supervise and conduct ecological surveys and inventories
- xviii. Conducting and monitoring of rare, endangered and species of special interest
- xix. Manage park's habitats to suit specific ecological needs
- xx. Performing any other related duties that may be assigned by superior

### **1.3.5 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields; Wildlife Management, Conservation Science, Wildlife Ecology or equivalent qualifications from a recognized institution.

**Age limit: not above 30 years of age.**

### **1.3.6 REMUNERATION**

Salary Scale: TNPSS E

### **3.1.0 CONSERVATION OFFICER II – WILDLIFE MANAGEMENT-LAW ENFORCEMENT (14 POSTS)**

#### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. Organizing and participating in anti-poaching patrols and security of park resources;
- ii. Investigating, prosecuting and presenting evidence before the courts of law for issues pertaining to poaching or banditry;
- iii. Participating in managing park boundary;
- iv. Managing trophies and armory as per stipulated guidelines;
- v. Carrying out intervention operations to contain problem animal incidences;
- vi. Managing radio communication and communication equipment within the park;
- vii. Foreseeing, identifying and solving work challenges and ensure a fair working environment is maintained;
- viii. Inspecting sentry points and other park properties;
- ix. Participating in development and implementation of effective security plans for park resources and facilities;
- x. Participating in human wildlife conflicts resolution.
- xi. Performing any other related duties as may be assigned by the superior.

#### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields; Wildlife Management, Conservation Science, Wildlife Ecology or equivalent qualifications from a recognized institution.

**Age limit: not above 30 years of age.**

### **3.1.3 REMUNERATION**

Salary Scale: TNPSS E

### **4.1.0 CONSERVATION OFFICER II – INFORMATION COMMUNICATION TECHNOLOGY (1 POST)**

#### **4.2.0 DUTIES AND RESPONSIBILITIES**

- i. Managing organization database and network
- ii. Restoring data and network configuration;
- iii. Documenting, presenting technical procedures, operating methods and new systems;
- iv. Advising on acquisition of appropriate software and abiding to software licensing;
- v. Upgrading and securing backups of hardware, database and software systems;
- vi. Handling properly all classified information;

- vii. Providing inputs in the preparation of departmental annual budget and plans;
- viii. Monitoring and testing backup procedures;
- ix. Installing, supporting and maintaining existing and new hardware and software infrastructure for computer systems and networks;
- x. Implementing and monitoring data and network security from internal and external attacks;
- xi. Ensuring and implementing best practices in areas of work specialization;
- xii. Managing the organization website and systems users;
- xiii. Monitoring and controlling network availability and functionality and instill trouble shooting where necessary;
- xiv. Monitoring use of ICT resources and services in the organization;
- xv. Analyzing staff training needs on information system;
- xvi. Providing secure ICT access to remote users;
- xvii. Preparing and submitting periodic reports; and
- xviii. Performing any other related duties assigned by superior.

#### **4.3.0 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields; Computer Science, Information Technology, Computer Engineering or equivalent qualifications from a recognized institution.

**Age limit: not above 30 years of age.**

#### **4.4.0 REMUNERATION**

Salary Scale: **TNPSS E**

### **5.1.0 CONSERVATION OFFICER II – INTERNAL AUDIT ( 2 POSTS)**

#### **5.2.0 DUTIES AND RESPONSIBILITIES**

- i. Reviewing and appraising the soundness, adequacy and efficiency of internal control systems;
- ii. Carrying out audit to ensure value for money and compliance to rules, regulations and procedures;
- iii. To evaluate the effectiveness of corporate risk management control and governance processes;
- iv. Conducting special audits and investigations on reported occurrences of frauds, embezzlement, theft, or misuse of organizational resources;
- v. Identifying key areas of risk within the organization operations and recommend risk aversion measures;
- vi. Ensuring and implementing best practices in areas of work specialization;
- vii. Recommending best practices for improving work performance and efficiency;
- viii. Reviewing the effectiveness of the organization management systems; and
- ix. Witnessing stock taking and annual board of survey;
- x. Preparing internal audit reports, working papers and audit files;
- xi. Making follow up on audits queries, both internal and external to monitor management's intervention; and
- xii. Performing any other related duties as assigned by superior.

