THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/62 **29th October, 2026**

VACANCY ANNOUNCEMENT

On behalf of The Law School of Tanzania (LST) and College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill four (4) vacant posts mentioned below;

THE LAW SCHOOL OF TANZANIA (LST)

1.0 ASSISTANT LECTURER (CONVEYANCING) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

i. To give guiding instructions to the candidates;
ii. To prepare learning resources for tutorial exercises;
iii. To conduct research, seminars and case studies;
iv. To carry out consultancy and community services under close supervision;
v. To supervise students' field and research;
vi. To prepare teaching manual; and
vii. To perform any other duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is

a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

1.3 SALARY SCALE

PHTS 1

2.0 ASSISTANT LECTURER (ALTERNATIVE DISPUTE RESOLUTION AND QUASI JUDICIAL PRACTICE) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

i. To give guiding instructions to the candidates;
ii. To prepare learning resources for tutorial exercises;
iii. To conduct research, seminars and case studies;
iv. To carry out consultancy and community services under close supervision;
v. To supervise students' field and research;
vi. To prepare teaching manual; and
vii. To perform any other duties as assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law from a recognized Institution with a GPA of 3.8 or above, who is a practicing advocate of not less than five years and must have attended and passed Postgraduate Diploma in Law of the Law School of Tanzania or completed prior internship programme. Applicants must have a Bachelor Degree in Law with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

2.3 SALARY SCALE

PHTS 1

vi. To supervise student's project;

vii. To assist in preparing teaching manual and compendium;

viii. To work in cooperation with seniors in specific projects; and

ix. To attend workshops, conferences and symposium.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree (NTA level 9) or equivalent qualification and Bachelor Degree in the following disciplines: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics. The GPA for both Masters and Bachelor Degree should not be below 4.0 or equivalent of B+ and 3.8 respectively. The applicant should have studied similar disciplines/field in both Bachelor and Master's Degree.

1.3 SALARY SCALE

PHTS. 2

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
   - Applicants for non-degree posts must not exceed 25 years of age.
   - Applicants for degree posts must not exceed 30 years of age.

2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
   Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
   Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
   Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
   Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
   Form IV and Form VI results slips;

Testimonials and all partial transcripts.

5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,
    Mahakama Street, Tambukareli,
    Dodoma.

11. Deadline for application is **11th November, 2026.**
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address:*http://portal.ajira.go.tz*. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT