The Vocational Education and Training Authority (VETA) is an autonomous Government Agency established by the Act of Parliament No. 1 of 1994. VETA is responsible for regulating, coordinating, financing and providing Vocational Education and Training in Tanzania. VETA is an equal opportunity organization.

The Authority is looking for a qualified, competent, dynamic and committed Tanzanians to fill the following vacancies:

1. **VOCA TIONAL TEACHERS**

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<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Vocational Teachers - Electrical Installation</td>
<td>5</td>
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<tr>
<td>2</td>
<td>Vocational Teachers - Masonry and Bricklaying</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Vocational Teachers - Technical Drawing</td>
<td>4</td>
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<td>4</td>
<td>Vocational Teachers - Welding and Metal Fabrication</td>
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<td>5</td>
<td>Vocational Teachers - Mathematics</td>
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<td>6</td>
<td>Vocational Teachers - Engineering Science</td>
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<tr>
<td>7</td>
<td>Vocational Teachers - Agro Mechanics</td>
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<tr>
<td>8</td>
<td>Vocational Teachers - Plumbing and Pipe Fitting</td>
<td>2</td>
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<tr>
<td>9</td>
<td>Vocational Teachers - Design, Sewing and Clothing Technology</td>
<td>6</td>
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<tr>
<td>10</td>
<td>Vocational Teacher - Meet Processing</td>
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<tr>
<td>11</td>
<td>Vocational Teachers - Secretarial and Computer</td>
<td>5</td>
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<td>Sn.</td>
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<tr>
<td>12</td>
<td>Vocational Teachers - English and Communication Skills</td>
<td>3</td>
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<tr>
<td>13</td>
<td>Vocational Teacher - Animal Husbandry</td>
<td>2</td>
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<tr>
<td>14</td>
<td>Vocational Teachers - Entrepreneurship</td>
<td>2</td>
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<tr>
<td>15</td>
<td>Vocational Teachers - Carpentry and Joinery</td>
<td>5</td>
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<tr>
<td>16</td>
<td>Vocational Teacher - Refrigeration and Air Condition</td>
<td>1</td>
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<td>17</td>
<td>Vocational Teachers - Food Production</td>
<td>3</td>
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<tr>
<td>18</td>
<td>Vocational Teachers - Food and Beverage Services</td>
<td>2</td>
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<tr>
<td>19</td>
<td>Vocational Teacher - Painting and Sign Writing</td>
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<tr>
<td>20</td>
<td>Vocational Teacher - Laboratory Assistant</td>
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<tr>
<td>21</td>
<td>Vocational Teacher - Diesel Engine</td>
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<tr>
<td>22</td>
<td>Vocational Teacher - Electronics</td>
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<tr>
<td>23</td>
<td>Vocational Teachers - Auto Body Repair</td>
<td>2</td>
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<tr>
<td>24</td>
<td>Vocational Teacher - Germstone</td>
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<tr>
<td>25</td>
<td>Vocational Teacher - Information and Communication Technology</td>
<td>1</td>
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<tr>
<td>26</td>
<td>Vocational Teacher - Machine Tools Maintenance</td>
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<tr>
<td>27</td>
<td>Vocational Teachers - Fitter Mechanics</td>
<td>3</td>
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<tr>
<td>28</td>
<td>Vocational Teacher - Business Operations Assistant</td>
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<tr>
<td>29</td>
<td>Vocational Teacher - Civil Draughting</td>
<td>1</td>
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<tr>
<td>30</td>
<td>Vocational Teacher - Tools and Die Making</td>
<td>1</td>
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<tr>
<td>31</td>
<td>Vocational Teacher - Motor Vehicle Mechanics</td>
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<tr>
<td>32</td>
<td>Vocational Teacher - Auto Electric</td>
<td>3</td>
</tr>
<tr>
<td>32</td>
<td>Vocational Teacher - Computer Application</td>
<td>1</td>
</tr>
</tbody>
</table>
a) **Reporting to:** Registrar/ Training Coordinator

b) **Job Purpose:** To effectively and efficiently impart knowledge, skill and attitude in levels I - II of competence through proper interpretation of curricula and planning of training delivery in a view to attain VET objectives.

c) **Main duties:**
   i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior.

   ii. To prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives.

   iii. To prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process.

   iv. To effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies.

   v. To perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences.

   vi. To participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand.

   vii. To prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee’s assessment forms in view to evaluate training status.

   viii. To monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre.

   ix. To guide safe use of training tools and equipment by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span.

   x. To provide cancelling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees.
xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

d) Minimum qualification and experience required for the position
   - Form IV with passes
   - Holder of FTC or Diploma in related occupation as listed in the position above from a recognized training institution.
   - Vocational Teaching Certificate.
   - At least two years of working experience in related field.

