

UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/K/97

30th October, 2019

VACANCIES ANNOUNCEMENT

On behalf of **Sokoine University of Agriculture(SUA)**, President's Office, Public Service Recruitment Secretariat invites dynamic, committed, suitably qualified, competent, dedicated and self-motivated Tanzanians to fill **9 vacant** posts as mentioned hereunder;-

1.0 TUTORIAL ASSISTANT / ASSISTANT LIBRARIAN TRAINEE- 3 POSTS

1.1 DUTY STATION: MOROGORO

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

1.1.2 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor Degree in Library and Information Science/ Information Studies/Records Management or related fields with GPA of 3.8 and above. Applicants specializing in cataloguing and classification will have an added advantage.

1.1.3 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

1.1.4 AGE LIMIT

Not above 35 years of age

2.0 TUTORIAL ASSISTANT (MOLECULAR BIOLOGY) - 1 POST

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

2.1.1 QUALIFICATION AND EXPERIENCE

Possession of a BSc degree in Biotechnology and Laboratory Sciences/Molecular Biology and Biotechnology or related fields from recognized University, and a minimum score of B+ in Molecular Biology.

2.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

2.1.3 AGE LIMIT

Not above 35 years of age

3.0 TUTORIAL ASSISTANT (VETERINARY SURGERY AND RADIOLOGY)-1 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and

- v. To perform any other related duties assigned by the authorities.

3.1.1 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor of Veterinary Medicine Degree or Bachelor of Science in Veterinary Medicine. In addition candidates must have a minimum score of 'B' grade in Veterinary Surgery and Radiology.

3.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

3.1.3 AGE LIMIT

Not above 35 years of age

4.0 TUTORIAL ASSISTANT (BIOCHEMISTRY)-1 POST

4.1 DUTIES AND RESPONSIBILITIES:

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

4.1.1 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor of Veterinary Medicine Degree or related degree from recognized Universities. Overall average score of B+ Grade at undergraduate level in Biochemistry.

4.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

4.1.3 AGE LIMIT

Not above 35 years of age

5.0 TUTORIAL ASSISTANT (FOREST ENGINEERING)-1 POST

5.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

5.1.1 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor Degree in Forestry or Agricultural Engineering with GPA of 3.8 and above. Knowledge of GIS, Remote sensing and applied statistics will be an added advantage.

5.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

5.1.3 AGE LIMIT

Not above 35 years of age

6.0 TUTORIAL ASSISTANT (THEORETICAL STATISTICS) -1 POST

6.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct an induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

6.1.1 QUALIFICATION AND EXPERIENCE

Possession of Bachelor degree in Statistics. With GPA of 3.8 and above

6.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

6.1.3 AGE LIMIT

Not above 35 years of age

7.0 TUTORIAL ASSISTANT (Finance and Accounting) -1 POST

7.1 DUTIES AND RESPONSIBILITIES

- i. To conduct tutorials, seminars and practical's;
- ii. To assist in research, consultancy and outreach activities;
- iii. To conduct induction course in pedagogic skills for those who had none before;
- iv. To understudy senior members, including attending lectures and seminars, tutorials and practical training; and
- v. To perform any other related duties assigned by the authorities.

7.1.1 QUALIFICATION AND EXPERIENCE

Possession of a Bachelor of Banking and Finance/Bachelor of Accounting and Finance/Bachelor of Commerce (Banking and Finance) with GPA of 3.8 and above

7.1.2 REMUNERATION

As per Treasury Registrar's Circular No. 7 of 2015, which is applicable at the moment.

7.1.3 AGE LIMIT

Not above 35 years of age

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 35 years of age except for those employed in the Public Service;
- ii. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- 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;
 - 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. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. Deadline for application is **13th November, 2019** and;
- xiii. Only short listed candidates will be informed on a date for interview;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;
- xv. **A signed application letter** should be written either in English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*

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')*

Release by;

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT.