

TANZANIA PETROLEUM DEVELOPMENT CORPORATION



CAREER OPPORTUNITIES

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company dealing with oil and gas exploration, development and production. The company is based in Dar- Es –Salaam.

The Corporation has open vacancies for professional Tanzanians in the following disciplines:-

1.0 PLANT MANAGER-(Gas Processing) (Two Posts)-Mtwara

1.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Oversee facility safety, plant operational reliability, implementing productivity improvements, budget management and customer, regulatory, and community interface
- Plans, sets and monitors plant processing parameters in accordance with planned plant capacity objectives and product specifications.
- Forecasts, develops and manages the Process Department's operating budget.
- Ensures compliance with safety, health and environmental standards and the company's Process Safety Management Program.
- Manages and monitors overall plant process performance in collaboration with Engineers and Supervisors
- Supervise and Manage Preparation and presentation of operational and statistical reports on plant processing activities and prepares and disseminates reports for external parties in accordance with contractual obligations.
- Approves work orders, cost estimates and technical specifications for special projects.
- Engineering support of plant condition based maintenance program, including interpretation of results, additional testing, and technology application.

- Respond to emergency callouts to assist in plant operation and troubleshooting.
- Prepare routine performance and inspection reports
- Perform any other duties as may be assigned.

1.2 DESIRED PROFESSION QUALIFICATIONS

Holder of Degree in Engineering and Master's degree in natural gas engineering/chemical and process engineering/Mechanical or natural gas technology.

Must have a Minimum experience of not less than 11years, 3 of which at senior level.

1.3 DESIRED COMPETENCES

- Ability to train and supervise gas plant operators, engineers and others in the operation and maintenance of the gas plant and related systems.
- Computer skills, including working knowledge of Microsoft Office or similar software suite
- Proficient PC/software skills, the ability to read and understand process flow diagrams and P&IDs, knowledge of compression and separation, fluid flow, piping design, distributive control systems (DCS), SCADA design and process control basics.
- Fluency in written and spoken English and Swahili.
- Knowledge of Engineering detail
- Project management skills
- Leadership and Supervision skills
- Must be able to work 12 hour shifts

1.4 AGE LIMIT:

Not more than 45 years.

1.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- RS 5

2.0 PROCESS ENGINEER (PLANT SUPERITENDENT/ENGINEER II) (Four Posts)

- Mtwara

Responsible for overall supervision of day-to-day operations of facilities including gas conditioning, gas treating, gas processing, compression, gas flow lines, Control room, laboratory, cryogenic equipment etc.

2.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervise optimization of gas gathering, conditioning, treating and gas processing operations.

- Responsible for process simulation modelling, equipment specification, equipment design, process optimization, cost estimating, P&ID review, process safety management and interfacing with commercial personnel and business development support roles.
- Analyze plant performance and work with the operations team to ensure the plant operates optimally.
- Evaluate production, distribution, maintenance operations efficiency/cost-effectiveness through scorecards data reporting
- Evaluate major plant repair, upgrade, or improvement options, conduct cost benefit analyses. Develop implementation plans, materials, tooling, and procedures for selected solutions. Coordinate daily operations, maintenance, and repair, including daily logs, preventive maintenance tasks, and reporting requirements.
- Coordinate equipment inspection, maintenance tasks, troubleshooting and diagnoses of plant equipment and systems.
- Coordinate, schedule and participate with subcontractors, equipment service work, inspections and maintenance activities as required.
- Technical representative in Process Safety Management, and Process Hazard Analysis

2.3 DESIRED PROFESSION QUALIFICATIONS

Holder of Degree in Chemical and Process Engineering or Mechanical Engineer or Natural Gas Engineering or Natural gas technology with 1st class or upper second class or Equivalent qualifications.

Master's degree in natural gas engineering or natural gas technology or other master's related to natural gas will be added advantage.

Must have a Minimum of five years of experience in natural gas industry or manufacturing and processing industries eg. Sugar, cement, breweries, beverages etc.