2. TUTORS

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<th>Sn.</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Tutor - Tourism</td>
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<tr>
<td>2</td>
<td>Tutors - Civil engineering</td>
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<tr>
<td></td>
<td>Tutor - Mechanical engineering</td>
<td>1</td>
</tr>
</tbody>
</table>

a) Reporting to: Head of Education & Training

b) Job Purpose: To effectively and efficiently impact knowledge, skills and attitudes to vocational instructor trainees for in campus and off campus through classroom sessions and block teaching practice in order to produce quality and competent vocational instructors/teachers to meet the requirement of VET curricula.

c) Main Duties/Tasks:

i. Participate in preparations of annual plan and budget through meeting, discussion at departmental level for onward submission to principal.

ii. To prepare training plans and scheme of works by interpreting curriculum and teaching guidelines in view to achieve set objectives.

iii. To guide trainees in preparing teaching tools and requirements needed to facilitate practical training of vocational trainees in view to widen understanding.

iv. To deliver instructions/teaching through use of various methods of teaching and learning in view to impart knowledge and skills to vocational instructors trainees.
v. To supervise, assess and evaluate vocational instructor trainees carry out teaching practice through physical visits in order to measure the performance of vocational instructor trainees and suggest for remedies (if needed).

vi. To effectively and efficiently carry out assessment and evaluation of training/teaching through tests and examinations with the aim of measuring their understanding.

vii. To initiate improvement of training curriculum in relation to trends in the market through monthly/quarterly report, meetings and forums in view to provide training that will respond to VET curricular requirement.

viii. To provide counselling and guidance to trainees through discussion or consultation in view to ensure good conduct, discipline and solutions to problems facing trainees.

ix. To keep assessment records for the subject he/she is teaching for onward submission to head of Education and training.

tax. To effectively and efficiently participate in course evaluation by preparing evaluation tool and involving instructor trainees in evaluation in a view to check relevance of its curricula.

d) Minimum qualification and experience required for the position
   - Form VI with passes
   - Bachelor degree in Education from a recognized training institution.
   - Ability to use ICT equipment.
   - At least two years of working experience in Civil and engineering.

3. CENTRE PRINCIPALS

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<th>Position</th>
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<tr>
<td>1</td>
<td>Centre Principals</td>
<td>3</td>
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</table>

a. Reports to: Regional Director

b. Job Purpose: To cost effectively and efficiently plan organize supervise training provision at RVTSC in line with labour market by using establishment Training programmes also ensuring efficient management of RVTSC operations and capacity building through laid down procedures for achieving Authority main objectives and at National level.
c. **Main duties/ tasks.**

i. Coordinate preparation of Centre Action plans, budgets and reports in line with national and Zonal guidelines through participatory approaches for ensuring excellent performance of the Centre.

ii. Participate in implementation of approved training programmes to meet the laid down standards.

iii. Evaluating and reviewing from time to time the training methodologies identifying weakness and strengths of the training.

iv. Developing short course curricula in line with the demands within the regions.

v. Preparation and implementation of centre budget and work plans through every necessary activities in the centre in order to maintain the performance of training objectives.

vi. Evaluating department periodic performance reports, prepare Centre reports and recommendation to Regional Director.

vii. Undertaking staff performance appraisal by involving staff to determine strength and weakness in terms of performance.

viii. Prepare progress report on monthly/quarterly by assessing the actual progress for onward submission to the superior.

d. **Minimum Qualification and experience required for the position**

- Form six (VI) with passes or equivalent.
- Holder of BA (Education), Bsc.(Engineering) or equivalent plus Managerial Skills from a recognised University/College
- At least 6 (six) years work experience in relevant position.
- Should be Computer literate
4. REGISTRARS

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<th>Sn.</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Centre Registrars</td>
<td>2</td>
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</table>

a. Reports to: Centre Principal

b. Job purpose: To effectively and efficiently administer and maintain trainees’ enrolment, registration, discipline and social welfare through coordinating selecting and performing guidance and counselling with a view to competitively improve performance of VET provision.

c. Main duties/ tasks:

i. Plan, organise and coordinate the development of annual plan for department including preparation of budget implementation schedule by abiding to the centre action plan and budget with a view to effective and efficient achieve of centre’s objectives.

ii. Administer and maintain enrolment of trainees in accordance with the set Laws, Guidelines and procedures by preparing selection tests, conducting test sessions, coordinating selection exercise with a view to achieve the desired goal of VET provision.

iii. Perform registration of the selected candidates as per admission regulations in order to control and maintain active record of training/statistics.

iv. Prepare and compile trainees’ attendance through liaison training coordinator in order to maintain proper records keeping.

v. Coordinate and maintain trainees discipline and welfare by providing guidance and counselling, promote trainees democratic leadership, provision of Quality catering services, shelter and uniforms aimed at supporting overall performance of the centre.

