

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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VACANCIES TO BE FILLED BY TRANSFER

1.0 The Vocational Education and Training Authority (VETA) was established by the Vocational Education and Training (VET) Act of Parliament No.1 of 1994 revised edition Cap 82 of 2006. The overall objective of establishment of VETA is to oversee the Vocational Education and Training (VET) system in Tanzania. It is charged with the responsibilities of promoting, coordinating, providing, regulating and securing adequate and stable financing of the VET system in the Country.

2.0 VACANT POSITIONS TO BE FILLED THROUGH TRANSFER

VETA has sixty eight (68) vacant posts to be filled by transfer of Public Servants and invites applications from competent and qualified public servants to be considered for immediate transfer to VETA to fill the following vacant posts. Successful applicants should be ready to work in any VETA owned Centers in the country. The vacant posts are as listed below:-

2.1 COOK II - 16 POSTS

2.1.1 Duties and responsibilities

- (i) To inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices;
- (ii) To observe and test foods to determine if they have been cooked properly;
- (iii) To prepare food/meals;
- (iv) Take care of kitchen utensils; and
- (v) To perform any other duties related to his/her work as assigned by his/her Supervisor.

2.1.2 Qualification and experience

Holder of CSE or ACSE who has successfully completed a Certificate in Basic Medium course in Food Production, Cookery, Home Economics or equivalent qualifications from recognized institution.

2.1.3 Remuneration

Attractive remuneration package in accordance with VETA Salary Scale.

2.2 PERSONAL SECRETARY II – 13 POSTS

2.2.1 Duties and responsibilities

- (i) To type letters and other documents;
- (ii) To receive visitors, ascertain the nature of their business and relay information to the executive concerned;
- (iii) To take dictations and transcribe accordingly;
- (iv) To receive telephone calls and book outgoing telephone calls as required;
- (v) To attend routine hotel and travel arrangements of the executives;
- (vi) To keep files, sensitive documents and other material in secured or confidential places;
- (vii) To perform any other duties as may be assigned by immediate Supervisor.

2.2.2 Qualification and experience

Holder of CSE with secretarial services certificate from recognized institution who passes 100 w.p.m shorthand either in Kiswahili or in English plus Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher.

2.2.3 Remuneration

Attractive remuneration package in accordance with VETA Salary Scale.

2.3 ASSISTANT ACCOUNTS OFFICER - 13 POSTS

2.3.1 Duties and Responsibilities

- (i) To perform reconciliation of fees register;
- (ii) To receive and keep in proper custody bills, invoices and other claims pending payment;
- (iii) To maintain an updated check register;

- (iv) To prepare bank reconciliation statements;
- (v) To reconcile general ledger balances with subsidiary ledger balances;
- (vi) To assist in maintaining accurate books of accounts; and
- (vii) To perform any other duties as may be assigned by immediate supervisor.

2.3.2 Qualification and experience

Holders CSE or ACSE and Diploma in Accounting/ATEC Level I or II or equivalent from a recognized tertiary.

2.3.3 Remuneration

Attractive remuneration package in accordance with VETA Salary Scale.

2.4 ASSISTANT PROCUREMENT AND LOGISTICS OFFICER - 13 POSTS

2.4.1 Duties and responsibilities

- (i) To maintain security and safety of goods/stocks;
- (ii) To organize the process of undertaking stock reviews;
- (iii) To manage and report stock levels;
- (iv) To assist in the purchasing processes and supply of stocks;
- (v) To assist in stock reconciliation;
- (vi) To coordinate daily supplies and stock control activities;
- (vii) To take charge as a custodian of the VETA's store;
- (viii) To cross check and verify goods received notes and invoices;
- (ix) To coordinate the maintenance and updating of stock bin card and stores loan records;
- (x) To check transactions in stores accounting documents and registers; and
- (xi) To perform any other duties as may be assigned by immediate supervisor.

2.4.2 Qualification and experience

Holders CSE or ACSE and Diploma in Procurement and Supplies Management, Materials Management, Logistics Management or equivalent from recognized Institution.

2.4.3 Remuneration

Attractive remuneration package in accordance with VETA Salary Scale.

2.5 RECORDS MANAGEMENT ASSISTANT II – 13 POSTS

2.5.1 Duties and responsibilities

- (i) To prepare file Index;
- (ii) To maintain records/documents in the registry;
- (iii) To file, dispatch and cross check correspondences;
- (iv) To maintain diary and records for files movements;
- (v) To check and cross check mails, claims and returns;
- (vi) To receive and register incoming and outgoing mails;
- (vii) To receive previews, record and facilitate filling and distribution; and
- (viii) To perform any other duties as may be assigned by supervisor

2.5.2 Qualification and experience

Holder of CSE or ACSE and Certificate in Records Management from Tanzania Public Service College or any other recognized College/Institution.

2.5.3 Remuneration

Attractive remuneration package in accordance with VETA Salary Scale.

3.0 GENERAL CONDITIONS FOR TRANSFER

- (i) All applicants must be Public Servants of not more than 45 years of age;
- (ii) Applicants must attach an up-to-date Curriculum Vitae (CV);
- (iii) Applicants should apply on the strength of the information given in this advertisement;
- (iv) Applicants must attach certified copies of transcripts and academic, professional and birth certificates;
- (v) Attaching result slips, testimonials or partial transcripts without academic and professional certificates is strictly not accepted;
- (vi) Applicants should route their application letters through their respective current employers, failure of which will lead to automatic disqualification;
- (vii) Applicants should indicate three reputable referees with their reliable contacts;
- (viii) Certificates from foreign examination bodies should be verified and evaluated by the relevant Authorities in Tanzania;
- (ix) Applicants with special needs are supposed/required to state the nature of their disability;

- (x) Applicants should indicate their willingness and commitment to cover transfer costs upon being successful; and
- (xi) All applicant are advised to indicate their salary check numbers.

4.0 MODE OF APPLICATION

Signed application letters should be written either in Swahili or in English and addressed to:

**Director General,
Vocational Educational and Training Authority,
P. O. Box 2849,
Dar es Salaam.**

5.0 DEADLINE

Deadline for application is 20th April, 2020.

All Official correspondence should be addressed to the Director General