

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/195

13th September, 2018

VACANCIES ANNOUNCEMENT

On behalf of The Mwalimu Nyerere Memorial Academy (MNMA), The University of Dar es Salaam (UDSM), Occupational Safety and Health Authority (OSHA), The Tanzania Buildings Agency (TBA), Tanzania Meteorological Agency (TMA), Dar Rapid Transit Agency (DART), National Council for Technical Education (NACTE), The Institute of Finance Management (IFM) Capital Markets and Securities Authority (CMSA) and Law School of Tanzania, President's Office, Public Service Recruitment Secretariat invites qualified, competent, and motivated Tanzanians to fill **145** vacant posts as mentioned below;

1.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College in Oxford. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29th July, 1961 as a private company under Companies Ordinance (Cap 212).

1.1 LECTURER - (2 POSTS)

1.1.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9;
- ii. To guide and supervises students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participates in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other assigned duties.

1.1.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of a PhD degree, Bachelor and Master's Degree in Human Resource Management or Public Administration or Education Management Planning and Administration from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.1.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.2 JOB TITLE: ASSISTANT LECTURER - PROCUREMENT AND LOGISTIC MANAGEMENT (2 POSTS)

1.2.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters

- vi. To undertake consultancy and community services
- vii. To perform any other duties as may be assigned.

1.2.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in Procurement and Logistic Management, Procurement and Supply Chain management or Materials Management from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.2.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.3 ASSISTANT LECTURER - HISTORY (1 POST)

1.3.1 DUTY STATION: KIVUKONI DAR ES SALAAM)

1.3.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURERS:

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To undertake consultancy and community services
- vii. To perform any other duties as may be assigned.

1.3.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in History from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.3.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.4 ASSISTANT LECTURER - LINGUISTICS (2 POSTS)

1.4.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.4.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURERS:

- i. To teach up to NTA Level 8 (Bachelor's Degree)

- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To undertake consultancy and community services
- vii. To perform any other duties as may be assigned.

1.4.3 QUALIFICATION AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in English or Linguistics from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.4.3 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.5 ASSISTANT LECTURER - ECONOMICS (2 POSTS)

1.5.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.5.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER:

- i. To teach up to NTA Level 8 (Bachelor's Degree)
- ii. To conduct research, seminars and case studies
- iii. To supervise students' projects
- iv. To prepare teaching manuals
- v. To counsel and guide students in Academic Matters
- vi. To undertake consultancy and community services
- vii. To perform any other duties as may be assigned.

1.5.3 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree and Master's Degree in Economics or Economics of Development from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.5.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.6 TUTORIAL ASSISTANT - ECONOMICS - (1 POST)

1.6.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.6.3 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Business Administration (Majoring in Economics, Accounting or Commerce) from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree.

1.6.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.7 TUTORIAL ASSISTANT - HUMAN RESOURCE MANAGEMENT (1 POST)

1.7.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.7.3 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Human Resource Management or Public Administration from a recognized Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree.

1.7.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.8 TUTORIAL ASSISTANT (GENDER) – (1 POST)

1.8.1 DUTY STATION: KIVUKONI DAR ES SALAAM

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);

- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.8.3 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Gender or Gender and Development from a recognized Higher Learning Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree

1.8.4 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.9 TUTORIAL ASSISTANT - (INFORMATION AND COMMUNICATION TECHNOLOGY) – (2 POSTS)

1.9.1 DUTY STATION: KIVUKONI DAR ES SALAAM – 1 POST AND ZANZIBAR - 1 POST

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.9.3 QUALIFICATIONS AND EXPERIENCE

Applicant must be a holder of Bachelor Degree in Information and Communication Technology or Computer Science from a recognized Higher Learning Institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree.

1.9.4 REMUNERATION

Offered according to the Scheme of Service of MNMA

1.10 LIBRARY ASSISTANT II - (1 POST)

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To carry out Library clerical duties
- ii. To issue books to readers
- iii. To receive books from readers
- iv. To perform any other duties as may be assigned.

1.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Form IV or form VI Certificate together with Diploma in Library, Archives and Information Studies or equivalent qualifications from a recognized Institution.

1.10.3 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.11 ASSISTANT LIBRARIAN - (1 POST)

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To teach students up to NTA level 8 (Bachelor Degree)
- ii. To ensure proper shelving of books and periodicals
- iii. To assist in ordering books and periodicals
- iv. To prepare and keep record of books and periodicals
- v. To ensure proper use of the Library collections
- vi. To assist Librarians in cataloguing, books, periodicals and information Materials
- vii. To perform any other duties as may be assigned.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Library, Archives and Information Studies or any other related field from a recognized institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree and GPA of 3.8 or above for Master's Degree.

1.11.3 REMUNERATION

Offered according to the Scheme of Service of MNMA.

1.12 ASSISTANT LIBRARIAN TRAINEE - (1 POST)

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out consultancy and community services under supervision; and
- vi. To perform any other duties as assigned by Supervisor.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Library, Archives and Information Studies or any other related field from a recognized institution. All Applicants must have a GPA of 3.5 or above on their Bachelor Degree.

1.12.3 REMUNERATION

Offered according to the Scheme of Service of MNMA.

2.0 THE UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is a public university in Dar es Salaam, Tanzania. It was established in 1961 as an affiliate college of the University of London. The university became an affiliate of the University of East Africa in 1963, shortly after Tanzania gained its independence from the United Kingdom. In 1970, UEA split into three independent universities: Makerere University in Uganda, the University of Nairobi in Kenya, and the University of Dar es Salaam.

2.1 TECHNICIAN IV – ELECTRICAL (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Performs daily works in ones area of specialization including installation and fixing broken or damaged units in the system;
- ii. Participates in simple repair and maintenance of facilities;
- iii. Identifies and reports on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. Identifies the likely defects that might cause damage in the system; and
- v. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

2.1.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess an Ordinary Diploma (NTA 6) in electrical or its equivalent.

2.1.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.2 TECHNICIAN IV–INFORMATION COMMUNICATION TECHNOLOGY(1 POST)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. Performs daily works in ones area of specialization including installation and fixing broken or damaged units in the system;
- ii. Participates in simple repair and maintenance of facilities;
- iii. Identifies and reports on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. Identifies the likely defects that might cause damage in the system; and
- v. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

2.2.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess an Ordinary Diploma (NTA 6) in **Information Communication Technology** or its equivalent

2.2.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.3 TECHNICIAN IV – ELECTRONICS (1 POST)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. Performs daily works in ones area of specialization including installation and fixing broken or damaged units in the system;
- ii. Participates in simple repair and maintenance of facilities;
- iii. Identifies and reports on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- iv. Identifies the likely defects that might cause damage in the system; and
- v. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

2.3.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess an Ordinary Diploma (NTA 6) in **Electronics** or its equivalent

2.3.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.4 INSPECTOR OF WORKS III – ELECTRICAL (1 POST);

2.4.1 DUTIES AND RESPONSIBILITIES

- i. Undertakes various types of electrical/mechanical engineering works under supervision and direction of senior staff;
- ii. Supervises technicians in performing their duties;
- iii. Assists in the implementation of maintenance policies pertaining to buildings and other assets;
- iv. Performs any other duties assigned by one's reporting officer.

2.4.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a Bachelor degree or its equivalent in Electrical from a recognized Institution.

2.4.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.5 INSPECTOR OF WORKS III – MECHANICAL (1 POST);

2.5.1 DUTIES AND RESPONSIBILITIES

- i. Undertakes various types of electrical/mechanical engineering works under supervision and direction of senior staff;
- ii. Supervises technicians in performing their duties;
- iii. Assists in the implementation of maintenance policies pertaining to buildings and other assets;
- iv. Performs any other duties assigned by one's reporting officer.

2.5.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a Bachelor degree or its equivalent in Mechanical Engineering from a recognized Institution.

2.5.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.6 SYSTEMS ADMINISTRATOR III- (2 POSTS)

2.6.1 DUTIES AND RESPONSIBILITIES

- i. Assists in standard software installation;

- ii. Assists in hardware installation;
- iii. Assists in trouble shooting LAN and hardware/software problems;
- iv. Assists students and other ICT users in the respective unit; and
- v. Performs any other duties assigned by one's supervisor

2.6.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a BSc. degree in Computer Science, Computer Engineering, Information Systems or related computer studies.

2.6.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.7 LIBRARY OFFICER II (12 POSTS)

2.7.1 DUTIES AND RESPONSIBILITIES

- i. Deals with queries from readers;
- ii. Compiles statistical data;
- iii. Shelves books and periodicals;
- iv. Assists in identifying book/Journals requirements;
- v. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

2.7.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a Bachelor Degree in Librarianship, Information Studies or any other relevant field from a recognized and reputable institution plus ICT skills with at least four years' experience in similar position.

2.7.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

2.8 ATTENDANTS II -(6 POSTS)

2.8.1 DUTIES AND RESPONSIBILITIES

- i. Cleans and tidies offices and surroundings;
- ii. Collects and delivers letters;
- iii. Transmits official documents within the University;
- iv. Carries machinery/equipment;
- v. Prepares and serves office refreshments etc.
- vi. Performs any duties as may be assigned by one's reporting officer.

2.8.2 QUALIFICATIONS AND EXPERIENCE:

Applicants should possess a Form IV certificate of Secondary Education with passes in English and Kiswahili. Certificate in Library Studies or Records Management will be an added advantage.

2.8.3 REMUNERATION

Offered according to the Scheme of Service of UDSM

3.0 LAW SCHOOL OF TANZANIA

The Law School of Tanzania (LST) was established by the Act of Parliament No. 5 of 2007 (now Cap. 425) for providing practical legal training for law graduates aspiring to become legal practitioners in the country. The School invites new qualified Tanzanians to fill in the following vacant posts;

3.1 ASSISTANT LECTURER (3 posts)

3.1.1 Reports to: HEAD - PRACTICAL LEGAL TRAINING

3.1.2 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under close supervision;
- v. Supervise students' seminars, research and field projects;
- vi. Prepare and manage students seminar tasks;
- vii. Prepare training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by Head Practical Legal Training.

3.1.3 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Masters Degree in Laws (LL.M) who is eligible for registration as technical teacher with the GPA of 3.5 and above.
- ii. Should be registered as an Advocate of the High Court of Tanzania with active practicing experience of not less than 3 years;
- iii. Should have experience and /or ability to provide instructions in academic and professional programs;

- iv. Should be able to relate to students and other members of staff including problem management skills; and
- v. Should have proven ability to implement practical training programs;

3.1.4 REMUNERATION

According to the Harmonized Scheme of service for Technical Teachers (NACTE) and the Law School Schemes of Service Salary Scale PHTS 2.1

3.2 LIBRARIAN GRADE II (1 POST)

3.2.1 REPORTS TO: HEAD – LIBRARY SERVICES

3.2.2 DUTIES AND RESPONSIBILITIES

- i. Assigning Duties to junior library staff and supervising the execution of their Duties;
- ii. Ensuring **that the library is clean all the time;**
- iii. Carrying out routine professional Duties;
- iv. Handling matters pertaining to lending out and receipt of books, cataloguing, indexing, acquisition of books and periodicals;
- v. Documentation processing;
- vi. Updating amended laws;
- vii. Drafting original cataloguing development and correspondence;
- viii. Performing other duties as assigned by relevant Senior Staff

3.2.3 QUALIFICATIONS AND EXPERIENCES

Holder of a degree in librarianship or equivalent academic qualifications from a recognized institution

3.2.4 REMUNERATION

According to the Law School Schemes of Service Salary Scale PGSS 6.1

3.3 LIBRARY ASSISTANT GRADE II (1 POST)

3.3.1 REPORTS TO: HEAD – LIBRARY SERVICES

3.3.2 DUTIES AND RESPONSIBILITIES

- i. Registering library users;
- ii. Arranging books in shelves;
- iii. Lending out and receiving of books;

- iv. Cataloguing;
- v. Indexing and assisting in the acquisition and periodicals function of the library;
- vi. Repairing damaged books and other materials;
- vii. Assisting in the running of manual in various sections of the library; and;
- viii. Performing any other duties as may be assigned by the relevant Senior Staff.

3.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form Four Certificate and National Library Certificate issued by the Tanzania Library Services Board

3.3.4 REMUNERATION

According to the Law School Schemes of Service Salary Scale PGSS 2.1

4.0 OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)

Occupational Safety and Health Authority (OSHA) is a Government Executive Agency established under the Executive Agencies act No. 30 of 1997. Its main function is to promote a good, sound and a health working environment by enforcing the occupational Safety and Health Act. No. 5 of 2003 through inspection of work places to detect hazards which can affect the health of workers, conducting medical examination to workers, providing education and conducting training in Occupational Safety and Health. The ultimate goal is to have health workers at a healthy work environment so as to increase productivity. In order to achieve the compact objectives OSHA now seek applications from suitably qualified Tanzanian who are self motivated, hardworking, honest and committed to their work to fill the following positions:-

4.1 PLANT INSPECTOR II (1 POST)

4.1.1 DUTIES & RESPONSIBILITIES

- i. Carry out work place inspections
- ii. Conduct plant safety risk assessment

- iii. Prepare monthly and annual reports
- iv. Planning and implementing specific plant and safety programmes for both workers and management
- v. Compile monthly and annual reports
- vi. Keep records of Inspections
- vii. Conduct orientation and induction courses to new employees
- viii. Providing plant safety consultancy services
- ix. Carry out accidents investigations and recommend control measures
- x. Provide input for plant surveys and researches
- xi. Provide inputs for Business plan, Strategic plan, ergonomics issues
- xii. Prepare articles on ergonomics
- xiii. Attend meetings/seminars/symposia on ergonomics
- xiv. Provide input to Public Relations Office on plant safety issues to be delivered to media, Government agencies, workers and management
- xv. Interpret scientific data collected during investigations and recommend appropriate control methods
- xvi. Conduct follow up inspections to ensure corrective measures have been implemented
- xvii. Scrutinize and approve drawings and plans for plants
- xviii. Review documents from stakeholders
- xix. Carry out annual plant safety compliance
- xx. Recognize, evaluate and control workplace mechanical hazards
- xxi. Review existing and current Occupational safety and health literature
- xxii. Collect and prepare appropriate documentation of data and information for the scope of investigation, findings, conclusions and recommendations
- xxiii. Prepare citations, propose penalties, and determine abatement schedule for identified violations
- xxiv. Participate in the court proceedings on ergonomics matters
- xxv. Performing any other duties as may be assigned by the Head (Plant safety)

4.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mechanical Engineering or related qualification from a recognized Institution

4.1.3 REMUNERATION

Salary Scale: OSHA-Scale 6.1

4.2 ELECTRICAL INSPECTOR II (2 POSTS)

4.2.1 DUTIES & RESPONSIBILITIES

- i. Carry out work place inspections on electric
- ii. Conduct electric risk assessment
- iii. Prepare monthly and annual reports
- iv. Planning and implementing specific electric safety programmes for both workers and management
- v. Compile monthly and annual reports
- vi. Keep records of Inspections
- vii. Conduct orientation and induction courses to new employees
- viii. Operate and maintain electrical testing equipment
- ix. Carry out electrical safety testing (polarity, insulation, earth continuity, etc)
- x. Commission workplace electrical installations
- xi. Providing electrical safety consultancy services
- xii. Carry out accidents investigations and recommend control measures
- xiii. Provide input for electrical surveys and researches
- xiv. Provide inputs for Business plan, Strategic plan, electrical safety issues
- xv. Prepare articles on electrical safety
- xvi. Attend meetings/seminars/symposia on electrical safety
- xvii. Provide input to Public Relations Office on electrical safety issues to be delivered to media, Government agencies, workers and management

4.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Electrical Engineering or equivalent qualification from a recognized Institution

4.2.3 REMUNERATION

Salary Scale: OSHA-Scale 6.1

4.3 ACCOUNTANT GRADE II -(1 POST)

4.3.1 DUTIES AND RESPONSIBILITIES

- i. Approval of payment vouchers
- ii. Ensuring that financial plans and budgets are prepared and submitted to the Head of Accounts well in advance before the end of financial year in order to facilitate approval of the new financial year's budget by the Authority
- iii. Ensuring that books of accounts relating to revenue, expenses and grants are kept accurately and timely according to accounting professional standards established by NBAA from time to time.
- iv. Ensuring that monthly, quarterly and annual financial statements for the Authority are prepared on time
- v. Ensuring that statutory returns and accounting books and ledger are maintained according to the accounting professional standards
- vi. Making sure that the books of accounts are audited by external auditors within the required legal period and presented to the Authority
Answering all internal and external audit queries accurately and on time
- vii. Implementing sound control systems and procedures of physical property, cash cheques, receipt books and other accountable documents
- viii. Ensuring that payment of taxes, salaries, imprests, creditors and statutory contributions is made timely without incurring penalties
- ix. Performing any other duties relevant to the scope of work as may be assigned to him/her by the Head of Accounts.

4.3.2 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Intermediate certificate given by NBAA or
- ii. Holder of a Degree in Accountancy or Business Administration with full professional accounting qualifications or
- iii. Holder of Advance Diploma in Government Accounting

- iv. At least three (3) years proven experience in accounting in a reputable organization

4.3.3 REMUNERATION

Salary Scale: OSHA 5.1

4.4 ACCOUNTS ASSISTANT -(1 POST)

4.4.1 DUTIES AND RESPONSIBILITIES

- i. Receiving and paying Cash
- ii. Reconciliation of actual amount of cash received with receipt book totals.
- iii. Keeping in safe custody all moneys received under lock and key and ensuring daily banking.
- iv. Maintaining adequate and accurate records of cheques received.
- v. Keeping of book copies of used receipts under custody.
- vi. Making sure that all unused receipts are kept under lock and key.
- vii. Making bank reconciliation
- viii. Keeping ledger and books of accounts.
- ix. Preparing payment vouchers.
- x. Preparing monthly payroll and disbursement of salaries
- xi. Preparing returns of Pension Fund, etc.
- xii. Maintaining subsidiary records including staff advances and loans.
- xiii. Examining and verifying accounting documents and all supporting documents attached to vouchers.

4.4.2 QUALIFICATIONS AND EXPERIENCE

- i. Holder of certificate of Higher Standard Government Accountancy Examination given by Tanzania Public Service College (TPSC) or
- ii. Holder of a Diploma in Accountancy or its equivalent
- iii. At least one (1) year proven experience in accounting in a reputable organization

4.4.3 REMUNERATION

Salary Scale: OSHA 4.1

5.0 TANZANIA BUILDINGS AGENCY (TBA)

The Tanzania Buildings Agency is a Government Executive Agency established under the Executive Agencies Act No. 30 of 1997 to deal with Building Consultancy as well as Real Estate Development and Management Services for the Government and public servants. The Agency has the following vacancies in its establishment to be filled immediately.

5.1 ARCHITECT II (DESIGN) – 5 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES:-

- i. Collect and analyze the Client's requirements on buildings projects;
- ii. Advise and analyze the need and scope of work for various technical services;
- iii. Organize and arrange site visits and carry out initial appraisals;
- iv. Collaborate with other technical team of the project to analyze and prepare outline proposals for building projects;
- v. Preparation of the programme and presentation of the proposal for the project team meetings;
- vi. Provide all information complete in sufficient detail and arrange for tendering for the project as advised by the Architect;
- vii. Prepare report, schedule of work, correspondences of the project and seek the approval of the Senior Architect;
- viii. Conduct condition surveys of existing buildings;
- ix. Prepare project brief in collaboration with the Quantity Surveyor;
- x. Approve preliminary and final cost estimates of the project and contract documents Develops concept of the design works as well as improve the use of materials in the Construction Industry; and
- xi. Prepare comment designers, development of designs the preparations of working drawing details under Senior Architect Supervision.
- xii. Ensure that the designed and existing built environment conform to appropriate technical specifications and standards; and
- xiii. Performs such other research duties as may be assigned by the supervisor.

5.1.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Architecture from a recognized of higher learning Institution.
- ii. Registration as a professional Architect will be an added advantage
- iii. Knowledge in computer-aided design is a necessity.

5.1.3 REMUNERATION

According to Government pay scale TGS. E

5.2 ARCHITECT II (INTERIOR DESIGNER) –2 POSTS

5.2.1 DUTIES AND RESPONSIBILITIES

- i. Assist senior Interior Designer to collect data for carrying out feasibility study;
- ii. Prepare conceptual design proposals and briefs of various projects;
- iii. Develop design proposals into workable drawings as instructed by Senior Interior Designer;
- iv. Prepare complete detailed construction Interior Designer design drawings for all building projects;
- v. Understand and apply current legislation (policies, Acts, regulations, codes, Manuals etc.) regarding Interior Design in building project design work;
- vi. Give inputs and assist in the preparation of preliminary bills of quantities and costs estimates for all Interior Design projects for checking;
- vii. Prepare draft project work programs/ schedules and budgets;
- viii. Carry out physical site data collection in technical audits tasks / assignments related to building projects;
- ix. Participate with the guidance of senior Interior Designer in carrying out conditional surveys for existing structures and prepare reports;
- x. Search and collect building projects design data and submit to senior Interior before they are used in the design work; and
- xi. Perform any other duties as may be assigned by superiors from time to time.