vi. Organise and maintain trainees’ welfare by monitoring provision of catering services uniforms accommodation, safety gears, and cleaning facilities, with a view to create a conducive learning environment.

vii. Coordinate preparation of monthly quarterly and annual progress reports through review and consolidation of sectional implementation reports for onwards submission to Centre Manager.
d. **Minimum Qualification and experience required for the position**

- Form six (VI) with passes or equivalent.
- Must be a holder of Bachelor Degree or Advanced Diploma in Technical or Education from a recognised training institution.
- At least 6 (six) years work experience in relevant position.
- Should be Computer literate

5. **TRAINING COORDINATOR**

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<tr>
<th>Sn.</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Training Coordinator</td>
<td>1</td>
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</tbody>
</table>

a. **Reports to:** VTC Principal

b. **Job purpose:** To effectively and efficiently administer and maintain trainees’ enrolment, registration, discipline and social welfare through coordinating selecting and performing guidance and counselling with a view to competitively improve performance of VET provision.

c. **Main duties/ tasks:**

i. Plan, organise and coordinate the development of annual plan for department including preparation of budget implementation schedule by abiding to the centre action plan and budget with a view to effective and efficient achieve of centre’s objectives.

ii. Administer and maintain enrolment of trainees in accordance with the set Laws, Guidelines and procedures by preparing selection tests, conducting test sessions, coordinating selection exercise with a view to achieve the desired goal of VET provision.

iii. Perform registration of the selected candidates as per admission regulations in order to control and maintain active record of training/statistics.

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vi. Organise and maintain trainees’ welfare by monitoring provision of catering services uniforms accommodation, safety gears, and cleaning facilities, with a view to create a conducive learning environment.

vii. Coordinate preparation of monthly quarterly and annual progress reports through review and consolidation of sectional implementation reports for onwards submission to Centre Manager.

d. Minimum Qualification and experience required for the position
   - Form six (VI) with passes or equivalent.
   - Must be a holder of Bachelor Degree or Advanced Diploma in Technical or Education from a recognised training institution.
   - At least 3 (three) years work experience in relevant position.
   - Should be Computer literate

6. LABOUR MARKET ANALYST

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Labour Market Analyst</td>
<td>2</td>
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</table>

a. Reports to: Regional Director

b. Job purpose:
   To plan and organise collection of Labour Market information by conducting Labour Market surveys through visits to employers, VET Providers, stakeholders at national level. Analyse and process the collected information and generate report for onward submission to the superior with a view to establish priorities for improving VET provision.

c. Main duties:
   i. Preparing annual plan and budgets through consolidation of section at plans and budget for onward submission to Director of Labour Market Research and Development.

   ii. Planning and organizing Labour Market surveys and research at national level through data collection so that appropriate data is collected and maintained.
iii. Preparing and disseminating national labour market bulletin in liaison with SLMA with a view to create public awareness over VET.

iv. Maintaining the enterprise national register by analysing and processing the labour market data from regions with a view to safeguard data and easy retrieval of data for future use.

v. Coordinating labour market Pilot projects in liaison with Zonal Directors instructions with a view to track the performance of the projects.

vi. Providing guidance to the labour market analyst in zones by providing relevant and updated information through workshops and prepared guidelines in a view of improving performance of Labour Market Analyst.

vii. Participating in consolidating national monthly, quarterly and annual reports on labour marked research inputs highlighting areas requiring VETA’s intervention for remedy and submit to his/her superior.

viii. Preparing monthly, quarterly/annual progress report by reviewing and consolidating progress reports from his section for onward submission to the Regional Director.

d. **Minimum Qualification and experience required for the position**
   - Holder of Bachelor Degree in Economics, Statistics or equivalent from a recognised training institution
   - At least 3 (three) years’ work experience in the position from outside with one year probation.
   - Should be Computer literate.
7. BURSARS

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<tr>
<th>Sn.</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Bursars</td>
<td>3</td>
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</tbody>
</table>

a. Reports to: Centre Principal

b. Job Purpose: To effectively and efficiently prepare, maintain and coordinate the general accounting activities of the Centre through budgeting, examining, analysing and interpreting accounting records for the purpose of preparing financial Accounting Statements for the Centre using acceptable standards with a view to maintain proper utilization of funds and account for the centre’s performance.

c. Main duties/ tasks:

i. Prepare annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior.

ii. Accurately undertake accounting operations through monitoring the performance of the centre’s Financial Operations with a view to effectively control utilization of financial Resources within the Centre.

iii. Timely prepare and coordinate the preparation of the Centre Master Budget by monitoring the process and consolidate sectional budgets with a view to conform with as per ceilings provided by Head Office for onward submission to her/his superior.

iv. Timely approve petty cash payment through checking petty cash vouchers against the requirements in order to replenish cash float as per financial regulations for day to day Centre activities.

