THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/60 **28th September, 2026**

VACANCY ANNOUNCEMENT

On behalf of Uongozi Institute, Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three (3) vacant posts mentioned below;

1.0 EXECUTIVE ASSISTANT - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

i. To manage the CEO's schedule for a better plan of the CEO’s schedule;

ii. To coordinate CEO’s meetings, including arrangement of venues;

iii. To manage the relations with visitors to the CEO's office;

iv. To answer and redirect calls from the CEO's off;

v. To handle the CEO's correspondence, redirect where necessary, and make follow up;

vi. To compile, update, and manage the CEO’s contact directory in consultation with other directorates, units, and sections;

vii. Liaise with the CEO’s Personal Assistant (PA) and allow access to the CEO’s contact directory;

viii. To make travel arrangements for the CEO, Head of Directorates, and Board

Directors;

ix. To provide secretarial duties to the CEO's meeting documents, such as board papers, management meetings etc.;

x. To assist in logistics that involve high-level delegates in the Institute's activities (i.e. travel arrangements, sending and follow-up letters, direct communication and support the delegates in their participation;

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma in Business Administration, Human Resources, Management, Marketing or equivalent related qualifications from a recognised institution. Must have work experience of at least three (3) years in administrative, customer service and or front office management.

1.3 SALARY SCALE

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2.0 INFORMATION TECHNOLOGY AND COMMUNICATION (ICT) OFFICER (SYSTEM ADMINISTRATOR) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To support and assist the management of ICT systems and tools;

ii. To assist in the analysis, design, modification and provide support of computer information systems;

iii. To install, configure, and maintain computers, workstations, file servers, network cabling, and other related equipment, devices, and systems;

iv. To conduct installation of programmes, testing, monitoring, and maintenance of software packages and applications systems;

v. To troubleshoot computer systems challenges and support the proper functioning of the systems;

vi. To assist maintenance of computer networks and personal computing infrastructure;

vii. To evaluate the operational performance of ICT systems and programmes;

viii. To plan and implement network security and manage host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users;

ix. To investigate, recommend and install enhancements and operating procedures that optimise network availability;

x. To establish and perform maintenance programmes following the Institute's and vendor's standards.

xi. To troubleshoot, upgrade, and configure disk drives, data acquisition boards, printers, and other related ICT equipment;

xii. To maintain, review and renew ICT-related site licenses.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication Engineering or equivalent relevant qualifications from recognised institutions. Must have work experience of at least three (3) years in the information technology field.

2.3 SALARY SCALE

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3.0 COMMUNICATION OFFICER - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

i. To support the implementation of the Institute's corporate communications strategy

ii. To participate in strengthening and expanding the relationships with the stakeholders of the Institute and members of the general public

iii. To assist in drafting the correspondence on customers' inquiries, complaints and

requests to align with the Institute's policies;

iv. To assist in handling media inquiries, arrange interviews with stakeholders, targeted leaders and other experts;

v. To create and update the database of stakeholders for information sharing;

vi. To assist and participate in the writings on the publications of the Institute;

vii. To assist in monitoring internal communication and provide recommendations as needed;

viii. To assist in creating content and update the Institute's website and social media platforms;

ix. To assist in coordinating the sensitisation workshops and seminars to staff to enhance effective communication;

x. To assist in preparing the contents related to the Institute's programmes and activities (marketing materials, research, and event reports, strategic and annual plans);

xi. To coordinate the logistical arrangements for the production of interviews to be filmed for the Institute’s television programmes.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Mass Communication, Journalism, Public Relations, Marketing, Business Administration majoring in Marketing, International Relations, Business Communication or equivalent related qualification from recognised institutions. Must have work experience of at least three(3) years in communications, marketing and or public relations field.

3.3 SALARY SCALE

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GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be

above 45 years of age. However, for vacancies within Paramilitary Institutions:

- Applicants for non-degree posts must not exceed 25 years of age.
- Applicants for degree posts must not exceed 30 years of age.

2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
   Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
   Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
   Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
   Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
   Form IV and Form VI results slips;
   Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,
    Mahakama Street, Tambukareli,
    Dodoma.

11. Deadline for application is **11th October, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.

13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address:*http://portal.ajira.go.tz*. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT