

**MINISTRY OF AGRICULTURE
TANZANIA OFFICIAL SEED CERTIFICATION INSTITUTE (TOSCI)**



REF. NO.: CA. 498/549/01/37

DATE: 03/12/2024

TRANSFER VACANCIES

Tanzania Official Seed Certification Institute (TOSCI) is a government institution under the Ministry of Agriculture (MoA) established under the Seed Act No. 18 of 2003. TOSCI is responsible for certification, quality control and promotion of quality agricultural seeds produced or imported into the country for sale. It is also entrusted with safeguarding farming community from procuring poor quality or fake seeds from vendors of farm inputs. TOSCI's headquarters is located in Morogoro Municipal. TOSCI has four (5) Zone Offices which are Northern Zone, Southern Highlands Zone, Lake Zone, Southern Zone and Western Zone.

Director General of Tanzania Official Seed Certification Institute (TOSCI) invites applications from suitably qualified, committed, dedicated **Public Servants** who are interested to be **transferred** to TOSCI in the following positions:

S/N	POSITION	POSTS	QUALIFICATION AND EXPERIENCE
1.	Public Relation Officer II	1	Holder of Bachelor Degree in one of the following fields; Public Relations, Marketing, Journalism, Mass Communication, Business Communication or equivalent qualification from a recognized institution.
2.	Agricultural Officer II	4	Holder of Bachelor Degree in one of the following fields: Crop Science, Agriculture General, Horticulture, Agronomy, Seed Science and Technology, Soil Science and Land Management, Agricultural Extension and Education or equivalent qualifications from a recognized Institutions.
3.	Agricultural Field Officer II	2	Holder of Diploma in one of the following fields; Agricultural Science from MATI or equivalent qualifications from any other recognized Institution.

**DIRECTOR GENERAL
TANZANIA OFFICIAL SEED
CERTIFICATION INSTITUTE
P.O. Box 1056
MOROGORO**

4.	Assistant Records Management II	1	Holders of Diploma in one of the following fields; Records Management, Archives Management or equivalent qualifications from a recognized institution by their respective board under graduate category.
5.	Assistant Records Management I	1	Holder of Diploma in one of the following fields; Records Management, Archives Management or equivalent qualifications from a recognized institution with four (4) years working experience in related field.
6.	Office Management Secretary II	2	Holder of Diploma in one of the following fields; secretarial studies, Office Practice or equivalent qualifications from recognized institution with Typing Speed of 50 w.p.m., English and Kiswahili Shorthand with a speed of at least 80 w.p.m. and computer knowledge.
7.	Office Assistant I	2	Holder of Form IV/VI Certificate with passes in Kiswahili and English plus a Certificate in Office Operation or its equivalent from a recognized institution with at least four (4) years working experience in the relevant field.

NOTE: GENERAL CONDITIONS

1. Applicant must be a **Public Servant**
2. Signed application letters should be written in either Swahili or English
3. Applicants **must channel their application letters through their respective employers**
4. Applicants should attach up-to-date detailed Curriculum Vitae having reliable contacts: Post address, e-mail, and telephone numbers
5. Applicant **should attach certified copies of academic certificates and transcripts**
6. **The position applied for by an applicant must be the same as the position he/she currently holds**
7. Certificate from foreign universities must be verified by relevant authorities: TCU, NACTE or NECTA

8. Applicants **should indicate their willingness to cover the transfer costs**
9. Applicant should be ready to work at any of the TOSCI Offices situated in Morogoro, Njombe, Arusha, Mwanza, Mtwara and Tabora
10. Only successful candidate will be contacted for further procedures
11. Deadline for application will be on **13th December, 2024**
12. All applications should be addressed to:

Director General,
Tanzania Official Seed Certification Institute (TOSCI),
P. O. Box 1056,
Morogoro.
Tanzania

Send applications through the above postal address or info@tosci.go.tz