



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE PUBLIC SERVICE MANAGEMENT TANZANIA PUBLIC SERVICE COLLEGE (TPSC)



TRAINING OPPORTUNITIES JAN 2011 – DEC 2011

Tanzania Public Service College is inviting applications from qualified candidates, who fulfil requirements for the following programmes and courses conducted at TPSC - Dar es Salaam, Tabora and Mtwara Campus as shown below. Application forms are available at TPSC – DSM, Mtwara and Tabora Campus at a fee of Tshs. 10,000/=. All Payments must be made through Bank as shown below: - Deadline for Application is 31st May 2011.

DAR ES SALAAM APPLICANTS
Account Number 01J1019909100
Holland House
CRDB Dar Es Salaam

MTWARA APPLICANTS
Account Number 01J1019909102
CRDB HOLLAND HOUSE

TABORA APPLICANT
Account Number 5103500027
Mihayo Branch
NMB Tabora

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	DATES	FEES Per Annum	VENUE
01	Diploma in Strategic Human Resource Management	<ul style="list-style-type: none"> Form Six with at least one principal pass or Form Four/Six with Basic Technician Certificate in Strategic Human Resource Management from any recognized institution which is equivalent to NTA Level 4. 	24 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		TABORA
02	Diploma in Public Sector Financial Management	<ul style="list-style-type: none"> Form Six with at least one principal pass. or Form Four/Six with Basic Technician Certificate in Public Sector Financial Management from any recognized institution which is equivalent to NTA Level 4. or Form IV with HSGA or HSSM certificate 	24 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		
03	Diploma in Information Technology	<ul style="list-style-type: none"> Form Six with at least one principal pass and who passed mathematics and English at Ordinary level or Form Four who passed Mathematics and English with Basic Technician Certificate in Information Technology from any recognized institution which is equivalent to NTA Level 4. 	24 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		TABORA
04	Diploma in Records Management	<ul style="list-style-type: none"> Form Six with at least one principal pass or Form Four with Basic Technician Certificate in Records Management tenable at TPSC or any recognized institution which is equivalent to NTA Level 4. 	24 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		TABORA
05	Diploma in Secretarial Studies	<ul style="list-style-type: none"> Form Six with at least one principal pass or Form Four/Six with Basic Technician Certificate in Secretarial Studies tenable at TPSC or any recognized institution which is equivalent to NTA Level 4. 	24 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		TABORA
07	Certificate in Public Administration	<ul style="list-style-type: none"> Form IV with five passes two of which MUST be at credit level or Form VI with at least one Principal Pass. or Form Four/Six with Basic Technician Certificate in Public Administration from any recognised Institution which is equivalent to NTA Level 4 	12 Months	July – Dec 2011	960,000	DSM
				Jan –June 2012		TABORA
08	Certificate in Local Government Administration	<ul style="list-style-type: none"> Form IV with five passes two of which must be at credit level or Form VI with at least one Principal Pass Form Four/Six with Basic Technician 	12 Months	July – Dec 2011 Jan –June 2012	960,000	TABORA

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	DATES	FEES Per Annum	VENUE
		Certificate in Local Government from any recognised Institution which is equivalent to NTA Level 4				DSM
09	Basic Technician Certificate in Secretarial Studies	<ul style="list-style-type: none"> Form IV with at least Four passes one of which must be English. Form four with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 	12 Months	July – Dec 2011 Jan –June 2012	760,000	TABORA DSM MTWARA
10	Basic Technician Certificate in Records Management	<ul style="list-style-type: none"> Form IV with at least Four passes one of which must be English. Form four with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 	12 Months	July – Dec 2011 Jan –June 2012	760,000	DSM TABORA MTWARA
	Basic Technician Certificate in Information Technology	<ul style="list-style-type: none"> Form IV with at least Four passes one of which must be Mathematics. 	12 Months	July – Dec 2011 Jan –June 2012	760,000	DSM TABORA
11	Computer Applications Stage I	<ul style="list-style-type: none"> All professionals, schools leavers, etc 	9 Weeks	July – Dec 2011 Jan –June 2012	250,000	DSM TABORA MTWARA
12	Computer Applications Stage II	<ul style="list-style-type: none"> All professionals, schools leavers who have undergone Basic Computer Skills 	10 Weeks	July – Dec 2011 Jan –June 2012	250,000	DSM TABORA MTWARA
13	Management Development for Executive Assistants Level I	<ul style="list-style-type: none"> Form four/Six with Diploma in Secretarial Studies. 	4 Weeks	July – Dec 2011 Jan –June 2012	500,000	DSM
14	Management Development for Executive Assistants Level II	<ul style="list-style-type: none"> Certificate in Management development for Executive Assistant Level One 	4 weeks	July – Dec 2011 Jan –June 2012	500,000	DSM
15	Special Shorthand/Hatimkato and Typewriting Upgrading Course	<ul style="list-style-type: none"> Form IV/VI aspiring to upgrade typing, shorthand and Hatimkato Candidates who failed in their Final Examination- SUC, CSS & DSS 	12 Weeks	July – Dec 2011 Jan –June 2012	400,000	DSM

Key: NTA = National Technical Award
NVTA = National Vocational Technical Award

For more details please contact:

The Chief Executive
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Magogoni Street
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Tel: 2123547/9, 2122243, and
2118348. Fax: 022-2131849 DSM

The Campus Director,
TPSC – TABORA
P.O Box 329
Tel: 026 2604537/2604278 Fax: 2604537

The Campus Director
TPSC - Mtwara
P. O. B ox 1051
[Tel:023233330](tel:023233330), Fax 023233330

tpsc_tbr@tpsc.go.tzE-mail : tpsc@tpsc.go.tz, www.tpsc.go.tz

The Vision of TPSC is:

'To become a Centre of Excellence in delivering the highest quality, practical, responsive and competence-based training and development services to both Public and Private Sectors at all levels.'

TPSC's Mission is:

'To improve the quality, efficiency and effectiveness of the Public Service by providing comprehensive training, consulting and applied research interventions'.