

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/61

26th March, 2022

VACANCY ANNOUNCEMENT- THREE MONTHS CONTRACT EMPLOYMENT

On behalf of Ministry of Lands, Housing and Human Settlements Developments, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **1448 vacant** posts as mentioned below;

1.0. MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT

The ministry of lands was established as a department of Lands and later changed into a full ministry which changed its name according to the functions within that specific period. The current name is Ministry of Lands, Housing and Human Settlements Development which encompass core sector Departments which are: Land Administration, Survey and Mapping, Physical Planning and Housing. Core sector units are Registration of Titles, Property Valuation, and District Land and Housing Tribunal. Apart from that, the Ministry has various Supporting Departments and Units which increase the efficiency of work in the ministry like Administration and Human Resources Management, Finance and Accounts, Internal Audit, Legal Services, Policy and Planning, Information Communication and Technology (ICT), Information-Education and Communication and Procurement Management. The ministry has an agency dealing with Housing and Building materials research, a commission dealing with Land Use Planning and also the National Housing Corporation.

The mandate of the ministry is to facilitate an effective management of land and human settlements development services for the betterment of social and economic well – being of the Tanzanian society

1.0.1 SURVEYOR – 200 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To sort and record all approved survey plans in data conversion exercise;
- ii. To scan all survey plans in data conversion exercise;
- iii. To Geo-referencing survey plans with QGIS in data conversion exercise;
- iv. To vectorize survey plans with QGIS in data conversion exercise;
- v. To participate in parcel identification in unplanned areas;
- vi. To redraw town planning drawings as needs may arise;
- vii. To prepare daily reports; and
- viii. To perform any other related duties as may be assigned by immediate supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Geomatics and Geo-informatics or equivalent academic qualifications from a recognized institution. Candidates should be qualified and experienced in the practice of spatial data analysis software (QGIS). All applicants must have Laptop and Smartphone.

1.0.4 ASSISTANT SURVEYOR – 110 POSTS

1.0.5 DUTIES AND RESPONSIBILITIES

- i. To sort and record all approved survey plans in data conversion exercise;
- ii. To scan all survey plans in data conversion exercise;
- iii. To Geo-referencing survey plans with QGIS in data conversion exercise;
- iv. To vectorize survey plans with QGIS in data conversion exercise;
- v. To participate in parcel identification in unplanned areas;
- vi. To redraw town planning drawings as needs may arise;
- vii. To prepare daily reports; and
- viii. To perform any other related duties as may be assigned by immediate supervisor.

1.0.6 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; **Geomatics** and **Geo-informatics** or equivalent academic qualifications from a recognized institution. Candidates should be qualified and experienced in the practice of spatial data analysis software (QGIS). All applicants must have Laptop and Smartphone.

1.0.7 TOWN PLANNER – 358 POSTS

1.0.8 DUTIES AND RESPONSIBILITIES

- i. To convert data of town planning drawings;
- ii. To index town planning drawings in data conversion exercise;
- iii. To record town planning drawings in data conversion exercise;
- iv. To scan all town planning drawings in data conversion exercise;
- v. Geo-referencing of town planning drawings in data conversion exercise;
- vi. Vectorization of town planning drawings with QGIS in data conversion exercise;
- vii. To create attribute information of all vectorized data with QGIS;
- viii. To identify parcel in unplanned areas;
- ix. To sensitize plot owners in areas where parcel identification will be done;
- x. To prepare daily reports on the progress of data conversion exercise; and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

1.0.9 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Urban and Regional Planning, Regional Development Planning, or Housing and Infrastructure Planning from recognized institutions. Candidates should be qualified and experienced in the practice of spatial data analysis software (QGIS). All applicants must have Laptop and Smartphone

1.0.10 ASSISTANT TOWN PLANNER – 100 POSTS

1.0.11 DUTIES AND RESPONSIBILITIES

- i. To convert data of town planning drawings;
- ii. To index town planning drawings in data conversion exercise;
- iii. To record town planning drawings in data conversion exercise;
- iv. To scan all town planning drawings in data conversion exercise;
- v. Geo-referencing of town planning drawings in data conversion exercise;
- vi. Vectorization of town planning drawings with QGIS in data conversion exercise;
- vii. To create attribute information of all vectorized data with QGIS;
- viii. To identify parcel in unplanned areas;
- ix. To sensitize plot owners in areas where parcel identification will be done;
- x. To prepare daily reports on the progress of data conversion exercise; and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

1.0.12 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Urban and Regional Planning, Regional Development Planning, and Housing and Infrastructure Planning from recognized

institutions. Candidates should be qualified and experienced in the practice of spatial data analysis software (QGIS). All applicants must have Laptop and Smartphone

1.0.13 LAND OFFICER – 350 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To Sort all LD files for data conversion from hardcopy to softcopy;
- ii. To record data in data conversion exercise;
- iii. To Scan all documents in LD files in data conversion exercise;
- iv. To perform Quality Check of all scanned files in data conversion exercise;
- v. To prepare data base for scanned files in data conversion exercise;
- vi. To prepare daily progress reports in data conversion exercise; and
- vii. To perform any other related duties as may be assigned by immediate supervisor

1.0.15 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Land Management and Valuation from recognized institutions. Candidates should be qualified and experienced in the practice in data entry software and computer application. All applicants must have Smartphone

1.0.16 ASSISTANT LAND OFFICER – 100 POSTS

1.0.17 DUTIES AND RESPONSIBILITIES

- i. To Sort all LD files for data conversion from hardcopy to softcopy;
- ii. To record of data in data conversion exercise;
- iii. To scan all documents in LD files in data conversion exercise;
- iv. To perform Quality Check of all scanned files in data conversion exercise;
- v. To prepare data base for scanned files in data conversion exercise;
- vi. To prepare daily progress reports in data conversion exercise; and
- vii. To perform any other related duties as may be assigned by immediate supervisor

1.0.18 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Land Management and Valuation from a recognized institutions. Candidates should be qualified and experienced in the practice in data entry software and computer application. All applicants must have Smartphone

1.0.19 CARTOGRAPHER -130 POSTS

1.0.20 DUTIES AND RESPONSIBILITIES

- i. To Scan all town planning drawings & survey maps;
- ii. To Geo-reference town planning drawings & surveying maps;
- iii. To Vectorize town planning drawings with QGIS;
- iv. To participate in Parcel identification in unplanned areas;
- v. To prepare maps as needs may arise; and
- vi. To perform any other related duties as may be assigned by immediate supervisor

1.0.21 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Cartography from recognized institutions. Candidate should be qualified and experienced in the practice of spatial data analysis software (QGIS). A candidate must have Laptop and Smartphone.

1.0.22 GIS SPECIALIST - 50 POSTS

1.0.23 DUTIES AND RESPONSIBILITIES

- i. To provide GIS support in the whole process of data conversion;
- ii. To perform data Quality check of all converted data;
- iii. To perform spatial Data transformations;
- iv. To assist in maintaining data base for statistical purposes; and
- v. To perform any other related duties as may be assigned by immediate supervisor.

1.0.24 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; GIS, Geomatics, Geo-informatics, Urban and Regional Planning, or Geography from recognized institutions. Candidate should have knowledge in Geographical Information Systems (GIS) and be qualified and experienced in the practice of spatial data analysis software (QGIS). A candidate must have Laptop Computer and Smartphone

1.0.25 ASSISTANT DATA RECORDER – 50 POSTS

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To assist in recording all data;
- ii. To prepare data base for all data converted in excel sheets; and
- iii. To perform any other related duties as may be assigned by immediate supervisor.

1.0.27 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Records Management. Candidate must have knowledge in computer applications, proven experience in data recording and data entry. A candidate must have Laptop and Smartphone.

1.0.28 PERSONAL ATTRIBUTES TO ALL CANDIDATES

The candidates should be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, ability to interact and work effectively with both team Members and Superiors and pay respect to directives.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45;
- ii. **All applicants must have smartphones with android operating system.**
- iii. **Applicants for position of Town Planners, Recorders, Cartographers and Surveyors must have laptops.**
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- v. Applicants should apply on the strength of the information given in this advertisement;
- vi. Applicants must attach their certified copies of the following certificates:-
- vii. • Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
- viii. • 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;
- ix. Attaching copies of the following certificates is strictly not accepted: Form IV and form VI results slips, Testimonials and all Partial transcripts;
- x. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- xi. An applicant employed in the Public Service should route his application letter through his respective employer;
- xii. An applicant who is retired from the Public Service for whatever reason should not apply;
- xiii. An applicant should indicate three reputable referees with their reliable contacts;

- xiv. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xv. 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);
- xvi. Presentation of forged certificates and other information will necessitate to legal action;
- xvii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xviii.** A signed application letters 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 (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xix. Deadline for application is **08th April , 2022;**
- xx. Only short-listed candidates will be informed on a date for interview and;

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:

**ACTING SECRETARY,
PUBLIC SERVICE RECRUITMENT SECRETARIAT**