5.2.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Interior Design from a recognized of higher learning Institution.
- ii. Registration as a professional Architect will be an added advantage
- iii. Knowledge in computer-aided design is a necessity.

5.2.3 REMUNERATION:

According to Government pay scale TGS. E

5.3 ENGINEER II-(GEOTECHNICAL) –1 POST

5.3.1 DUTIES AND RESPONSIBILITIES

- i. Study available drawings in order to plan for field geotechnical survey;
- ii. Liaise with Geological Survey of Tanzania (GST) on available geological study reports of subject location;
- iii. Propose practical methods of doing soil investigation;
- iv. Identify human and other resources required for geotechnical survey;
- v. Prepare quotation/costs for field & laboratory tests;
- vi. Supervise field tests and collection of all required samples for lab tests;
- vii. Carry out analysis of field and laboratory test results;
- viii. Draw conclusions and recommendations on subsoil condition;
- ix. Write geotechnical survey report;
- x. Advise on useful state of the art equipment to acquired by the Agency;
- xi. Prepare checklists for conducting geotechnical surveys;
- xii. Review geotechnical survey reports prepared by other consultants.

5.3.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Civil Engineering/Geotechnical Engineering from a recognized higher learning Institution.
- ii. Holders of a Master degree/certificate in Geotechnical Engineering will be an added advantage
- iii. Registration as a professional Engineer will be an added advantage
- iv. Knowledge in computer-aided design is a necessity.

5.3.3 REMUNERATION:

According to Government pay scale **TGS. E**

5.4 ENGINEER II (ENVIRONMENT)–1 POST

5.4.1 DUTIES AND RESPONSIBILITIES

- i. Assist in collection of data for carrying out a Feasibility study;
- ii. Provide inputs in preparation of conceptual design proposals and briefs of projects;
- iii. Develop draft design proposals into workable drawings;
- iv. Prepare detailed environmental engineering installation design drawings for building projects;
- v. Apply policies, Acts, regulations, and guidelines regarding environmental engineering in design work of the building project;
- vi. Participate in preparation of bills of quantities and costs estimates for environmental engineering installation projects;
- vii. Prepare draft project work programs/ schedules and Budgets;
- viii. Participate in carrying out physical site data collection in technical audits tasks;
- ix. Participate in carrying out condition surveys for existing structures and prepare reports;
- x. Participate in collection of building projects design data that are used in the design work;

5.4.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Environmental Engineering from a recognized higher learning Institution.
- ii. Registration as a Professional Engineer will be an added advantage
- iii. Knowledge in computer is a necessity.

5.4.3 REMUNERATION

According to Government pay scale TGS.E

5.5 QUANTITY SURVEYOR II – 5 POSTS

5.5.1 DUTIES AND RESPONSIBILITIES

- i. Conducts initial site visits for purpose of estimates for preliminary items,
- ii. Prepare schedule of works, Bills of Quantities, bidding and contract documents;
- iii. Prepare preliminary cost estimates for the buildings construction projects;

- iv. Prepare schedule of materials for buildings construction projects for procurement purposes and budgeting
- v. Carry out data collection and condition survey for the rehabilitation of buildings projects;
- vi. Prepare pre-tender estimates for the buildings construction projects;
- vii. Prepare interim valuations for the buildings construction projects.
- viii. Prepare project briefs in collaboration with the Architects and Engineers;
- ix. Carry out site inspections for buildings construction projects in collaboration with other professionals.
- x. Performs such other duties as may be assigned by the supervisor.

5.5.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Building Economics from a recognized higher learning Institution.
- ii. Knowledge in computer is a necessity.

5.5.3 REMUNERATION

According to Government pay scale TGS. E

5.6 QUANTITY SURVEYOR II (BUILDING SURVEYORS)- 4 POSTS

5.6.1 DUTIES AND RESPONSIBILITIES

- i. Prepare schedule of works, Bills of Quantities and contract documents;
- ii. Prepare cost estimates for the buildings maintenance projects;
- iii. Carry out data collection and condition survey for the rehabilitation of building projects;
- iv. Prepare maintenance budget for buildings;
- v. Prepare valuations reports for the buildings maintenance/rehabilitation projects;
- vi. Prepare project briefs in collaboration with the Architects and Engineers;
- vii. Prepare preliminary and final cost estimates of the building rehabilitation projects and contract documents;
- viii. Deal with all matters relating to financial management and buildings permits; Documentation of contract documents; and

- ix. Performs such other research duties as may be assigned by the supervisor.

5.6.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree in Building Surveying from a recognized higher learning Institution.
- ii. Knowledge in computer is a necessity.

5.6.3 REMUNERATION

According to Government pay scale TGS. E

5.7 VALUER II (LAND MANAGEMENT AND VALUATION)– 3 POSTS

5.7.1 DUTIES AND RESPONSIBILITIES

- i. Carryout Valuation of landed property for various purposes;
- ii. Overall property management duties;
- iii. Conducting regular property condition inspection;
- iv. Attend to tenant's complaints and reporting maintenance needs for properties;
- v. Assisting preparation of Lease Agreements for tenants;
- vi. Make follow-ups of acquisition of Title Deeds;
- vii. Conduct Housing Market surveys and preparation of housing market databank;
- viii. Undertake Rent Collection;
- ix. Undertake eviction of rent defaulters;
- x. Conduct valuation of building performance;
- xi. Carryout market studies on proposed real estate development;
- xii. Assisting preparation of Maintenance budget for buildings;
- xiii. Perform many other duties as may be assigned by his/hersupervisor from time to time.

5.7.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a degree in Land Management and Valuation from a recognized of higher learning Institution.
- ii. Knowledge in computer is a necessity.

5.7.3 REMUNERATION

According to Government pay scale TGS E.

5.8 VALUER II (PROPERTY AND FACILITIES MANAGEMENT)-3 POSTS

5.8.1 DUTIES AND RESPONSIBILITIES:

- i. Monitor rent payment performance by tenants;
- ii. Create rental bills through Electronic Information System (GRMS);
- iii. Maintain proper records of Housing Applicants and supervise tenants selection and administration procedures;
- iv. Undertake preparation of lease agreement for tenants;
- v. Monitor adherence of lease agreement terms and condition,
- vi. Provide inputs in the preparation of property marketing strategy,
- vii. Plan and coordinate essential services such as security, maintenance, cleaning, catering, waste disposal and recycling,
- viii. Use Key Performance Indicators (KPI) to monitor and demonstrate achievement of Service Level Agreement by various Service Providers within the estate such as security, maintenance, cleaning, catering, waste disposal and recycling
- ix. Ensure buildings meet health and safety requirements and that facilities comply with legislation
- x. Perform many other duties as may be assigned by his/hersupervisor from time to time.

5.8.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a degree in **Property and Facilities Management** from a recognized higher learning institution.
- ii. Knowledge in computer is a necessity.

5.8.3 REMUNERATION:

According to Government pay scale TGS E.

5.9 VALUER II (REAL ESTATE DEVELOPMENT)-2 POSTS

5.9.1 DUTIES AND RESPONSIBILITIES

- i. Participate in preparation of feasibility study for real estate development projects;
- ii. Carryout market research for the purpose of searching areas for investment opportunities;
- iii. Advice on the modes of financing different projects to be taken by an organization;
- iv. Participate in the preparation of Real Estate Investment plans
- v. Conducting housing market survey;
- vi. Participate in the preparation of real investment policy of the Agency,
- vii. Perform day to day investment activities in line with investment policies of the organization.
- viii. Perform any other duties as may be assigned by his/hersupervisor from time to time.

5.9.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a degree in **Real Estate Finance and Investment** from a recognized higher learning institution.
- ii. Knowledge in computer is a necessity.

5.9.3 REMUNERATION:

According to Government pay scale TGS E.

5.10 LEGAL OFFICER II - 1 POST

5.10.1 DUTIES AND RESPONSIBILITIES

- i. Advice the Chief Executive on the legal matters;
- ii. Advises Directors and Regional Buildings Managers on legal affairs and the development of legislation relevant to the management in the building sector including the environmental and other national and international legislation;
- iii. Reviews standard and unique contracts and procurement documentation in consultation with relevant government /public / donor /institutions to ensure their legal correctness and completeness;
- iv. Ensure that contract registers are properly kept;
- v. Attend management team and Internal Tender Board meetings as required;
- vi. Represents the Agency in legal proceedings;

- vii. Perform such other duties as may be assigned by the Supervisor.

5.10.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree in Law from a recognized higher learning institution.
- ii. Must possess a Post graduate Diploma from Law school of Tanzania.
- iii. Must be of three year experience in contract issues and litigation.
- iv. Knowledge in computer is a necessity.

5.10.3 REMUNERATION:

According to Government pay scale TGS. E

5.11 ACCOUNTANT II – 5 POSTS

5.11.1 DUTIES AND RESPONSIBILITIES

- i. Accounts for costs and expenses;
- ii. Supervises all matters relating to expenditure;
- iii. Maintains all expenditure ledgers;
- iv. Posts expenditure related journal vouchers to Ledger Accounts;
- v. Prepares payroll;
- vi. Prepare cost and expenditure related reports;
- vii. Processes payment vouchers, purchase requisitions and purchase orders;

- viii. Maintains creditor ledgers and related reports;
- ix. Prepares monthly Trial Balances; and
- x. Performs any other duties as assigned by the supervisor.

5.11.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Accountancy from recognized higher learning institutions.
- ii. Knowledge of EPICOR system will be added advantage

5.11.3 REMUNERATION:

According to Government pay scale TGS. D

5.12 FINANCIAL MANAGEMENT OFFICER II – 1 POST

5.12.1 DUTIES AND RESPONSIBILITIES

- i. Assists the head of Finance in establishing the costs for the various projects, operations and activities of the organization.
- ii. Analyze various investment options in projects and composition of assets for the organization.
- iii. Ensures that proper books of accounts are maintained as per International Public Sector Accounting Standards (IPSAS) and other generally accepted accounting principles.
- iv. Determine and acquire the required funding for investments based on optimal finance costs and capital mix.
- v. Carry out costs reconciliation for projects on regular basis and report to management.
- vi. Handle all aspect related to management accounts of the prescribed projects in accordance with the approved budget.
- vii. Maintain records of all assets of the organization and perform period accounting tests in terms of existence and valuation.
- viii. Advice the Head of Finance on the financial status of the project/investment sat hand
- ix. To prepare periodic reports on the status of the project at hand and produces reports in time
- x. Prepare of projects/investments accounts, budgets, plans, and costs.

- xi. Keeps all accounting records in relations to the projects
- xii. Provide support to auditors and others for all matters related to his/her role for compliance.
- xiii. Ensure the financial operation and reporting of the organization comply to the required standards and statutory requirements
- xiv. Perform any other duties as may be assigned by his/her supervisor from time to time.

5.12.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree in Accounting/ Finance from a recognized of higher learning institution.
- ii. Must have knowledge of accounting packages as an added advantage
- iii. Knowledge in computer is a necessity.

5.12.3 REMUNERATION

According to Government pay scale **TGS D** and other fringe benefits.

5.13 TRADE OFFICER II – 1 POST

5.13.1 DUTIES AND RESPONSIBILITIES

- i. Participates in the development of marketing strategies and corporate marketing plan;
- ii. Designs appropriate business promotion areas;
- iii. Monitors the quality of the Agency's products and services;
- iv. Makes recommendation of pertinent market intelligence and research findings;
- v. To prepare report and recommendations for appropriate action;
- vi. To coordinate all marketing activities, handle and follow up customers schedule payments; and
- vii. Performs any other duties as assigned by the supervisor.

5.13.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Commerce, Business Administration in Marketing or equivalent qualification from a recognized institution of higher learning.

- ii. Working experience of not less than three (3) years in the related field.
- iii. Excellent spoken and written communication skills
- iv. Must be computer literate

5.13.3 REMUNERATION:

According to Government pay scale TGS. D

5.14 LAND SURVEYOR II - 4 POSTS

5.14.1 DUTIES AND RESPONSIBILITIES

- i. Conducts Cadastral surveying (survey of plots, boundary recovery and surveying of farms);
- ii. Conducts Topographical Surveying (leveling and producing contouring maps and establishment of control points);
- iii. Conducts Engineering Survey (roads setting, drainage system, monitoring setting out of buildings construction works); and
- iv. Picks details of existing features of the sites identified for Real state developments
- v. Performs such other research duties as may be assigned by the supervisor.

5.14.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Degree or Advanced Diploma in Land Surveying.
- ii. Must be computer literate.

5.14.3 REMUNERATION:

According to Government pay scale TGS. E

5.15 TECHNICIAN II – 2 POSTS

5.15.1 DUTIES AND RESPONSIBILITIES

- i. Drafting and production of Architectural and Engineering Drawings
- ii. Assist in the production of detailed drawing related to Architectural and Engineering works
- iii. Undertake construction activities
- iv. Acts as a general foreman or building tradesman and supervise building tradesman

- v. Supervise building tradesman and unskilled labour force of different building trades
- vi. Participate in field surveys and data collection
- vii. Prepare periodic schedule of works
- viii. Assist in conducting practical interview during recruitment of tradesman

5.15.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Full Technician Certificate in civil engineering or equivalent from a recognized higher learning institution.
- ii. Should possess computer knowledge.
- iii. Experience of a least 3 years
- iv. Exposure to the latest AutoCAD programmes would be of added advantage

5.15.3 REMUNERATION:

According to Government pay scale TGS. C

5.16 DRIVER GRADE II – 25 POSTS

5.16.1 DUTIES AND RESPONSIBILITIES

- i. Drives the Agency's vehicle;
- ii. Reports on any maintenance or repair needed for the vehicle;
- iii. Delivers mail, goods as and when instructed;
- iv. Maintains and cleans the vehicle;
- v. Keeps the logbook as required on all movements made by the vehicle;
and
- vi. Performs any other duties as assigned by any of the designated senior staff.

