

JOB DESCRIPTION:

1.0 JOB TITLE: INTERNAL AUDITOR

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

4.0 PURPOSE:

Carrying out a review of financial systems and operational systems of the Council to ensure that the interests of the Council are protected.

5.0 MAIN DUTIES:

- 5.1 Head of the Internal Audit Office
- 5.2 Full implementation of the Internal control and internal audit requirements of the 1997 Local Authority Financial Memorandum.
- 5.3 Preparation and recommending to the Director an annual internal audit work programme on the following year by end of November of the current financial year.
- 5.4 Ensuring that the office of the Controller and Auditor General receives a copy of the Council's internal audit work programme by January 10th of the financial year to which it relates.
- 5.5 Preparation and submission to the Director dated internal audit report
- 5.6 Ensuring that a copy of the dated internal audit report is sent to the Office of the Controller and Auditor General within 10 working days of the date of the report.
- 5.7 Ensuring that the acted upon, dated internal audit report is sent to the Finance Committee
- 5.8 Maintain a register of all relevant work, showing dates of fieldwork, the date of the final report, date and nature of the responses received and an indication of the proposed follow-up activity.
- 5.9 Scrutinizing vouchers after payment
- 5.10 Internal auditing of books of accounts
- 5.11 Inspection of premises and operations

- 5.12 Review of Council Systems of Internal control
- 5.13 Investigation of breach of trust, shortages, embezzlements and fraud of Council resources.
- 5.14 Assisting External Auditors
- 5.15 Ensuring that External Auditors' queries are answered properly and timely
- 5.16 Periodic monitoring and comparison of actual expenditure with approved budget.

6.0 DECISION MAING:

Internal audit queries and reports contents

7.0 CONTACTS:

- Heads of Departments
- Heads of Sections
- Heads of Units

8.0 PERSON SPECIFICATION

8.1 Qualification:

CPA (T) or its equivalent with not less that three years of experience

8.2 Working Experience:

Over eight years working experience in auditing

8.3 Essential skills:

Local Government Accounting and Auditing/Government Accounting/Auditing

8.4 Desirable skills:

Computer skills and investigation skills

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL HR AND ADMINISTRATION OFFICER

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
- (a) HR Officer
 - (b) Administrative Officer
 - (c) Committees Administrative officer

3.2 Indirect: Other Council Employees

3.3 Resources: Computer, Furniture, Office Tables.

4.0 JOB PURPOSE:

Ensuring efficient and effective Management and optimum utilization of Council human resources for achieving the planned targets by efficient and economic use of available resources.

5.0 MAIN DUTIES:

5.1 To Head the Department of Personnel and Administration effectively

5.2 Economic and effective use of all types of resources of the Department

5.3 Prepare and submit to the Municipal Director recommended Departmental Strategic, operational and annual budget for the Department.

5.4 To interpret to the subordinates Council policies

5.5 Recommending to the Municipal Director, Departmental Organization Structure

5.6 Interpretation to the Municipal Director and employees Human Resources

Governing Instruments:

- (a) Schemes of Service
- (b) Salary Structure
- (c) Local Government Code of Conduct
- (d) Central Government Code of Conduct
- (e) Departmental Operation Manual
- (f) Security of Employment Act Code of Conduct
- (g) Relevant Standing Orders

5.7 Handling of disciplinary matters

- 5.8 Effective Council Transport Logistics Management
- 5.9 Management of Workers' Council matters
- 5.10 Effective Management of Personnel Recruitment, Selection, Induction, Evaluation, Promotion, Training, Development and Preparation of Seniority List and Staff Establishment
- 5.11 Establishing and maintaining up to date staff inventory and staff education skills analysis
- 5.12 Preparation of Annual Council Employees Personnel Emoluments Estimates
- 5.13 Maintaining conducive and enabling work environment through best possible house-keeping and improved Workers Morale.
- 5.14 Ensuring proper industrial and human relations between the Council employees, Supervisors, Stakeholders and the public at large
- 5.15 Managing employees of terminal benefits:- Pension, LAPF.
- 5.16 Effective management of Open and Confidential Registry
- 5.17 Proper management of Council Committee matters
- 5.18 Effective management of Ward affairs
- 5.19 Advising the Municipal Director on personnel and administrative matters
- 5.20 Liaising with relevant external organs within the department's functions jurisdiction.

JOB DESCRIPTION:

- 1.0 JOB TITLE:** HR OFFICER
- 2.0 REPORTS TO:** MUNICIPAL HR AND ADMINISTRATION OFFICER
- 3.0 RESPONSIBLE FOR:**
 - 3.1 Direct:** Office Supervisor, Personal Secretaries, Registry Assistants, Office Attendants, Watchman, Drivers.

3.2 Indirect: Other Council Employees

3.3 Resources: Office Furniture and Office Tables.

4.0 JOB PURPOSE:

Ensuring timely availability of appropriate number of human resources, at the right time, to the right place, and ensuring their optimum utilization with high morale.

5.0 MAIN DUTIES:

5.1 To Head the personnel Section

5.2 Handling of disciplinary matters

5.3 Establishing and maintaining up to date staff inventory and Staff Educational Skills Analysis

5.4 Effective management of human resources matters: Staff Promotion, training and development, preparation o seniority list and staff establishment

5.5 Managing employees terminal benefits Pension/LAPF

5.6 Advising the Head of Personnel and Administration Department on Personnel matters

5.7 Determination of short-term human resources needs

5.8 Preparation of management succession

5.9 Recruitment and interviewing of jobs applicants

5.10 Ensuring Pre-employment medical examination

5.11 Preparation of posts vacancies and replacement charts

5.12 Induction of new employees

5.13 Determination of training needs through:

- (a) Organization analysis
- (b) Operational analysis
- (c) Employees analysis

5.14 Preparation o employees development programmes for all cadres of staff

- 5.15 Compilation of information Training Institutions
- 5.16 Selection of employees for training programmes
- 5.17 Finding of scholarships/Financiers for training programmes
- 5.18 Follow-up of training results
- 5.19 Interpreter of Standing Orders; Scheme of Service updating; Salaries and Wages Structure updating and processing remuneration claims
- 5.20 Prepare employees leave schedules and benefits
- 5.21 Sickness and nature wastage matters
- 5.22 Performing any other duties as may be assigned by the seniors

6.0 DECISION MAKING:

- (a) On all matters within Personnel Section area of jurisdiction
- (b) On matters delegated by the Municipal Personnel and Administration Officer

7.0 CONTACT:

- 7.1 Heads of Departments
- 7.2 Heads Sections
- 7.3 Labour Office

8.0 PERSON SPECIFICATION:

8.1 Qualification:

Advanced Diploma in Public Administration/Local Government Administration or its Equivalent.

8.2 Working Experience:

Over 8 years working experience in personnel matters

8.3 Essential Skills:

Labour Laws, Management skills

8.4 Desirable skills:

Computer operation skills.

JOB DESCRIPTION:

1.0 JOB TITLE: ADMINISTRATION OFFICER

2.0 REPORTS TO: MUNICIPAL PERSONNEL AND ADMINISTRATION OFFICER

3.0 RESPONSIBLE FOR:

3.1 Direct: Office Supervisor, Personal Secretaries,
Registry Assistants,
Office Attendants, Watchmen, Drivers

3.2 Indirect: Other Council Employees

3.3 Resources: Office Furniture and Office Tables.

4.0 JOB PURPOSE:

Ensure efficient discharge of administrative support services

5.0 MAIN DUTIES:

5.1 To Head Administrative Section effectively

5.2 Effective Management of Registry Duties

5.3 Advising the Head of Department Personnel and Administration on administrative matters

5.4 Maintaining conducive and enabling work environment through best possible house-keeping and improved workers morale

5.5 Ensuring proper and timely equipments and furniture and fixtures maintenance

5.6 Visitors handling

5.7 Ensuring proper compounds and building security

5.8 Ensuring provision of appropriate and timely employees refreshments

5.9 Performing any other duties as may be assigned by the seniors.

6.0 DECISION MAKING:

6.1 On all matters within Administration Section functional jurisdiction
On matters delegated by the Municipal Personnel and Administration Officer

7.0 CONTACT:

- (a) Head of Departments
- (b) Head of Sections and Units
- (c) External Institutions

8.0 PERSON SPECIFICATION:

8.1 Qualification:

Advanced Diploma in Public Administration or its equivalent

8.2 Working Experience:

Over 8 years working experience in Administrative matters

8.3 Essential skills:

Local Government Administration and Labour Laws

8.4 Desirable skills:

Computer skills, Material Management skills and Accounting skills

JOB DESCRIPTION:

1.0 JOB TITLE: COMMITTEE ADMINISTRATIVE OFFICER

2.0 REPORTS TO: MUNICIPAL PERSONNEL AND ADMINISTRATION OFFICER

3.0 RESPONSIBLE FOR:

3.1 Direct: Committee Clerk, Ward Executive Officers, Personal Secretaries.

3.2 Indirect: Other members of staff within wards

3.3 Resources: Furniture and Office Tables.

4.0 JOB PURPOSE:

Ensuring efficient and effective management of committees duties and wards Administrative matters.

5.0 MAIN DUTIES:

5.1 To Head the Committee and Ward Administrative Section

5.2 Effective Management of Ward Affairs

5.3 Proper management of Council Committees matters

5.4 Advising the Head of Department on all Ward Staff matters

5.5 Manage the preparation of Committee Minutes

- 5.6 Prepare Timetable for Council Committee Meetings
- 5.7 Preparation of Municipal Management Team Meetings
- 5.8 Prepare and send notice to Committee Members notifying them of the date, place and time of meeting
- 5.9 Preparation of Councilors claims and allowances
- 5.10 Performing any other duties as may be assigned by the Seniors

6.0 DECISION MAKING:

- 6.1 On all matters within the Committee Administration Section functional jurisdiction.
- 6.2 On matters delegated by the Municipal Personnel and Administration Officer

7.0 CONTACT:

- (a) Heads of Departments
- (b) Councilors

8.0 PERSON SPECIFICATION:

8.1 Qualification

Advanced Diploma in Local Administration/Public Administration or Its Equivalent.

8.2 Working Experience:

Over 8 years Working experience in Committee Administration

8.3 Essential skills:

- (a) Committee procedures, functions and Local Government Laws
- (b) Management skills

8.4 Desirable skills:

- (a) Computer skills
- (b) Management skills
- (c) Communication skills

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL TREASURER

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

3.1 Direct: Three Heads of Sections: Finance, Supplies and Markets

3.2 Indirect: Five Heads of Units: Revenue, Expenditure, Salaries, Procurement and Stores.

3.3 Resources: Office equipments, vehicle, computer, funds, markets buildings

4.0 JOB PURPOSE:

Preparation and implement action o effective financial systems, procedures and preparation policies intended for sound revenue sources prudent expenditure, proper book-keeping and preparation true and fair financial reports and statements within legal time limit.

5.0 MAIN DUTIES:

5.1 Head of the Finance Department

5.2 Preparation of annual estimates of income and expenditure in conjunction with heads of departments

5.3 Financial advise of he Council, its committees and its officers on all aspects of Council financial matters

5.4 To maintain safely, timely and accurately all financial records Council in accordance with the accountancy professional principles, Local Government Finances Act and the Local Government Financial Memorandum

5.5 Preparation of Monthly, Quarterly, Half yearly, and end of year Progress Reports of actual income and expenditure compared to budget and making recommendations for balancing income and expenditure and submit the reports to the Director and Council.

5.6 Ensuring availability and operation of an internal control system with detailed financial procedures with have been approved by the Finance Committee and distributed to head of departments.