v. Timely prepare monthly, quarterly and annual income and expenditure report/statement by reconciling the cash and bank accounts in order to analyse the overall performance of the Centre.

vi. Timely and accurately prepare monthly, quarterly and annual cash flow statements by recording the cash flow and outflow with a view to monitor and control cash movement within the Centre.

vii. Prepare and coordinate centre Fixed Assets Register by recording the assets in the proper ledgers for easy retrievals and updating.
viii. To undertake Centre’s stock taking exercise through physical checking, counting and evaluating the assets in order to provide necessary schedules for cost and depreciation.

ix. Timely pay salaries through checking monthly payrolls and ensure remittances of statutory reductions with a view to comply with company’s directives and regulations.

x. Prepare monthly, quarterly/annual financial progress report by reviewing and consolidating progress reports from his section for onward submission to the superior.

d. Minimum Qualification and experience required for the position:
   - Form VI with passes for accountancy field.
   - Holder of a Bachelor Degree (Accounts/ Finance).
   - Relevant pre-job experience Six (6) years’ experience in relevant field.
   - Should be able to use IT equipment and computerized accounting system.

8. ACCOUNTANTS:

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<th>Sn.</th>
<th>Position</th>
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<tr>
<td>1</td>
<td>Accountants</td>
<td>3</td>
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</table>

a. Reports to: Bursar

b. Job Purpose: To effectively and efficiently prepare and control the General accounting activities of the VTC through appealing budgeting, examining and interpreting accounting records for the purpose of preparing financial accounting statements for the centre with a view to maintain proper utilization of funds and account for the overall centre performance.

c. Main Duties/Tasks:

i. Prepare annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior.

ii. To prepare and coordinate the preparation of the Centre budget by monitoring the process with a view to conform to the ceiling provided by the Head Office.
iii. To accurately undertake accounting operations through monitoring the operation of the centres’ financial performance with a view to effectively control utilization of financial resources within the centre.

iv. To approve petty cash payments through examining/checking petty cash vouchers against the requirements in order to replenish cash float as per financial regulations for day to day centre activities.

v. To prepare monthly, quarterly and annual income and expenditure reports/statements by reconciling the Cash and Bank accounts in order to analyse the overall performance of the centre.

vi. To timely and accurately prepare monthly, quarterly and annual Cash Flow Statement by recording the cash inflows and outflows with a view to monitor and control cash movement within the Centre.

vii. Prepare, update and coordinate the Centre’s fixed assets register by recording the assets in the appropriate ledgers to determine status for revaluation, depreciation and disposal in order to maintain proper fixed assets record in conformity with laws, regulations and procedures.

viii. To undertake Centre’s stock taking exercise through physical checking, counting and evaluating the assets in order to provide necessary schedules for cost and depreciation.

ix. To timely pay salaries through checking monthly payrolls and make necessary deductions or adjustments with a view to comply with VETA directives and regulation.

x. Timely prepare and coordinate the preparation of the Centre Master Budget by monitoring the process and consolidating sectional budgets with a view to conform with ceilings provided by head office for onward submission to superior.

xi. Prepare monthly, quarterly/annual financial progress report by reviewing and consolidating progress reports from his section for onward submission to the superior.

d. **Minimum Qualification and experience required for the position:**
   - Form VI with passes for accountancy field.
   - Holder of a Bachelor Degree (Accounts/Finance).
   - Relevant pre-job experience three (3) years’ experience in relevant field.
   - Should be able to use IT equipment and computerized accounting system.
## 9. ACCOUNTS ASSISTANT:

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<tr>
<td>1</td>
<td>Accounts Assistant</td>
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### a. Reports to:
Accountant

### b. Job Purpose:
Effectively and efficiently positing financial transaction in the system at Zonal/Centre by using National and International Accounting Standards for the better performance of the Authority.

### Main Duties/Tasks:

1. Participates in the Preparation of annual plan and budget by reviewing and consolidating plan and budgets from his section for onward submission to the superior.

2. Recording all transaction through prime books of accounts for easy tracing of the events taking place in the Authority.

3. Preparing bank reconciliation by comparing balances in books of the authority and those in bank statement to trace any possible loss.

4. Reconciling input data with output data by comparing what original had entered processed and gave the result (output data) for accuracy controlling purpose.

5. To effectively and efficiently participating in updating Fixed Asset Register through revaluation depreciation and Disposal using Financial Accounting Standards in order to arrive at correct asset value under/over statement of assets.

6. To participate in preparation of monthly, quarterly and annual income and expenditure report/statement by reconciling the cash and bank accounts in order to analyse the overall performance of the centre.

7. To participate in preparation of fixed Assets registrar by recording the assets in proper ledgers for easy retrievals and updating.
viii. Participate in preparation of monthly, quarterly and annual cash flow statements by recording the cash inflow and outflow with a view to control movement within the centre.

ix. To participate in centre’s/zonal stock taking exercise through physical check of assets by counting and evaluating with a view of providing necessary schedule for cost and depreciation.

x. Participates in the Preparation of monthly, quarterly/annual progress report by consolidating progress records of his section for onward submission to the superior.

c. **Minimum Qualification and experience required for the position:**
   - Form IV with passes.
   - Diploma in accounting from recognized institute registered by NBAA.
   - Work experience of 3 years
   - Able to use ICT equipment.

10. **HUMAN RESOURCES ADMINISTRATIVE MANAGERS.**

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<th>Sn.</th>
<th>Position</th>
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<tr>
<td>1</td>
<td>Human Resource and Administration Managers</td>
<td>4</td>
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a. **Reports to:** Centre Principal

b. **Job Purpose:** To organise and implement policies related to human Resources Management and Administration including employees recruitment, selection, promotion, compensation, remuneration, performance appraisal, industrial relations, handling of registry, cleanliness and transportation with a view of achieving authority objectives.

c. **Main duties.**

i. Prepare annual plan and budgets for section through consolidation of section plans and budget for onward submission to director of Human Resources and Administration.
ii. Correctly interprets Human Resources policies and guidelines to both organization and employees with the view to harnessing standardised compliance to same and minimise conflicts or deviations for improved performance.

iii. Maintain and review records including pensions, promotions, transfers, termination using updated data for planning and decision making.

iv. Conduct employee recruitment and selection process through manpower requirement from various centres by invitation vacant positions in order to meet authority goals.

v. Conduct new employee orientation to foster Standing and positive attitude towards the organization through issuance of VETA working tools such as VETA Act and other legal documents in view of increasing awareness and performance of employee.

vi. Issue notices for employees terminating services with employer and conduct exit interview to determine reasons for termination by physically meeting them reference to their letters of termination for future personnel record of the organisation.

vii. Attend to employee’s grievances in order to maintain good working relations by solving their queries in a view of maintaining harmony in the authority.

viii. Liaise with trade unions on trade union matters by formulating fully fledged trade unions offices within the authority where employees can channel their various matters to the management aiming at maintaining good relationship between management and staff.

ix. Plan, organise and control provision of medical facilities by making sure that staff are treated at recognised hospitals which entered into an AGREEMENT with the Authority with an exception of referrals/ or emergence treatment with a view to maintain staff health and control abuse of this privilege.

x. Plan and organize procurement of security services within the office by initiating process of acquiring such services with a view to protect the offices from vandalism.

xi. Plan and organize transport facilities by monitory movements of motor vehicles in liaising with office supervisor and departmental heads with a view to keep track of motor vehicle movements.
xii. Plan and organize proper handling of the Registry by providing relevant furniture for safe custody of files and other relevant documents and coding same accordingly with a view to safeguard, upkeep and easy retrieval of documents for office use.

xiii. Coordinate and control the cleaning of the office buildings equipment and surroundings by providing relevant tools for use in sweeping, mopping, polishing floors, gardening and disposal of litter in order to maintain cleanliness of the office building, equipment and surroundings.

xiv. Prepare monthly, quarterly and annual report by consolidating section report in for onward submission to his/her superior.

d. Minimum Qualification and experience required for the position
   - Holder of Degree In Human Resources Management or its Equivalent from a recognised University
   - Master’s degree is an added advantage
   - At least 6 (six) years’ work experience in the same field plus one year probation period

11. HUMAN RESOURCES OFFICER.

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<tr>
<td>1</td>
<td>Human Resource Officer</td>
<td>1</td>
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a. Reports to: Centre Principal

b. Job Purpose: To Responsible for implementing policies relating to Human Resources Management and Administration including staff training, development, promotion, compensation, performance appraisals and remuneration.

c. Main duties/tasks
   i. Maintaining particulars of employment.
   ii. Maintaining and updates personnel records.
   iii. Maintaining records on attendance to ensure that all staff report for duty on
time and stick to their work places for all working hours.
iv. Dealing with salary administrations.
v. Responsible for preparing of records required for staff promotions, leave and transfers.
vi. Assist in staff disciplinary matters.
vii. Dealing with personnel complaints, disputes and general discipline in work place.
viii. Processing cases on matter of service regulations, labour laws and Government Directives.
ix. Dealing with manpower development, manpower requirements.
x. Implementing directives related to personnel discipline.
xi. Preparing quarterly /monthly or weekly reports in the specific assigned area.

d. Minimum Qualification and experience required:
   - Holder of Degree in Human Resources Management or its Equivalent from a recognised University.
   - At least 3 (three) years work experience in the same field plus six months’ probation period.
   - Ability to use IT equipment

