

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/32

30th October, 2024

VACANCY ANNOUNCEMENT

On behalf of Tanzania Bureau of Standards (TBS), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill vacant posts as mentioned below.

1.0 TANZANIA BUREAU OF STANDARDS (TBS)

Tanzania Bureau of Standards (TBS) is the National Standards Body for Tanzania established by the Government as part of the efforts to strengthen the supportive infrastructure for industry and commerce sectors across the economy. The Bureau was established by Parliamentary Act No. 3 of 1975 as the National Standards Institute and became operational on 16th April 1976. Subsequently, it was renamed Tanzania Bureau of Standards under Act No. 1 of 1977. On 20th March 2009, the Standards Act No. 3 of 1975 was repealed and replaced by the Standards Act No. 2 of 2009. Specifically, TBS was mandated to undertake measures for quality control of products of all descriptions and to promote standardization in industry and commerce.

1.1 ARTISAN II (PLUMBING AND PIPE FITTING) – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in repairing the Bureau's facilities and equipment;
- ii. To assist in construction of simple wood/civil works;
- iii. To assist in undertaking plumbing, metal work and painting work;
- iv. To assist in maintenance personnel in day to day activities;
- v. To assist in assessing maintenance requirements within the Bureau and recommend the same to the Head of Section; and
- vi. To perform any other duties as may be assigned by superior.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with Trade Test III/Level I in Plumbing and Pipe fitting, or equivalent qualifications from a recognized institution.

1.1.3 SALARY SCALE – TBSS 2

1.2 ARTISAN II (MASONRY) – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in repairing the Bureau's facilities and equipment;
- ii. To assist in construction of simple wood/civil works;
- iii. To assist in masonry works;
- iv. To assist in maintenance personnel in day to day activities;
- v. To assist in assessing maintenance requirements within the Bureau and recommend the same to the Head of Section; and
- vi. To perform any other duties as may be assigned by superior.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with Trade Test III/Level I in Masonry, or equivalent qualifications from a recognized institution.

1.2.3 SALARY SCALE – TBSS 2

1.3 ENGINEER II (MECHANICAL) – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out preventive maintenance;
- ii. To assist in interpretation of preventive maintenance reports and follow up of maintenance schedules;
- iii. To assist in routine maintenance services;
- iv. To assist in planning rehabilitation programs and executing them;
- v. To assist in maintenance of laboratory equipment;
- vi. To assist in preparing maintenance plans to meet the Bureau's objectives;
- vii. To assist in ensuring safety of equipment and operators; and
- viii. To perform any other duties as may be assigned by superior.

1.3.2 QUALIFICATIONS AND EXPERIANCE

Holder of Bachelor Degree in Mechanical Engineering. The candidate must be registered by the Engineers Registration Board (ERB) as Graduate Engineer

1.3.3 SALARY SCALE – TBSS 4

1.4 QUALITY ASSURANCE OFFICER II (CHEMICAL AND PROCESS ENGINEERING) – 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality

system;

- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chemical and Process Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.4.3 SALARY SCALE – TBSS 4

1.5 QUALITY ASSURANCE OFFICER II (FOOD SCIENCE) – 6 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality system;
- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Food Science and Technology or equivalent qualifications from a recognized institution.

1.5.3 SALARY SCALE – TBSS 4

1.6 QUALITY ASSURANCE OFFICER II (CIVIL ENGINEERING) – 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To study and implement the laboratory safety procedures and regulations;
- iii. To carry out analysis of sample as may be assigned by supervisor/trainer;
- iv. To provide support to industries in all matters related to quality assurance;
- v. To implement Regulations for Certification Schemes;
- vi. To conduct quality assurance training, consultancy and research;
- vii. To participate in preparation, implementation, maintenance and review of quality system;
- viii. To carry out verification of supplies and services;
- ix. To carry out corrective and preventive actions;
- x. To assist in safety and serviceability of equipment and apparatus; and
- xi. To perform any other duties as may be assigned by superior.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.6.3 SALARY SCALE – TBSS 4

1.7 GRAPHICS DESIGNER II – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To conceive ideas and concepts for packaging designs;
- ii. To assist in turning packaging ideas into designs using CAD/CAE software;
- iii. To assist in designing, creating and producing packaging designs;
- iv. To provide professional recommendations for concept, design and production of packages;
- v. To maintain equipment, supply inventory and accurate files and records;
- vi. To analyze requirements for packaging designs;
- vii. To read engineering plans and develop blueprints and drawings that can be used in packages manufacturing;
- viii. To assist in creating drawings, designs and other digital representations of packages;
- ix. To work closely with other design professionals in order to fully understand and interpret designs;
- x. To train manufacturers on packaging technology and best practice; and
- xi. To perform any other related duties as may be assigned by the Head of Section.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Fine Art, Graphic Design, or equivalent qualifications from a recognized institution. Basic knowledge in packaging materials such paper & pulp, metal, glass, plastic & plastic films and composite will be an added advantage.

1.7.2 REQUIRED COMPETENCE/SKILLS

Adequate knowledge in Graphic ArtiosCAD, AutoCAD, SolidWorks, Acrobat, Illustrator, CorelDraw or any other relevant CAD software for structural designing.

1.7.3 SALARY SCALE – TBSS 4

1.8 TECHNICIAN II (LABORATORY SCIENCE) – 8 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting quality inspections of imported goods;
- ii. To assist in enforcing approved standards;
- iii. To assist in drawing and submitting samples for laboratory analysis;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To advise importers/clients on TBS batch Certification schemes regulations and procedures;
- vi. To assist in release of goods meeting the requirements of the relevant Tanzania or recognized approved standards;
- vii. To maintain inspection records/data; and
- viii. To perform any other duties as may be assigned by superior.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Laboratory Technology, Laboratory Sciences and Technology or equivalent qualifications from a recognized institution.

1.8.3 SALARY SCALE – TBSS 3

1.9 TECHNICIAN II (CIVIL ENGINEERING) – 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;

- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;
- xi. To observe safety precautions to personnel, tools, instruments and equipment;
and
- xii. To perform any other duties as may be assigned by superior.

1.9.2 QUALIFICATIONS AND EXPERIANCE

Holder of Diploma in Civil Engineering or equivalent qualifications from a recognized institution.

1.9.3 SALARY SCALE – TBSS 3

1.10 TECHNICIAN II (ELECTRICAL ENGINEERING) – 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;
- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;

- xi. To observe safety precautions to personnel, tools, instruments and equipment;
and
- xii. To perform any other duties as may be assigned by superior.

1.10.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Electrical Engineering or equivalent qualifications from a recognized institution.

1.10.3 SALARY SCALE – TBSS 3

1.11 LIBRARIAN II – 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in Catalogues and classification of documents;
- ii. To offer assistance to readers on documents selections;
- iii. To maintain public and staff catalogue;
- iv. To process added copies and continuations;
- v. To ensure proper shelves of books and periodicals;
- vi. To make copies catalogue with cataloguing in publication (CIP) data;
- vii. To handle inter-library loans, gifts and exchanges;
- viii. To administer library records; and
- ix. To perform any other related duties as may be assigned by superior.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Library and Information Studies, Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution.

1.11.3 SALARY SCALE – TBSS 4.

1.12.1 METROLOGIST II (BIOMEDICAL) – 2 POSTS

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To assist in all aspects pertaining to calibration and quality management;

- ii. To assist in studying and implementing laboratory safety procedures and regulations;
- iii. To assist in preparing quality manual, procedures and calibration methods;
- iv. To assist in preparing, publicizing and disseminating technical tests and calibration information;
- v. To assist in carrying out routine calibrations;
- vi. To assist in developing and evaluating calibration systems;
- vii. To assist in identifying the magnitude of error sources contributing to the uncertainty of results to determine the reliability of the measurement process in quantitative terms; and
- viii. To perform any other duties as may be assigned by superior.

1.12.2 QUALIFICATIONS AND EXPERIANCE

Holder of Bachelor's Degree in Biomedical Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.12.3 SALARY SCALE – TBSS 4

1.13 LABORATORY ASSISTANT II – 5 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of simple reagents;
- ii. To clean laboratory apparatus;
- iii. To do general cleanliness of the floors, windows, tables, sinks, coats;
- iv. To dust bookshelves, clean simple apparatus, equipment and machinery;
- v. To make requests for cleaning materials;
- vi. To assist in preparation of samples for testing;
- vii. To assist in implementing routine safety measures in the laboratory; and
- viii. To perform any other duties as may be assigned by superior.

1.13.2 ENTRY QUALIFICATIONS

Holder of Form IV Certificate plus Certificate/ Trade Test III/Level I in one of the following fields: Biotechnology and Laboratory Science, Laboratory Science and Technology, or any other related qualification from recognized institutions.

