

THE PARLIAMENTARY SERVICE COMMISSION



VACANCY ANNOUNCEMENT

The Tanzania Parliament derives its mandate from the Provisions of Article 62 of the Constitution of the United Republic of Tanzania,(Cap.2) of the Revised Laws of Tanzania, 2002 Edition. Section 12(1) of the National Assembly (Administration) Act, No. 14 of 2008 establishes the Parliamentary Service Commission whose functions are outlined by section 13 of the said Act.

Our Vision

We aspire to become a Parliament that is a model of excellence, is accessible to the Public and enhances Democracy.

Our Mission

We are striving to deliver quality services to the public that enhance the law making process and supervision of the performance of the government.

Therefore, our core values are:-

- We strive to be accountable.
- We focus on people and have great respect to our stakeholders.
- Pursuing excellence in the provision of our services.
- Striving to achieve and maintain transparency in discharging our duties in a multi-party system.
- Ensuring political neutrality in order to be able to work impartially in a multi-party Parliament.

Applications are hereby invited from suitably qualified Tanzanians to fill the following vacancies at the Office of the National Assembly in Dodoma and Dar es Salaam Offices. Women and persons with disabilities are highly encouraged.

1.0 TRANSPORT OFFICER GRADE II (2 Positions) Re-advertised.

1.1 Duties and Responsibilities

- Preparing transport management running costs for decision making
- Ensuring proper keeping of vehicles records
- Preparing information on development and growth of transport sector and submit to the relevant beneficiaries
- Collecting transportation information and statistics in the country
- Preparing estimates and advise on execution of different transportation projects
- Performing any other duties as may be assigned by his/her supervisor

1.2 Qualifications

Applicants must be holders of Bachelors Degree in Transportation Management from any recognised Institution of higher learning with fluency in speaking and writing both English and Kiswahili languages.

1.3 Salary

Within the Parliamentary Salary Scale (PSS D)

2.0 HOUSEKEEPER GRADE III (2 Positions) Re-advertised.

2.1 Duties and Responsibilities

- Preparing beds
- Ensuring cleanliness of linen, curtains and carpets
- Taking care of flowers, grass, trees and the general surroundings
- Performing any other duties as may be assigned by his/her supervisor

2.2 Qualifications

Applicants for this position must be holders of Form IV certificate and Ordinary Diploma in Home Economics or any other related discipline from any recognised College.

2.3 Salary

Within the Parliamentary Salary (PSS C).

GENERAL CONDITIONS TO ALL POSTS

Mode of Applications

- Applications should be handwritten and supported by the following:-
 - Reliable contact Address and Phone numbers
 - Detailed Curriculum Vitae
 - Copies of relevant Certificates
 - Two recent passport size photos
- Prospective Applicants who are currently employed within the Public Service Institutions should route their applications through their employers.
- Applicants who have/were retired from Public Service for whatever reasons should not apply.
- Testimonials, Provisional results, statement of results will not be accepted.
- Age should not be above 45 years for new entrants in the Public Service.
- Applicants with special needs(disability) are reminded to indicated
- Closing date:Applications should reach the undersigned not later than December, 2015 through the following address:-

**CLERK OF THE NATIONAL ASSEMBLY,
P.O. BOX 941,
DODOMA.
FAX NO. 026-2324218**

OR

**CLERK OF THE NATIONAL ASSEMBLY,
P.O. BOX 9133,
DAR ES SALAAM.
FAX NO. 022-2112538**

NB: Please apply on the strength of the information given in this advertisement. Private calls and linked memos are totally not allowed.