

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/A/543

31st May, 2024

On behalf of College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS), invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two (2) vacant posts mentioned below.

COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the Act of Parliament No. 31 of 1965. It is an autonomous institution wholly owned by the Government with full accreditation of the National Council of Technical Education (NACTE). The Mission and Vision, are to provide demand-driven and competence-based business education and to offer quality public services through applied researches and consultancies.

1.1 ASSISTANT LECTURER – BANKING AND FINANCE (1 POST)

1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares teaching/learning material;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision and
- v. Performs any other relevant duties as assigned by supervisor.

1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Accounting and Finance or Master in Banking and Finance. The applicant must have either a Bachelor of Accounting and Finance or Bachelor of Banking and Finance at undergraduate level from a recognized academic institution. The candidate should possess a GPA of at least 4.0 out of five points at Masters Level and a minimum GPA of 3.8 points (out of 5 points) at Undergraduate Level.

1.4 SALARY SCALE: PHTS 2.1

2.TUTORIAL ASSISTANT – TOURISM AND EVENTS MANAGEMENT- (1 POST)

2.1. DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 6 (Ordinary Diploma);
- ii. Assists in conducting tutorial and practical exercises for students under close supervision;
- iii. Prepares learning resources for tutorial exercises;
- iv. Assists in conducting research under close supervision;
- v. Carries out consultancy and community services under close supervision; and
- vi. Performs any other relevant duties as assigned by.

2.2 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Tourism Management. The GPA for Bachelor Degree should not be less than 3.8. Applicants should have studied (major) in Tourism Management.

2.3 SALARY SCALE: PHTS .1.1

GENERAL CONDITIONS

- (i) All applicants must be Citizens of Tanzania with age not above 45 years;
- (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: -
 - 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; and
 - National Identification Card.
- (vi) Attaching copies of the following certificates is strictly not accepted: -

- Form IV and form VI results slip;
 - Testimonials and all Partial transcripts;
- (vii) An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- (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 reliable contacts;
- (x) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examinations Council of Tanzania (NECTA);
- (xi) 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);
- (xii) Only short-listed candidates will be informed on the date of interview and;
- (xiii) Presentation of forged certificates and other information will necessitate legal action;
- (xiv) Deadline for application is **13th June, 2024**;
- (xv) A signed application letter should be written in English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. BOX 2320, Utumishi Building at University of Dodoma-Dr. Asha Rose Migiro Buildings- **DODOMA**.

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**