

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.Na.JA.9/16/01/54

01st September, 2026

VACANCY ANNOUNCEMENT

On behalf of and Public Procurement Regulatory Authority (PPRA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill ten (10) vacant posts mentioned below;

1.0 ICT OFFICER II (SOFTWARE DEVELOPMENT – FRONTEND) - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the analysis, design, development, testing, deployment and maintenance of secure, responsive and user-friendly web and mobile applications;
- ii. To develop web application interfaces using Angular, TypeScript, HTML5, Tailwind CSS and modern CSS layout techniques, including reusable UI components and approved accessibility standards;
- iii. To develop and maintain cross-platform mobile applications using Flutter and Dart, including packaging and publication through the Google Play Console and Apple App Store;
- iv. To integrate frontend and mobile applications with REST APIs, GraphQL services and other enterprise system interfaces, and implement appropriate application state management patterns;
- v. To participate in application testing, debugging, performance optimization, defect resolution, source-code management, code review and collaborative software delivery using Git-based repositories; and

- vi. To prepare and maintain relevant technical documentation and perform any other official duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer Science, Software Engineering, Information Technology, Information Systems, Computer Engineering or equivalent qualification from a recognized higher learning institution. The candidate should possess practical project experience or a demonstrable software development portfolio and have:

- Hands-on experience in Angular v14+ or strong experience in Vue.js, React or Svelte with readiness to adapt to Angular; strong proficiency in TypeScript, object-oriented and reactive programming, and modern UI technologies including Tailwind CSS, HTML5, Flexbox, CSS Grid and Angular Material.
- Practical experience in developing cross-platform mobile applications using Flutter and Dart, including state management approaches such as NgRx, and basic knowledge of publishing applications through the Google Play Console and Apple App Store.
- Experience integrating applications with REST APIs and GraphQL, including queries, mutations and client libraries such as Apollo Client or GraphQL Flutter, together with proficiency in Git, GitHub or GitLab for version control and collaborative software development. Knowledge of UI/UX design with Figma or related UI/UX design tools will be an added advantage.

1.3 SALARY SCALE

PPRA 5

2.0 ICT OFFICER II (SOFTWARE DEVELOPMENT – BACKEND) - 4 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the analysis, design, development, testing, deployment and maintenance of secure and scalable backend applications, web services and microservices;
- ii. To develop backend services using Java and Spring Boot, including RESTful APIs, GraphQL schemas, queries and mutations; Integrate internal and external systems using Spring Cloud OpenFeign, APIs, RabbitMQ and other asynchronous or event-driven communication mechanisms;

- iii. To design, develop and optimize PostgreSQL databases using SQL, indexing, Spring Data JPA and Hibernate; Implement backend security, caching, testing, API documentation and performance optimization using technologies such as Spring Security, OAuth2, JWT, Redis, JUnit, Testcontainers, Swagger/OpenAPI and Postman; and Use Git-based repositories, CI/CD pipelines and containerized deployment environments, prepare technical documentation; and
- iv. To perform any other official duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer Science, Software Engineering, Information Technology, Information Systems, Computer Engineering from a recognized higher learning institution. The candidate should possess practical project experience or a demonstrable software development portfolio and have: Strong proficiency in Java 21 or above, modern object-oriented programming and backend development using Spring Boot, Spring Data JPA and Hibernate; Practical experience in REST APIs, GraphQL, Spring Cloud OpenFeign, PostgreSQL, RabbitMQ, asynchronous processing, event-driven architecture, Git and basic CI/CD pipelines; and Knowledge of Kubernetes, Redis, Spring Security, OAuth2, JWT, JUnit 5, GraphQL and Postman will be an added advantage.

2.3 SALARY SCALE

PPRA 5

3.0 ICT OFFICER II (ARTIFICIAL INTELLIGENCE APPLICATIONS) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the analysis, design, development, testing, deployment and maintenance of Artificial Intelligence applications, including their integration with web and mobile interfaces;
- ii. To develop backend scripts, AI execution pipelines, RESTful APIs, asynchronous services and data-processing workflows using Python, TypeScript or JavaScript;
- iii. To configure, deploy, integrate and maintain locally hosted Large Language Models using platforms such as Ollama, LM Studio, vLLM or LocalAI, as well as cloud-based LLM APIs such as OpenAI, Gemini, Anthropic or equivalent

platforms;

