



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE - PUBLIC SERVICE MANAGEMENT



TANZANIA PUBLIC SERVICE COLLEGE

(TPSC)

APPLICATION FOR JANUARY- JUNE, 2017 ACADEMIC SEMESTER

Tanzania Public Service College is inviting applications from qualified candidates, who fulfils the requirements for the following programmes and courses conducted at **TPSC - Dar es Salaam, Tabora, Mtwara, Singida Tanga and Mbeya Campuses** as shown below. Application forms are available in all campuses and at the college website www.tpsc.go.tz. **Application fee is Tshs. 20,000/=**. All Payments must be paid through respective Bank Accounts shown below. **Deadline for Application is 15th January, 2017.**

DSM APPLICANTS:
A/ Number
01J1019909100
Holland House
CRDB, DSM

MTWARA APPLICANTS:
A/ Number
01J1019909102
CRDB Mtwara

TABOR APPLICANT:
A/ Number
01J1084284500
CRDB Tabora Branch

SINGIDA APPLICANT:
A/ Number
0150363185200
CRDB Bank, Singida

TANGA, APPLICANT:
A/Number
0150019909100
CRDB Bank, Tanga

MBEYA APPLICANT:
A/Number
0150019909102
CRDB Bank,
Mbeya

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEES Per Annum (TZS)	VENUE
Part I: Long term Courses					
1.	Ordinary Diploma in Human Resource Management (DHRM) -NTA 5& 6	<ul style="list-style-type: none"> Form VI with at least one principal pass or Form IV with Basic Technician Certificate in Strategic Human Resource Management from any recognized institution which is equivalent to NTA Level 4. 	24 Months	1,015,000	DSM SINGIDA TABORA MTWARA TANGA MBEYA
2.	Ordinary Diploma in Public Sector Financial Management (DPSFM) -NTA 5& 6	<ul style="list-style-type: none"> Form VI with at least one principal pass. or Form IV with Basic Technician Certificate in Public Sector Financial Management from any recognized institution which is equivalent to NTA Level 4. 	24 Months	1,015,000	DSM

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEEES Per Annum (TZS)	VENUE
3.	Ordinary Diploma in Records and Archives Management (DRM) -NTA 5& 6	<ul style="list-style-type: none"> • Form VI with at least one principal pass or • Form IV with Basic Technician Certificate in Records Management tenable at TPSC or any recognized institution which is equivalent to NTA Level 4. 	24 Months	1,015,000	DSM SINGIDA TABORA MTWARA TANGA MBEYA
4.	Ordinary Diploma in Secretarial Studies (DSS) - NTA5& 6	<ul style="list-style-type: none"> • Form VI with at least one principal pass or • Form IV/VI with Basic Technician Certificate in Secretarial Studies tenable at TPSC or any recognized institution which is equivalent to NTA Level 4. 	24 Months	1,015,000	DSM SINGIDA TABORA MTWARA TANGA MBEYA
5.	Ordinary Diploma in Information Technology (DIT) - NTA 5& 6	<ul style="list-style-type: none"> • Form VI with at least one principal pass and who passed mathematics at Ordinary level or • Form IV who passed Mathematics with Basic Technician Certificate in Information Technology from any recognized institution which is equivalent to NTA Level 4. 	24 Months	1,015,000	DSM TABORA TANGA MTWARA
6.	Ordinary Diploma in Public Administration (DPA) NTA 5 & 6	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass. or • Form IV with Basic Technician Certificate in Public Administration offered by TPSC or any recognised Institution equivalent to NTA Level 4 	24 Months	1,015,000	DSM SINGIDA MTWARA TABORA TANGA
7.	Ordinary Diploma in Law (DLAW) NTA 5 & 6	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass. or • Form IV with Basic Technician Certificate in Public Administration offered by TPSC or any recognised Institution equivalent to NTA Level 4 	24 Months	1,015,000	TABORA SINGIDA TANGA MBEYA
8.	Ordinary Diploma in Local Government Administration	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass • Form IV with Basic Technician Certificate in Local Government from 	24 Months	1,015,000	TABORA DSM MTWARA SINGIDA

