TABASAMU TRAINING COLLEGE

A Vocational Education and Training Institution

Registered by the National Council for Technical and Vocational Education and Training (NACTVET)

Registration No. REG/NACTVET/1240

P.O. Box 16548, Moshono, Arusha – Tanzania

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Ref. No. TTC/HR/VA/01/2026

Date: 29th September, 2026

VACANCY ADVERTISEMENT

1.0 TABASAMU TRAINING COLLEGE

Tabasamu Training College is a reputable vocational training institution in Moshono, Arusha. The College is committed to transforming lives through quality technical and vocational education and training. It empowers vulnerable children and youth with practical skills, confidence, and pathways to self-sufficiency and meaningful employment.

1.1 PRINCIPAL (1 POST)

Location: Moshono, Arusha
Employment type: Full-time
Reports to: Board of Directors
Application deadline: 8th October, 2026

1.1.1 Duties and responsibilities

The Principal shall be responsible for the overall leadership, administration, academic management, and development of the College.

Duties shall include:

1. Providing strategic leadership and direction to the College.
2. Overseeing implementation of the NACTVET-approved NVA and short-course programmes.
3. Ensuring compliance with the National Council for Technical and Vocational Education and Training Act, NACTVET registration conditions, and other applicable laws.
4. Managing and supervising teaching, administrative, and support staff.
5. Developing and implementing the College strategic plan and annual operational plans.
6. Ensuring high standards of teaching, learning, assessment, and student welfare.
7. Managing the College budget, resources, facilities, and equipment.
8. Promoting partnerships with industry, employers, government agencies, and other stakeholders.
9. Supporting curriculum delivery that responds to labour-market needs.
10. Ensuring effective student recruitment, retention, discipline, and career development.
11. Preparing reports for the Board of Directors and relevant authorities.
12. Promoting professionalism, innovation, accountability, and continuous improvement.
13. Representing the College at official meetings and stakeholder engagements.

1.1.2 Qualifications and experience

1. A Bachelor's degree in Education or Vocational or Technical Education from a recognised institution. A Master's degree in a relevant field will be an added advantage.
2. At least two (2) years of relevant professional experience, including significant experience in vocational or technical education or educational management.
3. Proven experience in a senior management or leadership position in a vocational college, technical institution, training centre, or similar organisation.

4. Knowledge of the vocational education and training system, quality assurance, and NACTVET accreditation requirements.
5. Demonstrated experience in staff management, financial administration, and institutional planning.
6. Strong communication, leadership, organisational, and interpersonal skills.
7. Computer literacy and the ability to use education-management systems.
8. High integrity, professionalism, and commitment to quality skills development.

1.2 FOOD PRODUCTION (COOKERY) (1 POST)

Location: Moshono, Arusha
Employment type: Full-time
Reports to: Principal
Application deadline: 8th October, 2026

1.2.1 Duties and responsibilities

1. Teach practical and theoretical Food Production (cookery and catering) in accordance with the approved NVA and short-course curriculum.
2. Prepare and deliver lessons, lesson plans, assessments, and student progress reports.
3. Demonstrate food preparation, cooking, presentation, nutrition, and kitchen management.
4. Train students in food hygiene, safety, and professional kitchen practice.
5. Assess students' practical and theoretical work and provide feedback.
6. Supervise students during practical sessions and maintain kitchen equipment, tools, and training materials.
7. Maintain a clean, safe, and professional learning environment.
8. Perform any other duties as assigned by the Principal.

1.2.2 Qualifications and experience

1. A Diploma or a Bachelor's degree in Cookery, Food Production, Catering, Hospitality, or a related field from a recognised institution.
2. At least two (2) years of relevant practical or teaching experience in cookery or catering.
3. A teaching or training qualification will be an added advantage.
4. Ability to demonstrate practical cooking techniques and to manage a training kitchen.
5. Good communication and classroom-management skills, with high standards of hygiene, discipline, and professionalism.

