



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF AGRICULTURE

TANZANIA TOBACCO BOARD



In reply please quote:

Ref. No. TT/P.3/VOL.II/143

Date: 25th March, 2021

RE: ADVERTISEMENT OF TRANSFER VACANCIES

1.0 Introduction

The Tanzania Tobacco Board (TTB) invites applications from suitably qualified Public Servants who wish to transfer their employment to fill 8 vacant posts in various post/designations.

1.1 Establishment of TTB

The history of TTB goes back to 1960's during the then Tanganyika Tobacco Board. In 1970 the Government of the United Republic of Tanzania established the Tobacco Authority of Tanzania (TAT). TAT was transformed in 1984 to become Tanzania Tobacco Processing & Marketing Board (TTP&MB). In 1993 TTP&MB was restructured into Tanzania Tobacco Board (TTB) following partial privatization of the Tobacco Industry which was culminated in 1997 when TTB commercial activities became hived off in total to the private sector. The current TTB came into being after enactment of Tobacco Industry Act No. 24 of 2001 and shall carry out regulatory functions such other activities necessary, advantages or proper for the benefit of tobacco industry.

1.2 Vision

Excellence in provision of regulatory, advisory and promotional services for the tobacco industry.

1.3 Mission

The mission of the Board is to render timely and quality services to tobacco growers and tobacco traders in terms of registration, technical backstopping, and facilitation of private sector contribution in the tobacco industry for enhanced and sustainable growth for the sector's and country's benefits.

1.4 Vacancies

List of vacancies which is to be filled is as follows:

SNO	DESIGNATION	NO OF POSITIONS	REQUIRED QUALIFICATIONS
1	OFFICE ASSISTANT	1	Holder of Form IV Certificate with passes in English and Kiswahili.
2	DRIVER	2	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. The candidate must have driving experience of at least one year without causing an accident. Possession of level II in Motor Vehicle Maintenance /Mechanics is an added advantage.
3	ICT OFFICER II	1	Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, or equivalent qualification from a recognized University/Institution. Knowledge in technical expertise in ICT will be an added advantage.
4	RECORDS MANAGEMENT ASSISTANT II	3	Holder of Certificate in one of the following fields: Records Management, Archives Management, or equivalent qualifications from recognized institution.
5	PERSONAL SECRETARY II	1	Holder of National Form IV/VI Certificate PLUS Certificate in Secretarial Studies Stage III. Must have Passed shorthand and hatimkato 80 w.p.m with a certificate in computers with windows, Microsoft office, internet, e-mail and publisher from a recognised institutions.
	TOTAL	8	

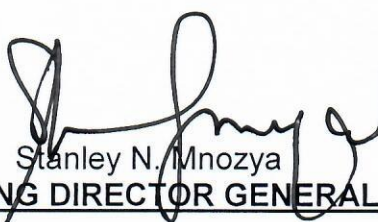
1.5 GENERAL CONDITIONS FOR INTERESTED APPLICANTS:

- a. Applicants must attach updated Curriculum Vitae (CV) bearing reliable contacts, check number, postal address, email address, accessible mobile phone numbers and three reputable referees.
- b. All applicants must be attached with certified copies of professional certificate, academic certificates & transcripts, Form IV&VI certificates as appropriate, birth certificate, appointment letter, and confirmation letter.
- c. All applicants should channel their application letters through their respective employers.
- d. The deadline for receiving applications is 21st April,2021 at 3:00 pm
- e. Only successful applicants will be informed for next procedures.
- f. Applicants should indicate their willingness and commitment to cover the transfer costs.
- g. Applicants who applied before or who will apply after this advertisement deadline won't be considered.

All applicants should channel their applications to:

**ACTING DIRECTOR GENERAL,
TANZANIA TOBACCO BOARD,
P.O.BOX 61,
TABORA.**

Tel:+255 262 604 417


Stanley N. Mnozya
ACTING DIRECTOR GENERAL

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