

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/B/141

19th March, 2025

VACANCY ANNOUNCEMENT

On behalf of the National Institute of Transport (NIT) , Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post mentioned below.

1.0 THE NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, No. 24 of 1982 cap 187 Revised Edition 2009 as an Autonomous Higher Learning Institution. It is fully accredited by the National Council for Technical Education(NACTE) with Registration number REG/EOS/009 of 2002.

1.1 TUTOR II IN FLIGHT OPERATIONS - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assists in training of Flight Operations Trainees;
- ii. To assist in Conducting tutorial and practical exercises for Flight Operations Trainees under close supervision;
- iii. To prepare material for practical exercise; and
- iv. To perform any other related duties as may be assigned by the supervisor

1.1.2 QUALIFICATION AND EXPERIENCE

The candidate should possess Bachelor Degree in one of the following fields; Aviation Management, Air Transport Management, Airport Management, Airline Management, Aviation Safety Management, Logistics and Transport Management, Logistics Management, Transport Management or Meteorology with the a GPA of at least 3.5 from a recognized Institutions. Possession of certificate of completion for flight Operations Officer Course with a valid Flight Operations Officers License and recognized by TCAA will be an added advantage.

1.1.3 SALARY SCALE - PTSS 3.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;**
- 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 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 **01st April, 2025.**

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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT