

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/B/150

8th April, 2025

VACANCY ANNOUNCEMENT

On behalf of the Water Institute (WI) and Kahama Shinyanga Water Supply and Sanitation Authority (KASHWASA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill five (05) vacant posts as mentioned below.

1.0 THE WATER INSTITUTE (WI)

The Water Institute (WI) is a higher learning Institute and a Government Executive Agency that was established by Government Notice No. 138 of 22 August 2008 according to the Executive Agencies Act (cap.245). The aim of the Institute is to provide quality expertise in the water sector through training and consultancy and research services under the policy guidelines of the Ministry of Water. Its objective is to provide quality training, research and consultancy services and other services to all water sector stakeholders to meet national and international standards.

**1.1. TUTOR II – PROCUREMENT MANAGEMENT 2 POSTS – MAIN CAMPUS
DAR ES SALAAM. RE ADVERTISE**

1.1.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources

- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services; and
- vi. To perform any other duties as assigned by relevant authority at the Institute.

1.1.2. QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields: Procurement and Logistic Management, Procurement and Supplies Management or Material Management from recognized institutions. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies.

1.1.3. SALARY SCALE - PHTS 2.1

1.2. TUTOR II – LAND SURVEYING/GEOMATICS 1 POST – MAIN CAMPUS DAR ES SALAAM. RE ADVERTISE

1.2.1. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma) and may assist teaching in higher NTA level
- ii. To conduct tutorial and practical exercises for students
- iii. To prepare learning resources
- iv. To conduct research and innovation activities
- v. To carry out consultancy and community/outreach services
- vi. To perform any other duties as assigned by relevant authority at the Institute

1.2.2. QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in one of the following fields Land Surveying or Geomatics.

1.2.3. REMUNERATION - SALARY SCALE - PTSS 10.1

2.0 THE KAHAMA SHINYANGA WATER SUPPLY AND SANITATION AUTHORITY (KASHWASA)

Kahama Shinyanga Water Supply and Sanitation Authority (KASHWASA) is a public utility established by the GN No. 45 of 2007 and performs its activities subject to the Water Supply and Sanitation Act, No. 5 of 2019 and its Regulations. The Authority is charged with the responsibility of operating the Water Supply Scheme from Lake Victoria and supply bulk water to other water entities dealing with distribution of water in both urban and rural areas. The Authority operates under the license issued by the Energy and Water Utilities Regulatory Authority (EWURA).

2.1 TECHNICIAN II (LABORATORY) 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES.

- i. Carries out water sample tests every day in order to establish the types and quantities of water treatment.
- ii. Performs water and waste water treatment processes.
- iii. Carries out physical, clerical and bacteriological analysis of water and waste water.
- iv. Ensures that equipment in the laboratory is in working order by requesting regular servicing and regular calibration.
- v. Maintains proper records of laboratory investigations.
- vi. Prepares list of chemicals and reagents required for laboratory investigations.
- vii. Prepares periodical reports on laboratory activities
- viii. Develops individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement.
- ix. Performs any other duties relevant to the scope of work as may be assigned by Supervisor

2.1.2 QUALIFICATIONS

Holder of Diploma in Water Laboratory Technology, FTC qualification from a recognized institution. Must have good knowledge of ICT application skills.

2.1.3 REMUNERATION - SALARY SCALE: KSSS 3.1

2.2 ARTISAN II (MECHANICAL) 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES.

- i. To carry out mechanical maintenance and repairs of plants, machines, equipment, pumps, motor vehicles and motor cycles;
- ii. To follow up accident reports with police Officers and fills in claim forms;
- iii. To prepare list of materials to be purchased for the garage operations;
- iv. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement and
- v. To perform any other duties as may be assigned by the Supervisor.

2.2.2 QUALIFICATIONS.

Holder of CSEE plus Trade Test Grade II /level II/ NTA Level 4 and 5 in the following fields: Pump Mechanical from recognized Institutions.

2.2.3 REMUNERATION - SALARY SCALE: KSSS 2.1.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years.
- 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: - Post graduate/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;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - ☐ Form IV and form VI results slips;
 - ☐ Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the public service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. 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 Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **17st April, 2025.**
- xv. Only short-listed 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/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

