



**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE - PUBLIC SERVICE MANAGEMENT
AND GOOD GOVERNANCE
TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)**



MARCH, 2018 ADMISSIONS

**APPLICATIONS FOR ADMISSION INTO DIPLOMA AND CERTIFICATE PROGRAMS
FOR MARCH 2018**

Tanzania Public Service College invites applications from suitably qualified candidates for admission into March 2018 /2019 academic year for Diploma and Certificates Programmes at **TPSC - Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya Campuses** as shown below:

- Applicants for all programmes are required to apply directly to the respective Campus Directors
- All applicants should fill the application forms available at all TPSC Campuses or download at the TPSC website www.tpsc.go.tz
- Dully filled application forms should be returned to the respective Campus Directors with a bank pay slip of Tshs.10,000/= or 10\$ for all programmes
- All payments should be done through bank accounts provided for the respective Campuses.

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEES Per Annum (TZS)	VENUE
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	SINGIDA TABORA MTWARA MBEYA TANGA
2.	Ordinary Diploma in Records 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 MTWARA SINGIDA TABORA MBEYA TANGA

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEES Per Annum (TZS)	VENUE
3.	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 TABORA
4.	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	SINGIDA MTWARA TANGA
5.	Ordinary Diploma in Local Government Administration (DLGA) – NTA 5 & 6	<ul style="list-style-type: none"> • Form VI with at least one Principal Pass • Form IV with Basic Technician Certificate in Local Government from any recognised Institution which is equivalent to NTA Level 4 	24 Months	1,015,000	MBEYA
6.	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	TANGA
7.	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	MBEYA SINGIDA TANGA TABORA MTWARA
8.	Basic Technician	<ul style="list-style-type: none"> • Form IV with at least four 	12 Months	800,000	TABORA

S/N	COURSE TITLE	ENTRY REQUIREMENT	DURATION	FEES Per Annum (TZS)	VENUE
	Certificate in Secretarial Studies (BTCSS) –NTA 4	<p>passes one of which must be English.</p> <ul style="list-style-type: none"> Form IV with at least two passes and holder of Certificate in NVTA (VETA) level 3 in related field. 			DSM
9.	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
10.	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	SINGIDA TANGA MTWARA
11.	Basic Technician Certificate in Local Government Administration (BTCLGA) – NTA 4	<ul style="list-style-type: none"> Form IV with at least four passes, or Form IV/VI with Basic Technician Certificate in Local Government from any recognised Institution which is equivalent to NTA Level 4 	12 Months	800,000	MBEYA
12.	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	TANGA

Key: NTA = National Technical Award NVTA = National Vocational Technical Award
SUC = Secretarial Upgrading Course VETA = Vocation Education Training Authority

Form Four equivalent points: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points

DSM

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

MTWARA

APPLICANTS:
A/ Number
01J1019909102
CRDB Mtwara

TABORA

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

For more details please contact:

<p>Principal Tanzania Public Service College TPSC - HQ, Bibi titi Street, P.O Box 2574, Dar es Salaam. Telephone:+255-22-2152982/3 +255 22 2153064 Email:tpsc@tpsc.go.tz</p>	<p>Campus Director, TPSC – Tabora, P.O Box 329 Tabora Tel: 026 2604537/2604278 Fax: 2604537 E-mail : tabora@tpsc.go.tz Account No: 01J1084284500 CRDB Tabora Branch</p>	<p>Campus Director, TPSC Singida , P.O.Box 1534 – Singida. Tel: +255-26 – 2502933 Fax: 255-26 – 2503082 E-mail : singida@tpsc.go.tz Account No: 0150363185200 CRDB Singida Branch</p>
<p>Tanzania Public Service College, DSM Campus Magogoni Street, P.O Box 2574 , DSM. Tel: 2123547/9, 2122243 / 2118348. Fax: 022-2131849 Email: dsm@tpsc.go.tz Account No: 01J1019909100 CRDB Holland House, Dar es Salaam</p>	<p>Campus Director, TPSC - Mtwara, P. O. B ox 1051 Mtwara. Tel:023233330, Fax 023233330 E-mail : mtwara@tpsc.go.tz Account No: 01J1019909102 CRDB Mtwara Branch</p>	<p>Campus Director, Tanga Campus, P.O.Box 750 - Tanga Tel: +25527 2642146 Fax: +255 27 2642147 E-mail: tanga@tpsc.go.tz Account No: 0150019909100 CRDB Tanga Branch</p>
<p>Campus Director, TPSC- Mbeya P.O.BOX 1207 Mbeya Email mbeya@tpsc.go.tz Account No. 0150019909102 CRDB Mbeya</p>		

NB: ALL PROGRAMS ARE EXPECTED TO START DURING MARCH, 2018.