

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY



VOLUNTEERING OPPORTUNITIES
TANZANIA POSTS CORPORATION

1.0 INTRODUCTION

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1st January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country. The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals. Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania.

2.0 FUNCTIONS OF TPC

The principal functions of the TPC includes: -

- i. To provide a national postal service within the United Republic of Tanzania and between places outside the United Republic.
- ii. To meet the industrial, commercial, social and household need of the nation for comprehensive and efficient postal services and so far as the Corporation consider reasonably practicable to satisfy all reasonable demands for such services throughout the United Republic of Tanzania.
- iii. To provide services by which money may be remitted (whether by means of money orders, postal orders or otherwise) as the Corporation may think fit.
- iv. To provide counter services for the corporation's own and government business and provided that they are compatible with those services and with other principal objects set out in the legislation which established the corporation.

3.0 VOLUNTEERING OPPORTUNITIES POSTS

3.1 ICT Officer II - Network Administration – 3 Posts (HQ and Mwanza)

3.1.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Software Engineering, Network Engineering, Information System, Cyber Security, Information Technology, Computer Engineering or equivalent qualifications from a recognized Institution.

3.2 ICT Officer II - Programmer – 3 Posts (HQ)

3.2.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Software Engineering, Network Engineering, Information System, Cyber Security, Information Technology, Computer Engineering or equivalent qualifications from a recognized Institution.

3.3 Marketing Officer II – Sales 33 Posts (Arusha, Dodoma, Katavi, Mwanza, Tabora, Singida, Njombe, Kigoma, Rukwa, Morogoro, Mtwara, Mzizima, Zanzibar and Geita)

3.3.1 Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Marketing, Entrepreneurship, Commerce or Business Administration majoring in Marketing, Entrepreneurship or equivalent from a recognized University/ Institution.

3.4 Postal Officer II – 12 Posts (Dar es Salaam and Mara)

3.4.1 Qualifications

Holder of a Bachelor Degree or Advanced Diploma in one of the following fields: Marketing, Economics, Rural Development, Logistics Management, Clearing and Forwarding, Human Resources Management, Gender Development, Community Development, Marketing and Entrepreneurship, Development Studies, Informational Technology, Public Administration, Commerce or Business Administration majoring in Marketing or Human Resources Management, Education (English, French and Kiswahili) or equivalent from a recognized University or Institution.

3.5 Public Relations Officer II – 4 Post (HQ and Mara)

3.5.1 Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Public Relations, International Relations, Business Communication, Journalism, Mass Communication, Bachelor of Fine art and Graphics Designing, Bachelor of Public Relations and Marketing or equivalent qualifications from a recognized institution.

3.6 Human Resource Officer II - 2 Post (Dar es Salaam and Mzizima)

3.6.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Public Administration, Human Resource Management, Industrial Relations, Manpower Planning, Human Resource Development and Planning, Commerce or Business Administration majoring in Human Resource Management or equivalent qualification from recognized institutions.

3.7 Accounts Officer II - 2 Posts (HQ and Mwanza)

3.7.1 Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy, Finance, equivalent qualifications from a recognized institution or intermediate certificate (Module D) offered by NBAA.

3.8 Transport Officer II - 2 Posts (HQ)

3.8.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Transport Management, Logistics Management, Logistic and Transport Management or equivalent qualification from recognized institutions.

3.9 Estate Officer II - 4 Posts (HQ)

3.9.1 Qualifications

Holder of Bachelor Degree in one of the following fields; Valuation, Land Management and Valuation, Real Estate Finance and Investment or equivalent qualification from recognized institution.

3.10 Quantity Surveyor II - 1 Post (HQ)

3.10.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Building Economics, Building survey, Quantity Surveying or equivalent qualification from recognized institution and should be registered by AQRB under graduate category.

3.11 Architect II - 1 Post (HQ)

3.11.1 Qualifications

Holder of Bachelor Degree in one of the following fields; Architecture; Interior Designing or equivalent qualifications from recognized institution and should be registered by AQRB under graduate category.

3.12 Engineer II - 3 Posts (HQ)

3.12.1 Qualifications

Holder of Bachelor Degree in one of the following Engineering fields: Civil, Electrical, Chemical Processing or equivalent qualifications from recognized institutions and registered by Engineers Registration Board (ERB) under graduate category.

3.13 Procurement Officer II - 3 Posts (HQ)

3.13.1 Qualifications

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from recognized institutions or Professional Level III offered by PSPTB. The candidate must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

3.14 Digital Marketing, Content and Product Performance Specialist - 1 Post (HQ)

3.14.1 Qualifications

Diploma or Bachelor's degree in Digital Marketing, Marketing, Business Analytics, Information Systems, Communications, or a related field. Relevant experience in social media management, content creation, paid advertising, SEO, digital analytics, product analysis, and dashboard reporting is required.

