



THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE  
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE

## TANZANIA PUBLIC SERVICE COLLEGE (TPSC)



APPLICATIONS FOR ADMISSION INTO  
DEGREE PROGRAMMES,  
FOR THE 2017/2018 ACADEMIC YEAR

**BACHELOR DEGREE IN SECRETARIAL  
STUDIES AND ADMINISTRATION**

**BACHELOR DEGREE IN RECORDS,  
ARCHIVES AND INFORMATION  
MANAGEMENT**

## INTRODUCTION:

**Tanzania Public Service College (TPSC)** was established in 2000 as an autonomous Government Agency as per the provisions of the Executive Agency Act of 1997. TPSC was launched as part and parcel of the Public Service Reform Programme with the aim of transforming the public service in to an organ that has the capacity, systems and culture of offering customer oriented services efficiently and effectively.

Tanzania Public Service College (TPSC) operates in six Campuses: Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya, the head quarter being at Dar es Salaam, Upanga area, along Bibi Titi Mohamed Street.

Since its establishment, TPSC has been offering long term training programmes at Certificate and Diploma levels. In the process of meeting customer's needs and expectations, the College has upgraded its two training programmes into a Degree Levels in the areas of **Secretarial Studies and Records, Archives and Information Management** starting from September, 2017 at Dar es Salaam and Tabora Campuses.

The qualified applicants are strongly encouraged to apply.

### 1. **BACHELOR DEGREE PROGRAMME IN SECRETARIAL STUDIES AND ADMINISTRATION.**

#### **PROGRAMME RATIONALE:**

The system of performance in secretarial profession has changed enormously due to the technological changes, systems reforms, regional and global demands. This degree programme is meant to meet the needs of the technological changes, ICT, managerial, administrative and secretarial personnel in the Public and Private sector.

The programme focuses on enabling graduates to enhance their practical skills, communication skills, emphasis being on the production of bilingual or multilingual personnel with excellent interpretation skills to cope with the demands of the Public and Private Sector.

#### **PROGRAMME OBJECTIVE:**

The general objective of the programme is to produce qualified and competent Executive Assistant Officers and practitioners who are prepared to take specialized roles in Tanzania modern business organisations and globally.

### **PROGRAMME DURATION**

This is a three year degree programme aiming at transforming secretarial cadre into a more competent and practical in managerial, leadership and administrative functions.

### **ADMISSION REQUIREMENTS:**

Eligible applicants are holders of Form VI Certificate with at least two Principle passes or Ordinary Diploma in Secretarial Studies (NTA Level 6) from Tanzania Public Service College or from any other recognized Institution.

## **2. BACHELOR DEGREE PROGRAMME IN RECORDS, ARCHIVES AND INFORMATION MANAGEMENT**

### **COURSE RATIONALE:**

The system of performance in Records, Archives and Information Management has changed enormously due to changes in technology, system reforms in regional and global demands.

This degree programme is designed to prepare graduates to become specialists in the areas of Records Management, Archival materials and Information Management for the Public and Private sector organizations to operate and function effectively.

The programme equips applicants with knowledge and skills to enable them design, implement and evaluate efficiently and effectively records, information and archives management systems in the course of operations.

### **PROGRAMME OBJECTIVE:**

The general objective of the programme is to produce qualified and competent Records, Archivist Information Officers and practitioners who are prepared to take specialized roles in Tanzania modern business organizations and globally.

### **PROGRAMME DURATION:**

This is a three year degree programme with the aim of transforming Records Management cadre into a more competence and practical in managerial, leadership and administration functions.

## **ADMISSION REQUIREMENTS:**

Eligible Applicants are holders of Form VI Certificate with at least two Principle passes or Diploma in Records Management (NTA Level 6) from Tanzania Public Service College or any recognized Institution, and as per the TCU and NACTE guidelines.

## **MODE OF APPLICATION:**

Qualified personnel are advised to fill the application forms available at all TPSC Campuses at Dar es Salaam, Tabora, Singida, Mtwara, Tanga and Mbeya) or visit [www.tpsc.go.tz](http://www.tpsc.go.tz).

Application deadline and submission is as per the TCU/NACTE guidelines and instructions/**Central Admission System**.

Application fee is Tshs. 30,000= for Tanzanians and USD \$30 for non Tanzanians payable through respective Bank Accounts given.

### **BANK DETAILS FOR DAR SALAAM APPLICANTS:**

Bank Name: CRDB, Holland House DAR ES SALAAM  
Bank Account Number: 01J1019909100

### **BANK DETAILS FOR TABORA APPLICANTS:**

Bank Name: CRDB, Tabora Branch  
Bank Account Number: 01J1084284500 CRDB, Tabora

## **FOR MORE INFORMATION PLEASE CONTACT:**

### **1. Campus Director,**

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### **2. Campus Director,**

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