

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/143

16th August, 2022

VACANCY ANNOUNCEMENT

On behalf of Agricultural Seed Agency (**ASA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **(35)** vacant posts mentioned below;

1.0 AGRICULTURAL SEED AGENCY (ASA)

Agricultural Seeds Agency (ASA) was established under the Executive Agencies Act [Cap.245 R.E. 2002]. The Agency was launched in June 2006 as a semi-autonomous body under the Ministry of Agriculture, Food Security and Cooperatives. The Agency took over the responsibilities that were performed by the Seed Unit of the Ministry of Agriculture Food Security and Cooperatives. The aim of establishing ASA is to ensure high quality agricultural seeds are available to farmers at affordable price.

The key functions of the Agency include, expanding seed production and distribution networks so as to facilitate seed accessibility by farmers, promotion of increased private sector participation in the seed industry development through establishment of public-private partnerships or joint ventures in seed production and distribution, promotion of increased demand of certified seed by farmers and strengthening research capacities for breeding and producing varieties that address farmers' specific demands.

1.1 AGRICULTURAL ENGINEER II (5 - POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare development plans, proposals and designs for new and improved workshop facilities;
- i. To implement Workshop development programs;
- ii. To design machine, plant or specialized plant for special purpose, equipment and plant modifications, and other items;
- iii. To prepare requisitions for procurement and replacement, overhaul, utilization and arrangement of the plant, equipment and Workshop tools;
- iv. To conduct capacity building, manpower development and training;
- v. To prepare and submit monthly, quarterly and annual performance reports; and
- vi. To perform any other related duties as may be assigned by Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Agricultural Engineering, Agricultural Engineering and Mechanization, Mechanical Engineering, Irrigation Engineering, Water Resources Engineering or equivalent qualifications from Institution/University recognized by the Government. The candidate must be registered by ERB as Graduate Engineer.

1.1.3 SALARY SCALE – ASASS 5

1.2 MARKETING OFFICER II (3 - POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out data collection, data processing and maintain comprehensive market information data base on ASA sales;
- ii. To review and analyse marketing information;
- iii. To search for market information related to ASA products;
- iv. To disseminate ASA posters, flyers and other promotional materials;
- v. To conduct ASA promotion campaigns; and
- vi. To perform any other related duties as may be assigned by Supervisor

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Marketing, Agricultural Economics, Entrepreneurship, Commerce or Business Administration majoring in (Marketing, Sales and Marketing, Entrepreneurship) or equivalent qualifications from Institution/University recognized by the Government.

1.2.3 SALARY SCALE – ASASS 4

1.3 ECONOMIST II (2 - POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare budget and work plan for ASA;
- ii. To conduct research on opportunities of economic policy matters;
- iii. To develop methodologies for data collection on various aspects of ASA operational programs;
- iv. To participate in preparation of ASA Action Plans;
- v. To coordinate and comment on the trend of ASA recurrent expenditures; and
- vi. To perform any other related duties as may be assigned by supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Economics, Agricultural Economics and Agribusiness, Economics and Statistics, Statistics, Economics and Finance or equivalent qualifications from Institution/University recognized by the Government.

1.3.3 SALARY SCALE – ASASS 4

1.4 DRIVERS (7 - POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To drive ASA vehicles skilfully.
- ii. To maintain and keep up-to-date log-books.
- iii. To adhere to maintenance schedules.

- iv. To keep motor vehicle in good running conditions and reports immediately faults and defects to Transport officer.
- v. To undertake minor repairs when necessary.
- vi. To ensure that valid documents are obtained prior to commencing any journey.
- vii. To ensure safety and cleanliness of the vehicle at all times.
- viii. To take care of the vehicle assigned to him/her by carrying out standard checks.
- ix. To check validity of relevant documents such as insurance, TLB, paying fees and reports the same to the Transport Officer for necessary action.
- x. To perform messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents
- xi. To perform any other related duties as may be assigned by Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate Secondary School Education having a valid Driving License Class C or E and Basic Driving Course from Institution recognized by the Government plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.4.3 SALARY SCALE – ASASS 4

1.5 INTERNAL AUDIT OFFICER II (I - POST)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To participate in preparation of Audit engage programme;
- ii. To participate on preliminary survey process;
- iii. To participate to conduct ordinary Audit and special Audit;
- iv. To collect and review Internal Audit findings;
- v. To make a Follow-up on implementation of Audit recommendation; and
- vi. To perform any other duties as may be assigned by superior.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from Institution/University recognized by the Government or Intermediate Certificate (Module D) offered by NBAA.