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEES Per Annum (TZS)	VENUE
	(DLGA) - NTA 5 & 6	any recognised Institution which is equivalent to NTA Level 4			
9.	Ordinary Diploma in Accountancy (DA) - NTA 5 & 6	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass • Form IV with Basic Technician Certificate in Accountancy from any recognised Institution which is equivalent to NTA Level 4 	24 Months	1,015,000	TABORA TANGA
10.	Ordinary Diploma in Public Procurement and Supplies Management (DPSM) - NTA 5 & 6	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass • Form IV with Basic Technician Certificate in Public Procurement and Supplies Management offered by TPSC or any recognised Institution equivalent to NTA Level 4 	24 Months	1,015,000	DSM TABORA MTWARA SINGIDA TANGA MBEYA
11.	Basic Technician Certificate in Human Resource Management (BTCHRM) - NTA 4	<ul style="list-style-type: none"> • Form IV with at least four passes • Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 	12 Months	800,000	DSM TABORA MTWARA SINGIDA TANGA MBEYA
12.	Basic Technician Certificate in Secretarial Studies (BTCSS) - NTA 4	<ul style="list-style-type: none"> • Form IV with at least four passes one of which must be English. • Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 	12 Months	800,000	DSM TABORA MTWARA SINGIDA TANGA MBEYA
13.	Basic Technician Certificate in Records Management (BTCRM) - NTA 4	<ul style="list-style-type: none"> • Form IV with at least four passes one of which must be English. • Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 	12 Months	800,000	DSM TABORA MTWARA SINGIDA TANGA MBEYA
14.	Basic Technician Certificate in Public Financial Management (BTCPFM) - NTA 4	<ul style="list-style-type: none"> • Form IV with at least four passes, or • Form IV with at least two passes and holder of Foundation or Elementary Certificate in Book-keeping and Accounts from recognised Institution 	12 Months	800,000	DSM
15.	Basic Technician	<ul style="list-style-type: none"> • Form IV with at least four passes 	12	800,000	TABORA

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEEES Per Annum (TZS)	VENUE
	Certificate in Accountancy (BTCA -NTA 4	<ul style="list-style-type: none"> Form IV with at least two passes and holder of Foundation or Elementary Certificate in Book-keeping and Accounts from recognised Institution 	Months		TANGA TANGA
16.	Basic Technician Certificate in Public Administration (BTCPA) NTA 4	<ul style="list-style-type: none"> Form IV with at least four passes, /points ,or Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in the related field or equivalent. 	12 Months	800,000	DSM TABORA MTWARA SINGIDA TANGA
17.	Basic Technician Certificate in Accountancy (BTCA) - NTA 4	<ul style="list-style-type: none"> Form IV with at least four passes, , or Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in the related field or equivalent. 	12 Months	800,000	TABORA TANGA
18.	Basic Technician Certificate in Public Procurement and Supplies Management (BTCPPSM) - NTA 4	<ul style="list-style-type: none"> Form IV with at least four passes, or Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in the related field or equivalent. 	12 Months	800,000	DSM TABORA MTWARA SINGIDA TANGA MBEYA
Part II: Short term Courses					
19.	Computer Applications Stage I	<ul style="list-style-type: none"> All professionals, schools leavers, etc 	9 Weeks	300,000	DSM TABORA MTWARA SINGIDA
20.	Computer Applications Stage II	<ul style="list-style-type: none"> All professionals, schools leavers who have undergone Basic Computer Skills 	10 Weeks	300,000	DSM TABORA MTWARA SINGIDA
21.	Management Development for Executive Assistants Level I	<ul style="list-style-type: none"> Form IV/VI with Diploma in Secretarial Studies. 	1 month	620,000	DSM TABORA MTWARA SINGIDA
22.	Management Development for Executive Assistants Level II	<ul style="list-style-type: none"> Certificate in Management development for Executive Assistant Level One 	1 Month	620,000	DSM TABORA MTWARA SINGIDA

Key: NTA = National Technical Award
Award SUC = Secretarial Upgrading Course
Authority

NVTA = National Vocational Technical
VETA = Vocation Education Training

For more details please contact:

<p>1: Principal Tanzania Public Service College Magogoni Street, P.O Box 2574 , DSM. Tel: 2123547/9, 2122243 / 2118348. Fax: 022- 2131849 Email: tpsc@tpsc.go.tz Account No: 01J1019909100 CRDB Holland House, Dar es Salaam</p>	<p>3: Campus Director, TPSC - Tabora, P.O Box 329 Tabora Tel: 026 2604537/2604278 Fax: 2604537 E-mail : tpsc_tbr@tpsc.go.tz Account No: 01J1084284500 CRDB Tabora Branch</p>	<p>5: Campus Director, TPSC Singida , P.O.Box 1534 - Singida. Tel: +255-26 - 2502933 Fax: 255-26 - 2503082 Account No: 0150363185200 CRDB Singida Branch</p>
<p>2 : Campus Manager, TPSC - Centre for Public Service Learning, Bibi titi Street, P.O Box 2574, Dar es Salaam. Telephone: +255-22- 2152982-3/12153064 Email:tpsc@tpsc.go.tz</p>	<p>4: Campus Director, TPSC - Mtwara, P. O. B ox 1051 Mtwara. Tel:023233330, Fax 023233330 Account No: 01J1019909102 CRDB Mtwara Branch</p>	<p>6: Campus Manager, Tanga Campus P.O.Box 750 - Tanga Tel: +25527 2642146 Fax: +255 27 2642147 E-mail: tg_tpsc@tpsc.go.tz Account No: 0150019909100 CRDB Tanga Branch</p>
<p>7. Campus Director, TPSC- Mbeya P.O.BOX 1207 Mbeya Email mbeya_tpsc@tpsc.go.tz Account No. 0150019909102 CRDB Mbeya</p>		