5.7 To carry out all prescribed checks and take all possible precautions against fraud and negligence

5.8 Replying fully and promptly to all internal and external audit queries

5.9 Acting as Secretary to the Tender Board

6.0 DECISION MAKING:

Making decisions on behalf of the Municipal Director all matters concerning revenue collection disbursements, preparation and closing of books of accounts.

7.0 CONTACTS:

- (a) Heads of Departments
- (b) Parent Ministry
- (c) Banks
- (d) Tax Payers
- (e) Private and Public Institutions

8.0 PERSONAL SPECIFICATIONS:

3.1 Qualification:

CPA (T) or its equivalent

3.2 Working experience:

Over ten years experience in Accounting

3.3 Essential skills:

Local Government Accounting/Government accounting

3.4 Desirable skills:

Management of Human Resources.

JOB DESCRIPTION:

1.0 JOB TITLE: HEAD OF FINANCE SECTION

2.0 REPORTS TO: MUNICIPAL TREASURER

3.0 RESPONSIBLE FOR:

3.1 Direct: Three Heads of Units

3.2 Indirect: Revenue Collectors, Users of Funds Cashiers and Accounts Assistants

3.3 Resources: Office equipments, Computer and books of accounts

4.0 JOB PURPOSE:

To initiate different strategies to enable collection of Council potential revenue accounting them in books of accounts and preparing different revenue reports.

5.0 MAIN DUTIES:

- 5.1 Initiating different strategies for revenue collection
- 5.2 Supervising revenue collection and analyzing and keeping correct revenues data
- 5.3 Supervising preparation, recording and balancing or revenue registers
- 5.4 Making sure that all Council revenues are legalized by principal law and or Council by laws
- 5.5 Timely reports to the Municipal Treasurer all short comings accrued during the revenue collection
- 5.6 Making sure that all revenue debtors are served with demand notes
- 5.7 To promote the punctual and full collection of revenue
- 5.8 Ensuring that the issue and returns of revenue earning books are properly controlled accounted for
- 5.9 To disseminate revenue education to tax payers and tax collectors
- 5.10 Supervision of revenue collection where ever it happen within the area of jurisdiction of this Council
- 5.11 Ensure that all revenues books are printed by the Government Printer
- 5.12 Timely and accurate payment salaries with respective statutory deductions
- 5.13 Ensuring timely and accurate disbursement of funds to duly authorized payees in accordance with the approved budget Financial Laws and Regulations.
- 5.14 Ensuring proper records and books of accounts keeping and computerization
- 5.15 Copying out monthly bank reconciliation

- 5.16 Advise that at any time rates imposed to tax payer are affordable and collectable
- 5.17 Make recommendations for motivation of revenue collectors
- 5.18 To make sure that all revenue collection are receipted, accounted for and banked intact once received by main revenue cashier
- 5.19 To supervise recordings of revenue transactions in the books of original entry and main book of accounts
- 5.20 To prepare timely and correctly revenue reports as required by Finance Act and Councils Resolutions
- 5.21 To make sure legal measures are taken against all tax avoiders and evaders
- 5.22 Reform any other duties as may be assigned by the Director

6.0 DECISION MAKING:

Efficient and effective usage of Heads of Units and physical resources of the Finance Section.

7.0 CONTACTS:

- (a) Banks
- (b) Tax Payers
- (c) Ward Executive Officers

8.0 PERSONAL SPECIFICATION:

8.1 Qualification

NBAA Intermediate Stage Module CPD or its equivalent eg. B. Com Accounting, ADA, ADCA

8.2 Working experience

Over 8 years working experience in accounting

8.3 Essential skills:

Local Government Accounting/Government Accounting

8.4 Desirable skills:

Auditing and Computer skills

JOB DESCRIPTION:

- 1.0 JOB TITLE:** MUNICIPAL SUPPLIES OFFICER
- 2.0 REPORTS TO:** MUNICIPAL DIRECTOR
- 3.0 RESPONSIBLE FOR:**
- 3.1 Direct:** Two Heads of Units
- 3.2 Indirect:** Sub-Storekeepers
- 3.3 Resources:** Various types of stocks under the sections safe
- 4.0 JOB PURPOSE:**
Efficient and economic procurement, receipt, inspection, custody and issue of right types of stocks to the right users at the right time and place
- 5.0 MAIN DUTIES:**
- 5.1 Heads of the Supplies Section
- 5.2 Proper implementation of the 1997 Local Authority Financial Memorandum
- 5.3 Compiling Council requirements of materials
- 5.4 Identification of economic Suppliers of Materials required by the Council
- 5.5 Timely ordering of materials in the right quantity and quantity at competitive prices
- 5.6 Professional handling of tendering documentation according to Tendering and contractual procedures of the Local Authority Financial Memorandum
- 5.7 Proper inspection and receipt of the right types of materials, in the right quantities and of the right quantities at the right places from the right suppliers
- 5.8 Ensuring proper, timely and accurate documentation of materials movements inwards and outwards
- 5.9 Ensuring safe custody under lock and key of materials all the time
- 5.10 Ensuring proper house keeping stores and open storage
- 5.11 Ensuring timely issue of right quantity of right quantity to right users with proper documentation

- 5.12 Reordering of materials on reaching re-order levels after consulting end users for any possible changes in materials specifications
- 5.13 Full involvement of end users of materials for quality inspection before acceptance of ordered technical materials into the store
- 5.14 Periodic stock balancing and reconciliation of opening, receipts, issue and closing stocks
- 5.15 Preparation of procurement budget
- 5.16 Making preparations for end of year stock-taking and Board of Survey
- 5.17 Undertaking any other duties as may be assigned by the Director

6.0 DECISION MAKING:

Materials re-order levels, degree of materials house-keeping and materials
Movement lead-time

7.0 CONTACT:

- (a) Suppliers
- (b) Renderers'
- (c) Heads of Departments

4.0 PERSON SPECIFICATION

8.1 Qualification

Certified
Profession (CSP) of the NBMM or its equivalence

8.2 Working experience

Over 8 years working experience in supplies functions

8.3 Essential skills

Local Government Supplies Management Government Supplies Management

8.4 Desirable skills:

Computer skills.

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL COOPERATIVE OFFICER

2.0 REPORTS TO: MUNICIPAL AGRICULTURAL AND COOPERATIVE OFFICER

3.0 RESPONSIBLE FOR:

3.1 Direct: 5 Cooperatives

3.2 Indirect: 64 Registered Cooperative Societies, 6 COASCO Staffs

3.3 Resources: Office equipment

4.0 JOB PURPOSE:

To raise economic and social status of residents in the Municipal Council Area.

5.0 MAIN DUTIES:

5.1 Mobilize residents within the Municipal Council to form economic groups or cooperative societies.

5.2 Distribute or assign tasks among desk officers of the department and ensure they are accomplished in time

5.3 Prepare annual profile reports of all primary cooperative societies within the Municipal

5.4 Assess subordinate performance annually

5.5 Scrutinize societies annual estimates and give recommendations before submitting them to the Regional Cooperative Officer

5.6 Identify training needs annually for the department staff, cooperative societies staff, committeemen and members.

5.7 Advise the Municipal Director on Technical Cooperative matters

6.0 DECISION MAKING:

I make disciplinary action to my subordinates, I approve cooperative societies annual estimates, and denial of registration for new societies if not deserved.

7.0 CONTACT:

Communication is done regularly with registrar of cooperative the Regional Cooperative Officer, The Regional Audit and Supervision Corporation (COASCO), The Regional Cooperative Societies within the Kinondoni Municipal.

8.0 PERSON SPECIFICATION

8.1 Qualification

Post graduate Diploma in Cooperative Management and Accounting, Business, Administration.

8.2 Working experience

At least 10 years working experience in Cooperative

8.3 Essential skills

- (a) Audit and Supervision, Financial Management
- (b) Business Administration, Cooperative Law and Administrative Law,
- (c) Micro Finance Banking,
- (d) Political Awareness

8.4 Desirable skills:

Advanced Business Administration and Computer Literacy

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL ECONOMIST

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
- (a) Economic and Planning officer
 - (b) Trade and Industrial Officer
- 3.2 Indirect:**
- (a) Planning Officer
 - (b) Statistics Officer
 - c) Trade Officers**

3.3 Resources: Computer, Motor vehicle, Office equipment and office furniture

4.0 JOB PURPOSE:

Coordinate, supervise, guide and monitor all economic planning, statistics, trade and industrial activities.

5.0 MAIN DUTIES:

- 5.1 Effective and efficient management of the department
- 5.2 Advise the Municipal Director on economic, planning trade and industrial activities
- 5.3 Data collection entry, analysis, storage and interpretation
- 5.4 Database designing, management and maintenance for the Council
- 5.5 Planning and budgeting of Councils' Strategic Plans
- 5.6 Planning and budgeting of development plans of the Council
- 5.7 Prepare and monitor annual budget of the Council in cooperation with other department.
- 5.8 Coordinate the Municipality's projects, development plans and development programs
- 5.9 To issue, inspect and monitor industrial licenses
- 5.10 To give technical advise on trade and industrial functions
- 5.11 To perform any other duties as may be assigned by the Director

6.0 DECISION MAKING:

- (a) Development Planning matters
- (b) Trade matters
- (c) Industrial matters

7.0 CONTACT:

- (c) Project Coordinators
- (a) Departmental Heads
- (b) Ward Development Committees

8.0 PERSON SPECIFICATION

8.1 Qualification

Degree or its equivalent in economics and planning

8.2 Working experience

Over 10 years working experience in economics and planning

8.3 Essential skills

Economics, planning, trade and industrial knowledge

8.4 Desirable skills:

- (a) Computer knowledge
- (b) Accountancy knowledge

JOB DESCRIPTION:

1.0 JOB TITLE: TRADE AND INDUSTRIAL OFFICER

2.0 REPORTS TO: MUNICIPAL TREASURER

3.0 RESPONSIBLE FOR: Municipal Economic, Planning, Trade and Industrial

3.1 Direct: Head of Department of Economy, Planning, Trade And Industrial

3.2 Indirect: Ward Executive Officer

3.3 Resources: Office furniture and equipments

4.0 JOB PURPOSE:

To coordinate, supervise, guide and monitoring all the trade and industrial functions

5.0 MAIN DUTIES:

5.1 Effective and efficient management of the section

5.2 Advise head of department on all trade and industrial functions

5.3 Collection of all data, storage and analysis

5.4 Preparation of annual budget of the section

5.5 Issue of Business licenses, inspection and monitoring of all business licenses

5.6 Promote technical issues on business/trade and industrial functions

5.7 Perform any other duties as may be assigned by seniors

6.0 DECISION MAKING:

- (a) All legal trade matters
- (b) On all industrial matters

7.0 CONTACT:

- (a) Regional Trade Officer
- (b) Businessmen and NGOs
- (c) Tanzania Chamber of Commerce, Industries and Agriculture

8.0 PERSON SPECIFICATION

8.1 Qualification

Advanced Diploma in Business
Administration/Marketing/Industrial

8.2 Working experience

Over 8 years trade and industrial matters

8.3 Essential skills

Skills in trade and industrial function

8.4 Desirable skills:

Computer knowledge

JOB DESCRIPTION:

1.0 JOB TITLE: ECONOMIC AND PLANNING OFFICER

2.0 REPORTS TO: To the Municipal Economic, Planning, Trade and Industry Officer

3.0 RESPONSIBLE FOR:

3.1 Direct: Planning Officer

3.2 Indirect: Executive Ward Officer

3.3 Resources: (a) Office Furniture
(b) Computer

4.0 JOB PURPOSE:

Coordinate, supervise, guide and monitor all economic and Planning activities

5.0 MAIN DUTIES:

5.1 Effective and efficient management of the section

5.2 Advise the head of department on economic and planning

5.3 Data collection, entry, analysis, storage and interpretation

5.4 Plan and budgeting of development Plans of the council

5.5 Coordinate, monitor annual budget of the section

5.6 Perform any duties as may be assigned seniors

6.0 DECISION MAKING:

On economic and planning matters

7.0 CONTACT:

(a) Regional Secretariat Advisor

(b) Project Coordinators

8.0 PERSON SPECIFICATION

8.1 Qualification

Advanced Diploma in economics and planning

8.2 Working experience

Over 8 years working experience in economics and planning

8.3 Essential skills

Skills in economic and planning

8.4 Desirable skills:

Computer skills

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL EDUCATION OFFICER

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

3.1 Direct:

- (a) Academic Officer
- (b) Statistics and Logistic Officer
- (c) Adult Education Coordinator

3.2 Indirect:

- (a) Ward Education Coordinators
- (b) Head Teachers
- (c) Teachers
- (d) School Committee

3.3 Resources: Computer, Printer, Vehicles and Teachers

4.0 JOB PURPOSE:

Coordinate, supervise and follow up all educational activities according to the National Education Policy

5.0 MAIN DUTIES:

5.1 Efficient and effective management of the Education Department

5.2 Planning, supervision and implementation of all educational activities of the Municipality.

5.3 Reporting to the Municipal Director on educational matters

5.4 Representing the Ministry of Education and Culture in the Municipality

5.5 Coordination and monitoring of the National Educational Policies and Programs

5.6 To cooperate with Ward Education Coordinators, Head Teachers, Teachers and School Committee to improve education status.

5.7 Procurement and distribution of education materials

5.8 To evaluate work performance of Heads of Sections, Ward Education

Coordinators, Head Teachers and Teachers

- 5.9 To cooperate with Education stakeholders in establishing and managing their Primary and Secondary schools.
- 5.10 Cooperating with National Examination Council in the distribution and Supervision of Examination
- 5.11 The monitoring of Adult Education Programs of the Municipality.
- 5.12 Timely and close follow-up of primary schools' Education Inspection Reports
- 5.13 Municipal Libraries
- 5.14 To perform any other duties as may be assigned the Municipal Director

6.0 DECISION MAKING:

- (a) All primary Schools Educational matter
- (b) Disciplinary matters of Primary school Teachers
- (c) All standard Four Examination matter

7.0 CONTACT:

- (a) Ministry of Education
- (b) Regional Education Officers
- (c) National Examination Council
- (d) Primary School Inspectors
- (e) Heads of the Libraries
- (f) District Police Office

8.0 PERSON SPECIFICATION

8.1 Qualification

Degree in Education or Masters Degree in Education

8.2 Working experience

Over 10 years teaching experience with good record of performance

8.3 Essential skills

Senior Education Officer Grade II

8.4 Desirable skills:

- (a) Computer literacy

- (b) Accountancy skills

JOB DESCRIPTION:

1.0 JOB TITLE: ACADEMIC OFFICER

2.0 REPORTS TO: MUNICIPAL EDUCATION OFFICER

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
 - (a) Ward Education Coordinators
 - (b) Head Teachers
 - (c) Adult Education Teachers

3.2 Indirect:

3.3 Resources: Reference Books

4.0 JOB PURPOSE:

To coordinate, implement and monitor all academic activities according to the National Education Policy

5.0 MAIN DUTIES:

- 5.1 Efficient and effective management of the Academic Section
- 5.2 To cooperate with Ward Education Coordinators, Head teachers, Teachers and School Committees to improve the education status
- 5.3 To evaluate work performance of Ward Education Coordinators, Head Teachers and Teachers.
- 5.4 To cooperate with Education stakeholders in establishing and managing their Primary and Secondary schools.
- 5.5 To cooperate with National Examination Council in distribution and supervision of Examinations
- 5.6 Perform any other duties as may assigned by Supervisors

6.0 DECISION MAKING:

All Primary school Academic matters

7.0 CONTACT:

- (a) Regional Education Officers
- (b) National Examination Council
- (c) Primary School Inspectors
- (d) District Police Office

8.0 PERSON SPECIFICATION

8.1 Qualification

Degree in Education or Masters Degree in Education

8.2 Working experience

Over 10 years teaching experience with good record of performance

8.3 Essential skills

Senior Education Officer Grade II

8.4 Desirable skills:

- (a) Computer literacy
- (b) Accountancy skills

JOB DESCRIPTION:

1.0 JOB TITLE: STATISTICS AND LOGISTICS OFFICE

2.0 REPORTS TO: MUNICIPAL EDUCATION OFFICER

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
- (a) Ward Education Coordinators
 - (b) Head Teachers

3.2 Indirect: Heads of Units of the Adult Education Section

3.3 Resources: Motor vehicles, Computer, and Printer

4.0 JOB PURPOSE:

To procure, distribute educational materials, collect and analyses statistical Data

5.0 MAIN DUTIES:

5.1 Efficient and effective management of the statistics and logistic section

5.2 Procurement and distribution of educational materials

- 5.3 To prepare yearly procurement plan
- 5.4 To evaluate the best materials required in teaching and learning in Primary schools.