1.5.3 SALARY SCALE – ASASS 4

1.6 RECORDS MANAGEMENT ASSISTANT II (4 - POSTS)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To open new files and indexes cards as directed by the Supervisor;
- ii. To maintain an up-to-date register of Office files;
- iii. To file correspondence into the appropriate files and cross references;
- iv. To copy correspondence to relevant files and attaches them whenever deemed necessary;
- v. To review pending correspondence and lists files required for filing,
- vi. To maintain up-to-date file index books; and
- vii. To perform any other duties as may be assigned by the Supervisor

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate (NTA Level 5) in one of the following fields: Records Management, Archives Management, Archive and Documentation, Records and Information Management or equivalent qualifications from Institution/University recognized by the Government.

1.6.3 SALARY SCALE – ASASS 3

1.7 PROCUREMENT OFFICER II (1 - POST)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To receive and issue vouchers, delivery notes and invoices
- ii. To prepare purchase requisitions/orders upon approval by his/her supervisor

- iii. To assist in receiving and issuing goods to users;
- iv. To assist in the preparation of the Goods Received Notes (GRN);
- v. To assist in maintaining stock controls and accounts;
- vi. To arrange stock and inventories in a store;
- vii. To assist in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- viii. To perform any other related duties as may be assigned by Supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or equivalent qualifications from Institution/University recognized by the Government and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

1.7.3 SALARY SCALE – ASASS 4

1.8 SUPPLIES OFFICER II (1 - POST)

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist supervision of stock taking
- ii. To assist in receiving and issuing materials.
- iii. To assist in making follow ups on storing, and distribution of all stock items.
- iv. To assist in receiving and issuing stores, processing stores requisitions, order expedition, inventory and stock replenishment.
- v. To assist in maintaining a location index system in the store.
- vi. To assist in managing and archive records of the procurement and disposal process.
- vii. To assist in maintaining and update inventory of goods, supplies and materials.
- viii. To assist in maintaining records for each local purchase order.
- ix. To assist in following up of Supplier contracts and ensuring that are honored.

- x. To maintain store records.
- xi. To collect relevant data for the computation of stock order points and economic quantity levels.
- xii. To perform any other related duties as may be assigned by Supervisor

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Materials Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from Institution/University recognized by the Government and MUST be registered by the Procurement and Supplies Professionals and Technician Board (PSPTB) as a Graduate Procurement and Supplies Professional.

1.8.3 SALARY SCALE – ASASS 4

1.9 ASSISTANT SUPPLIES OFFICER II (6 - POSTS)

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To receive and issue material goods as per authorized requisition.
- ii. To prepare Goods Received Notes (GRN).
- iii. To maintain stock control and accounts.
- iv. To prepare procurement plans.
- v. To draft tender documents.
- vi. To prepare and maintaining store records.
- vii. To perform any other related duties as may be assigned by Supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management or equivalent qualifications from Institution/University recognized by the Government. Must be registered by PSPBT as Procurement and Supplies Technician or Procurement and Supplies Full Technician.

1.9.3 SALARY SCALE – ASASS 3

1.10 ACCOUNTANT (1 - POST)

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To ensure that all invoices are properly recorded and filed after payments;
- ii. To post properly of all primary data in the respective journals
- iii. To provide cashier services
- iv. To maintain Petty Cash Journals;
- v. To prepare various accounting schedules as directed by supervisor;
- vi. To prepare project account journals;
- vii. To prepare Staff advances, loans and imprests subsidiary ledger listings; and
- viii. To perform any other related duties as may be assigned by Supervisor

1.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from Institution/University recognized by the Government plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA.

1.10.3 5.SALARY SCALE – ASASS 5

1.11 ACCOUNTS ASSISTANT (3 – POSTS)

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving and keeping in proper custody of all incoming bills and claims.
- ii. To assist in maintaining primary books of accounts
- iii. To assist in preparing payment requisitions
- iv. To assist in preparing journal voucher/batches
- v. To assist in posting and balancing ledger accounts
- vi. To assist in repairing various payments schedules

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

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education plus Certificate (NTA Level 6) in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accounting, Finance, ATEC I or equivalent qualifications recognized by NBAA from Institution/University recognized by the Government.

1.11.3 SALARY SCALE – ASASS 3

1.12 ACCOUNTS OFFICER II (1 – POST)

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To ensure that all invoices are properly recorded and filed after payments;
- ii. To post properly all primary data in the respective journals
- iii. To provide cashier services
- iv. To maintain Petty Cash Journals;
- v. To prepare various accounting schedules as directed by supervisor;
- vi. To prepare project account journals;
- vii. To perform any other related duties as may be assigned by Supervisor.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from Institution/University recognized by the Government or Intermediate Certificate (Module D) offered by NBAA.

1.12.3 SALARY SCALE – ASASS 4

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. **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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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/Asha Rose Migiro Buildings Dodoma.

- xv. Deadline for application is **29th August, 2022**;
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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



Jiandae kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022