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### **5.3.0 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields: Accountancy, Finance, Business Administration (Finance/Accountancy option) or equivalent qualifications from a recognised institution with CPA (T).

**Age limit: not above 30 years of age.**

### **5.4.0 REMUNERATION**

Salary Scale: **TNPSS E**

## **6.1.0 CONSERVATION OFFICER II – CORPORATE COMMUNICATION (1 POST)**

### **6.2.0 DUTIES AND RESPONSIBILITIES**

- i. Publicizing institution's activities;
- ii. Promoting and maintaining positive image of the organization;
- iii. Gathering and documenting organization events;
- iv. Ensuring and implementing best practices in areas of work specialization;
- v. Participating in the preparation of media outlet materials;
- vi. Maintaining close working relationship with the media;
- vii. Organizing press conferences;
- viii. Participating in preparation of reports related to crisis management;
- ix. Analyzing media coverage and tracking emerging issues relating to the organization;
- x. Preparing and submit periodic reports timely;
- xi. Participating in preparation of unit budget;
- xii. Participating in developing and implementation of corporate communication manual and guidelines;
- xiii. Coordinating protocol courtesies and reception to executive official visitors;
- xiv. Participating in developing and implementing information dissemination strategies and plans;
- xv. Build and maintain strong working relationships with internal and external key stakeholders;
- xvi. Participating in preparation of speeches for executives; and
- xvii. Performing any other duties related to the field as may be assigned by superior.

### **6.3.0 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either of the following fields; Journalism, Public Relations, Mass Communication, Business Communication, International Relations or equivalent qualifications from a recognised institution.

**Age limit: not above 30 years of age.**

### **6.4.0 REMUNERATION**

Salary Scale: **TNPSS E**

## **7.1.0 CONSERVATION ASSISTANT II – OFFICE MANAGEMENT (2 POSTS)**

### **7.2.0 DUTIES AND RESPONSIBILITIES**

- i. Composing, proofreading and editing reports, correspondences memorandum, develops charts, graphs, diagrams and other organization working documents;
- ii. Maintaining updated office diary for the respective superior;
- iii. Identifying, requesting and controlling office materials and supplies;
- iv. Coordinating work assignments for clerical staff;
- v. Ensuring cleanness and proper upkeep of office fittings and equipment;
- vi. Participating in organizing official meetings;
- vii. Carrying out effective official communication within assigned scope of responsibility;
- viii. Implementing best practices in areas of work specialization;
- ix. Screening telephone calls and handling enquires;
- x. Maintaining updated the official communication directory;
- xi. Receiving visitors and direct them to relevant offices;
- xii. Receiving and distributing documents to respective superiors;
- xiii. Maintaining confidentiality of official documents and information;
- xiv. Performing any other duties as assigned by the superior.

### **7.3.0 QUALIFICATIONS AND EXPERIENCE**

Diploma in Secretarial Studies from accredited training institution with typing speed of 80/100 W.P.M and computer proficiency in word processing and spread sheet.

**Age limit: not above 25 years of age.**

### **7.4.0 REMUNERATION**

Salary Scale: **TNPSS C**

## **8.1.0 CONSERVATION ASSISTANT II – CLINICAL SERVICES (2 POSTS)**

### **8.2.0 DUTIES AND RESPONSIBILITIES**

- i. Diagnosing and treating common illnesses
- ii. Prescribing medicine to patients;
- iii. Providing appropriate, comprehensive and good quality clinical services to patients;
- iv. Attending medical emergencies;
- v. Coordinating Reproductive Child Health Services (RCH);
- vi. Carrying out minor surgeries;
- vii. Preparing and submitting medical reports to relevant authority;
- viii. Coordinating with the office of District Medical Officer in provision of health services in the park;
- ix. Implementing best practices in areas of work specialization;
- x. Providing health services in compliance to National Health Insurance Fund (NHIF) guidelines;
- xi. Referring patients for further management and follow up referral cases;