6.0 DECISION MAKING:

- (a) All Primary school teaching and learning materials matters
- (b) All procurement of educational materials matters

7.0 CONTACT:

- (a) Ministry of Education
- (b) Regional Education Officer
- (c) Academic Officer
- (d) Adult Education Coordinator

8.0 PERSON SPECIFICATION

8.1 Qualification

Degree in Education

8.2 Working experience

Over 10 years teaching experience with good record of performance

8.3 Essential skills

Teaching and Education Administration, Commercial and Accountancy knowledge

8.4 Desirable skills:

Computer literacy

JOB DESCRIPTION:

1.0 JOB TITLE: ADULT EDUCATION COORDINATOR

2.0 REPORTS TO: MUNICIPAL EDUCATION OFFICER

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
- (a) Heads of Units
 - (b) Ward Education Coordinators
 - (c) Head-Teachers
 - (d) Adult Education Teachers

3.2 Indirect: (a) Academic Officer

(b) Statistics and Logistics Officer

3.3 Resources: Sewing Machines

4.0 JOB PURPOSE:

To coordinate and monitor all matters concerning Adult Education

5.0 MAIN DUTIES:

5.1 To coordinate all Adult Education matters

5.2 Implement policies and Circulars concerning Adult Education

5.3 Perform any other duties as may be assigned by Supervisors

6.0 DECISION MAKING:

All matters concerning Adult Education

7.0 CONTACT:

(a) Ministry of Education

(b) Regional Education Officer

(c) Academic Officer

(d) Adult Education Coordinator

8.0 PERSON SPECIFICATION

8.1 Qualification -

8.2 Working experience

Over 10 years teaching experience with good record of performance

8.3 Essential skills

Diploma/Certificate in Adult Education

8.4 Desirable skills: - Computer literacy

JOB DESCRIPTION:

1.0 JOB TITLE: NATURAL RESOURCES AND ENVIRONMENT OFFICER

2.0 REPORTS TO: MUNICIPAL URBAN PLANNING OFFICER

3.0 RESPONSIBLE FOR:

3.1 Direct: Natural Resource Officer

3.2 Indirect: Ward Executive Officers Community

3.3 Resources: Working Equipment

4.0 JOB PURPOSE:

To ensure sustainable use of Natural Resources for present and future generation without degrading the environment through raising public awareness and understanding of essential linkages between environment and development and to promote individual and community perception in environmental action

5.0 MAIN DUTIES:

- 5.1 Implementation of forestry policies. Rules and regulations
- 5.2 To implement by-laws governing the forestry
- 5.3 Preparation of annual budget for Natural Resources section
- 5.4 To prepare quarterly and annual reports for the section
- 5.5 Supervision of forests harvest and the sale of forestry products
- 5.6 To educate the community on the proper use of forests and forests products
- 5.7 To supervise the control of soil erosion and water source conservation
- 5.8 Give technical advice to the local forestry keepers and private nurseries
- 5.9 Supervising the preparation of Municipal gardens
- 5.10 Monitoring the distribution of seedlings during planting seasons
- 5.11 To ensure forest boundaries are not encroached by forest hazards
- 5.12 To advise the community to plant proper species of trees for proper area
- 5.13 Perform any other duties as assigned by the Head of Department

6.0 DECISION MAKING:

On natural resources matters

7.0 CONTACT:

Communication with secretariat natural resources officer, communicate

Regularly with public sector eg. UWASU community

8.0 PERSON SPECIFICATION

8.1 Qualification

Advanced Diploma in Forestry or equivalent

8.2 Working experience

Over 8 years working experience in natural resources

8.3 Essential skills

Field Works on forestry activities

8.4 Desirable skills:

Computer knowledge

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL AGRICULTURAL & LIVESTOCK
DEVELOPMENT OFFICER (MALDO)

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

3.1 Direct: (a) Agricultural Officer
(b) Livestock Officer

3.2 Indirect: (a) Ward Agriculture Extension Officers
(b) Sectional Heads of Units for Agriculture &
Livestock

3.3 Resources: Working gears, Motor vehicle, Motor-cycle,
Computer,
Laboratory, Abattoirs etc.

4.0 JOB PURPOSE:

Coordinating, supervision and monitoring all development activities
undertaken

By the Crop and Livestock sectors

5.0 MAIN DUTIES:

5.1 Develop and promote crop and livestock programmes in the
Municipality.

5.2 Liaise with parastatals and Government Institutions dealing with
crop and livestock developments in order to integrate crop and
livestock in the Municipality.

5.3 Coordinate implementation of agricultural development
programmes, which are implemented by subject Matter
specialist for crop, livestock, irrigation, human nutrition etc.

- 5.4 Provide guideline for implementation of the agriculture policy in the Municipality
- 5.5 Collaborate with institutions which deal with environment conservation in order to ensure that agricultural development conserves the environment
- 5.6 Coordinate and supervise preparation of estimate for inputs and agricultural implements requirements for the Municipality and make follow up for their availability and distribution
- 5.7 Coordinate and give advise to all agricultural activities undertaken by the Municipal Council, private sector, Government Institutions, Parastatals and collection data on production and marketing crops and livestock
- 5.8 Write confidential reports for all the staff working in the Department
- 5.9 To respond coordinate occurrence of migratory pests by communicating with District Administration Secretary, Municipal Director, Zonal Agricultural Officer, Director for Agriculture and the Chief Agricultural Officer for plant Protection
- 5.10 Preparation and or coordination of annual budgets repots of the Municipality and accordingly report to respective Zonal Officers for on ward transmission to the Head Office
- 5.11 Carry out any other agricultural livestock activities as may be assigned by the Municipal Director

6.0 DECISION MAKING:

All agriculture and livestock functional issues

7.0 CONTACT:

Ministries of Agriculture and food, Water and Livestock Development, Zonal Research investigation centers, Regional Agriculture, Livestock advisors, private sector and NGO's dealing with agriculture and livestock functions

8.0 PERSON SPECIFICATION

8.1 Qualification

Postgraduate Diploma in Agriculture/Veterinary/Livestock/Forest
or
Its equivalent Bachelor of Science Degree

8.2 Working experience

Over 10 years in Agriculture and Livestock

8.3 Essential skills

Skills in agricultural and livestock

8.4 Desirable skills:

Computer knowledge and general management

JOB DESCRIPTION:

1.0 JOB TITLE: AGRICULTURE OFFICER

2.0 REPORTS TO: MUNICIPAL AGRICULTURE AND LIVESTOCK

3.0 RESPONSIBLE FOR:

3.1 Direct:

Head of 4 units crops: Hort culture, Nutrition, Land use planning farm machinery and implements

3.2 Indirect: Division Ward Agricultural Extension Officer (WAEO)

4.0 JOB PURPOSE:

To coordinate, supervise and guide the delivery of agricultural technical SERVICE to farm families in order to increase agricultural productivity and incomes

5.0 MAIN DUTIES:

5.1 Develop and promote agricultural programmes

5.2 To coordinate and guide the development of agricultural extension plans

5.3 Provide guidelines for implementation of agricultural policy in the Municipality

5.4 To guide in implementation of the Standing Orders concerning with agricultural technical functions (Acts Ordinances and by-laws)

5.5 To collaborate and coordinate involvement of all agricultural specialists at the Municipality level in the development of agricultural technical services, guide and supervise their dissemination to frontline staff and farmers.

5.6 To collaborate with all agricultural extension providers to harmonize implementation of activities and use of available scare resources

- 5.7 To monitor, promote and guide implementation of relevant agricultural approaches in the field and evaluate the performance of the Council extension programme in collaboration with Research Centres
- 5.8 To promote, guide and support frontline staff endeavors to forward work with farmer groups for extension education and savings and credits purposes.
- 5.9 To write and compile monthly, quarterly, midyear and annual agricultural extension reports.
- 5.10 Preparation of annual budgets for the agriculture section and supervise and monitor the use of funds provided/available in that section
- 5.11 To perform other duties as assigned by the head of department.

6.0 DECISION MAKING:

All matters dealing with agriculture

7.0 CONTACT:

Municipal Director, Region Agriculture Advisor, Zonal Research and Investigation Centres, Ministry of Agriculture and Food, NGO's and Private Sectors dealing with agriculture functions.

8.0 PERSON SPECIFICATION

8.1 Qualification

Advanced Diploma in Agriculture or its equivalent

8.2 Working experience

Over 8 years experience in agriculture

8.3 Essential skills

Agriculture and agriculture extension service

8.4 Desirable skills:

Computer knowledge

JOB DESCRIPTION:

1.0 JOB TITLE: LIVESTOCK DEVELOPMENT OFFICER

2.0 REPORTS TO: MUNICIPAL AGRICULTURAL AND LIVESTOCK DEVELOPMENT OFFICER

3.0 RESPONSIBLE FOR:

3.1 Direct: Heads of 4 Units dealing with Livestock functions/activities

3.2 Indirect: (a) Meat Inspectors
(b) All Livestock Field Officers Working in Division Ward level

3.3 Resources: Motor cycles, Refrigerators, Microscope, Operation tables and other equipments.

4.0 JOB PURPOSE:

To coordinate, supervise, and guide/monitoring the delivery of Livestock technical functions/services to livestock-keepers and other livestock services users (traders/businessmen) in order to increase livestock productivity

5.0 MAIN DUTIES:

5.1 Develop and promote Livestock programmes

5.2 To coordinate and guide the development of livestock extension

5.3 Provide guideline for implementation of livestock policy in the Municipal

5.4 Implementation of the standing orders concerning with Livestock disease/movement acts grazing/ordinances in order to monitor disease outbreaks and distribution from outside the Municipality.

5.5 To collaborate with all livestock service (Extension) providers (Private Sector & others) to harmonize implementation of activities and use of scarce resources available.

5.6 To plan, guide and evaluate the performance of regular staff well as their annual appraisal reports (confidential)

5.7 Preparation of annual budgets for the livestock section, and to supervise and monitor the use of funds provided/available in that section

5.8 To write and compile monthly, quarterly, midyear and annual livestock extension/functions reports

5.9 To perform other duties as assigned by the head of departs.

6.0 DECISION MAKING:

To make decisions on all livestock functional issues

7.0 CONTACT:

Municipal Director, Ministry of Water & Livestock Development, Veterinary Investigation Centres, Regional Livestock Advisor, Private Sectors and NGO's dealing with livestock matters/issues.

8.0 PERSON SPECIFICATION

8.2 Qualification

Advanced Diploma in Livestock (Animal Production/Animal Health)

8.3 Working experience

Over 8 years working experience in livestock

8.4 Essential skills

Livestock/Veterinary skills such as treatment, Vaccination, production,
Meat and hides inspection

8.5 Desirable skills:

Computer knowledge

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL MEDICAL OFFICER OF HEALTH

2.0 REPORTS TO: MUNICIPAL DIRECTOR

3.0 RESPONSIBLE FOR:

3.1 Direct: (a) Head of Curative Section
(b) Head of Preventive section
(c) Head of Waste Management section

3.2 Indirect: (a) Head of health facilities
(b) Ward Health Officers
(c) Health Workers

3.3 Resources: Laboratory equipments, medical supplies,

Computer 2, vehicles 12, Motorbikes 3.

4.0 JOB PURPOSE:

To improve health and well being of Songea Municipality citizens with focus on those most at risk and ensure that health services are responsible so that needs of the population

5.0 MAIN DUTIES:

- 5.1 Overall in-charge of health department
- 5.2 To prepare budgetary requirements both for recurrent and development activities consultation with the RMO and Ministry of Health
- 5.3 Advice Municipal Director, Ministry of Health on all health matters in the District
- 5.4 Interpreting health policies to Full Council
- 5.5 To supervise professional standards and ethics
- 5.6 To translate health matter to Full Council
- 5.7 To carryout research
- 5.8 Evaluate the implement health activities in the district
- 5.9 To unite technical report quarterly and annually to President's Office, Regional Administrative Secretary
- 5.10 Supportive supervision
- 5.11 Coordinate performance of sections and units in the department
- 5.12 To prepare comprehensive Health Plan
- 5.13 To supervise rehabilitation and renovation of health facilities and financial required places
- 5.14 To prepare training needs for health workers
- 5.15 To ensure the availability of working tools, medical supplies and equipment for betterment of health services
- 5.16 To prepare annual report
- 5.17 To notify the through RMO on infucturies diseases outbreak

