

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

REF.NO. JA.9/259/01/B/58

9th September, 2026

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Insurance Regulatory Authority (**TIRA**) and Tanzania Posts Corporation (**TPC**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **Six (06)** vacant posts as mentioned below;

1.1 PUBLIC RELATION OFFICER II – 2 POSTS

1.2 DUTY STATION - UNGUJA

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To disseminate documents such as brochures, articles and newsletters;
- ii. To update Public Relations & Communication news and events on the Website;
- iii. To attend to customer complaints;
- iv. To prepare reports on matters related to Public Relations & Communication, Education and Communication.
- v. To liaise and organize allotment of Airtime through the Radio and TV for airing education programs;
- vi. To prepare production schedules and list of target audience;
- vii. To participate in developing feature articles for publication and distribution of print media.
- viii. To carry out other duties related to his/her field as assigned by immediate supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree/Advanced Diploma in Journalism or Mass Communication or Public Relations or Advertising or equivalent qualifications from recognized institutions.

1.2.3 SALARY SCALE – TIRAS 4.

1.3 RECORDS MANAGEMENT ASSISTANT II – 1 POST

1.4 DUTY STATION - PEMBA

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in managing the Registry operations;
- ii. To handle classified documents as required;
- iii. To receive, record and distribute incoming and internally created mails;
- iv. To record and arrange for the efficient and timely dispatch of all correspondences;
- v. To open index control files; and
- vi. To perform any other duties as may be assigned by the supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA Level 6) in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions.

1.4.3 SALARY SCALE – TIRAS 3.

1.5 INSURANCE OFFICER II (GENERAL INSURANCE) – 1 POST

1.6 DUTY STATION - PEMBA

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To analyse applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements.

- iv. To study and analyze new insurance products to be offered in the market;
- v. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- vi. To participate in regular inspections; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree/Advanced Diploma in Insurance, Risk Management Insurance and Risk Management, Social Protection, or equivalent qualifications from recognized institutions.

1.6.3 SALARY SCALE – TIRAS 4.

2.0 THE TANZANIA POSTS CORPORATION (TPC)

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1st January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country.

The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals. Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania.

2.1 ICT OFFICER II - FRONT END DEVELOPER – 1 POST- Re advertise

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Designing, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc;
- ii. Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;

- iii. Designing, coding and debugging web and mobile based applications in various software languages;
- iv. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. Software testing and quality assurance;
- vi. Support, maintain and document software functionality;
- vii. Installation and configuration of appropriate application servers based on the application programs to be supported; Support, maintain, and preparation of technical and user documentations for various software functionalities;
- viii. Training and support of software users for effective utilization of deployed systems;
- ix. Assist in troubleshooting and resolving routine software application problems;
- x. Software modelling and simulation; Front end graphical user interface design/programming;
- xi. Software testing and quality assurance; Performance tuning, improvement, load balancing, usability, automation; Integrate software with existing systems;
- xii. Evaluate and identify new technologies for implementation; Working closely with analysts, designers and other staff; and
- xiii. Producing detailed technical specifications and software code documentation; Production system maintenance and support;

2.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields: Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Software Engineering, Network Engineering, Information System, Cyber Security, Information Technology, Computer Engineering or equivalent qualifications from a recognized Institution.

2.1.3 SALARY SCALE: TPCSS 5

2.2 MARKETING OFFICER II – MARKETING 1 POST - Re advertise

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To seek for advertising revenue;
- ii. To sell Cooperation products;
- iii. To make Follow-up on payments from Radio and TV customers;
- iv. To provide relevant information relating to performance of Cooperation products;

- v. To provide feedback on non-performing products and the way of improving it;
- vi. To ensure that sales are not done to defaulters;
- vii. To promote sponsorship of programme and sell associated Cooperation products; and
- viii. To perform other related duties assigned by Supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Marketing, Entrepreneurship, Commerce or Business Administration majoring in Marketing, Entrepreneurship or equivalent from a recognized University/ Institution.

2.2.3 SALARY SCALE: TPCSS 5

3.0 GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above **45** years 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.
 - Diploma/Certificates.
 - Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Professional Registration and Training Certificates from respective Institutions
 - 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
- xiv. Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Tambukareli - Dodoma.
- xiii. **Deadline for application is 23rd September 2026;**
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**