2.4 DESIRED COMPETENCES

- Computer skills, including working knowledge of Microsoft Office or similar software suite
- Proficient PC/software skills, the ability to read and understand process flow diagrams and P&IDs, knowledge of compression and separation, fluid flow, piping design, distributive control systems (DCS), SCADA design and process control basics.
- Must be able to work 12 hour shifts
- Must possess and demonstrate high level of integrity
- Excellent verbal and written communication skills
- Site management skills
- Supervision skills

2.5 AGE LIMIT

Not more than 45 years

2.6 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- RS 3

3.0 HEALTH SAFETY AND ENVIRONMENTAL ENGINEER II (Seven Posts)- One- Dar es Salaam/Six-Mtwara

Health, Safety and Environmental (HSE) Officer will lead and manage the Company's Natural Gas Processing Plant/Pipeline HSE commitments in support of Corporation's business objectives. He / She will provide appropriate advice and communications on HSE issues at all levels of the plant/pipeline and manage the HSE resources and processes and ensure compliance of HSE practice with corporate, contractual and regulatory requirements.

3.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist on the development and maintenance of HSE systems (HSE manuals, policies and procedures) in the processing plant/ gas pipeline.
- Ensure that Local Policy Statements/Fire Plans and Fire Risk Assessments are produced and quality is assured
- Ensure the HSE standards are observed, train personnel on the standards to be observed and create internal HSE awareness campaigns
- Conduct in-depth statistical analyses of HSE aspects and propose appropriate solutions in accordance with applicable legislation and corporate policies
- Monitor HSE system closely, identify non-compliance, ensuring corrective action are taken place on time
- Implement strategies to prevent accidents and injuries on the plant and he/she shall be the main contact for inspection services.
- Conduct or coordinate regular workplace safety audits and ensure that any remedial recommendations are implemented.
- Maintain accident statistics, analyze trends and propose and take remedial action where necessary.
- Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action.
- Perform any other duties as may be assigned.

3.2 DESIRED PROFESSION QUALIFICATIONS

Holder of Degree in Health & Safety, Environmental Engineering with 1st class or upper 2nd class or equivalent qualification from recognize university.in an.

Minimum of 3 years working as HSSE officer in gas industry or manufacturing and processing industries eg. Sugar, cement, breweries, beverages, textile or any related industry.

Working experience, with master's degree in the relevant field will be an added advantage.

3.3 DESIRED COMPETENCES

- Ability to work independently and as part of a team with a positive attitude and team based interpersonal
- Must be able to work 12 hour shifts
- Must possess and demonstrate high level of integrity
- Computer literacy is essential;
- Fluency in written and spoken English and Swahili.
- Knowledge of safety and security skills
- Site management skills
- Supervision skills

3.4 AGE LIMIT

Not more than 45 years.

3.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- RS 1.

4.0 PLANNING OFFICER II (Three Posts)

4.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in the appraisal of projects and other investment opportunities
- Assists in the drawing up of short and long term corporate plans.
- Liaises with subsidiary oil and gas companies in the preparation and submission of development plans.
- In collaboration with the Directorate of Finance and Administration arranges for funding of development projects.
- Prepares for supplementary budget requests.
- Prepares annual recurrent, development and investment budgets.
- Assist in preparation of supplementary budget request

4.2 MINIMUM QUALIFICATION

Holder of B.Sc. degree in Economics or equivalent qualification from recognized institution with 1st Class or Upper 2nd Class. OR

Master's degree in Economics

A working experience in the related field will be an added advantage.

4.3 DESIRED COMPETENCES

- Computer skills is essential

- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

4.4 AGE LIMIT

Not more than 45 years

4.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-PS 1.

