



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE,  
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



## TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

*Training for Improved Performance*

### ABOUT

The Tanzania Public Service College (TPSC) is a Technical Institution in Tanzania established in 2000 under the ambit of the Executive Agencies Act No 30 of 1997. The aim of its establishment was established to perform Public Service Training, Applied Research, Consultancy Services and Innovative Learning through Technological Platforms.

TPSC has Six Campuses and One Centre strategically located in Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya to be close to its customers countrywide.

### VISION

"To be a global centre of excellence in knowledge generation, sharing, research and consultancy"

### MISSION

"To improve service delivery capacity through training, research, consultancy and technology-based knowledge sharing platforms."

## PROGRAMS OFFERED

TPSC offers Basic Technician Certificate, Diploma, and Bachelor Degree Programmes suitable for public and private sectors in its campuses. Besides these programmes, TPSC is offering short courses, review classes for Public Service Examinations and consultancy services.

### 1 CERTIFICATE PROGRAMMES

- Basic Technician Certificate in Records Management (BTCRM)
- Basic Technician Certificate in Secretarial Studies (BTCSS)
- Basic Technician Certificate in Procurement and Supplies Management (BTCPSM)
- Basic Technician Certificate in Public Administration
- Basic Technician Certificate in Local Government Administration (BTCLGA)
- Basic Technician Certificate in Human Resource Management (BTCHRM)

## 2 DIPLOMA PROGRAMMES

Ordinary Diploma in Human Resource Management (ODHRM)  
Ordinary Diploma in Public Administration (ODPA)  
Ordinary Diploma in Procurement and Supplies Management (ODPSM)  
Ordinary Diploma in Secretarial Studies (ODSS)  
Ordinary Diploma in Records Management (ODRM)  
Ordinary Diploma in Local Government Administration (ODLGA)

## 3 BACHELOR'S DEGREE PROGRAMMES

Bachelor Degree in Records, Archives and Information Management (BRAIM)  
Bachelor Degree in Secretarial Studies and Administration (BSSA)

## THE APPLICATION SCHEDULE

Certificate and Diploma the application has two-application window. First window runs from May to September and the second application window start from January to March. Bachelor degree application has one application window.

## FOR MORE INFORMATION

**Principal and Chief Executive Officer,**  
Tanzania Public Service College,  
P.O. Box 2574, Dar es Salaam, Tanzania

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### DAR ES SALAAM CAMPUS:

#### Campus Manager

Tanzania Public Service College,  
P.O. Box 2574, DAR ES SALAAM

Email: [dsm@tpsc.go.tz](mailto:dsm@tpsc.go.tz)

+255 22 2123547/9

Admission: 0713577587 / 0786668068

### SINGIDA CAMPUS:

#### Campus Manager,

Tanzania Public Service College,  
P.O. Box 1534, SINGIDA

Email: [singida@tpsc.go.tz](mailto:singida@tpsc.go.tz)

Tel: +255 26 2502933

Admission: 0753860432 / 0712906056

### TABORA CAMPUS:

#### Campus Manager,

Tanzania Public Service College,  
P.O. Box 329, TABORA

Email: [tabora@tpsc.go.tz](mailto:tabora@tpsc.go.tz)

+255 26 2604537 / 2604278,

Admission: 0717152111 / 0717574525

### TANGA CAMPUS:

#### Campus Manager,

Tanzania Public Service College,  
P.O. Box 750, TANGA

Email: [tanga@tpsc.go.tz](mailto:tanga@tpsc.go.tz)

Tel: +255 27 2977124

Admission: 0718410687 / 0658303739

### MTWARA CAMPUS:

#### Campus Manager,

Tanzania Public Service College,  
P.O. Box 1051, MTWARA

Email: [mtwara@tpsc.go.tz](mailto:mtwara@tpsc.go.tz)

+255-23- 2333300,

Admission: 0713890256 / 0712129977 / 0716728313

### MBEYA CAMPUS:

#### Campus Manager,

Tanzania Public Service College,  
P.O. Box 1207, MBEYA

Email: [mbeya@tpsc.go.tz](mailto:mbeya@tpsc.go.tz)

+255 25 2502523

Admission: 0683532777 / 0784321301 / 0754383964