1.3 HAIR DRESSING AND BEAUTY THERAPY (1 POST)

Location: Moshono, Arusha
Employment type: Full-time
Reports to: Principal
Application deadline: 8th October, 2026

1.3.1 Duties and responsibilities

1. Teach practical and theoretical Hair Dressing and Beauty Therapy in accordance with the approved NVA and short-course curriculum.
2. Demonstrate hair cutting, washing, blow-drying, braiding, styling, colouring, treatments, and related beauty-therapy skills.
3. Prepare lesson plans, practical assessments, and student progress reports.
4. Train students in client consultation, hygiene, salon safety, and professional presentation.
5. Supervise students during practical sessions and ensure proper use of equipment and products.
6. Maintain a clean, safe, and professional training salon.

7. Keep training content aligned with current professional practice in hairdressing and beauty therapy.
8. Perform any other duties as assigned by the Principal.

1.3.2 Qualifications and experience

1. A Diploma or a Bachelor's degree in Hair Dressing, Beauty Therapy, Cosmetology, or a related field from a recognised institution.
2. At least two (2) years of relevant professional or teaching experience.
3. A teaching or training qualification will be an added advantage.
4. Competence in hairstyling, braiding, hair treatments, and customer care.
5. Creative, reliable, and well-presented, with good communication and classroom-management skills.

1.4 COMPUTER APPLICATIONS (1 POST)

Location: Moshono, Arusha
Employment type: Full-time
Reports to: Principal
Application deadline: 8th October, 2026

1.4.1 Duties and responsibilities

1. Teach Computer Applications, together with Advanced Computer Skills, in accordance with the approved curriculum.
2. Teach Media, including Photography, video shooting, and video production.
3. Teach Artificial Intelligence (AI) at a level appropriate to the College's vocational programmes.
4. Prepare and deliver theoretical and practical lessons in computer applications, internet use, and digital skills, including word processing, spreadsheets, databases, presentations, and related topics.
5. Prepare lesson plans, assignments, tests, and examinations, and assess students' performance.
6. Supervise practical sessions in the computer laboratory and media practicals, and ensure proper use and care of IT, photography, and video equipment.
7. Maintain a positive, safe, and professional learning environment.
8. Keep up to date with developments in computing, media production, and artificial intelligence relevant to the curriculum.
9. Perform any other duties as assigned by the Principal.

1.4.2 Qualifications and experience

1. A Diploma or a Bachelor's degree in Information Technology, Computer Science, Computer Engineering, Media, or a related field from a recognised institution.
2. At least two (2) years of relevant teaching or industry experience.
3. Competence in advanced computer skills, photography, video shooting and video production, and artificial intelligence.
4. A teaching or training qualification will be an added advantage.
5. Ability to teach both theory and practice.
6. Strong communication, classroom-management, and organisational skills, and a commitment to student development.

2.0 TERMS OF SERVICE

Successful candidates will be offered a competitive salary and benefits in accordance with the College's terms and conditions of employment.

- Applicants must be Tanzanian citizens.

- Applicants must be aged between twenty (20) and forty-five (45) years at the date of this advertisement.

3.0 MODE OF APPLICATION

Interested and qualified candidates should submit:

1. An application letter stating the post applied for, sent by email to info@ttc.ac.tz or delivered directly at the College, addressed to the Managing Director, Tabasamu Training College, P.O. Box 16548, Moshono, Arusha – Tanzania.
2. A detailed Curriculum Vitae.
3. Copies of relevant academic and professional certificates.
4. Names and contact details of three referees, including at least one professional referee.
5. Copies of any other relevant supporting documents.
6. A copy of the National Identity Card (NIDA).

Applications by email should use the subject line "Application for the post of [POST TITLE] — Tabasamu Training College".

Applications delivered directly should be addressed to:

The Managing Director
Tabasamu Training College
P.O. Box 16548
Moshono, Arusha – Tanzania

Tel: +255 (0) 27 2970084
Mobile: +255 755 248 296
Email: info@ttc.ac.tz
Website: www.ttc.ac.tz

Deadline for applications: 8th October, 2026

Only shortlisted candidates will be contacted. Applicants who do not hear from the College by 22nd October, 2026 should consider their applications unsuccessful.