- xii. Ensuring safe-keeping of medicine, first aid kit and other medical materials and equipment;
- xiii. Requesting appropriate medical facilities, materials and equipment;
- xiv. Preparing and distributing first aid kit in the park;
- xv. Providing first aid and preventive care training to people in the park;
- xvi. Educating and sensitizing people on infectious and none infectious diseases and securing voluntary counseling and testing;
- xvii. Advising Park management on the improvement of health services, environmental health, sanitation and medical waste disposal;
- xviii. Ensuring cleanliness of dispensary infrastructure, equipment, materials and its surroundings;
- xix. Participating in the preparation of budget and developing annual operational plan for dispensary services and health/sanitation service-related activities; and
- xx. Performing any other relevant duties as assigned by the superior.

### **8.3.0 QUALIFICATIONS AND EXPERIENCE**

Diploma in Clinical Medicine or equivalent qualifications from a recognized institution and must be a holder of valid licence of registration by the Medical Council of Tanganyika (MCT)

**Age limit: not above 25 years of age.**

### **8.4.0 REMUNERATION**

Salary Scale: **TNPSS C**

## **9.1.0 CONSERVATION ASSISTANT II – TECHNICIAN (1 POST)**

### **9.2.0 DUTIES AND RESPONSIBILITIES**

- i. Preparing specification and technical reports for projects and other activities in the related field;
- ii. Supervising artisans in respective fields;
- iii. Inspecting and preparing preventive maintenance scheduled for plants, boats, engine, motor vehicles, system components, equipment and tools;
- iv. Supervising the implementation of preventive/predictive maintenance schedule of vehicles, machines and heavy plants;
- v. Assessing and verifying service and maintenance requirement of vehicles, machines and heavy plants;
- vi. Supervising the garages and ensuring safety of working gear facilities as well as equipment and machines;
- vii. Conducting daily inspection of all park equipment and proper serviceability;
- viii. Repairing and maintaining park equipment; vehicles, machines and heavy plants
- ix. Maintaining and monitoring technical maintenance records;
- x. Supervising and performing body repair of vehicles, machines and heavy plants;
- xi. Identifying and preparing specifications of requirements for mechanical work;
- xii. Providing technical advice on the best utilization of plants, boats, vehicles and equipment; and
- xiii. Identifying and requesting materials for mechanical works.

### **9.3.0 QUALIFICATIONS AND EXPERIENCE**

- Diploma or Full Technician Certificate (FTC) in Mechanical, Automotive or equivalent qualifications from a recognized institution.

**Age limit: not above 25 years of age.**

### **9.4.0 REMUNERATION**

Salary Scale: **TNPSS C**

### **10.1.0 CONSERVATION ASSISTANT II – PROCUREMENT/SUPPLIES (2 POSTS)**

- Assisting in maintaining and updating procurement records
- Receive and record supplier invoices.
- Assisting in preparation of procurements requirements based on requisitions from user departments.
- Preparing and maintaining register of suppliers for each category of items.
- Assisting in reconciling of invoices against procurement requisitions
- Implementing best practices in areas of work specialization;
- Receiving and attending to requisitions;
- Participating in the preparation and implementation of the organization procurement plan;
- Preparing weekly procurement issues summary;
- Preparing and submitting periodic reports timely;
- Preparation of bidding documents;
- Maintain supplier's data base and accurate records of purchasing and pricing;
- Review and analyze vendors price quotation;
- Performing other related duties assigned by a superior.

### **10.2.0 QUALIFICATIONS AND EXPERIENCE**

Diploma in Procurement and Supplies Management or equivalent qualifications from a recognized institution.

