

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/100

8th June, 2022

VACANCY ANNOUNCEMENT

On behalf of Tanzania Engineering and Manufacturing Design Organization (TEMDO) Public Service Recruitment Secretariat invites dynamic and suitable qualified Tanzanians to fill **Thirteen (13)** vacant posts mentioned below.

1.0 TANZANIA ENGINEERING AND MANUFACTURING DESIGN ORGANIZATION (TEMDO)

Tanzania Engineering and Manufacturing Design Organization (TEMDO) is an applied Engineering Research and Development Institution Established by the Act of Parliament No, 23 of 1980. TEMDO operate under the Ministry of Investment, Industry and Trade and it's based at Njiro Hills in the City of Arusha.

1.0.1 ARTISAN II- 4 POSTS (WELDING AND FABRICATION)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To perform welding operations, mainly on MIG and TIG welding;
- ii. To fabricate and manufacture TEMDO's approved designs in workshop;
- iii. To perform specific crafts job under close supervision;
- iv. To take care of tools and equipment;
- v. To carry out the maintenance and repair of machinery and equipment; and
- vi. To perform any other duties as may be assigned by supervisor

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of form IV Certificate plus Trade Test I/LEVEL three III in Welding, and Fabrication technology from recognized Institutions

1.0.4 SALARY SCALE: PGSS 2.1

2.0 ARTISAN II - 1 POST (ELECTRICAL) – 2 POSTS

2.0.1 DUTIES AND RESPONSIBILITIES

- i. To ensure that workshop machines are in working order from an electrical perspective in order to minimize downtime and faults;
- ii. To provide general assistance to the electrician including work on installations, inspections, diagnosing faults, testing, repair and maintenance of electrical or electronic wiring, equipment, appliances, apparatus, and fixtures;
- iii. To perform effective maintenance, identify, and repair breakdowns timeously and accurately;
- iv. To accountable to regularly perform proactive maintenance on equipment to deter any failures in adherence with scheduling;
- v. To perform jobs as and when they are required in accordance with contract/agreed requirements and within agreed time limits;
- vi. To strictly adhere to all legislation regarding safety and machine maintenance;
- vii. To work using his/her own initiative within agreed roles, meet his/her targets and contribute to those of the team as a whole;
- viii. To maintain accurate worksheets and records/documentation associated with his/her work;
- ix. To assist in identifying hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety;
- x. To report problems/failures that may impact on the organization and/or its clients/customers or which he/she thinks may effect health and safety to the workshop manager/supervisor;
- xi. To adhere to all organization policies and procedures, including those relating to hygiene, respect for other team members, time keeping and flexibility; and
- xii. To perform any other duties as may be assigned by supervisor

2.0.3 QUALIFICATION AND EXPERIENCE

Holder of form IV Certificates PLUS Trade Test I/LEVEL 3 in Electrical Engineering from recognized Institutions

2.0.4 SALARY SCALE: PGSS 2.1

3.0 TECHNICIAN II – 2 POSTS (MECHANICAL)

3.0.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the repair and maintenance of an organization facilities;

- ii. To learn and adopt all workshop safety rules during workshop operation;
- iii. To assist on implementation of projects that need technical assistance and designing;
- iv. To participate at all level in any consultancy work that need workshop services; and
- v. To perform any other duties as may be assigned by supervisor.

3.0.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Mechanical, Mechatronics, Electromechanical, Oil and gas engineering or related qualifications from recognized Institution. Candidate with knowledge on CNC and plasma cutting technology will be an added advantage.

3.0.3 SALARY SCALE: PGSS 5.1

4.0 TECHNICIAN II -1 POST (ELECTRICAL/MECHATRONICS)

4.0.1 DUTIES AND RESPONSIBILITIES

- i. To assemble, install, test and maintain electrical or electronic wiring, equipment, apparatus and fixtures, using hand tools and power tools;
- ii. To diagnose malfunctioning system, apparatus, and components using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;
- iii. To inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- iv. To test electrical system and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system;
- v. To demonstrate self-motivational drive in learning new technologies as they apply;
- vi. Perform business management duties such as maintaining records and files, Understand and help maintain work orders and preventative maintenance system;
- vii. To read and interpret electrical schematics to demonstrate the initiative, investigate and offer improvements to our plant/machines operation;
- viii. To identify recommendations for correction and describe, in sufficient technical detail, for future project planning and cost estimating;
- ix. To maintain accurate worksheets and records/documentation associated with his/her work;
- x. To assisting to identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety;
- xi. To immediately report problems/failures that may impact on the organization and/or its clients/customers or which he/she thinks may effect health and safety to the workshop manager/supervisor;

- xii. To adhere to all organization policies and procedures, including those relating to hygiene, respect for other team members, time keeping and flexibility; and
- xiii. To perform any other duties as may be assigned by supervisor.

4.0.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Electrical or Mechatronics engineering from recognized Institutions.

4.0.3 SALARY SCALE: PGSS 5.1

4.0.4 ENGINEER II- 3 POSTS

4.0.5 DUTIES AND RESPONSIBILITIES

- i. To prepare drawings and design for manufacture and fabrication of tools, equipment, machinery, and plant components;
- ii. To repair and prepare maintenance schedule for plants, machinery, and equipment;
- iii. To plan and estimate work and activities or projects costs;
- iv. To prepare technical specifications and evaluations of tender for design, consultancy material plant and equipment;
- v. To draw general facilities layout for new workshop and workshop improvements;
- vi. To maintain records and prepare reports on testing prototypes, equipment, and plants;
- vii. To install and implement modern automated equipment management system;
- viii. To maintain and submit updated inventory of materials, plant and equipment; and
- ix. To perform any other duties as may be assigned by supervisor.

4.0.6 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the followings field, Mechanical Engineering, Chemical and Processing Engineering, Electrical Engineering, and related field from a recognized Institutions. Must be registered by ERB as a Graduate Engineer. Candidate with knowledge on CNC and plasma cutting technology will be an added advantage.

4.0.7 SALARY SCALE: PGSS 7.

5.0 RESEARCH ASSISTANT (PARASTATAL RESEARCHER) – 2 POSTS

5.0.1 DUTIES AND RESPONSIBILITIES

- i. To assist the field data collection, computer data entry analysis and gathering relevant literature;

- ii. To prepare and submit technical reports drafts to respective supervisor for review;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise research technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To undertake specific research activities with less supervision from senior research or team leader;
- vii. To assist in planning of specific research projects;
- viii. To assist to prepare fundable research proposal and consultancy; and
- ix. To perform any other duties as may be assigned by supervisor.

5.0.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields, Mechanical Engineering, Electrical Engineering, Maintenance Engineering, Energy Engineering, Chemical Processing or Equivalent qualification from recognized Institutions. With a minimum of an Upper Second Class or Overall of Grade B for unclassified Degree. Must be registered by ERB as a Graduate Engineer

5.0.3 SALARY SCALE: PRSS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- 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 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;
- v. 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).
- 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **21st June, 2022**;
- xv. Only short-listed candidates will be informed on a date for interview and;
- xvi. 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**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**