

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/25

07th October, 2026

VACANCY ANNOUNCEMENT

On behalf of the Ministries, Départements, Agencies (**MDAs**) Public Service Recruitment Secretariat (**PSRS**) invites dynamic and suitable qualified Tanzanian to fill ten (**10**) vacant posts as mentioned below,

1.0 ACCOUNTANT III - 3 POSTS

1.1 DUTIES AND RESPONSIBILITIES:

- i. To originate financial transactions in various systems;
- ii. To analyse financial transactions and keep books of accounts;
- iii. To keep records of payment voucher register book;
- iv. To collate inputs for preparation of corporate budget estimates;
- v. To maintain Bank's Client accounts;
- vi. To carry out accounts reconciliation.
- vii. To prepare draft financial statements;
- viii. To analyse costs for operational efficiency;
- ix. To prepare and file tax returns;
- x. To process invoices, track payment and ensure timely collection and disbursements;
- xi. To ensure compliance with financial regulations;
- xii. To stay updated on changes in accounting standards to implement best practices;
- xiii. To keep fixed asset register, correct accounting treatment on disposal of fixed assets;
- xiv. To assist external auditors during the audit process;
- xv. To provide inputs for preparation of periodic reports;

- xvi. To provide inputs in preparation of plan, budget and procurement as may be required;
- xvii. To provide inputs for preparation of reports relating to divisional activities;
- xviii. To provide inputs for development and review of policies and procedures relating to the activities of the division/department; and
- xix. To perform other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Commerce or Business Administration (majoring in Accounting or Finance) or related qualification from a recognized Institution with at least Upper Second Class. Possession of Certified Professional Accountant (T), ACCA, CIMA, ACA, or related professional certification will be an added advantage.

2.0 RECEPTIONIST III - 2 POSTS

2.1 DUTIES AND RESPONSIBILITIES:

- i. To receive and guide visitors in the Bank Offices;
- ii. To keep records of all visitors entering and leaving the Bank;
- iii. To receive messages and mail from Bank visitors and forward them to respective offices;
- iv. To provide general information to clients inquiring for services offered by the bank: and
- v. To perform other related duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE:

Certificate of Secondary Education Examination (CSEE) with pass in English and Kiswahili and Basic Technician Certificate in one of the following fields: Front Office, Reception, Hospitality, Customer Care or equivalent qualification from a recognized Institution.

3.0 IT TECHNICIAN III - 1 POST

3.1 DUTIES AND RESPONSIBILITIES:

- i. To troubleshoot and repair problems/faults with computer systems hardware and software as well as other computer peripherals and other ICT equipment;
- ii. To troubleshoot and maintain network infrastructure;
- iii. To perform preventive maintenance for ICT equipment;
- iv. To provide support on application (Such as Email System, Directory Services, MS Office) and operating system issues to users;

- v. To take and maintain inventory of computers and related equipment used in the Bank;
- vi. To assist in preparation of specifications for procurement of suitable hardware for the Bank; and
- vii. To perform other related duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE:

Ordinary Diploma in Computer Engineering, Information Technology, Computer Science, Information Systems, Information and Communication Technology or its equivalent from a recognised university/college with at least Upper Second Class.

4.0 KITCHEN ATTENDANT III - 2 POSTS

4.1 DUTIES AND RESPONSIBILITIES:

- i. To prepare and serve refreshments to members of staff and Bank visitors;
- ii. To clean and safe keep kitchen facilities;
- iii. To sort, store and distribute needed ingredients for refreshments;
- iv. To perform other related duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE:

Certificate of secondary education with basic certificate in catering/food and beverages from a recognized institute.

5.0 SECURITY GUARD III - 2 POSTS

5.1 DUTIES AND RESPONSIBILITIES:

- i. To guard Bank's property against theft from intruders and unlawful acts;
- ii. To keep Bank's office keys;
- iii. To apprehend or evict violators using force where necessary;
- iv. To assist management in enforcing security regulations;
- v. To provide escort services for Bank's cargo and to staff especially when handling sensitive duties;
- vi. To screen visitors seeking entry or going out of the Bank's offices or residences;
- vii. To patrol Bank's office compounds to check security and safety of staff and property;
- viii. To provide bodyguard services to Bank's executives when required;
- ix. To record incidents in the Occurrence Book daily;
- x. To initiate necessary actions against fire and other emergencies;
- xi. To take action to prevent violence or disturbance at the Bank's premises;
- xii. To control movement of motor vehicles and parking at Bank premises; and

xiii. To perform other related duties as may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE:

Certificate of Secondary Education Examination (CSEE) with pass in English and Kiswahili and National Service Certificate from JKT/JKU with at least “B” grade in behaviour and work competence completed from 2023 onwards.

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 13rd October 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**