12. HEAD OF PROCUREMENT MANAGEMENT UNIT.

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<th>Sn.</th>
<th>Position</th>
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<tr>
<td>1</td>
<td>Head Of Procurement Management Unit</td>
<td>1</td>
</tr>
</tbody>
</table>

a. Reports to: Director General

b. Job Purpose: To cost effectively, coordinate, monitor and control procurement activities of the organization by effectively plan and implement supplies functions based on public procurement Act (2004) and VETA Regulations in order to timely put into effect VETA Corporate Plan.

c. Main duties/tasks:
i. Formulate and guide the use of procurement policies, systems and procedures through interpreting public procurement Act of 2004 for the purpose of proper utilization of financial resources.

ii. Provide procurement consultations to Zonal offices and VETA centres through instructions, discussions, seminars and meetings in a view to internalize the procurement procedures.

iii. Formulate a price data bank by going through pricelists of various items obtained through surveys/quotations in order to have updated pricelists.

iv. Preparing advertisements of Tender opportunities and contract documents and issuing approved contract documents with reference to VETA Procurement Guidelines in order to facilitate appropriate tendering procedures.

v. Enforcing quality, quantity and cost requirements of goods to be purchased by liaising with senior supplies officer with a view to advice management on the best alternatives.

vi. Facilitate and co-ordinate clearance and forwarding of goods from abroad through timely attendance of shipping documents in order to avoid damages/loss and demurrage charges.

vii. Coordinate and control the recording of VETA Assets through coding exercise and stock taking for future reference and use.

viii. To monitor and control purchasing, storage and distribution of goods according to activity based budge in order to fulfil requirements of each respective department.

ix. Prepare quarterly and annual reports on procurement implementation through compilation of departmental, Regional and Centres reports in a view to evaluate the degree of achievements and take necessary improvement measures.

d. Minimum Qualification and experience required:

- Form VI with passes.
- Master’s Degree in Material Management from the University recognised.
- Nine (9) years working experience in relevant field
- Ability to use it equipment such as computers.
13. SUPPLIES OFFICERS.

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplies Officers</td>
<td>2</td>
</tr>
</tbody>
</table>

a. **Reports to:** Senior Supplies Officer

b. **Job Purpose:** To plan and organize the carrying out of procurement and storage functions activities using procurement and storage procedures and regulations as provided by PPA (2004) in order to improve overall performance of the Centre in relation to procurement and storage of goods

c. **Main Duties/Tasks:**
   
   i. To plan and organise the procurement process through collection and consolidation of Centre’s departmental requirements/needs with a view to timely provide the goods/services to the users.

   ii. To process procurement of goods/services through tender adverts with a view to make Suppliers bid.

   iii. To receive bids and evaluate the same through Centre’s tender Opening Committee, Evaluation Committee and Tender Board in order to award tender to able, efficient and reliable suppliers.

   iv. To effectively and efficiently supply goods or services to Centre's user departments through procurement and in liaison with stores officer to distribute the goods/services in order to fulfil the requirements of each respective department.

   v. To monitor stores functions by reviewing store ledgers cards and other stores documents for proper upkeep of records relating to delivery, storage and distribution of goods for the Centre.

   vi. To carry out price survey by interviewing suppliers of goods/services in order to maintain price lists for commonly use items for budgeting and other purposes.

   vii. To timely prepare the Centre’s monthly, quarterly and annually reports through instructions and submit to his/her superior for editing and approval.

d. **Minimum Qualification and experience required:**
• Form IV with passes
• Bachelor Degree in Procurement and Logistics from a recognised training institution.
• Work experience of 1 (One) year in material field.
• Must be able to use ICT equipment

14. SUPPLIES ASSISTANT.

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Supplies Assistant</td>
<td>1</td>
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</table>

a. **Reports to:** Supplies Officer
b. **Job Purpose:** To maintain the system of stock control by posting incoming and outgoing goods/materials as per stores procedures and coordinate store’s cleanliness and arrangement through instruction in order to improve the performance of stores in the Centre.

c. **Main Duties/Tasks:**
   i. To receive goods/materials using GRN and placing in right shelves/racks for easy identification and retrieval.
   ii. To issue goods/materials using stores requisition/issue voucher to relevant user department in order to fulfil their requirements as per orders.
   iii. To carry out stock control by posting of the incoming and outgoing goods/materials in relevant ledgers, cards and other documents in order to maintain proper upkeep of store’s record.
   iv. To monitor cleanliness by instructing the stores attendant to clean stores and its surroundings, store’s layout in order to maintain cleanliness and smooth handling and identification of goods/materials.
   v. To carry out any other duties related to his/her Job as may be assigned by SO from time to time.

d. **Minimum Qualification and experience required:**
   • Form IV with passes
   • Diploma in Materials Management or its equivalent from a recognised training institution.
   • Work experience of 1 (One) year in material management field.
   • Must be able to use ICT equipment

