

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/247

18th January, 2019

On behalf of the **Kilimanjaro Airports Development Company Limited (KADCO)** and **Tea Research Institute Of Tanzania (TRIT)**, President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated persons to fill **47 vacant** posts mentioned below;

1.0 KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

Kilimanjaro Airports Development Company Limited (KADCO) is a company owned by the Government of United Republic of Tanzania charged to manage and develop Kilimanjaro International Airport and its estate.

1.1 ASSISTANT AIRPORT SECURITY OFFICERS -12 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Providing screening services to departing passengers, baggage, mail and cargo,
- ii. Preventing and spotting any suspicions of theft and burglary at the airport,
- iii. Monitoring CCTV and doing general surveillance,
- iv. Ensuring security of passengers, cabin crews, aircrafts and visitors at the airport, and ;
- v. Collecting any threat information in respect of insecurity of civil aviation, bomb threats, hijacking and report to the concerned authorities.

1.1.2 QUALIFICATION AND EXPERIENCE

- i. Advanced certificate of Secondary education with two principal passes in any combination.
- ii. Knowledge of Aviation Security and any foreign language will be added advantage.
- iii. Not below eighteen (18) or above thirty five (35) years of age (ICAO requirement) and has not inclined to drug and alcohol abuse.
- iv. Applicants shall be of good mental, physical and health state to the extent necessary to perform the security duties to and adequate standard.
- v. Having clean background check.
- vi. Applicants should declare that, he/she has no criminal convictions and any misrepresentation of facts is grounds for refusal of employment or disciplinary proceedings or criminal charges.

1.2 ARTISANS: ELECTRICIAN -6 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Implementing preventive maintenance as per schedules/ program
- ii. Performing repair works,
- iii. Initiating modifications where necessary,
- iv. Controlling, keeping and protecting working tools and equipment against loss or damage, and ;
- v. Checking on daily basis of all airport equipment and facilities such as AGL, buildings, pavements and utilities so as to determine need for service or maintenance.

1.2.2 QUALIFICATION AND EXPERIENCE

- i. Form IV Certificate.
- ii. Trade Test Grade I, II and III/ level I, II and III in Electrical, from a recognized institution.

1.3 ARTISANS: PLUMBING -1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Implementing preventive maintenance as per schedules/ program
- ii. Performing repair works,
- iii. Initiating modifications where proved necessary,
- iv. Controlling, keeping and protecting working tools and equipment against loss or damage, and ;
- v. Checking on daily basis of all airport equipment and facilities such as AGL, buildings, pavements and utilities so as to determine need for service or maintenance.

1.3.2 QUALIFICATION AND EXPERIENCE

- i. Form IV Certificate.
- ii. Trade Test Grade I, II and III/ level I, II and III in, Plumbing from a recognized institution.

1.4 ARTISANS: CIVIL -1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Implementing preventive maintenance as per schedules/ program,
- ii. Performing repair works,
- iii. Initiating modifications where proved necessary,
- iv. Controlling, keeping and protecting working tools and equipment against loss or damage, and ;
- v. Checking on daily basis of all airport equipment and facilities such as AGL, buildings, pavements and utilities so as to determine need for service or maintenance.

1.4.2 QUALIFICATION AND EXPERIENCE

- i. Form IV Certificate.
- ii. Trade Test Grade I, II and III/ level I, II and III in Civil engineering, from a recognized institution.

1.5 ASSISTANT FIRE OFFICERS – 17 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in provision of emergency response services during an aircraft accident or incident which may exist at the time of landing, taking off, taxing, parked etc.
- ii. Assisting in carrying out inspection of the Rescue and Fire Fighting facilities, and;
- iii. Participating in fire drill exercises

1.5.2 QUALIFICATION AND EXPERIENCE

- i. Certificate of Secondary Education with pass in any of the four Science subjects i.e. Chemistry, Physics, Biology and Mathematics.
- ii. Certificate in Basic Fireman ship

1.6 CLINICAL OFFICER II - 3 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Diagnosing the patients and give right treatment,
- ii. Prescribing medicine to patients,
- iii. Giving first aid to obstetrical and gynaecological cases
- iv. Ordering and keeping medicine and first aid equipment under proper custody
- v. Advising Airport staff on health matters
- vi. Providing preventive care medicine, and ;
- vii. Effecting referral of patients to referral Hospitals.

