



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA



## TRANSFER EMPLOYMENT OPPORTUNITIES

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education, Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 (Re:2019) to undertake the responsibility of examinations administration and certification as provided for in the Act.

Public Servants who wishes to transfer their service to The National Examinations Council of Tanzania (NECTA) are invited to fill the following posts:

### A. Posts and Qualifications

#### 1. EXAMINATIONS OFFICER II – CHEMISTRY SUBJECT (1 POST)

##### (a) Qualification

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution, majoring in Chemistry.

OR

Holder of Bachelor Degree in Chemistry plus Postgraduate Diploma in Education (PGDE).

##### (b) Duties and Responsibilities

- (i) To Supervise marking of candidates; examination scripts;
- (ii) To Compile lists of examiners for various examinations;
- (iii) To Supervise setting of test items and marking scheme;
- (iv) To Supervise Moderators of test items and making scheme;
- (v) Typesetting and proofread of examinations papers and making scheme;
- (vi) To Carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- (vii) To perform any other related duties as may be assigned by Supervisor.

**2. EXAMINATIONS OFFICER II – PHYSICS SUBJECT  
(1 POST)**

**(a) Qualification**

Holder of Bachelor Degree in Education, Bachelor of Science with Education or equivalent qualifications from a recognized Institution, majoring in Physics.

OR

Holder of Bachelor Degree in Physics plus Postgraduate Diploma in Education (PGDE).

**(b) Duties and Responsibilities**

- (i) To Supervise marking of candidates; examination scripts;
- (ii) To Compile lists of examiners for various examinations;
- (iii) To Supervise setting of test items and marking scheme;
- (iv) To Supervise Moderators of test items and making scheme;
- (v) Typesetting and proofread of examinations papers and making scheme;
- (vi) To Carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- (vii) To perform any other related duties as may be assigned by Supervisor.

**3. EXAMINATIONS OFFICER II – KISWAHILI SUBJECT  
(1 POST)**

**(a) Qualification**

Holder of Bachelor Degree in Education, Bachelor of Arts with Education or equivalent qualifications from a recognized Institution, majoring in Kiswahili.

OR

Holder of Bachelor Degree in Kiswahili plus Postgraduate Diploma in Education (PGDE).

**(b) Duties and Responsibilities**

- (i) To Supervise marking of candidates; examination scripts;
- (ii) To Compile lists of examiners for various examinations;
- (iii) To Supervise setting of test items and marking scheme;
- (iv) To Supervise Moderators of test items and making scheme;
- (v) Typesetting and proofread of examinations papers and making scheme;
- (vi) To Carry out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders; and
- (vii) To perform any other related duties as may be assigned by Supervisor.



#### **4. INTERNAL AUDITOR II (1 Post)**

##### **(a) Qualification**

Holder of Bachelor Degree in one of the following fields: Auditing, Finance, Accounting, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognised institutions. The candidate must possess CPA (T), ACCA, ACA or equivalent professional qualification recognised by NBAA.

##### **(b) Duties and Responsibilities**

- (i) To execute audit programme;
- (ii) To audit invoices and local purchases;
- (iii) To audit journal entries;
- (iv) To audit pay entries and transactions;
- (v) To audit stock control records; and
- (vi) To perform any other related duties as may be assigned by Supervisor.

#### **5. PRINCIPAL ASSISTANT PRINTER (1 Post)**

##### **(a) Qualification**

Holder of FTC or Diploma (NTA 6) in one of the following fields: Graphic Art and Printing, Printing Technology, Electronics Engineering, Electrical Engineering, Mechanical Engineering or equivalent qualification from a recognised Institution with at least thirteen (13) years working experience in related field.

##### **(b) Duties and Responsibilities**

- (i) To assist in planning and implementing various binding and printing tasks;
- (ii) To prepare an inventory of printing/binding requirements, materials and chemicals;
- (iii) To maintain register for incoming and outgoing jobs;
- (iv) To operate various machines in the finishing sections on folding, cutting, stitching and binding of examination, examination stationery and office stationery;
- (v) To advise on all matters pertaining to binding/printing;
- (vi) To prepares preventive maintenance Gantt chart and ensures adherence; and
- (vii) To perform any other related duties as may be assigned by Supervisor.