1.13.3 SALARY SCALE – TBSS 2

1.14 RESEARCH OFFICER II (FOOD SCIENCE AND TECHNOLOGY) – 1 POST

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To prepare questionnaire, proposals and reports for the approved research projects;
- ii. To participate in designing of exploratory and strategic researches;
- iii. To document methods, practices and findings obtained from qualitative and quantitative research currently employed by the Bureau;
- iv. To collect various forms of data pertaining to the research project or projects;
- v. To keep record of information obtained during research; may include a database of information, and hard files;
- vi. To conduct quality assurance training to industries' personnel and the general public awareness;
- vii. To provide consultancy services in matters of standardization and quality assurance; and
- viii. To perform any other related duties as may be assigned by the supervisor.

1.14.2 ENTRY QUALIFICATIONS

Holder of Bachelor Degree in Food Science and Technology, or equivalent qualifications from a recognized institution. The candidate must be computer literate.

1.14.3 SALARY SCALE – TBSS 4

1.15 INSPECTION OFFICER II (CHEMICAL AND PROCESS ENGINEERING)– 3 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and

- certification;
- ii. To assist in conducting quality assurance inspections;
- iii. To assist industries in all matters related to quality assurance;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To assist in seizure and destruction/re-exportation of substandard products;
- vi. To authorize release of goods meeting the requirements of the relevant Tanzania standards;
- vii. To assist in maintaining inspection records/data;
- viii. To assist in preparation, implementation, maintenance and review of quality system;
- ix. To assist in the preparation, publication and dissemination of information; and
- x. To perform any other duties as may be assigned by superior.

1.15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Chemical and Process Engineering, or equivalent qualifications from a recognized institution. The candidate must be registered by ERB as a Graduate Engineer.

1.15.3 SALARY SCALE – TBSS 4

1.16 INSPECTION OFFICER II (FOOD SCIENCE) – 4 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To study all aspects pertaining to inspection, quality management and certification;
- ii. To assist in conducting quality assurance inspections;
- iii. To assist industries in all matters related to quality assurance;
- iv. To assist in receiving, interpreting and forwarding laboratory reports to clients;
- v. To assist in seizure and destruction/re-exportation of substandard products;
- vi. To authorize release of goods meeting the requirements of the relevant Tanzania standards;
- vii. To assist in maintaining inspection records/data;

- viii. To assist in preparation, implementation, maintenance and review of quality system;
- ix. To assist in the preparation, publication and dissemination of information; and
- x. To perform any other duties as may be assigned by superior.

1.16.2 QUALIFICATIONS AND EXPERIANCE

Holder of Bachelor Degree in one of the following fields: Food Science and Technology, or equivalent qualifications from a recognized institution.

1.16.3 SALARY SCALE – TBSS 4

1.17 TECHNICIAN II (MECHANICAL) – 1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To assist in maintenance of the Bureau's equipment;
- ii. To assist in repairing machines and apparatus in the laboratories;
- iii. To assist in maintenance of specialized equipment/apparatus;
- iv. To assist in interpretation of preventive maintenance reports, follow-up and rectification of detected faults;
- v. To assist in checking on daily maintenance routines;
- vi. To assist in carrying out minor services, repairs, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- vii. To ensure cleanliness of machines and equipment;
- viii. To assist in recording and monitoring timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Bureau's equipment;
- ix. To assist in recording inventory of related working equipment/tools;
- x. To assist technicians and engineers in repairing work and carrying out engineering related activities;
- xi. To observe safety precautions to personnel, tools, instruments and equipment;
and
- xii. To perform any other duties as may be assigned by superior.

1.17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Mechanical Engineering or equivalent qualifications from a recognized institution.

1.17.3 SALARY SCALE – TBSS 3

GENERAL CONDITIONS:

- i. All applicants must be citizens of Tanzania with an age not above 45 years 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 o Registration or Regulatory Bodies, (where applicable).
 - Birth certificate.
- i. Attaching copies of the following certificates is strictly not accepted:
 - Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- ii. An applicant must upload recent Passport Size Photo in the Recruitment Portal. viii.
- iii. An applicant employed in the Public Service should route his application letter through his respective employer.
- iv. An applicant who is retired from the Public Service for whatever reason should not apply.
- v. An applicant should indicate three reputable referees with their reliable contacts Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- vi. 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).
- vii. A signed application letter should be written either in Swahili or English and Addressed to **Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- viii. Deadline for application is 13th October, 2024;
- ix. Only shortlisted candidates will be informed on a date for interview and; xv.
- x. Presentation of forged certificates and other information will necessitate to legal action; 26

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**