1.6.2 QUALIFICATION AND EXPERIENCE

- i. Diploma in Clinical Medicine from a recognized Institution.
- ii. Three (3) years of relevant working experience.

1.7 CIVIL ENGINEER - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Maintaining the integrity of civil engineering infrastructure and equipment at KIA and KADCO Estates in accordance to professional and ICAO safety standards,

- ii. Providing preventive maintenance services on Civil engineering plants and facilities,
- iii. Checking civil engineering infrastructures, facilities, buildings and aircraft movement areas to ensure they are in good condition,
- iv. Providing technical advice to airport users on alterations or modifications of existing structures, and;
- v. Ensuring consistent implementation of Safety Management System and proper records and documentation are kept.

1.7.2 QUALIFICATION AND EXPERIENCE

- i. Bachelor of Science in Civil Engineering or equivalent qualifications from a recognized Institution.
- ii. Should be registered by the Engineers Registration Board (ERB) as a professional engineer.
- iii. Three (3) years of relevant working experience.

1.8 INTERNAL AUDITOR - 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Reviewing and appraising the soundness, adequacy and application of accounting, financial and other operating controls and promoting effective control at reasonable cost,
- ii. Ascertaining the extent of compliance with established policies, plans and procedures,
- iii. Auditing financial and inventories report,
- iv. Auditing books of accounts,
- v. Preparing internal audit reports according to audit standards,
- vi. Conducting special checks as directed by supervisors,
- vii. Conduct audit tests and procedures in compliance with the audit programme,
- viii. Evaluate the efficiency and effectiveness of the internal control system,
- ix. Compile work paper and reference them to the audit plan, and ;
- x. Recommend corrective measures when appropriate.

1.8.2 QUALIFICATION AND EXPERIENCE

- i. Bachelors Degree in Accountancy or its equivalent from a recognized institution.
- ii. The candidates must be holder of CPA (T), ACCA or CIA, and must be registered with National Board of Accountants and Auditors (NBAA).
- iii. Must be trained in Computer Assisted Audit Techniques (CAATS).
- iv. Three (3) years of relevant working experience.

1.9 FIRE COMMANDING OFFICER - 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Providing leadership and coordinate staff in the Fire and Rescue Services.
- ii. Implementing policy and procedures of Fire and Rescue Services at KIA as specified in ICAO,
- iii. Ensuring that, RFFS category 9 at KIA is maintained at all the times,
- iv. Ensuring the RFFS personnel's carryout regular drill exercises,
- v. Arranging for regular checking of Fire hydrants and equipment,
- vi. Ensuring the timely and regular maintenance of fire fighting vehicles and other rescue equipment,
- vii. Providing quality and adequate supply of fire fighting and rescue materials and protective gear required for operations and for training,
- viii. Organizing fire training to fire crew and other staff of relevant organization on the airport area,
- ix. Arranging for fire safety audit to be made regularly for the whole Airport specially those areas of high risks such as fuel farm, terminal building and cargo, and ;
- x. Establishing hazard and risk assessment register for the section and update it when changes or new development occur.

1.9.2 QUALIFICATION AND EXPERIENCE

- i. Bachelor degree in any Science discipline or its equivalent from a recognized institution.
- ii. Certificate in Advanced Firemen ship course (s).
- iii. Certificate in Emergence Response and Crisis Management is an added advantage.

- iv. Firemen training of trainers/instructors attribute will be added advantage.
- v. Nine (9) years of relevant working experience.

1.10 SENIOR OFFICE SECRETARY- 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Handling the enquiries directed to the Executives office in his absence and either respond to the enquiry refer the enquirer to a more appropriate staff member,
- ii. Receiving all visitors to the office and either address their requirements or refer them to the appropriate staff member where necessary,
- iii. Responding to correspondence and provide routine (approved) information as appropriate,
- iv. Providing necessary facts to his/her assigned officer(s) to enable him/her handle issues referred to the office,
- v. Making travel arrangements and hotel bookings for Managers and other Senior Officers including organizing visas and tickets,
- vi. Setting up official appointments and manage the Executive's diary,
- vii. Handling all incoming and outgoing correspondence including emails, general correspondence and other communication including classified mails, fax messages and marked files,
- viii. Performing secretarial duties including typing and printing of both open and confidential letters, minutes and other official documents, filing and manning the telephones,
- ix. Ensuring orderly movement of incoming and outgoing files, monitor and update record of file movement register in his/her office,
- x. Ensuring the availability of general office supplies, including purchasing and issuing so as to facilitate effective operations, and ;
- xi. Taking responsibility for all office administration matters including office maintenance, cleanliness and communication.