**Age limit: not above 25 years of age.**

### **10.3.0 REMUNERATION**

Salary Scale: **TNPSS C**

### **11.1.0 CONSERVATION RANGER III – ACCOUNTS (5 POSTS)**

### **11.2.0 DUTIES AND RESPONSIBILITIES**

- Preparing and disbursing cheque;
- Preparing payment vouchers;
- Maintaining petty cash;
- Maintaining cheque register;
- Receiving and attending customers at points of sale;
- Receiving payments and issuing receipts to customers;
- Posting entries in the accounting system;
- Attending /Reviewing online payment system;

- ix. Implementing best practices in areas of work specialization;
- x. Registering visitors' details and issuing of permit;
- xi. Preparing daily reports on revenue collection, visitors and other related reports;
- xii. Conducting reconciliations;
- xiii. Preparing journal voucher for the reconciled items;
- xiv. Writing and maintaining books of accounts;
- xv. Maintaining accounts record, register and files;
- xvi. Ensuring proper custody of accounting documents and other related materials; and
- xvii. Performing any other duties as assigned by the superior.

### **11.3.0 QUALIFICATIONS AND EXPERIENCE**

- \Certificate of Secondary Education Examination (CSEE) with Certificate of Accounting or equivalent qualifications from a recognized institution.

**Age limit: not above 25 years of age.**

### **11.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

### **12.1.0 CONSERVATION RANGER III – SUPPLIES (1 POST)**

### **12.2.0 DUTIES AND RESPONSIBILITIES**

- i. Maintaining stores Ledger;
- ii. Maintaining updated stock record and bin cards;
- iii. Participating in receiving and issuing goods;
- iv. Ensuring safety and proper upkeep of stores;
- v. Receiving of procurement requisition;
- vi. Implementing best practices in areas of work specialization;
- vii. Maintaining procurement records;
- viii. Making follow up of order; and
- ix. Performing other related duties assigned by a superior.

### **12.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Procurement and Supplies Certificate or equivalent qualifications from a recognised institution.

**. Age limit: not above 25 years of age.**

### **12.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

### **13.1.0 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-LAW ENFORCEMENT (90 POSTS)**

### **13.2.0 DUTIES AND RESPONSIBILITIES**

- i. Conducting patrol activities in and around the park;
- ii. Guarding visitors, staff and their properties and ensuring their security;
- iii. Enforcing National Parks laws, rules and regulations;
- iv. Responding to emergency situations such as rescue and instituting First Aid;

- v. Participating in marking, clearing and protection of park boundary;
- vi. Reporting on matters relating to the security, safety and general operations of the respective section to the immediate superior;
- vii. Checking, searching, apprehending and/or arresting person/persons suspected of wildlife offences;
- viii. Ensuring safety of sentry area and handle all incidences;
- ix. Participating in routine and ad-hoc parades;
- x. Investigating matters relating to possible wildlife offences and give evidence before the court of law;
- xi. Participating in joint protection activities with other wildlife institutions and law enforcement agencies in, around and cross-borders;
- xii. Participating in collaborative patrol operations with adjacent communities in protecting properties and human life;
- xiii. Participating in ecological monitoring activities such as animal health monitoring, animal counts/census, weather data collection, early burning, fire suppression and GIS;
- xiv. Performing minor preventive maintenance work on Park infrastructures, facilities and machines;
- xv. Ensuring that the parking bay of designated aircraft is clear of objects; or obstruction 5 minutes before arrival or departure of an aircraft;
- xvi. Guiding aircraft to allocated parking stand using the designated markings;
- xvii. Collecting and reporting threatening information pertaining to flights/aviation at park's airstrips;
- xviii. Responding to aircraft fires, hazardous spills and structural fires on airstrip facilities; and
- xix. Conducting screening of passengers, cargo, mail and belongings before boarding flights from park's airstrip.

### **13.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Basic or Technician Certificate in Wildlife related fields or One-year of National Service Certificate or equivalent qualifications from a recognized institution

. **Age limit: not above 25 years of age.**

### **13.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

## **14.1.0 CONSERVATION ASSISTANT II – ACCOUNTS (1 POST)**

### **14.2.0 DUTIES AND RESPONSIBILITIES**

- i. Maintaining staff imprest records and staff loan register;
- ii. Preparing list of outstanding payments;
- iii. Receiving and attending customers at points of sale;
- iv. Receiving payment and issuing receipts to customers;
- v. Attending/previewing online payment system;
- vi. Registering visitor details and issuing of permit;
- vii. Implementing best practices in areas of work specialization;
- viii. Preparing daily revenue collection, visitors and other related reports;
- ix. Conducting Bank reconciliations
- x. Preparing journal voucher for the reconciled items;

- xi. Preparing and maintaining books of accounts;
- xii. Maintaining accounts records, registers and files;
- xiii. Keeping proper custody of accounting documents and other related materials;
- xiv. Presenting account documents to the bank and other institutions; and
- xv. Performing any other duties as assigned by the superior.

#### **14.3.0 QUALIFICATIONS AND EXPERIENCE**

Diploma in Accountancy or equivalent qualifications from a recognised institution.

**Age limit: not above 25 years of age.**

#### **14.4.0 REMUNERATION**

Salary Scale: **TNPSS C**

### **15.1.0 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-DRIVING (7 POSTS)**

#### **15.2.0 DUTIES AND RESPONSIBILITIES**

- Driving assigned motor vehicles, ensuring security and safety of the vehicle, passengers and goods on and off the road;
- Accounting for fuels, oil and spares parts as per stipulated procedures;
- Taking routine checks on the vehicles systems, conducting preventive maintenance and reporting on detected malfunctions of the vehicle systems;
- Recording motor vehicle operations, repair and maintenance in logbooks.
- Undertaking minor repair and maintenance of vehicles;
- Participating in repair and maintenance of vehicles;
- Maintaining cleanliness of the vehicle and park;
- Ensuring safety of passengers and their belongings

#### **15.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with valid Driving License Class E, D and C and must possess a Motor Vehicle Driving Certificate or equivalent qualifications from a recognized institution.

**Age limit: not above 25 years of age.**

#### **15.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

### **16.1.0 CONSERVATION RANGER GRADE III – WILDLIFE MANAGEMENT-BOAT OPERATION (1 POST)**

#### **16.2.0 DUTIES AND RESPONSIBILITIES**

- i. Anchoring and de-anchoring;
- ii. Securing boats to docks;
- iii. Operating and directing boats;

- iv. Ensuring safety of passengers and goods in the boat;
- v. Keeping and maintaining log book and manifest for all trips;
- vi. Ensuring that boat engines are in good running condition;
- vii. Checking fuel / oil and other working tools;
- viii. Providing direct services to passengers' spaces;
- ix. Maintaining cleanness and safe up keep of boats and equipment;
- x. Carrying out minor repair of boat and engines; and
- xi. Adhering to marine operation regulations and guidelines.
- xii. Performing any other related duties that may be assigned by superior.

#### **15.5.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Basic Certificate in Marine Operations or equivalent qualifications from a recognized institution.

