

**JOB VACANCIES AT TANZANIA FOREST SERVICES (TFS) AGENCY
SAOHILL FOREST PLANTATION.**

1. BACKGROUND

Tanzania Forest Services (TFS) Agency is a semi-autonomous Government Agency established through Government Notice No. 269 of 30th July, 2010 under Executive Agency Act (Cap. 245) as amended from time to time. The Agency implements the National Forest and Beekeeping Policy of 1998 and the Forest Act (Cap 323 R.E of 2002) and Beekeeping Act Cap 224 R.E of 2002 which provide the legal framework for the management of forests and bee resources. The agency is among four units forming the Wildlife and Forest Conservation Service established by the Written Laws (Miscellaneous Amendments) (No. 2) Act, 2020.

The Headquarters is located in Dar es Salaam at Mpingo House, Ivory Room premises along Nyerere Road. TFS operates in seven zones as follows: Eastern zone (Kibaha in Pwani Region), Southern zone (Masasi District in Mtwara Region), Southern Highlands zone (Mbeya City in Mbeya Region), Northern zone (Same District in Kilimanjaro Region), Western zone (Tabora Municipal in Tabora Region), Lake zone (Mwanza City in Mwanza Region) and Central zone (Dodoma City in Dodoma Region). All operational matters of the Agency are handled at the Zones, while the Headquarters deals with strategic management issues.

2. NATURE AND SCOPE OF THE POSITIONS

TFS-Shamba la miti Saohill have **19** vacant positions comprising of Forest Assistant II (**4**), Forest Guard II (**6**), Driver II (**3**), Tourism Officer (**1**), Civil Technician (**1**), Assistant Procurement Officer (**1**) Assistant Nursing Officer II (**2**); and Laboratory Technologist II (**1**). These vacancies need to be filled immediately with suitably qualified Tanzanians. The following are the particulars related to these positions:

2.1 Job Title: Forest Assistant II (4 - Post)

Duty Station: Sao hill Forest Plantation

2.1.1 Required Qualifications

Holder of Form IV/VI plus Certificate in one of the following fields: Forestry, Mechanical Wood Industry, Forest Industries Technology or equivalent qualification from a recognized institution.

2.1.2 Main Duties

- To collect and good keeping of tree seeds
- To tend tree seedlings and management of tree nurseries
- To manage trees and forests
- To undertake patrols within the forests
- To inspect and grade forest products
- To carry out menstruation in forest
- To carry out forest extension services
- To carry out any other duties as assigned from time to time by Supervisor.

2.2 Job Title : Forest Guard II (6 Posts)

Duty Station : SAOHILL FOREST PLANTATION

2.2.1 Required Qualifications

Holder of Form IV Certificate of Secondary School level of education. The candidate must have attended and pass training of at least six months National Service (JKT), Militia, fire and rescue from a recognized institution.

2.2.2 Main Duties

- To guard and prevent unauthorized entry into natural or plantation forests
- To carry out planned and ad hoc patrols of forests
- To monitor movements of people with suspicious forest products and report them to appropriate authorities

- To arrest illegal forest entrants in conjunction with authorized local authorities
- To participate in forest fire management practices; and
- To perform any other related duties as may be assigned time to time by Immediate Supervisor.

2.3 Job Title: Driver II (3 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.3.1 Required Qualifications

Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

2.3.2 Main Duties

- To drive motor vehicles in accordance to road traffic rules and regulations;
- To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- To ensure that a motor vehicle and its equipment's (jack,spanner space tyre etc) are available and are in good condition;
- To carry out minor/routine maintenances of vehicles;
- To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- To ensure cleanness of motor at all time;
- To record and maintain records pertaining to any journey in the Logbook;
- To assist in collecting and dispatching mails;
- To report any accident immediately to Supervisor or Traffic Police; and

- To perform any other duties as may be assigned by his superiors

2.4 Job Title: Tourism Officer II (01 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.4.1 Required Qualifications

Holder of Bachelor Degree in one of the following fields: Tourism Management, Tourism and Hospitality Management, Cultural Anthropology and Tourism, Business Administration or Commerce majoring in Tourism and Hospitality Management, Cultural Anthropology and Tourism or equivalent qualifications from recognized Institutions.