#### **6. PRINTING ASSISTANT II (7 Posts)**

##### **(a) Qualification**

Holder of Certificate (NTA 5)/ Trade Test II/Level II in one of the following fields: Graphic Art and Printing, Printing Technology, Electronics Engineering, Electrical Engineering, Mechanical Engineering or equivalent qualification from a recognised Institution.

##### **(b) Duties and responsibilities**

- (i) To operate small offset printing machines;

- (ii) To operate paper cutting machines;
- (iii) To operate machines (e.g., SORD, SORS, Goss-web, SPEED MASTER, guillotine and book pressing); and
- (iv) To operate hydraulic power for lifting reams, etc.;
- (v) To hand Binds;
- (vi) To collate, cut and trim;
- (vii) To assemble all printed material into finished printed products; and
- (viii) To perform any other related duties as may be assigned by Supervisor.

## **7. OFFICE MANAGEMENT SECRETARY II (2 Posts)**

### **(a) Qualification**

Holder of Diploma (NTA 6) in Secretarial Studies who has a typing speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

### **(b) Duties and Responsibilities**

- (i) To type letters and other documents;
- (ii) To receive visitors, ascertains the nature of their business and relays information to the executive concerned;
- (iii) To maintain a diary of appointments, meetings, occasions for executives and informs/reminds them before and on due date;
- (iv) To handle incoming mails for personal attention of the relevant executive and ensures that information and correspondences are effectively circulated and managed;
- (v) To prepare and facilitates departmental and other meetings and processes records of the proceedings;
- (vi) To ensure cleanliness of the office(s); and
- (vii) To perform any other related duties as may be assigned by Supervisor.

## **8. DRIVER II (1 Post)**

### **(a) Qualification**

Holder of CSEE and Certificate in Basic Driving Course from VETA/NIT or equivalent qualifications from recognized Institution with at least one year driving experience without causing an accident. Must have a clean Class E or C Driving License.

### **(b) Duties and Responsibilities**

- (i) To drive NECTA vehicles skillfully;
- (ii) To maintain and keep up-to-date log-books;
- (iii) To adhere to maintenance schedules;
- (iv) To keep motor vehicles in good running conditions and reports faults and defects to Transport Officer;
- (v) To ensure that valid documents are obtained prior to commencing any journey;
- (vi) To ensure safety and cleanliness of the vehicles at all times; and



(vii) To perform any other related duties as may be assigned by Supervisor.

**B. Other Attributes**

In additional to the qualifications specified above, all applicants are expected to possess the following attributes:

- High degree of integrity;
- Capacity to work under pressure and meet strict deadlines;
- Excellent interpersonal and communication skills;
- Dynamic and results oriented; and

**C. General conditions**

- Applicants must channel their application letters through their employers,
- Applicants must be Citizens of Tanzania,
- Applicants must be a Public Servant,
- Applicants must attach copies of certified secondary school certificates, academic certificates, transcripts and birth certificate. Presentation of forged certificates and other information will necessitate legal action.;
- Applicants should provide their complete contact address, including telephone numbers and e-mail addresses.
- Applicants should be ready to bear the cost of transfer.
- Applicants should write an application letter in english and attached with properly word-processed signed CVs, recent passport size photograph, names and contact addresses of three referees.

Applications should be sent to the address shown below and be received by **21<sup>st</sup> June, 2024** at **3:30 PM**. Only short-listed applicants will be contacted.

**The Executive Secretary,**

The National Examinations Council of Tanzania,

P.O Box 2624,

**DAR ES SALAAM.**



Dr. Said Ally Mohamed

**THE EXECUTIVE SECRETARY**

**07<sup>th</sup> June, 2024**