

Ngorongoro District Council is a prominent local government authority in Tanzania, dedicated to fostering sustainable development and improving the quality of life for its residents. Located in the heart of the Ngorongoro Conservation Area, the council plays a vital role in managing community services, infrastructure, and administrative functions while preserving the region's unique cultural and natural heritage. Renowned for its commitment to public service, the council is now seeking talented individuals to join its dynamic team.

Currently, Ngorongoro District Council is offering 13 exciting job opportunities across various roles, providing a chance to contribute to meaningful community development initiatives. Whether you're an experienced professional or starting your career, these positions offer a unique opportunity to make a difference.

POST DETAILS

POST	MWANDISHI MWEENDESHA OFISI DARAJA LA II - 5 POST
EMPLOYER	Halmashauri ya Wilaya ya Ngorongoro
APPLICATION TIMELINE:	2025-06-16 2025-06-29
JOB SUMMARY	N/A

DUTIES AND RESPONSIBILITIES	i. Kuchapa barua, taarifa na nyaraka za kawadia na za siri; ii. Kupokea wageni na kuwasili shida zao na kuwaeleza wanapoweza kusaidiwa; iii. Kutunza taarifa za kumbukumbu ya matukio, miadi, tarehe za vikao, safari za Mkuu wake na ratiba za kazi zingine; iv. Kutafuta majalada na nyaraka zinazohitajika katika utekelezaji wa majukumu ya kazi; v. Kupokea majalada na kusambaza kwa Maofisa waliokatika Idara/Kitengo/Sehemu husika; vi. Kukusanya, kutunza na kuyerejesha majalada na nyaraka sehemu zinazohusika; vii. Kupanga dondoo na kufanya maandalizi ya vikao mablimbali; viii. Kuandaa orodha ya mahitaji ya vifaa vya ofisi; na ix. Kufanya kazi zingine atakazopangiwa na Mkuu wake wa kazi.
QUALIFICATION AND EXPERIENCE	Kuajiriwa Wahitimu wa Kidato cha Nne (Form Four) au Kidato cha Sita (Form Six) wenye Stashahada (Diploma) ya Uhazili au cheti cha NTA level 6 ya Uhazili. Aidha, wawe amefaulu somo la Hatimkato ya Kiswahili na Kiingereza maeneo 100 kwa dakika moja na kupata programu za kompyuta za ofisi kama vile: <i>Word, Excel, Powepoint, Internet, E-mail</i> na <i>Publisher</i> kutoka chuo chochote kinachotambuliwa na Serikali.
REMUNERATION	TGS.C

[CLICK HERE TO APPLY](#)

POST	MSAIDIZI WA KUMBUKUMBU DARAJA II - 4 POST
EMPLOYER	Halmashauri ya Wilaya ya Ngorongoro
APPLICATION TIMELINE:	2025-06-16 2025-06-29
JOB SUMMARY	N/A
DUTIES AND RESPONSIBILITIES	1. Kuorodhesha barua zinazolingia Masjala kwenye regista (incoming correspondence register) 2. Kuorodhesha barua zinazotoka nje ya taasisi (outgoing correspondence register) 3. Kusambaza majalada kwa Watendaji (action officers) 4. Kupokea majalada kwa Watendaji (action officers) 5. Kupokea majalada yanayorudi masjala toka kwa Watendaji 6. Kurudisha majalada kwenye shabaka/kabati la majalada(racks/filling cabinets) au mahali pengine yanapohifadhiwa 7. Kufuatilia mzunguko wa majalada ndani ya Taasisi (file tracking)
QUALIFICATION AND EXPERIENCE	Kuajiriwa mwenye amehitimu Elimu ya Kidato cha Nne (IV) au Kidato cha Sita (VI) aliyehitimu Stashahada (NTA level 6) katika fani ya Masjala kutoka Vyuo vinavyotambuliwa na Serikali, mwenye ujuzi wa Kompyuta.
REMUNERATION	TGS C

[CLICK HERE TO APPLY](#)

POST	DEREVA DARAJA II - 4 POST
EMPLOYER	Halmashauri ya Wilaya ya Ngorongoro
APPLICATION TIMELINE:	2025-06-16 2025-06-29
JOB SUMMARY	NIL
DUTIES AND RESPONSIBILI TIES	1. Kukagua gari kabla na baada ya safari ili kubaini hali ya usalama wa gari; 2. Kuwapeleka watumishi maeneo mbalimbali kwenye safari za kikazi; 3. Kufanya matengenezo madogo madogo ya gari; 4. Kukusanya na kusambaza nyaraka mbalimbali; 5. Kujaza na kutunza taarifa za safari zote katika daftari la safari; 6. Kufanya usafi wa gari; na 7. Kufanya kazi nyingine kadri atakavyoelekezwa na Msimamizi wake.
QUALIFICATI ON AND EXPERIENCE	Mwombaji awe na Cheti cha Kidato cha Nne (Form IV) na Leseni ya Daraja E au C ya uendesaji magari ambayo amefanyia kazi kwa muda usiopungua mwaka mmoja bila kusababisha ajali. Awe amehudhuria mafunzo ya msingi ya Ufundi Stadi (VETA) au Chuo kingine kinachotambuliwa na Serikali.
REMUNERATI ON	TGS B

[CLICK HERE TO APPLY](#)