6.0 DECISION MAKING:

- 6.1 Takes initiative to deal with pressure and problem that were not anticipate as they come
- 6.2 Allocating resources such as money, personnel, equipment material, transport to different individual organs or unit
- 6.3 Design job description and contract for staff
- 6.4 Disciplinary action to health department staff

7.0 CONTACT:

- 7.1 MO's Office
- 7.2 Health programme coordinator supported by donors
- 7.3 Owners of private hospitals, health centers and dispensaries
- 7.4 Hospital Superintended of Kinondoni Referral Hospital
- 7.5 Principal of health institutes
- 7.6 Councilors

8.0 PERSON SPECIFICATION

8.1 Qualification

Masters in Public Health (MPH)
Bsc in Medicine

8.2 Working experience

10 years

8.3 Essential skills

Medicine

8.4 Desirable skills:

Computer literacy

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL HEALTH OFFICER

2.0 REPORTS TO: MEDICAL OFFICER OF HEALTH

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
- (a) Ward Health Officers
 - (b) Ward Health Assistant
 - (c) 7 Units Coordinators

- 3.2 Indirect:**
- (a) Workers of Preventive section
 - (b) Workers of Curative section

c) Workers of Waste Management section

3.3 Resources: Office equipments, working tools and 2 motorcycles

4.0 JOB PURPOSE:

To prevent diseases prolonging the life and promoting health through organized efforts if the community

5.0 MAIN DUTIES:

- 5.1 To control the spread of communicable diseases
- 5.2 To coordinate and supervise water sources inspection and giving technical advice accordingly
- 5.3 To ensure the collection of water samples for physical chemical and biological analysis
- 5.4 To promote multisectoral collaboration for the implementation environmental health programmes
- 5.5 Train extension workers on installation, operation and maintenance of water and sanitation facilities
- 5.6 To supervise food inspection and picking of samples for examination
- 5.7 To carry out epidemiological studies and develop strategies for the control of communicable and non communicable diseases
- 5.8 Procure and distribute pesticides for the control of vermin and insects of public health importance
- 5.9 To coordinate the dissemination of health education to the community
- 5.10 To develop implement and evaluate environmental health programs
- 5.11 Scrutinize building plans, make follow up during construction and issue certificate of habitation after satisfactory completion
- 5.12 To ensure inspection of work places for the improvement of health and safety of farmers and workers
- 5.13 To conduct a survey on environmental health issues in the Municipality
- 5.14 To involve private sectors in environmental health activities

- 5.15 To prepare various reports for submission to the required places
- 5.16 To supervise health inspection and enforcement of environmental health laws
- 5.17 Initiate formulation and updating of legislation and by-laws

6.0 DECISION MAKING:

- 6.1 Has the authority to take legal proceedings against violation of rules, guidelines, regulation and laid down health procedures
- 6.2 Has the authority to implement policies and standards provided legally
- 6.3 To take disciplinary action against workers misconduct

7.0 CONTACT:

- 7.1 Municipal Director
- 7.2 Head Departments
- 7.3 Ministry of Health
- 7.4 Regional Medical Officers Office
- 7.5 Head of Health facilities
- 7.6 Head of training Institution

8.0 PERSON SPECIFICATION

8.1 Qualification

Bachelor of Science Environmental Health Advanced Diploma in Environmental Health or Equivalent

8.2 Working experience

At least 10 years working Urban Local Authority

8.3 Essential skills

Environmental Health

8.4 Desirable skills:

Computer literacy

JOB DESCRIPTION:

1.0 JOB TITLE: MUNICIPAL WASTE MANAGEMENT OFFICER

2.0 REPORTS TO: MEDICAL OFFICE OF HEALTH

3.0 RESPONSIBLE FOR:

- 3.1 Direct:**
 - (a) Ward Health Officers/Assistance
 - (b) Cleansing Foremen

3.2 Indirect: Waste Management Attendants

3.3 Resources: 5 Refuse trucks, 2 Cesspit emptier, motorcycle and other working tools

4.0 JOB PURPOSE:

To improve health of Kinondoni Municipality residents by ensuring that solid and liquid wastes are efficiently and properly managed to the extent that they can cause no any harm to human being and environment.

5.0 MAIN DUTIES:

5.1 Head of Waste Management section

5.2 Advise the Medical Officer of Health on the issues of Waste Management

5.3 To prepare plan of operation for the section

5.4 Preparation of revenue and expenditure budget for the section

5.5 To carry out a survey on how environmental sanitation can be improve

5.6 To design proper refuse collection and storage methods

5.7 To work on environmental pollution and nuisance control

5.8 Supervise burial of unclaimed and infections bodies

5.9 Create a conducive environment for private sector to participate in Waste Management activities

5.10 Supervise proper use and management of landfill site

5.11 Supervise proper collection and disposal of solid and liquid wastes

5.12 To detect and reporting of hazard zone waste

5.13 To supervise safe handling of hazardous waste

5.14 To design and supervise landfill site maintenance to avoid environmental pollution

6.0 DECISION MAKING:

6.1 Disciplinary action against misconduct

- 6.2 On recovery conflicts
- 6.3 On infringement of Laws, By-Laws and regulations pertaining

7.0 CONTACT:

- 7.1 Municipal Director
- 7.2 Head of Departments
- 7.3 Regional Medical Officer's Office
- 7.4 Head of section and Units of Health Department

8.0 PERSON SPECIFICATION

8.1 Qualification

Bsc Environmental Engineering Advanced Diploma in Waste Management of equivalent

8.2 Working experience

At least 8 years working with Municipal Council

8.3 Essential skills

Waste Management

8.4 Desirable skills:

Computer literacy and Landfill site Management.