3.15 Partnerships and Cross-Border Trade Officer - 1 Post (HQ)

3.15.1 Qualifications

Bachelor's degree in Business Studies, Economics, Logistics, or a related field. International exposure and basic Mandarin proficiency are added advantages, as approximately 70% of the expected partnerships and goods are anticipated to originate from China.

3.16 Origination and JV Structuring Officer 1 Post (HQ)

3.16.1 Qualifications

Bachelor's degree in Project Management, Finance, Economics, Law,

Investment, Business, or a related field. Relevant experience in corporate finance, business development, transaction advisory, or commercial contracting is required. Strong financial modelling and contract literacy are required.

3.17 Fulfilment and Logistics Officer II - 1 Post (HQ)

3.17.1 Qualifications

Bachelor's degree in Procurement and Logistics, Supply Chain, Warehousing, Transport, or a related field.

3.18 Insurance and Agency Services Officer II - 1 Post (HQ)

3.18.1 Qualifications

Bachelor's degree in Insurance, Banking, Finance, Risk Management, Business, or a related field. At least 3-years of relevant experience, including bancassurance or agency-services leadership and supervisory responsibility. Appropriate insurance professional certification is an added advantage.

3.19 Bancassurance Claim Officer II - 1 Post (HQ)

3.19.1 Qualifications

Bachelor's degree or diploma in Insurance, Risk Management, Finance, Business, or a related field. Relevant claims-handling experience is required; familiarity with policy wording, claims documentation, and insurer SLAs is an advantage.

3.20 Bancassurance Business Development Officer II (Digital and Traditional Sales)- 1 Post (HQ)

3.20.1 Qualifications

Bachelor's degree or diploma in Marketing, Insurance, Business Administration, Finance, or a related field. Relevant insurance, bancassurance, financial-services, or field-sales experience with a proven insurance sales record is required. Digital sales experience is an added advantage.

3.21 General Agency Services and Shops Officer II - 1 Post (HQ)

3.21.1 Qualifications

Bachelor's degree or diploma in Business, Retail Management, Marketing, Finance or a related field. Relevant agency, retail, outlet or commercial-operations experience is required. Strong stock, cash, commission and reconciliation discipline is required.

3.22 Remittance, Payments and pPay Officer II - 1 Post (HQ)

3.22.1 Qualifications

Bachelor's degree or diploma in Banking, Finance, ICT, Accounting, Engineering, Business, or a related field. Relevant experience in payment operations, remittances, mobile money, settlement, or reconciliation is required. Knowledge of AML/CFT and transaction controls is an advantage.

3.23 Business Analyst - Digital Financial Services Officer II - 1 Post (HQ)

3.23.1 Qualifications

Bachelor's degree in Economics, Statistics, Business Analytics, Accounting, Finance, Information Systems, or a related field. Relevant experience in business analysis, reporting, or financial-services analytics is required. Advanced Excel and experience with BI or reporting automation are strongly preferred.

3.24 Credit Officer II - 1 Post (HQ)

3.24.1 Qualifications

Bachelor's degree or diploma in Finance, Banking, Accounting, Economics, or a related field. Relevant credit appraisal, collections or loan-operations experience is required. Knowledge of affordability assessment, portfolio-at-risk, and recovery processes is essential.

GENERAL CONDITIONS

- i. Applicants must be Tanzanian citizens aged between 18 and 35 years;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts, including postal address, email address, and telephone numbers;

- iii. Applicants must attach certified copies of academic and professional certificates, academic transcripts, and birth certificates;
- iv. Applicants must have two guarantors who are Public Servants;
- v. Applicants must attach an introduction letter from the Village/Street Executive Officer or relevant Local Government Authority;
- vi. Applicants must be willing to volunteer in the respective assigned area;
- vii. Applicants must attach a copy of the National Identification Card (NIDA)
- viii. Applicants must not have been convicted by any Court of Law for criminal or disciplinary offences and must possess good conduct and acceptable moral character within the community;
- ix. Applicants must not have been employed by any Public Institution since graduation;
- x. Testimonials, Provisional Results, Statements of Results, and Form IV and Form VI Results Slips shall not be accepted;
- xi. All foreign academic certificates must be recognised by the relevant authorities, namely TCU, NECTA, or NACTVET. Applicants applying for positions requiring a specific GPA must attach a GPA Calculation Certificate issued by TCU;
- xii. The volunteering programme will be for one year (1) and is strictly intended for skills development and acquisition of work experience and shall not be construed as a basis for automatic employment in the Public Service;
- xiii. A signed application letter, written in either Swahili or English, should be addressed to:

THE POSTMASTER GENERAL, TANZANIA POSTS CORPORATION, GHANA/OHIO STREET, P.O. BOX 9551, DAR ES SALAAM.

- xiv. **All Applications should be sent by EMS** so as to reach the addressee mentioned below. **Deadline for receiving application is 02nd October, 2026**
- xv. Only shortlisted candidates will be contacted; and
- xvi. Applications should reach the undersigned within fourteen (14) days from the date of this advertisement.