

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/179

10<sup>th</sup> July, 2025

### VACANCY ANNOUNCEMENT

On behalf of The Commission for Human Rights and Good Governance (**CHRAGG**) and The Tanzania Meteorological Authority (**TMA**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanian to fill **three (3)** vacant posts as mentioned below,

#### 1.0 THE COMMISSION FOR HUMAN RIGHTS AND GOOD GOVERNANCE (CHRAGG)

The Commission for Human Rights and Good Governance was established in 2000, through the Thirteen Amendments of the Constitution of the United Republic of Tanzania of 1977. The Commission plays a dual mandate of a National Human Rights Institution (NHRI) under the Paris Principles of 1993 and an Ombudsman Office in accordance with Venice Principles, 2019. The Commission took over the oversight functions of the Permanent Commission of Enquiry (PCE), following the Constitution amendment and the repeal of the PCE Act. No. 25 of 1966. The Commission main functions are to promote, protect and preserve human rights, principles of good governance and duties to the society in accordance with the Constitution and the laws of the land.

The Commission became operational on the 1<sup>st</sup> July, 2001, after the coming into force of the Commission for Human Rights and Good Governance Act, Cap. 391 hereinafter referred to as the Act, which was enacted in 2001; and through the Government Notice No. 311 of 8<sup>th</sup> June, 2001. In Zanzibar, the House of Representatives extended the jurisdiction, functions

and powers of the Commission by enacting the Commission for Human Rights and Good Governance (Extension) Act. No. 12 of 2003 which was assented to by the President of Zanzibar on 25<sup>th</sup> April, 2007. The Extension Act commenced its operation on 30<sup>th</sup> April, 2007 through publication on the Official Gazette of Zanzibar No. 31 of 2007.

## **1.0 DRIVER II – 1 POST -Re- Advertise**

### **1.1.1 DUTY STATION: PEMBA**

#### **1.1.2 DUTIES AND RESPONSIBILITIES**

- i. To inspect vehicles before and after trips to ensure vehicle safety.
- ii. To transport staff to various locations for official duties.
- iii. To form minor vehicle repairs.
- iv. To collect and distribute various documents.
- v. To fill out and keeping records of all trip details in the logbook.
- vi. To clean the vehicle.
- vii. To report vehicle mechanical defects discovered to the Transport Officer;
- viii. To keep record of fuel and type filled within its logbook;
- ix. To perform routine service to his vehicle; and
- x. Performs any other duties as may be assigned by the supervisors.

#### **1.1.3 QUALIFICATION**

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class **C** or **E** and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Advanced Driving Course from NIT or other recognized Institution will an added advantage.

## **2.0 RECORDS MANAGEMENT ASSISTANT II -1 POST - Re- Advertise**

### **2.2.1 DUTY STATION: UNGUJA**

#### **2.2.2 DUTIES AND RESPONSIBILITIES**

- i. To receive files, registers, stores, retrieve, deliver to the appropriate officer,
- ii. collects and returns them to registry;
- iii. To open files according to record keeping regulations;
- iv. To keep record of movement of files;
- v. To trace, locate and retrieve files when needed;

- vi. To dispatch documents according to instructions;
- vii. To sort, list, classify and box documents for official use;
- viii. To arrange documents and files in ranking or cabinets in the registry;
- ix. To file documents in the appropriate files;
- x. To record and arrange efficient and timely dispatch of all correspondences;
- xi. To open index control files; and
- xii. To perform any other related duties as may be assigned by the supervisor.

### **2.2.3 QUALIFICATION**

Holder of Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Diploma in one of the following fields: Records Management, Records and Archive Management, or equivalent qualifications from a recognized institution with Computer skills.

### **THE TANZANIA METEOROLOGICAL AUTHORITY (TMA)**

The Tanzania Meteorological Authority (TMA) was established through the Tanzania Meteorological Authority Act No. 2 of 2019. The institution is responsible for regulating, coordinating and provision of meteorological services to the general public, institutions and individual users of tailor-made services for socio-economic development. The Authority is also responsible for issuing warnings and advisories on severe weather. Events for protection of human life and properties.

Before then, Meteorological services within the country were provided by the Tanzania Meteorological Agency that was established by the Executive Agencies Act No 30 of 1997. During the East African Community (EAC) Meteorological Services were provided under the EAC Protocol and after the collapse of the EAC the meteorological services were issued under the Directorate of Meteorology. The vacancy posts consist of Driver II, and Personal Secretary II cadre as indicated below;

### **1.0 DRIVER II – 1 POST - Re- Advertise**

#### **1.1 DUTY STATION: PEMBA**

##### **1.1.2 DUTIES AND RESPONSIBILITIES**

- i. To inspect vehicles before and after trips to ensure vehicle safety.
- ii. To transport staff to various locations for official duties.
- iii. To form minor vehicle repairs.

- iv. To collect and distribute various documents.
- v. To fill out and keeping records of all trip details in the logbook.
- vi. To clean the vehicle.
- vii. To report vehicle mechanical defects discovered to the Transport Officer;
- viii. To keep record of fuel and type filled within its logbook;
- ix. To perform routine service to his vehicle; and
- x. Performs any other duties as may be assigned by the supervisors.

### 1.1.3 QUALIFICATIONS

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class **C** or **E** and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

### 1.1.4 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.
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal.

- vii. An applicant employed in the Public Service should route his application letter through his respective employer.
- viii. An applicant who is retired from the Public Service for whatever reason should not apply.
- ix. An applicant should indicate three reputable referees with their reliable contacts
- x. 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiii. **Deadline for application is 24<sup>th</sup> July, 2025**
- 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: 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**