- iv. To design effective prompts and implement structured AI outputs using JSON schemas, function calling, tool use and related techniques;
- v. To develop agentic AI workflows and Retrieval-Augmented Generation solutions using multi-step execution, text embeddings, vector similarity search and vector databases; and
- vi. To use Git-based repositories and deployment pipelines for source-code management, collaboration and software delivery, prepare and maintain technical documentation, and perform any other official duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer Science, Software Engineering, Artificial Intelligence, Data Science or another related technical field from a recognized higher learning institution. The candidate should possess practical project experience or a demonstrable technical portfolio and have:

- Strong proficiency in Python, TypeScript or JavaScript for backend scripting, AI execution pipelines, RESTful API integration, JSON data handling and asynchronous programming, together with proficiency in Git, GitHub or GitLab for version control, collaboration and deployment pipelines.
- Practical experience in deploying or configuring locally hosted Large Language Models using Ollama, LM Studio, vLLM, LocalAI or equivalent platforms, or experience with cloud-based LLM APIs such as OpenAI, Gemini or Anthropic, with readiness to work in self-hosted environments; including prompt engineering, structured outputs, JSON schemas, function calling and tool use.
- Knowledge or practical exposure to agentic AI workflows, multi-step execution, LangChain, LlamaIndex or AutoGPT, as well as embeddings, vector similarity search, vector databases such as Chroma, Qdrant or Pinecone, Retrieval-Augmented Generation, and basic integration of AI services with Angular, React or Flutter applications.

3.3 SALARY SCALE

PPRA 5

4.0 ICT OFFICER II - (SYSTEMS ANALYST) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To participate in systems analysis, business process analysis and requirements gathering for information systems;
- ii. To prepare system specifications, technical documentation and user manuals;
- iii. To participate in system testing, implementation, maintenance and continuous improvement of information systems;
- iv. To provide technical support to users and participate in user training and awareness programmes;
- v. To participate in business process re-engineering and digital transformation initiatives;
- vi. To participate in data analysis, system integration and quality assurance activities;
- vii. To monitor system performance and recommend appropriate improvements; and
- viii. To perform any other official duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Software Engineering, Computer Engineering, Business Information Systems or equivalent qualifications from a recognized higher learning institution. The candidate must possess knowledge or practical exposure in systems analysis, enterprise information systems, user requirements gathering, system testing, ICT user support, business process analysis and technical documentation. Knowledge of cyber security, enterprise applications and Government ICT systems will be an added advantage.

4.3 SALARY SCALE

PPRA 5

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 **14th September, 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**

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Kumb.Na.JA.9/16/01/53

28th August, 2026

VACANCY ANNOUNCEMENT

On behalf of and Tanzania Railways Corporation (TRC), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill twenty-four (24) vacant posts mentioned below;

1.0 INSTRUCTOR II (CIVIL ENGINEER) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct short Courses and Seminars in respective areas of specializations, Instructional methods course (Pedagogical);
- ii. To prepare Course/Lesson Plans for respective subjects of specializations;
- iii. To supervise students on practical training;
- iv. To follow up and submits post training evaluation on trainees.
- v. To plan and organize Traffic programmes;
- vi. To conduct Courses and Seminars for senior staff of the Corporation;
- vii. To collect and analyze information and data related to the fields of specialization;
- viii. To audit training objectives and Courses contents and recommends to the principal training equipment's and materials required;
- ix. To evaluate effectiveness of instructors under him and makes appropriate reports to the principal. Conducts research pertaining to instructional needs in and outside

TRC and conducts consultations and researches on training matters in liaison with districts and headquarters officers;

- x. To perform any other duties as assigned by his superior.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8 or equivalent) in Bachelor Degree in Civil Engineering or equivalent in relevant fields with a minimum GPA of 3.5 from recognized institution, eligible for registration as a technical teacher and registered by respective Board as Graduate Engineer/Professional.