**Age limit: not above 25 years of age.**

#### **15.6.0 REMUNERATION**

Salary Scale: **TNPSS B**

### **16.1.0 CONSERVATION RANGER III – ARTISAN (9 POSTS)**

#### **16.2.0 DUTIES AND RESPONSIBILITIES**

- i. Identifying materials/spares parts required for the work to be done according to one's field of specialization;
- ii. Performing preventive and routine maintenance to motor vehicles, machine and boats, water pipes systems, civil structure, wooden structures, domestic electric systems depending one's fields of specialization;
- iii. Performing major maintenance and minor repair;
- iv. Inspecting and repairing motor vehicles wiring and lighting systems
- v. Assisting Technicians in day-to-day activities;
- vi. Adhering to safety standards in work environment
- vii. Ensuring proper up keep of work environment
- viii. Performing panel beating and general car body works,
- ix. Preparing timely periodic work reports;
- x. Inspecting, designing, assembling and installing sanitary and water pipes systems;
- xi. Constructing, plastering, altering and demolishing buildings, bridges or other civil works;
- xii. Designing and performing wood works
- xiii. Inspecting, installing, and servicing domestic electric wiring;
- xiv. Implementing best practices in areas of work specialization; and
- xv. Performing any other related duties as assigned by superior.

### **16.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade III or Relevant CBET Level in Motor Vehicles Mechanics or Bricks Laying/Masonry or any other relevant fields from a recognized training Institution.

**Age limit: not above 25 years of age.**

### **16.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

## **17.1.0 CONSERVATION RANGER III – PLANT OPERATION (1 POST)**

### **17.2.0 DUTIES AND RESPONSIBILITIES**

- i. Carrying out routine checks of the plant's operating systems before operating the plant;
- ii. Operating assigned plant as per standard operating procedures;
- iii. Adhering to plant maintenance schedules;
- iv. Implementing best practices in areas of work specialization;
- v. Undertaking minor service and repair of plants and assisting the mechanic to repair plants;
- vi. Accounting for fuels, lubricants and spares parts;
- vii. Recording and maintaining plant operations, repair and maintenance in logbooks;
- viii. Ensuring cleanliness, security and safety of the plant;
- ix. Operating plant in performing assigned duties; and
- x. Performing any other related duties as assigned by the superior;

### **17.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with Certificate in Motor Vehicle Mechanics Trade Test III or above or relevant CBET level Certificate with relevant Class of Plant Operators License.

**Age limit: not above 25 years of age.**

### **17.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

## **18.1.0 CONSERVATION RANGER III – ATTENDANT (12 POSTS)**

### **18.2.0 DUTIES AND RESPONSIBILITIES** Maintaining proper up keep of beds;

- i. Providing laundry services;
- ii. Dusting furniture, mopping and ensure tidiness of houses and tourism facilities;
- iii. Identifying requirements and replenishing house products;
- iv. Cooking and preparing food and beverage for visitors; and
- v. Ensure safety of visitors and their belongings.
- vi. Loading and unloading of goods and supplies;
- vii. Registering porters and guides and their trash and baggage;
- viii. Moving official documents and distributing office supplies as required;
- ix. Carrying out the duties of messenger
- x. Providing office refreshment;

- xi. Photocopying, scanning, laminating and binding office documents
- xii. Undertaking general cleaning duties of infrastructures, facilities and environment;
- xiii. Trimming grass, trees, shrubs;
- xiv. Assisting in general operation of plants, trucks and boats;
- xv. Taking inventory, prepare requests and ensure safe up keeping and storage of working material, equipment and facilities;
- xvi. Implementing best practices in areas of work specialization;
- xvii. Reporting defects of equipment and facilities and follow up on repair;
- xviii. Clearing runway and taxiway from objects and wild animals and
- xix. Performing any other related duties that may be assigned by superior.

### **18.3.0 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili and Technician Certificate NTA level 4 in either of the following fields; Office Attendant and Cleaning, Food Production and House Keeping or equivalent Certificate from a recognised institution.

**Age limit: not above 25 years of age.**

### **18.4.0 REMUNERATION**

Salary Scale: **TNPSS B**

### **GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania with an age not above **30** 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;
  - 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 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

xiv. Deadline for application is **14<sup>th</sup> June, 2023**;

xv. Only shortlisted candidates will be informed on a date for interview and;

xvi. 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/> ~~<http://portal.ajira.go.tz/>~~ and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click

***'Recruitment Portal'***)

Released by:

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**