5.16.2 QUALIFICATIONS AND EXPERIENCE

- i. Holders of a Form Four National Examination Certificate.
- ii. Should have a valid, clean class E or C 1 driving license.
- iii. Must have Basic Driving Course from VETA or any recognized government institution.
- iv. Holders of Trade Test II (Mechanics) will be an added advantage.

5.16.3 REMUNERATION:

According to Government pay scale TGOS A

6.0 TANZANIA METEOROLOGICAL AGENCY(TMA)

Tanzania Meteorological Agency (TMA) is under Ministry of Works, Transport and Communication. It was established by the Executive Agency (Amendments) Act No. 30 of 1997 and was inaugurated as an Executive Agency on 3rd December, 1999. The Agency is mandated to provide meteorological service to the general public, institutions and individual users of tailor made services for the purpose of maintain safety and security of people and their properties and support sustainable social economic development.

6.1 DRIVER II -(3 POSTS)

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To make per – vehicle inspection to the assigned vehicle prior traveling;
- ii. To drive agency vehicles as assigned by the Transport Officer;
- iii. To report vehicle mechanical defects discovered to the Transport Officer;
- iv. To keep record of vehicle movements, distance covered within its logbook;
- v. To keep record of fuel and type filled within its logbook;
- vi. To perform routine service to his vehicle; and
- vii. To perform any other duties as might be assigned by the immediate Supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of form IV/VI Secondary School Examination Certificate and a clean Class 'C' driving license with 'Trade Test Grade III in Mechanics.

6.1.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.2 METEOROLOGIST II - (5 POSTS)

6.2.1 DUTIES AND RESPONSIBILITIES

- i) To perform Meteorological, Agrometeorological, Hydro Meteorological, and Environmental analysis under the guidance of Senior Meteorologist;
- ii) To assists in forecasting general weather for the general public, media, etc;
- iii) To assists in providing services for Marine, General Aviation, Agriculture, Tourism, Energy, Disasters, etc;
- iv) To assists in conducting climatological data processing; and
- v) To perform any other duties as may be assigned by the immediate supervisor.

6.2.2 QUALIFICATIONS AND EXPERIENCE

Holders of a degree in Meteorology (BSc. Met), or a Bachelor degree in science discipline majoring in Mathematics and Physics with Postgraduate Diploma in Meteorology.

6.2.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.3 METEOROLOGICAL ENGINEER -(2 POSTS)

6.3.1 DUTIES AND RESPONSIBILITIES

- i) To install, services and Maintains meteorological equipment and systems (Limited to first degree of maintenance);
- ii) To conduct inspect and repair of meteorological and telecommunication equipment and systems up to the said level;
- iii) To perform calibration of meteorological and telecommunication equipment;
- iv) To maintain meteorological and telecommunication equipment and systems for e.g. anemometers, thermo hygograph, automatic rain gauge, high and low frequency radio systems or telegraphic system;
- v) To perform installation, servicing and maintenance of radar systems, satellite ground based equipments and systems (ie RETIM, TRANSMET, MSG, SADIS, WEDIS etc) with their pre scribed software.(under supervision);

6.3.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelors of Engineering degree in Telecommunication or related field from a recognized University followed by a certificate in Meteorological Technician after appointment.

6.3.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.4 TRANSPORT OFFICER II- (1 POST)

6.4.1 DUTIES AND RESPONSIBILITIES

- i) To ensures the transport fleet in use for is in good condition and safe for usage;
- ii) To ensures all vehicles are insured throughout their service life based on TMA operational policies;
- iii) To study the operations of TMA and allocate vehicles optimally;
- iv) To approve the purchase of fuel for vehicles;
- v) To make follow up to traffic police on accident reports;
- vi) To select garages where TMA vehicles are maintained; and
- vii) To perform any other duty as might be assigned by the immediate Supervisor.

6.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelors degree or Advanced Diploma in transport from a recognized Institute and must be computer literate

6.4.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.5 ACCOUNTANT II -(1 POST)

6.5.1 DUTIES AND RESPONSIBILITIES

- i) To maintain cash book (main) and preparing monthly summary of all subsidiary books;
- ii) To verify payment vouchers;
- iii) To maintain subsidiary and general ledgers such as debtors, and creditors ledgers, fixed asset register and journal books and supervise Assistant Accountants activities;

- iv) To ensure that statutory and other recoveries are deducted from staff salaries;
- v) To supervise and co-ordinates revenue collection and maintains Record's Books;
- vi) To supervise payment, collections and posting of expenditures/revenues; and;
- vii) Performs any other related duties as may be assigned by the immediate Supervisor.

6.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of B.Com (Accountancy) or Advanced Diploma in Accountancy or NBAA intermediate stage or its equivalent with computer literate.

6.5.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.6 METEOROLOGICAL TECHNICIAN -(1 POST)

6.6.1 DUTIES AND RESPONSIBILITIES

- i. To conduct test, installation, repair and maintenance of Meteorological Instruments i.e. Anemometers, Barometers and Optical Theodolite, Hydrogen Plants
- ii. To conduct test, installation, repair and maintenance of telecommunication, electrical and electronics equipment such as Intercoms, Receiver/Transmitters (HF, VHF, UHF), Power Supplies, Air conditioners and Non-specialized equipment like Tele-printers, Fax machines, Printers and Recorders;
- iii. To perform any other duties as may be assigned by the immediate Supervisor.

6.6.2 QUALIFICATIONS AND EXPERIENCE

Holders of Ordinary Technical Diploma or National Form VI Certificate plus a one-year Meteorological Technician Class III course followed by instruments maintenance certificate recognized by WMO.

6.6.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.7 LIBRARY ASSISTANT- (1 POST)

6.7.1 DUTIES AND RESPONSIBILITIES

- i) To perform circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
- ii) To check in deliveries of interlibrary loan materials.
- iii) To process, withdraws, repairs, or reconditions library materials.
- iv) To shelve library materials and reads shelves.
- v) Sorts and routes mail.
- vi) To issue library materials according to rules established in the library;
- vii) To perform other duties assigned.

6.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education (form four) with Certificate in Library its equivalent from a recognized Institution

6.7.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.8 PERSONAL SECRETARY II - (2 POSTS)

ACCORDING TO AVAILABL E AGREEMENT S ONE POST IS RESRVED FOR ZANZIBAR AND APPLICANTS FROM TANZANIA ZANZIBAR ARE HIGHLY ENCOURAGED TO APPLY

6.8.1 DUTIES AND RESPONSIBILITIES

- i. To perform all secretarial duties including word processing, taking dictations and notes;
- ii. To provide office requirement for officers and keep proper office cleanness;
- iii. To receive and directing official guests to responsible officer;
- iv. To respond and takes note of all incoming calls/fax/telex and circulates information to appropriate officers;
- v. To keep records of all files and make availability of necessary facilities for proper job performance;
- vi. To make safari arrangements, and reservation for the boss; and
- vii. To perform any other duties as may be assigned by immediate Supervisor.