1.10.2 QUALIFICATION AND EXPERIENCE

- i. Diploma in Secretarial Duties or Office Practices from recognized institution with typing speed of 80 w.p.m., English and Kiswahili Shorthand with a speed of at least 100 w.p.m.

- ii. Must have computer knowledge.
- iii. The candidate must have passed Management course for Executive Assistants Stage II Examinations.
- iv. Must have working experience of at least seven (7) years in a reputable organization.

1.11 NURSE OFFICER II- 1POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Providing nursing assistance to patients in accident, emergencies and staff at the airport
- ii. Administering medicine to patients as prescribed,
- iii. Providing health education to patients and airport staff,
- iv. Lifting/uplifting patients from the ambulance to the aircraft/from aircraft to ambulance, and;
- v. Participating in accidents, emergencies and drills.

1.11.2 QUALIFICATION AND EXPERIENCE

- i. Diploma in Nursing from any recognized Institution and should be registered by the Tanzania Nursing and Midwifery Council.
- ii. Must have a valid practicing license.
- iii. Three (3) years of relevant working experience

1.12 BUSINESS DEVELOPMENT OFFICER- 1 POST

1.12.1 DUTIES AND RESPONSIBILITIES

- i. Maintaining and updating contract register,
- ii. Implementing sound Airport promotion plan,
- iii. Implementing customer visit plan in order to develop good business relations,
- iv. Inspecting leased premises so as to oversee its proper use and adherence to terms of the agreement,
- v. Receiving and assisting clients by providing them with the necessary information relating to charges and availability of space for lease, advertisement, concessionaire and taxi services,
- vi. Preparing and analyzing airport traffic data monthly, and ;

- vii. Collecting Market intelligence data and information so as to identify threats and opportunities for management information and decision making.

1.12.2 QUALIFICATION AND EXPERIENCE

- i. Bachelor Degree in Commerce or Business Administration specialized in (Marketing) or its equivalent from a recognized institution.
- ii. Experience in Airport marketing will be an added advantage.

Remuneration

The successful candidate may expect attractive and competitive remuneration and benefits packages consistent with KADCO Scheme of Service.

2.0 TEA RESEARCH INSTITUTE OF TANZANIA

2.1 The Tea Research Institute of Tanzania (TRIT) is an autonomous organization representing the Government of Tanzania and the tea industry. Its duty is to support the continued development of the tea industry, both large and small-scale producers, with appropriate high quality, cost effective research and technology transfer. It is funded by both public and private sector and by grant aid from willing donors.

2.1 FIELD TECHNICAL ASSISTANT GRADE II -1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist extension staff field works including farmer training
- ii. To assist on research samples selection.
- iii. To assist on irrigation work on tea growing crops.
- iv. To support specialist officers in crops, land planning, soil conservation, vermin control research etc.

2.1.3 QUALIFICATION AND EXPERIENCE

Secondary school leaver (Form 4 or 6) with an interest in agriculture. Secondary School leavers from agricultural oriented secondary schools will be more preferred.

2.1.4 AGE LIMIT

The applicant should be under 35 years.

Remuneration

The successful candidate will be entitled to an attractive package commensurate with job requirements. A basic salary at scale **TRITS 1** will be paid.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service and where specified otherwise.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of certificates as required for each post to include;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - And Birth certificate
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education **should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);**
- x. **Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);**
- xi. Applicants with special needs/case (disability) are supposed/advised to

- indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to;
- Secretary,
Presidents Office, Public Service Recruitment Secretariat,
8 Kivukoni Road,
P.O. Box 63100,
11404 Dar EsSalaam.*
- xiii. Deadline for application is 01st February, 2019;
- xiv. Only short listed 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.ajira.go.tz/>and not otherwise(This address also can be found at PSRS Website, Click 'Recruitment Portal')

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**