

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/90

01st June, 2022

VACANCY ANNOUNCEMENT

On behalf of Architects and Quantity Surveyors Registration Board (AQRB), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill three (3) **vacant** posts mentioned below.

1.0 ARCHITECTS AND QUANTITY SURVEYORS' REGISTRATION BOARD (AQRB)

Architects and Quantity Surveyors Registration Board (AQRB) is a government institution enforcing the Architects and Quantity Surveyors (Registration) Act No.4 of 2010; among its function is to register and regulate conduct of Architects, Quantity Surveyors, Allied Professionals (Interior designers, Landscape architects, Conservation architects, Naval architects, Furniture architects, Building surveyors, Project managers, and Construction managers) and their practicing firms.

1.0.1 REGISTRATION OFFICER II – 2 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To process and assess /evaluate application for registration of Architects, Quantity Surveyors, Firms and Semi Professionals
- ii. To formulate and maintain a data bank of registered Architects, Quantity Surveyors, firms and semi-professionals;
- iii. To prepare certificates for registered Architects, Quantity Surveyors, Firms and Semi - Professionals;
- iv. To conduct inspections for the purpose of verifying data contained in the applications or for review purpose;
- v. To arrange for preliminary interview with the applicants for registration;

- vi. To prepare panel interviews and site visits;
- vii. To perform any other duties related to his/her field as assigned by supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- Holder of a Bachelor's Degree in architecture, interior design, landscape architecture, architectural technology, quantity surveying, building survey, construction management, project management or equivalent qualification from any recognized Institutions.

1.0.4 SALARYSCALE

- As per AQRB Salary scale.

2.0.1 TRAINING OFFICER II – 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To Conduct job evaluation surveyors;
- ii. To prepare notes and visual displays for Architects and Quantity Surveyors;
- iii. To arrange training courses for architects and quantity surveyors, i.e. demonstrating equipment, operating video cameras, leading group discussion or role – playing activities;
- iv. To compile training manuals; and
- v. To perform any other duties as may be assigned by his/her supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

- Holder of a Bachelor's Degree in architecture, interior design, landscape architecture, architectural technology, quantity surveying, building survey, construction management, project management or equivalent qualification from any recognized Institutions

2.0.4 SALARYSCALE

- As per AQRB Salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;

- 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
- Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter 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, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **14th June, 2022;**
- xv. Only short-listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

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:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**