6.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of National Form IV/VI with Secretarial Certificate from recognized Institution. Must have passed stage three with 80.w.p.m. Must possess computer application skill in windows, Microsoft Office , Internet, Email and Publisher.

6.8.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

6.9 ASSISTANT TECHNICIAN II -(1 POST)

6.9.1 DUTIES AND RESPONSIBILITIES

- i. To assist in testing, installing, repairing, fabricating and maintaining of electrical and mechanical equipment (machines) such as: workshop machines i.e. slip roll, lathe, press brake, welding machine and woodwork machine etc;
- ii. To assist in fabricating standard rain gauge, evaporation pan, Stevenson screen, mast for wind system, sunshine and cup counter pillars;
- iii. To assist in maintenance of various mechanical, electrical etc. equipment, machines and instruments and perform general basic electrical installations; and
- iv. To perform any other duties as might be assigned by the immediate Supervisor.

6.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary Education certificate with Trade Test III in instrumentation from a recognized instrumentation institute. Experience in fabricating meteorological instruments will be an added advantage.

6.9.3 REMUNERATION:

According to Tanzania Meteorological Agency (TMA) Scale

7.0 DAR RAPID TRANSIT AGENCY (DART)

DART Agency is under the Prime Minister's Office: Regional Administration and Local Government, which was established in accordance with the Executive Agencies Act Cap. 247. It came into operation on 25th May 2007, through

Government Notice No. 120, charged with responsibility to effectively plan, coordinate and facilitate the provision of urban transport facilities and services and to ensure improved traffic management in Dar es Salaam City.

7.1 DIRECTOR OF OPERATIONS AND INFRASTRUCTURE MANAGEMENT (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES:-

- i. To manage and maintain BRT infrastructure and systems.
- ii. To manage traffic to ensure safety and security of the DART system.
- iii. To manage bus service provision through the service provider contracts, with full understanding of contract performance through monitoring the quality and quantity of delivered services;
- iv. To produce, review and update DART system operational plans, manuals, guidelines, rules, regulations and standards;
- v. To provide technical inputs in procurement of DART system service providers and manage contracts;
- vi. To manage DART system operators activities and ensure compliance;
- vii. Set mechanisms for checking quality of services by bus operators;
- viii. Prepare and enforce parking guidelines, fees and penalties and ensure compliance.
- ix. Manage and supervise maintenance contracts for DART infrastructure;
- x. Develop and hold the DART Safety and Security Policy and Plan, including procedures for business continuity, crisis management and accident investigation;
- xi. Working with key stakeholders such as police, SUMATRA and municipalities, ensure smooth flow and safe BRT routes and stations;
- xii. Improve traffic flow into urban streets and roads;
- xiii. Develop and coordinate implementation of emergency response plan;
- xiv. Install security and safety system within the DART System;
- xv. Prepare and manage usage of DART system traffic, manuals, guidelines, rules and regulations;
- xvi. Calibrate, monitor and control traffic signals through Control center; monitor traffic and safety on all parts of the BRT network.
- xvii. Monitor and evaluate traffic circulation in the city;

7.1.2 QUALIFICATIONS AND EXPERIENCE:

- i. Master's Degree in Civil Engineering, Transportation Engineering, Transportation Planning or other related disciplines.
- ii. Must be registered by Engineers Registration Board as Professional Engineer.
- iii. 12 years working experience of which five (5) years must be held in Managerial positions.

7.1.3 REMUNERATION

Salary Grade – LSS (E) 4

7.2 HEAD OF INTERNAL AUDIT -(1 POST)

7.2.1 DUTIES AND RESPONSIBILITIES:-

- i. Prepare and implement strategic audit plans;.
- ii. Provide financial advice to the accounting Officer on the use of funds;
- iii. Carry out records audit of the Sub-warrant and receivers of revenue in the Agency.
- iv. Check compliance and standards, scrutinize and advise on the existing system of accounting and examination of payments and collection of receipts.
- v. Conduct performance audit on appraisal of development projects.
- vi. Review internal and external audit reports involving concern to senior management of the Agency including the identification and dissemination of good practices.
- vii. Conduct operational/value for money and management audits;
- viii. Carry out forensic audit of the DART System service providers in order to identify financial malpractices which can cause loss to the System.
- ix. Coordinate audit committee meetings.
- x. Audit the DART Agency accounts of the Fund Manager on annual basis and advice on the risks and good practices.
- xi. Establish and maintain sound accounting and financial systems procedures as required by the National Board of Accounts and Auditors.

- xii. Serves as Secretary to the Audit and Risk Management Committee.
- xiii. Liaises with external auditors on the annual audits and ensure that the external auditor's reports are followed by management and implemented.

7.2.2 QUALIFICATIONS AND EXPERIENCE.

- (i) A Master's degree in Auditing Accountancy, Finance, Business Administration majoring in Accountancy or finance equivalent from recognized University/Institution.
- (ii) Fully qualified accountant possessing CPA (T) or ACCA, ACA or CIA equivalent.
- (iii) Registered by National Board of Accountants and Auditors as Authorized Auditor.
- (iv) 9 years' experience in the respective field and at least 5 years' experience in the managerial position.

7.2.3 REMUNERATION

Salary Grade – LSS (E) 2

7.3 INTERNAL AUDITOR GRADE II- (1 POST)

7.3.1 DUTIES AND RESPONSIBILITIES:-

- i. The Internal Auditor will be responsible for managing and maintaining a sound accounting and financial Audit Control Management system in accordance with the Public Finance, Public procurement Act of 2004 and DART Agency regulation.
- ii. Implement Strategic, Business plan and Frame work document in accordance with Executive Agency Act no 30 of 1997, and its amendments.
- iii. Assists the Head of Internal Audit Unit in developing Comprehensive practical schedules for audit Coverage.
- iv. Implement audit schedules to ensure that professional standards are adhered to Prepare audit working papers and issuing reports as required.
- v. As part of the team carryout audit functions as assigned by audit team leaders.
- vi. Assists in reviewing of all monthly and yearly financial reports such as bank Reconciliation statements, schedules of debtors, creditors, fixed

assets and investments, statement of losses and arrears of revenue, physical stores and cash counts reports.

7.3.2 QUALIFICATIONS AND EXPERIENCE:-

- i. A Bachelor Degree in Accounting or equivalent from recognized University/Institution.
- ii. Semi-qualified accountant possessing CPA (T) or ACCA or ACA or equivalent.
- iii. Registered with the National Board for Accountants and Auditors.
- iv. 2 years' experience will be an added advantage.

7.3.3 REMUNERATION

Salary Grade – TGS D

7.4 ACCOUNTANT GRADE II -(2 POSTS)

7.4.1 DUTIES AND RESPONSIBILITIES:-

- i. The Accountant will be responsible for managing and maintaining revenue collection management system and sound expenditure control in accordance with the Public Finance, Public procurement and DART Agency regulation.
- ii. Ensure that all revenue and expenditure transaction have been completely and accurately recorded as the case may be.
- iii. Ensure that proper accounting records for Income, Expenditure, Assets and Liabilities of the Agency are being maintained.
- iv. Ensure that all accounts in the Balance Sheet are correct and their make-up is known.
- v. Establish and maintain sound revenue collection and expenditure systems procedures as required by the National Board of Accounts and Auditors.
- vi. Assist in maintenance of fixed asset register of the Agency.
- vii. Maintains and reconciles all receivable accounts including statutory dues to ensure correct and timely payment for the goods and services obtained by the Agency.
- viii. Prepares monthly and yearly financial reports such as bank Reconciliation statements, schedules of debtors, creditors, fixed assets and investments, statements, statement of losses and arrears of revenue, physical stores and cash counts reports.
- ix. Prepares Budgets under MTEF Frame work.