2.4.2 Main Duties

- To respond to specific information enquiries from stakeholders;
- To provide a range of information on local tourism attractions;
- To guide tourists to hotels, national parks and other tourist destinations;
- To maintain and update records of tourist hotel rates and bookings, transport systems and other necessary tourist facilities;
- To assist visitors with accessing and utilising IT facilities available in the tourist information centre;
- Assist in collecting of information and updating of tourism publications;
- To distribute tourism materials and information to tourism information centres;
- To participate in promotional campaigns such as promotional trips, joint publicity campaigns, educational tours, promotional affairs, etc.
- To participate in promotional campaigns such as promotional trips, joint publicity campaigns, educational tours, promotional affairs, etc;

- To perform any other related duties as may be assigned time to time by Immediate Supervisor.

2.5 Job Title: Civil Technician (1 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.5.1 Required Qualifications

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in one the following fields; Electrical, Electronics, Civil, Plumbing and Carpentry or equivalent qualifications from a recognized institution.

2.5.2 Main Duties

Technician

- **Civil** To assist in the repair and maintenance of the Institute facilities;
- To conduct routine repair and regular maintenance of equipment in the Institute;
- To implement specified civil maintenance plans for the Institute facilities;
- To implement specified technical plans and designs connected with repair and maintenance work; and
- To perform any other related duties as may be assigned by immediate supervisor.

2.6 Title: Assistant Procurement Officer (1 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.6.1 Required Qualifications

Holder of Ordinary Diploma in one of the following fields; Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or equivalent qualifications from recognized institutions. Must be registered by PSPBT as Procurement and Supplies Technician or Procurement and Supplies Full Technician.

2.6.2 Main Duties

- To assist in receiving and issuing material goods as per authorized requisition.
- To assist in preparing Goods Received Notes (GRN);
- To assist in maintaining stock control and accounts;
- To assist in preparing procurement plans;
- To assist in drafting tender documents;
- To assist in preparing and maintaining store records; and
- To perform any other related duties assigned by supervisor.

2.7 Job Title: Assistant Nursing Officer II (2 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.7.1 Required Qualifications

Holder of Diploma in Nursing from a recognized and reputable institution plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council. Possession of Computer skills is an added advantage

2.7.2 Main Duties

- To collect and maintain important medical statistics;
- To supervise and train junior staff;
- To prepare work plan for health service provision;
- To provide family planning and maternity advice;
- To perform any other related duties as may be assigned by immediate Supervisor.

2.8 Job Title: Laboratory Technologist II (1 Posts)

Duty Station: SAOHILL FOREST PLANTATION

2.8.1 Required Qualifications

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in one of the following fields: Laboratory Science, Laboratory Technology or equivalent qualifications from recognized Institutions.

2.8.2 Main Duties

- To maintain laboratory equipment;
- To develop and maintain laboratory statistics and information;
- To collect samples required in laboratory investigation;
- To prepare laboratory investigation/implementation reports;
- To perform any other related duties as may be assigned time to time by Immediate Supervisor.

GENERAL CONDITIONS.

- (i) All applicant must be citizen of Tanzania with National Identification Card (NIDA) with an age between 18 to 30 years old.
- (ii) Applicants must have clean criminal record;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post, email, telephone number and three referee.
- (iv) Applicants must attach Certified Copies of Birth and Academic Certificates.
- (v) Only Successful candidates will be contacted for further Procedures.
- (vi) A signed application letter should be written either in Swahili or English.
- (vii) Interested applicants should submit their applications by **3rd July, 2023 3:30 PM** through to the following address:

Plantation Conservator,

Tanzania Forest Service Agency- Sao hill Forest Plantation,

P.O. BOX 45,

MAFINGA.