

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/25

1st April, 2026

VACANCY ANNOUNCEMENT

On behalf of Tanzania Institute of Accountancy (TIA) and Tanzania Meteorological Authority (TMA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill twenty-four (24) vacant posts mentioned below;

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

1.0 ASSISTANT LECTURER (PROCUREMENT AND LOGISTICS MANAGEMENT) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

To assist in conducting lectures, research, practical exercises and tutorial seminars for students under supervision;

To prepares case studies and learning resources;

To work in cooperation with senior members of specific projects such as research and consultancy;

To assist in supervising student's projects; and

To perform any other duties that may be assigned by the head of the relevant Department.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Masters Degree in Procurement Management or Supply Chain Management from recognized higher learning Institution with a minimum GPA of 3.8 points. The applicant should also hold an Undergraduate Degree Procurement Management and Logistic Management from recognized Higher Learning Institution with a GPA of at least 3.5 points

1.3 SALARY SCALE

TIA SCALE

TANZANIA METEOROLOGICAL AUTHORITY (TMA)

1.0 ASSISTANT METEOROLOGICAL OFFICER II - 22 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the supervision of data collection for analyzing meteorological data and charts
- ii. To Code, decode and transmits meteorological and weather messages
- iii. To provide plots observations on charts
- iv. To perform upper air (i.e Operates Radiosondes and Pilot ballon ascent)
- v. To process autographic data and Computes simple statistics
- vi. To receive, edits and transmits meteorological messages, data and products
- vii. To assist in the supervision of data collection for analyzing meteorological data and chat
- viii. To check the accuracy of gathered data for provision of meteorological services in the various fields such as Agrometeorology, Hydrometeorology, Marine, Environment, Seismology etc
- ix. To collect data for meteorological flight plan and material documentation for aviation
- x. To communicate and transmit weather information to different users
- xi. To receive and transmit aeronautical information from/to aircraft and ground stations
- xii. To perform any other duties as may be assigned by the supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Meteorology from recognized institution.

1.3 SALARY SCALE

AS PER TMA SALARY SCALE

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates **MUST** be recognised by relevant Authorities (TCU,

NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.

10. 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,

Mahakama Street, Tambukareli,

Dodoma.

11. Deadline for application is **14th April, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**