15. OFFICE MANAGEMENT SECRETARY.
Sn. | Position                                      | Quantity |
--- | ------------------ | -------- |
1   | Office Management Secretary                      | 1        

a. **Reports to:** Human Resources and Administration Manager  
b. **Job Purpose:** To effectively and efficiently provide secretarial and office management services to departmental head and advice the senior personal secretaries and personal secretaries on Secretarial duties using secretarial equipment and Ethical codes of conduct in order to facilitate implementation of departmental functions.  

c. **Main Duties/Tasks:**  
  i. To accurately and timely word processing documents in the department by using personal computer in order to meet targets.  
  
  ii. To maintain records of incoming and outgoing correspondences and files while maintaining confidentiality using registers of direct communications with the concerned to facilitate departmental activities and keeping track of file movement.  
  
  iii. To attend departmental visitors by welcoming entertaining and providing them with relevant information’s and guidance so that image of VETA can be maintained.  
  
  iv. To arrange and maintain record of events including appointments, meetings, visiting schedules by keeping and updated diary of events of facilitate working schedule of the department.  
  
  v. To initiate travel and accommodation arrangement by informing the concerned of the details in order to provide the requested service in time to improve efficiency of the department.  
  
  vi. To participate in budget preparation by providing inputs of measurements in order to facilitate preparation of Departmental budget.  
  
  vii. To timely rise order of office requirements using requisition forms to ensure adequate office supplies to the Department.  
  
  viii. To arrange and coordinate meetings by providing meeting notification to members and recording proceedings during the meeting for record keeping.  
  
  ix. To attend any other duties related to his/her job as may be assigned by his/her superior from time to time.  

d. **Minimum Qualification and experience required:**
- Form IV with passes
- Diploma in Office Management
  - Executive Secretarial stage II
  - Typing stage III
- **Work experience of at least 3 years**
- Must be able to use if ICT equipment.
- Should be able to write presentable report by Shorthand/Hatimkato

16. **COOKS.**

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<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Cooks</td>
<td>3</td>
</tr>
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</table>

a. **Reports to:** Kitchen Supervisor  

b. **Job Purpose:** To prepare meal by cooking using proper ingredients and in a hygienic manner in accordance with Centre’s menu and time table, and handover the food to students’ leaders for consumption by students.

c. **Main Duties/Tasks:**

  i. Initiates carrying out of routine cleaning of the kitchen, equipment and utensils by alerting the kitchen attendants in a view to keep hygienic environment.

  ii. Checks the quality and quantity of the food staff availed to him/her by carrying out inspection on its status against menu and number of students in order to safeguard the safety and health of the students.

  iii. Prepares food stuff in a hygienic way before cooking by washing the raw stuff where necessary in order to ensure safety and health precautions.

  iv. Prepares food for students by cooking as per menu, and timetable and distribute to students leaders for consumption.

  v. Carries out any other instruction related to his/her job as may be assigned to him by the Kitchen supervisor from time to time aimed at improving the overall performance of the section.
d. **Minimum Qualification and experience required:**
   - Form IV with passes
   - Certificate in catering/Hotel Management from a recognised institution.
   - At least one year of work experience in catering field.

17. **LIBRARIANS.**

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<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Librarians</td>
<td>3</td>
</tr>
</tbody>
</table>

a. **Reports to:** Registrar

b. **Job Purpose:** To effectively and efficiently provide Library services by equipping Library with relevant books, periodicals, literature and other learning materials on Vocation and Training in order to facilitate training and learning process.

c. **Main Duties/Tasks:**

i. To prepare budget and process acquisition of books, newspapers, periodicals and other reading materials as indicated in the centre’s Action Plan with a view to equip the Library with relevant books and other learning materials.

ii. Provide daily Library services to through coding system Vocational Trainees, Instructors and other stakeholders by attending them during lending and returning through carding system of books in order to maintain Vocational Training progress.

iii. Process accessioning and cataloguing by classifying and indexing books for easy sharing and identification for retrieval.

iv. To maintain proper, custody of books, using the approved system; and regulations and keeping them in shelves and catalogue cabinet for safe record keeping and easy access.

v. Conduct orientation to Library users by providing training on the use of Library smooth operations.

vi. Maintaining library user statistics by recording number of users all along provision of service for record purposes.
vii. To maintain routine library cleanliness by facilitating cleaners in a view to keep the library in order.

viii. To prepare monthly, quarterly and annual reports by compiling continuous records highlighting areas of concern and submit to the superior.

ix. Provide information on the latest literature in development of VET through surfing in internet and collecting information from other VET book sources in order to keep the library up to date.

x. Monitor and evaluate works of Assistant Librarian by checking his/her daily performances and reports in order to maintain accuracy of Library services.

d. **Minimum Qualification and experience required:**
   - Form IV with passes
   - A holder of Diploma in librarianship
   - Minimum of 3 (three) years of working experience as a Librarian
   - Should be able to use ICT equipment.

