

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/B/20**

**11<sup>st</sup> AUGUST, 2024**

**VACANCY ANNOUNCEMENT**

On behalf of the Tanzania Airports Authority (TAA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill vacant posts mentioned below.

**1.0 TANZANIA AIRPORTS AUTHORITY (TAA)**

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style.

**1.1 ASSISTANT AIRCRAFT MARSHALLER - 20 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist Aircraft Marshaller in marshalling of aircraft activities;
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger Movements;
- iii. To assist in disseminating aircraft movement information to the public address centre and other users;
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron;
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability;

- vi. To observe and ensure all apron movements (vehicles, equipment's, staff and passengers) comply with developed safety operating procedures;
- vii. To report the occurrence of accident or incidents on airside and apron immediately;
- viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size;
- ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside;
- x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management; and
- xi. To perform other duties as may be assigned by Supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Certificate in Public Administration, Human Resources, Statistics, Accounts, Business Administration/Banking/Commerce majoring in Finance or Accounting or equivalent qualification from a recognized Institution

### **1.1.3 SALARY SCALE: TAAS 2.1**

## **1.2 CUSTOMER SERVICE OFFICER II - 20 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To identify customers and their needs;
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided;
- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually;
- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment;
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face etc;

- vi. To facilitate training of other employees in customer care issues and encourage sharing of experience; and
- vii. To perform other duties as may be assigned by supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Commerce/Business Administration (Marketing), Marketing, Mass Communication, Entrepreneurship, Public Relations or equivalent qualifications from a recognized Institution.

### **1.2.3 SALARY SCALE: TAAS 4.1**

## **1.3 WILDLIFE OFFICER II - 3 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor wildlife control operations to ensure the wildlife programme is implemented within the specified standard;
- ii. To collect data in relation to wildlife control at the airport and ensure properly recorded in the log book;
- iii. To maintain wildlife control records relating to unit's log book, bird counts, wild animal counts, bird strike records and reports, wild animals strike, shooting and habitat management;
- iv. To monitor habitat and habitat changes on and around aerodrome, develop counter measures as necessary and make recommendation to Manager Operation;
- v. To advise the Control Tower whenever a potential bird or other animal hazard exists that cannot be contained within reasonable time vis a vis on aircraft movements;
- vi. To ensure adequate use and safe keeping, safe operation and maintenance of all wildlife control equipment and consumables;
- vii. To carry out regular survey of bird and other wildlife concentration and movement within 5n.m of the airport;
- viii. To liaise with wildlife department on wildlife control issues;
- ix. To liaise with farmers and neighboring the airport especially during the active part of the

- x. farming circle;
- xi. To liaise with municipal/district Environmental Officer regarding waste disposal; and
- xii. To perform any other duties as may be assigned by supervisor.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Wildlife, Management Range Management, Conservation Science, Wildlife Management and Conservation, Wildlife Ecology, Wildlife Management, Zoology Wildlife Ecology or equivalent qualifications from recognized Institution.

### **1.3.3 SALARY SCALE: TAAS 4.1**

## **1.4 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (NETWORK ADMINISTRATOR) - 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To design, install and configure LAN and WAN infrastructure;
- ii. To review LAN and WAN architecture;
- iii. To test network equipment and devices;
- iv. To implement network security plan, ensure network and systems in terms of confidentiality, integrity and availability;
- v. To develop and implement preventive maintenance plan for the network;
- vi. To monitor and maintain software and hardware for optimal network performance;
- vii. To review and update network configuration plan;
- viii. To analyze network problems, traffic and work out appropriate solutions;
- ix. To evaluate and recommend changes to current and future network requirements to meet needs;
- x. To implement the overall strategic goals of the network system;
- xi. To create and prevent reports regarding LAN and WAN performance;
- xii. To troubleshoot network systems and recommend improvement; and
- xiii. To perform any other duty as may be assigned by supervisor.

### **1.4.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields; Computer

Science, Computer Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, and REDHAT is an added advantage.

**1.4.3 SALARY SCALE: TAAS 5.1**

**1.5 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEM ADMINISTRATOR) - 1 POST**

**1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in installing, configuration and supporting new hardware and application software for client/server;
- ii. To cooperate with network administrator and hardware systems sections to establish dependencies;
- iii. To perform maintenance activities, data and system backups and restoration;
- iv. To create and maintain user accounts;
- v. To propose hardware and software requirements;
- vi. To prepare systems and technical documentations;
- vii. To perform quality assurance metrics; and
- viii. To perform any other duty as may be assigned by supervisor.

**1.5.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Computer Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, and REDHAT is an added advantage.

**1.5.3 SALARY SCALE: TAAS 5.1**

**1.6 ELECTRICAL ENGINEER II - 2 POSTS**

**1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To oversee the work of lower-level technical support personnel;

- ii. To require broad knowledge of precedence in the specialist area and a solid knowledge of principles and practices of related technical area;
- iii. To require a broad knowledge of the application of engineering to plan and equipment constructability as applied to construction method and materials as well as the economic involved;
- iv. To assign and coordinate works to technician, senior technician, principal technician and graduate engineer or less experience engineer;
- v. To assist in selection of discipline personnel assigned engineering work and projects;
- vi. To require extensive and independent contact with clients, vendor's representatives and project field personnel. Attend and participate in client and airports meetings;
- vii. To provide engineering information by answering questions and requests;
- viii. Maintains product and company reputation by complying with government regulations;
- ix. To keep equipment operational by coordinating maintenance and repair services; following established procedures; requesting special services;
- x. To provide technical direction and on the job training to subordinates; and
- xi. To perform any other duties as may be assigned by supervisor.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Electrical Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer

### **1.6.3 SALARY SCALE: TAAS 5.1**

## **1.7 MECHANICAL ENGINEER II - 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To assemble and test experimental motor-control devices, switch panels, transformers, generator windings, solenoids and other electrical/electro-mechanical equipment' and components according to engineering data and knowledge of electrical/electro-mechanical principle;

- ii. To coordinate installation, maintenance, repair, overhaul, troubleshooting and modifications and test various types of electrical, and/or electro-mechanical equipment and related devices;
- iii. To discuss, analyze and make recommendations to airport facilities for improvements or modifications as well as providing operations/maintenance instruction to airport staff and stakeholder for project related problem in order to develop solutions;
- iv. To undertake and coordinate periodic inspection of airport infrastructure and facilities to ensure they are in good condition;
- v. To coordinate works/projects and assign works to technician, senior technician, principal technician and graduate engineer or less experience engineer on smaller and less complex projects;
- vi. To prepare and or modify /design of drawings, specification, calculations, charts and graphs, issue drawing packages and make recommendations;
- vii. To prepare and submit accurate annual assessment and product reports by analyzing charts, drawings, tests and other data to plan;
- viii. To summarize information and trends e.g breakdown of spares, materials usage, fast moving materials and parts etc;
- ix. To serve as project engineer and client representative and respond to questions and requests from other airports stakeholders and effectively communicate and coordinate engineering programs, ongoing works and new projects;
- x. To estimate costs for engineering, construction, or extraction projects, and submit to procurement unit;
- xi. To prepare bid documents, participate in bid evaluation, analyze and review bid approvals;
- xii. To organize, monitor, control, test and commission plant or hand over projects using engineering principles and techniques;
- xiii. To establish and coordinate the maintenance and safety procedures service schedule and supply of materials required to maintain machines and equipment in the prescribed condition;
- xiv. To manage, train and develop staff including providing engineering information,

technical direction and on the job training; and

xv. To perform any other duties as may be assigned by supervisor.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Mechanical Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer

### **1.7.3 SALARY SCALE: TAAS 5.1**

## **1.8 ELECTRO-MECHANICAL/MECHANICAL TECHNICIAN II - 5 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance;
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability;
- iii. To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work;
- iv. To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance;
- v. To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles;
- vi. To assists in the purchase of materials and production equipments including sourcing for quotations on costs of new projects;
- vii. To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous;
- viii. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times;
- ix. To liaise with other airport users interested in making alterations or additions to existing structures;



- x. To collect data for planning, maintain and update records whenever necessary;
- xi. To maintain a high standard of proficiency in own skill areas; and
- xii. To perform any other duties as may be assigned supervisor.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Holder of form IV/VI Secondary School Certificate with Diploma (NTA 6) / Full Technician Certificate (FTC) in Electro Mechanical/Mechanical Engineering. The candidate must be computer literate.

### **1.8.3 SALARY SCALE: TAAS 3.1**

## **1.9 ASSISTANT AIRPORT SECURITY OFFICER II - 35 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in provide screening services to departing passengers, mails and cargo, aircrew/hostesses, flights and visitors at the airport;
- ii. To assist in control movement of people, vehicles and animals in the protected areas;
- iii. To prevent and spot any suspicious of theft and burglary at the airport;
- iv. To ensure security of passengers, aircrew/hostesses, flights and visitors at the airport;
- v. To ensure that passengers adhere to security procedures before boarding or disembarking the plane/flight;
- vi. To report any unattended baggage as per the established SOPs;
- vii. To assist in search of vehicles at security access areas/gates;
- viii. To assist in conduct patrol and general surveillance;
- ix. To assist in escort visitors to security restricted areas; and
- x. To perform any other duties as may be assigned by supervisor.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in one of the following fields, Sociology, Public Administration, Linguistics, Public Relations, International Relations, Business Administration or equivalent qualification from a recognized Institution.

### **1.9.3 SALARY SCALE: TAAS 3.1**

## **1.10 AIRPORT ATTENDANT II - 10 POSTS**

### **1.10.1 UTIES AND RESPONSIBILITIES**

- i. To collect statistical data on aircraft movements, passengers and cargo tonnage that passes through the airport accurately and in a timely manner;
- ii. To record aircraft landings and departures accurately;
- iii. To collect revenue where necessary following the approved procedures including landing and parking charges and passenger service charge from ad-hoc flights, and ensure safe custody until it is remitted to the finance office or banked;
- iv. To prepare monthly reports detailing information on the airfield's performance and status;
- v. To ensure cleanliness of air field and protection of the airfield and conducts 24 hours runway inspection before any aircraft landing and takeoff;
- vi. To ensure that grass is cut to approved height and that the general upkeep of the airfield is according to approved standards;
- vii. To monitor community activities regularly to ensure reduction in bird population around the airport and encroachment on airport land;
- viii. To contribute to any community activities that could lead directly or indirectly, to bird control;
- ix. To liaise with aviation security in ensuring safety of the airfield and airport users;
- x. To liaise with district authorities regarding VIP visits and condition of the airport; and
- xi. To perform other duties as may be assigned by Supervisor.

### **1.10.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV or VI Secondary School Certificate with passes in English and Kiswahili subjects.

### **1.10.3 SALARY SCALE: TAAS 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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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;  
An applicant employed in the Public Service should route his application letter through his respective employer;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant 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).
- x. 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);
- xi. 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.**
- xii. Deadline for application is **24<sup>th</sup> August, 2024;**
- xiii. Only short-listed candidates will be informed on a date for interview and;
- xiv. 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**