1.3 SALARY SCALE

TRCS 6

2.0 INSTRUCTOR II (MECHANICAL ENGINEER) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct short Courses and Seminars in respective areas of specializations, Instructional methods course (Pedagogical);
- ii. To prepare Course/Lesson Plans for respective subjects of specializations;
- iii. To supervise students on practical training;
- iv. To follow up and submits post training evaluation on trainees.
- v. To plan and organize Traffic programmes;
- vi. To conduct Courses and Seminars for senior staff of the Corporation;
- vii. To collect and analyze information and data related to the fields of specialization;
- viii. To audit training objectives and Courses contents and recommends to the principal training equipment's and materials required;
- ix. To evaluate effectiveness of instructors under him and makes appropriate reports to the principal. Conducts research pertaining to instructional needs in and outside TRC and conducts consultations and researches on training matters in liaison with districts and headquarters officers;
- x. To perform any other duties as assigned by his superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8 or equivalent) in Bachelor Degree in Mechanical Engineering or equivalent in relevant fields with a minimum GPA of 3.5 from recognized institution, eligible for registration as a technical teacher and registered by respective Board as Graduate Engineer/Professional

2.3 SALARY SCALE

TRCS 6

3.0 ARTISAN II (AUTO ELECTRIC) - 5 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. Install, maintain, and repair electrical systems of plants, machinery, and motor vehicles.
- ii. Diagnose and rectify electrical faults in equipment and machinery.
- iii. Carry out preventive maintenance of electrical components.
- iv. Test and replace faulty electrical parts and systems.
- v. Support installation and commissioning of electrical equipment.
- vi. Perform any other relevant duties as may be assigned by the supervisor

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with CBET Level II/III Certificate or Trade Test Grade I/II Certificate or NVA II/III in Auto Electric or equivalent qualifications from a recognized institution.

3.3 SALARY SCALE

TRCS 1

4.0 TECHNICIAN II (AUTOMOBILE) - 4 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. Supervise and participate in maintenance and repair of plants, machinery, motor vehicles, and construction equipment.
- ii. Performing routine maintenance such as oil and brake changes

- iii. Repairing or replacing worn, old or defective car parts and testing systems after repairs
- iv. Maintaining detailed repair records to support invoicing and customer support
- v. Communicating with service advisors about diagnosed problems, necessary repairs and repair timelines
- vi. Ensuring tools and work areas are clean, operational and safe
- vii. Keeping up with new automotive technology and repair best practices

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with Diploma/NTA Level 6 in Automobile Engineering/Automotive Mechanics or relevant qualifications from Recognized Institution.

4.3 SALARY SCALE

TRCS 3

5.0 TECHNICIAN II (HYDRAULIC MACHINERIES) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. Undertake maintenance of rolling stock and locomotives;
- ii. Maintenance of workshop machinery and plants;
- iii. Service of refrigeration and air condition facilities;
- iv. Service Mechanical handling equipment and ancillary plants;
- v. Help supervisor to maintain records;
- vi. Perform any other duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI with Full Technician Certificate (FTC) Or Ordinary Diploma in mechanical with specialization on hydraulic machineries, or Equivalent from any recognized institution.

5.3 SALARY SCALE

TRCS 3

6.0 ENGINEER II (SIGNAL &TELECOMMUNICATION) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. Assist in maintenance of S &T equipment and systems.
- ii. Assist in installation of SGR, MGR signals and Telecommunication network and equipment.
- iii. Assist in preparation of specifications for procurement of signal and telecommunication equipment and gadgets.
- iv. Preparation of technical plans and designs for signal and telecommunication projects.
- v. Preparation and submission of periodical technical reports.
- vi. Performs any other related duties as assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Electrical Engineering, Electrical Engineering, Telecommunication Engineering, Electronics Engineering or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

6.3 SALARY SCALE

TRCS 6

7.0 LOCOMOTIVE DRIVER II - 10 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To perform shunting duties within the station yards, sidings and running depots within the home station.
- ii. To perform shunting duties within the station yards, sidings and running depots within the home station.
- iii. To check the locomotive fitness before use.

- iv. To report any problem noted in the locomotive during the course of driving.
- v. To record all important events occurring during shunting.
- vi. Recording the fuel balance on start and at the end of the shunting duties.
- vii. To perform any other related duties that may be assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV academic Certificate with 2 years Locomotive Driving Certificate or Locomotive Shunting Certificate offered by TIRTEC or any recognized Institution and Class F or G Driving License.

7.3 SALARY SCALE

TRCS 3

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 **10th September, 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**

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/55

3rd September, 2026

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Information, Culture, Arts and Sports, Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one (1) vacant post of Principal/ Chief Executive Officer of Bagamoyo Arts and Cultural Institute (TaSUBa).

2.0 THE BAGAMOYO ARTS AND CULTURAL INSTITUTE (TaSUBa)

The Bagamoyo Arts and Cultural Institute (TaSUBa) was established under the Executive Agencies Act No. 30 of 1997 and Government Notice No. 220 of November, 2007. The Institute replaced the former Bagamoyo College of Arts, established in 1981, in order to better correspond to the changing role of performing arts of Tanzania. Its aims and mission are to encourage the development of Tanzanian arts and culture, to promote their uses as a record of contemporary life and manners, to promote education about film, television and the moving image generally, and their impact on society. The institute offers both Certificate and Diploma courses in various specializations.

The Institute is under the Ministry of Information, Culture, Arts and Sports and registered by National Council for Technical Education (NACTE) and recognized as Centre of excellence by East Africa Community (EAC). The Institute is determined to meet its mission, vision and objectives by continuing to offer and deliver high quality education in Arts and Culture by

transformation of students opting for a career in Arts and Culture.

POST	PRINCIPAL/CHIEF EXECUTIVE OFFICER
EMPLOYER	THE BAGAMOYO ARTS AND CULTURAL INSTITUTE (TaSUBa)
APPOINTED BY	THE MINISTER RESPONSIBLE FOR INFORMATION, CULTURE, ARTS AND SPORTS
REPORTS TO	THE ADVISORY BOARD
SUPERVISES	DEPUTY PRINCIPALS AND HEADS OF UNITS
KEY COMPETENCES/ ATTRIBUTES	i. A person possessing ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students; ii. High level of confidence; iii. High level of integrity and honesty; iv. Excellent analytical skills, v. Fluent in English and Kiswahili, vi. Ability to work within a team, independently and to interact with superiors, peers and subordinates; and vii. Good understanding of Public Service Code of Conduct and Ethics.
JOB SUMMARY/ JOB PURPOSE	The Chief Executive Officer will be the Accounting Officer and Spokesperson of the Institute responsible for managing and overseeing all academic and administrative matters of the Agency and Secretary to the Governing Board of an Institution.
DUTIES AND RESPONSIBILITIES	i. Preparation, and implementation of Strategic and Business plans and associated budgets; ii. Ensuring delivery of Agency services to customers and to the expected standard; iii. Organizing and managing all Agency resources allocated to it efficiently, economically and in accordance with the principles of fairness and equality as outlined in Government policies and

	Financial Regulations; iv. Setting user fees for services for the recovery of operational costs plus a reasonable development margin; v. Preparation of Annual Report and Audited Financial Statements in accordance with Public Finance Act and regulations for submission to the parent ministry; vi. Ensuring that all aspects of the management and organization are kept under review and that they best suit training needs; vii. Mobilizing and negotiating for resources required; viii. Ensuring that the Agency is managed efficiently taking into consideration National Policies and Legal requirement; ix. Facilitate learning (by teaching) of academic programmes in the institution; x. Responsible to the Governing Board for the implementation of the decision of the respective Governing Board; xi. To administer the enforcement of by Laws and Regulations made by the Governing Board; xii. To promote good relations with the Government and other organizations; xiii. Working closely with other key players in the Education Sector to ensure successful running of the Agency and better delivery of services; and xiv. Shall have such other powers as are conferred upon him or her under the Act and other relevant written law.
QUALIFICATIONS	Shall have academic standing with credentials of the rank of at least Senior Lecturer or eligible for re- categorization as Senior Lecturer for Higher Learning Technical and Vocational Institutions or Principal Tutor/ Principal Instructor or above.
EXPERIENCE	He/she must have outstanding academic and administrative experience with capability in the area of technical and vocational education and training preferably in the field related to the institution.

	Proven ability to develop and coordinate the implementation of an academic vision for a technical and vocational institution.
AGE LIMIT	45 Years except for those who are in Public Service.
TERMS OF EMPLOYMENT	The successful candidate will be offered a five –year contract renewable subject to good performance.
REMUNERATION	According to the approved TaSUBa scale.
APPLICATION TIME LINE	Fourteen days (14) days from the date of the advertisement.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service;
- ii. **Applicants with disabilities are encouraged to apply and should indicate 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;
- 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, Mahakama Street Tambukareli –Dodoma.**
- xiv. Deadline for application is **16th September, 2026;**
- 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**