18. **DATABASE ADMINISTRATOR.**

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<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Database Administrator</td>
<td>1</td>
</tr>
</tbody>
</table>

a. **Reports to:** Information & Communication Technology Administrator
b. **Job Purpose:** To effectively and efficiently carry out installation and maintenance of ICT equipment by repairing the same in case of technical problem with a view to keep the equipment life span longer and easy communication within departments in order to improve the performance of the Authority.
c. **Main duties/tasks.**
   i. Prepare annual plan and budget by consolidating data from his section for onward submission to superior.
   
   ii. To carry out ICT support services to all ICT equipment such as computers and others by installing, updating and repairing ICT hardware’s and software’s to ensure long life and safety of machines and information.
iii. To maintain safe custody of all ICT hardware and software as instructed by the supervisor by keeping clear record of the system for easy reference.

iv. To receive and implement trouble shoot of ICT software by tracing/identifying a problem with a view to rectify fault.

v. Carry out ICT support to all computer users by attending promptly computer related problem in order to maintain effective communication within the Authority.

vi. To update VETA website regularly by uploading new features in view to provide access to the current information.

vii. To attend any other instructions related to his/her job as may be assigned by Information Technology Administrator from time to time.

viii. To prepare monthly, quarterly and annual progress reports by compiling continuous reports in view to evaluate progress for onward submission to superior.

d. Minimum Qualification and experience required
   ▪ Form IV with passes
   ▪ Holder of Diploma in Computer Science or in Information Technology from a recognised Institution
   ▪ At least 1 (one) year in the position
   ▪ Be able to repair ICT Equipment

19. NETWORK ADMINISTRATOR.

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Network Administrator</td>
<td>1</td>
</tr>
</tbody>
</table>

a. Reports to: Information & Communication Technology Administrator

b. Job Purpose: To effectively and efficiently carry out installation and maintenance of ICT equipment by repairing the same in case of technical problem with a view to keep the equipment life span longer and easy communication within departments in order to improve the performance of the Authority.
c. **Main duties/tasks.**
   i. Prepare annual plan and budget by consolidating data from his section for onward submission to superior.

   ii. To carry out ICT support services to all ICT equipment such as computers and others by installing, updating and repairing ICT hardware’s and software’s to ensure long life and safety of machines and information.

   iii. To maintain safe custody of all ICT hardware and software as instructed by the supervisor by keeping clear record of the system for easy reference.

   iv. To receive and implement trouble shoot of ICT software by tracing/identifying a problem with a view to rectify fault.

   v. Carry out ICT support to all computer users by attending promptly computer related problem in order to maintain effective communication within the Authority.

   vi. To update VETA website regularly by uploading new features in view to provide access to the current information.

   vii. To attend any other instructions related to his/her job as may be assigned by Information Technology Administrator from time to time.

   viii. To prepare monthly, quarterly and annual progress reports by compiling continuous reports in view to evaluate progress for onward submission to superior.

d. **Minimum Qualification and experience required**
   - Form IV with passes
   - Holder of Diploma in Computer Science or in Information Technology from a recognised Institution
   - At least 1 (one) year in the position
   - Be able to repair ICT Equipment

20. **RECORDS ASSISTANT.**

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Position</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Records Assistant</td>
<td>1</td>
</tr>
</tbody>
</table>
a. **Reports to:** Records Management Assistant

b. **Job Purpose:** To effectively and efficiently perform retrieval and recording file movements and maintain proper custody by using approved procedures and methods to enable officers concerned to act on same promptly and improve the overall performance of the Authority.

c. **Main Duties/Tasks:**

i. Receive all incoming mails by stepping with a view of submitting to the Office Supervisor for sorting and recording.

ii. To distribute the previewed mails by proper filling in view to submit to the responsible officers.

iii. Make follow-up on movements of files by physically moving files from one office to another to enable concerned officers to act on promptly.

iv. Effectively and efficiently maintain proper custody of files using approved filling system for quick and easy retrieval.

v. To initiate the preparation of sectional report by submitting mails records to the superior in enable sectional report consolidation.

vi. To carry out any other instructions related to his/her work aimed at improving the overall performance of the authority.

d. **Minimum Qualification and experience required**

- Form IV with passes
- Holder of a Certificate in Records keeping Management
- Work experience of at least 1 (One) year in the field
- Able to use ICT equipment
21. MODE OF APPLICATION

- Application letters enclosed with CVs indicating names and addresses of three referees, copies of relevant academic transcripts and certificates should be addressed to the undersigned.
- Only applicants with required qualification will be considered.
- All applicants are required to indicate at the envelope by indicating name of the position applied.
- Only shortlisted candidates will be contacted.

Deadline for submission of applications is 14th June, 2017.

The Director General,

Vocational Education and Training Authority,

P. O. BOX 2849,

DAR ES SALAAM.