

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/78

02nd May, 2022

On behalf of Tanzania Ports Authority, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **six (6)** vacant posts as mentioned below.

1.0 TANZANIA PORTS AUTHORITY (TPA)

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing, and promoting the maritime sector in Tanzania mainland. The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources to fulfil its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA's vision is to lead the regional maritime trade and logistics services to excellence and its mission is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central, and southern Africa. TPA continues to undertake substantial improvement measures to turn around its performance to maintain competitiveness within the region.

1.1. SECURITY ASSISTANT – 1 POST

1.1.1. WORK STATION: DSM CENTRAL PORT

1.1.2. REPORT TO: SECURITY MANAGER

1.1.3. DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of roster and supervises Security guards for general security services, port movement control, and escort;
- ii. To protect cargo from malicious damage, theft and pilferage;
- iii. To assist the Security officers on day to day duties;
- iv. To ensure secure environment at their point of duty;
- v. To supervise security guards; and
- vi. To perform any other related duties as may be assigned time to time by Supervisor.

1.1.4. QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus Certificate in one of the following fields: - Law, Criminology, Law Enforcement, Business Administration, Human Resource Management, Public Administration, Information Communication Technology, Public Relations), Mass Communication, Statistics, International Relations and Diplomacy plus Basic Training in Police Studies, National Service, Military training or Prison

1.1.5. REMUNERATION:

Salary Scale: TPGS 4

1.2. SECURITY GUARDS – 5 POSTS

1.2.1. WORKSTATION: ALL PORTS

1.2.2. REPORT TO: SECURITY MANAGER/PORT MANAGERS

1.2.3. DUTIES AND RESPONSIBILITIES

- i. To conduct physical security and surveillance (security gates, General cargo, Motor vehicle, container etc. ;
- ii. To check and ensure proper cargo delivery through cargo system;
- iii. To operate Integrated Security Systems for security surveillance and monitoring;
- iv. To operate Integrated Security Systems for security surveillance and monitoring;
- v. To secure premises by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
- vi. To watch for irregular or unusual conditions that may create security concerns or safety hazards;
- vii. To observe departing personnel to protect against theft of corporate property and ensures that authorized removal of property is conducted within appropriate procedures;
- viii. To aid customers, employees and visitors in a courteous and professional manner; and
- ix. To perform any other related duties as may be assigned time to time by Supervisor.

1.2.4. QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education Examination (CSEE) plus either Military Training, National Service, and Basic Police Training or Basic Prisons Training course from recognized Institutions.

1.2.5. REMUNERATION:

Salary Scale: TPGS 1A

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. 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/Asha Rose Migiro Buildings Dodoma.
 - xiv. Deadline for application is **15 Mei, 2022**;
 - xv. Only shortlisted 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

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