- x. Controls revenue and expenditures according to the approved budgets.
- xi. Prepares Management revenue and expenditure reports and final Accounts for DART Agency.

7.4.2 QUALIFICATIONS AND EXPERIENCE

- i. A Bachelor Degree in Accounting, finance or equivalent from recognized University/Institution.
- ii. Full qualified ACCA or equivalent.
- iii. Minimum of 1-2 year's relevant experience in finance or accounting will be an added advantage.

7.4.3 REMUNERATION

Salary Grade – TGS D

8.0 NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)

The National Council for Technical Education (NACTE) was established by the National Council for Technical Education Act, Cap 129 (Act No. 9 of 1997). The Council is a body corporate with a legal mandate of coordinating provision of technical education and training. The Council is also mandated to establish an efficient national qualifications system that will ensure that products from technical institutions are of high quality and respond to changing needs as well as technological innovations in the world.

8.1 COORDINATOR II - RESEARCH AND PLANNING- (1 POST)

8.1.1 DUTIES AND RESPONSIBILITIES

- i) Participate in identification of program research areas to be investigated.
- ii) Involve in formulating and preparing research methodology for Departments and Units.
- iii) Liaise with other Departments and Units on Research activities to be undertaken.
- iv) Participate in labour market analysis as regards to employability of graduates from technical institutions.
- v) Involve in planning and budgeting process of the Council's activities.

- vi) Participate in guiding technical institutions to plan and carry out labour market analysis.
- vii) Participate in guiding technical institutions to carry out occupation analysis and formulate or develop occupation profile or standards.
- viii) Coordinate the implementation of corporate planning and periodic review exercise.

8.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor degree in Economics Policy and Planning, Economics and Finance, Economics and Statistics or any other related fields.

8.1.3 REMUNERATION

The entry Salary Scale for the posts is within NACTE Salary Scale 4 (NSS4) and other fringe benefits will be provided as per Government circulars and NACTE Staff Regulations in force.

8.2 COORDINATOR II- ICT (2 POSTS)

8.3 DUTIES AND RESPONSIBILITIES

- i. Gathers data for analysis;
- ii. Codes program instructions;
- iii. Documents existing procedures and operating methods;
- iv. Maintains Computer systems and network;
- v. Repairs Computers and servers;
- vi. Tests and debugs written programs;
- vii. Updates and modifies existing programs;
- viii. Prepares all elements of programs documentation;
- ix. Prepares test data and organizes program test schedules;
- x. Analyses program performance during testing;
- xi. Designs computer-oriented procedures as directed;
- xii. Designs conversion procedures; and

8.3.1 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor degree in Computer Engineering/Science and Information Technology or equivalent qualifications from a recognized institution.

8.3.2 REMUNERATION

The entry Salary Scale for the posts is within NACTE Salary Scale 4 (NSS4) and other fringe benefits will be provided as per Government circulars and NACTE Staff Regulations in force.

9.0 INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

9.1 JOB TITLE: LIBRARY ASSISTANT_GR. III – 1 POST

9.1.1 DUTY STATION: MWANZA

9.1.2 DUTIES AND RESPONSIBILITIES

- i. Undertakes various basic library duties under close supervision
- ii. Prepares books orders
- iii. Receives new materials
- iv. Circulation of work related duties.
- v. Handles simple enquiries from readers
- vi. Undertakes bibliographical searching

9.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education with a one year certificate in Library and documentation from recognized institutions.

9.1.4 REMUNERATION

This position holds salary scale of PGSS 1

10.0 CAPITAL MARKETS AND SECURITIES AUTHORITY (CMSA)

The Capital Markets and Securities Authority (CMSA) is a regulatory authority under the Ministry of Finance and Planning responsible for the development and regulation of the securities industry in Tanzania.

10.1 MANAGER MARKETS DEVELOPMENT -1 POST (RE-ADVERTISED)

10.1.1 DUTIES AND RESPONSIBILITIES

- i. Review and evaluate the market and participants practices
- ii. Review the extent of compliance by the market and market participants including the stock exchange, dealers/brokers and investment advisors with disclosure requirements;
- iii. Participate in prospectus evaluation;
- iv. Assesses and examine securities trading systems;
- v. Create and manage a data bank for the market, to ensure smooth information flow;
- vi. Review the impact of laid down policies on the market development;
- vii. Produce periodic reports on the market performance; and
- viii. To perform any other duties and responsibilities as may be assigned by relevant authority

10.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Masters Degree in Economics, Statistics, Marketing or its equivalent from a recognized University/ Institution. She / He must have minimum experience of at least

Eight (8) years of work experience, of which three years must be in a managerial position in a reputable institution.

10.1.3 REMUNERATION

Attractive remuneration package in accordance with CMSA scheme of service

10.2 MANAGER FINANCE -1 POST (RE-ADVERTISED)

10.2.1 DUTIES AND RESPONSIBILITIES

- i. Design a computerized accounting and reporting system for CMSA;
- ii. Supervise the preparation of accounting records and maintenance of accounting books;
- iii. Preparation of periodic financial reports for both internal and external reporting;

- iv. Supervise the personnel in the Finance and Accounting Department;
- v. Co-ordinates the preparation of the annual budget of CMSA;
- vi. Advises on short-term investment plans for CMSA;
- vii. Advises the Chief Executive Officer on all matters relating to finance and accounting;
- viii. Teams up with other staff in the evaluation of prospectuses;
- ix. Provides support to the Market Supervision Department in the analysis of the financial performance of listed companies, collective investment schemes and market professionals including dealers/brokers and investment advisors;
- x. Provides advice on the disclosure and accounting standards requirements for the market, listed companies, collective investment schemes and market professionals;
- xi. To perform any other duties and responsibilities as may be assigned by the Chief Executive Officer.

10.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Accountancy, Finance or its equivalent from a recognized University/institution with CPA (T), ACPA and must be registered with National Board of Accountants and Auditors as Certified Public Accountant (FCPA) or Associate Certified Public Accountant (ACPA) He/ She must have minimum experience of at least eight (8) years of work experience of which three years must be in a managerial position in a reputable institution.

3.3.3 REMUNERATION

Attractive remuneration package in accordance with CMSA scheme of service

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;

- Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
 - vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
 - vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
 - viii. Applicants should indicate three reputable referees with their reliable contacts;
 - ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
 - x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
 - xii. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
 - xiii. Deadline for application is **27th September, 2018** and;
 - xiv. Only short listed candidates will be informed on a date for interview;
 - xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal**)**

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PUBLIC SERVICE RECRUITMENT SECRETARIAT.