

# LOCAL GOVERNMENT TRAINING INSTITUTE



## EMPLOYMENT OPPORTUNITY

### THE LOCAL GOVERNMENT TRAINING INSTITUTE

The Local Government Training Institute (LGTI) is a higher learning Institution under the Prime Minister's Office, Regional Administration and Local Government (PMORALG). The Institute was established by Act of Parliament No 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management. The subjects falling under the said subject sector include Local Government Administration, Accountancy, Financial Management, Materials Management, Human Resource Management, Law, and other related subjects.

#### 1.0 LECTURERS

1. **Local Government Administration** (1 Post)
2. **Local Government Accounting and Finance** (1 Post)
3. **Community Development** (1 Post)
4. **Human Resource Management** (1 Post)

#### 1.1 DUTIES AND RESPONSIBILITIES

- a) Teaches up to NTA level 8 for masters degree holders and up to NTA level 9 for PhD holders;
- b) Guides and supervises students in building up their practical and research projects;

- c) Prepares learning resources and design training exercises for students;
- d) Conducts consultancy and community services;
- e) Develop and review existing curricula;
- f) Undertakes individual research and participates in scientific/academic congregations;
- g) Prepares teaching manuals, simulations and case studies for training;
- h) Designs and conducts short course programs
- i) Prepares exams and invigilates and marks examination papers.
- j) Coaches junior teaching staff; and
- k) Performs any other duties as assigned by his/her supervisors.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Doctorate (PhD) Degree in relevant field who is eligible for registration as a technical teacher.

**Or**

Registered technical teacher, holder of Masters Degree with three (3) teaching experience/PhD in relevant field who is working in similar position in related or allied institution.

**Or**

Holder of Masters Degree in relevant field, who has a proven applicable working experience preferably in research/consultancy of at least ten years in the industry and have published at least five consultancy/research reports of the academic and professional appreciable depth in the relevant field.

## **1.3 REMUNERATION**

Attractive remuneration package will be offered.

## **2.0 ASSISTANT LECTURERS**

**1. Local Government Administration**

**(1 Post)**

- |  |           |
|--|-----------|
| 2. Local Government Accounting and Finance | (2 Posts) |
| 3. Communication Skills                    | (1 Post)  |
| 4. Marketing and Entrepreneurship          | (1 Post)  |
| 5. Human Resource Management               | (1Post)   |
| 6. Procurement and Supplies Management     | (1 Post)  |

## 2.1 DUTIES AND RESPONSIBILITIES

- a) Teaches up to NTA level 8 (Bachelor Degree);
- b) Prepares learning resources for tutorial exercises;
- c) Conducts Research, Seminars and case studies;
- d) Carries out Consultancy and community services under supervision;
- e) Supervise Students Projects;
- f) Prepares teaching manual; and
- g) Perform any other duties as assigned by Supervisor.

## 2.2 QUALIFICATIONS AND EXPERIENCE

Masters Degree in relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

## 3.3 REMUNERATION

Attractive remuneration package will be offered.

## 3.0 TUTORIAL ASSISTANTS

- |  |           |
|--|-----------|
| 1. Local Government Accounting and Finance | (1 Post)  |
| 2. Procurement and Supplies Management     | (3 Posts) |
| 3. Local Government Administration         | (1 Post)  |
| 4. Records Management                      | (4 Posts) |
| 5. Mathematics                             | (1 Post)  |
| 6. Project Planning                        | (1 Post)  |
| 7. Computer                                | (1 Post)  |

## 3.1 DUTIES AND RESPONSIBILITIES

- a) Teaches up to NTA level 6 (Ordinary Diploma);

- b) Assists in conducting tutorial and practical exercises for students under close supervision;
- c) Takes part in preparation of learning resources for tutorial exercises;
- d) Assists in conducting research under close supervision;
- e) Conducts short courses under the guidance of senior fellows
- f) Carries out consultancy and community services under close supervision; and
- g) Performs any other duties as assigned by supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

By appointment of holders of a Bachelor Degree (NTA Level 8) or its equivalent qualification in a relevant field and obtained an upper second with a minimum GPA of 3.5 in first degree from a recognized higher learning Institution.

### **3.3 REMUNERATION**

Attractive remuneration package will be offered.

## **4.0 LEGAL OFFICER II - (1 Post)**

### **4.1 DUTIES AND RESPONSIBILITIES**

- a) Attends the registration of all legal documents.
- b) Compiles evidence relevant for court cases.
- c) Deals with all legal routine correspondences addressed to the Institute.
- d) Follows up documents and proceedings in courts.
- e) Keeps and updates register of court cases.
- f) Drafts legal opinions and briefs.
- g) Performs other duties assigned by his/her supervisor.

### **4.2 QUALIFICATION AND EXPERIENCE:**

Holder of Bachelor degree in Laws (LLB) and has successfully completed one year internship. Skills in computer applications will be an added advantage.

### **4.3 REMUNERATION**

Attractive remuneration package will be offered.

## **5.0 WARDEN II - (1 Post)**

### **5.1 DUTIES AND RESPONSIBILITIES**

- a) Assists the Dean of Students in students' counseling and guidance in her respective hall of residence.
- b) Coordinate students' culture, recreational and sports activities in his/her hall of residence.
- c) Takes care of students' welfare and ensures that the sick are urgently treated and taken care.
- d) Advises the Students Government in their halls of residence.
- e) Attends meetings of the student's hall assembly.
- f) Issues permits to students who may experience emergencies that need absence from the campus.
- g) Performs any other duties assigned by his/her supervisor.

### **5.2 QUALIFICATION AND EXPERIENCE:**

Holder of Bachelor Degree in Education, Sociology, Social work or equivalent qualifications.

### **5.3 REMUNERATION**

- Attractive remuneration package will be offered.

## **6.0 CLINICAL OFFICER - II (1 Post)**

### **6.1 DUTIES AND RESPONSIBILITIES**

- a) Diagnose and provides preventive health services / treatment;
- b) Treats wounds;
- c) Provides first aid to patients of the Institute;
- d) Delivers health care education to students and the community;
- e) Counsels the community on cost sharing to health care services;

- f) Attends general outpatients clinics, emergency casualties, and inpatients;
- g) Performs any other duties assigned by his/her supervisor.

## **6.2 QUALIFICATION AND EXPERIENCE:**

Holder of two years Diploma in Clinical Medicine (for Form VI); or at least three years Diploma in Clinical Medicine (for form IV) from recognized Institutions.

## **6.3 REMUNERATION**

- Attractive remuneration package will be offered.

## **7.0 LIBRARY ASSISTANT GRADE II - (2 Posts)**

### **7.1 DUTIES AND RESPONSIBILITIES**

- a) Managing the Check Point/ Property Counter effectively for in- and out-going library users;
- b) Checks library users' ID and guide them where to put and pick their personal items;
- c) Ensures that library rules are properly followed such as non usage of mobile phones, drinking or eating items,
- d) Helps library users with the library usage, looking for missing items, or helping disorderly people get out of library;
- e) Dusts books, periodicals, documents in other media, shelves, chairs, tables, etc.;
- f) Shelves and Displays books, newspapers, periodicals and new arrivals, documents in other media;
- g) Assists in Opening and Closing of the Library;
- h) Shelf rectification: Putting, rectifying and shifting of books, periodicals and documents in other media;
- i) Arranges chairs, tables in respective units, sections and in the reading halls;
- j) Assists users in searching of books, periodicals and documents in other media and finding /tracing of misplaced books and periodicals etc.;
- k) Performs other duties assigned by his/her supervisor.

## **7.2 QUALIFICATION AND EXPERIENCE:**

Holder of Form IV Certificate PLUS Certificate in Library Services from a recognized Institution. Skills in Computer operation is an advantage

## **7.3 REMUNERATION**

- Attractive remuneration package will be offered.

## **8.0 SUPPLIES ASSISTANT GRADE II (1Post)**

### **8.1 DUTIES AND RESPONSIBILITIES**

- a) Manages warehousing functions including receipts, storage, safety and delivery;
- b) Deals with clearance and forwarding formalities in liaison with the administrative services section;
- c) Ensures full responsibilities for entire procurement of supplies function;
- d) Coordinates and forecast stores requirements;
- e) Checks transactions in stores accounting documents and registers;
- f) Performs other duties assigned by his/her supervisor

### **8.2 QUALIFICATION AND EXPERIENCE:**

Holder of Certificate of Secondary Education and who has attained Certificate in Procurement and Logistics, Stores Management, Supplies and Purchase Management or equivalent qualification recognized by Procurement and Supplies Professionals and Technician Board (PSPTB) with relevant experience of at least three years in similar position.

### **8.3 REMUNERATION**

- Attractive remuneration package will be offered.

## **9.0 DRIVER GRADE II - (5 Posts)**

### **9.1 Main Duties and Responsibilities**

- a) Ensures motor vehicles and their accessories are in good condition;

- b) Drives Motor Vehicles;
- c) Maintains cleanliness of the vehicle and tools;
- d) Maintains and records log books for all journeys made;
- e) Collects mail, dispatching documents;
- f) Reports promptly any defects or problems detected in the vehicle;
- g) Performs other duties assigned by his/her supervisor.

## **9.2 QUALIFICATION AND EXPERIENCE**

Holders of Form IV Certificate, Trade Test II/CBET I of motor vehicle mechanics and plus class "C" driving license with a clean driving experience of at least three years.

## **9.3 REMUNERATION**

Attractive remuneration package will be offered

**10.0 TECHNICIAN - II CIVIL ENGINEER (1 Post)**  
**MECHANICS (1 Post)**

## **10.1 Main Duties and Responsibilities**

- a) Participates in activities connected to problem identification in a relevant technical area;
- b) Helps in identifying suitable spare parts, tools and equipment needed to accomplish given tasks;
- c) Assists in the repair and maintenance of the items of the given technical area;
- d) Assist senior staff in the relevant fields of operation;
- e) To ensure that all faults and problems are quickly rectified and various protection System is adhered to;
- f) To ensure and monitor the fault reporting systems to ensure service delivery meet user demands, both internally and externally, taking remedial action as appropriate;
- g) To develop and maintain equipment register, to provide a detailed analysis of needs for equipment repair or replacement;
- h) Perform other duties assigned by his/her supervisors.



## **10.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma or Full Technician Certificate (FTC) in the relevant field from recognized Institution

## **10.3 REMUNERATION**

Attractive remuneration package will be offered

### **Mode of Application:**

Qualifying candidates should apply in writing to or lodge their application address below enclosing:

- An Application letter showing how you meet the posts requirement and comprehensive Curriculum Vitae.
- All applicant should indicate on the top of envelop the post applied
- Copies of relevant certificates and awards.
- Current Contact address including telephone numbers and Email addresses.
- One passport size photograph attached to application letter
- Age limits, should not exceed 45 years.
- Applicants currently employed in the Public Service should channel their application letters through their respective employers.

**All applications should be Channel to:**

**Rector,  
Local Government Training Institute,  
P. O. BOX 1125,  
Dodoma.**

**Deadline for submission should be on 31<sup>st</sup> August, 2015.**