5.0 MARKETING OFFICER II (Two posts)

5.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares documentation for purchases of oil products for COPEC.
- Collects, summarizes and submits sales data for gas and oil for COPEC.
- Maintains records of oil and gas sales made by COPEC
- Summarizes sales data received from PSA joint venture operations.
- Prepares and or checks independently, the statements submitted by PSA partners in accordance with Annex D of the PSA's.
- Compiles indicative local oil prices for advice to the Ministry dealing with petroleum and works closely with the regulatory agency.
- Follow-up and compiles sales and petroleum imports made by oil companies for onward submission to the Ministry dealing with petroleum as may be directed.
- Carries out any other related duties as may be assigned by superiors from time to time.

5.2 MINIMUM QUALIFICATION

Holder of a Bachelor Degree in Marketing with 1st class or upper 2nd class from recognize institute.

A working experience in the related field will be an added advantage.

5.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

5.4 AGE LIMIT

Not more than 35 years

5.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-PS 1

6.0 RESEARCH OFFICER II- (Sixty one -Posts) Mtwara

- (a) Chemical and Process Engineer (Four Posts)
- (b) Dehydration/dew point Engineer (Six Posts)
- (c) Methanol Recovery Injection and Condensate Stabilization Operator II (Six Posts)
- (d) Mechanical Engineer (Five Posts)
- (e) Shift Supervisor Engineer (Six Posts)
- (f) Electrical Engineer (Twenty Six Posts)
- (g) Gas Metering and Measurement and Measurement Officer (Two Posts)
- (h) Cathodic Protection Engineer Grade II (Two Posts)
- (i) Pipeline Operations Engineer Grade II (Four Posts)

6.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Collects and analyses technical data as input in project configuration.
- Carries out basic research.
- Carries out conceptual design of plants, equipment pipelines etc.
- Carries out research to determine the most efficient way of chemical processes related to oil and gas utilization and processing.
- In collaboration with consultants formulates and prepares preliminary and detailed designs.
- In collaboration with other engineers follows up the execution of process capital projects.
- Carries any other related duties as assigned by superior.

6.2 PROFESSIONAL QUALIFICATIONS

- Holder of a degree in Chemical & Process/Mechanical Engineering or equivalent qualification from a recognized institution with 1st or upper 2nd class degree. OR
- Master's degree in Oil & Gas Engineering.
- A working experience in the related field will be an added advantage.

6.3 DESIRED COMPETENCES

- Computer literacy is essential;
- Fluency in written and spoken English and Swahili.

6.4 AGE LIMIT:

Not more than 45 years

6.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC- RS-

7.0 INSTRUMENTATION ENGINEER II (Eight Posts) Mtwara

7.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Designing and developing the new pipeline control systems
- Testing, maintaining and modifying the existing systems
- Monitor the performance of electrical, instrument, automation and communication systems
- Ensures that the electrical and instruments electronic systems meet statutory and regulatory requirements
- Carries out manual and computer analysis for all pipeline electronic equipment
- Reviews and comments on supplier information and assist with inspection and testing
- Provide technical support and guidance to offshore and onshore pipeline teams during operation
- Understand and ensure compliance with health and safety regulations and quality standards as per the company QA/QC programs manual
- Ensure accuracy completeness quality of technical information and design documentations
- Provide inputs for any engineering drawings for instrumentation.

7.2 DESIRED PROFESSIONAL QUALIFICATIONS

- BSc. in Instrumentation Engineering or related field with 1st class or upper 2nd class. Working experience on natural gas pipelines operations and SCADA system, with master's degree in the relevant field will be an added advantage.

7.3 DESIRED COMPETENCES

- Computer proficiency: Word, Excel, PowerPoint and MS Project Management,
- Electrical instrumentation skills
- Fluency in written and spoken English and Swahili.

7.4 AGE LIMIT:

Not more than 45 years

7.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC- RS

8.0 MECHANICAL TECHNICIAN (Eighteen Posts) Mtwara

8.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintenance, troubleshooting, and repair of all mechanical equipments.
- Operate drill press, grinders, engine lathe, or other machines to modify parts tested or to fabricate experimental parts for testing
Prepare parts sketches and write work orders and purchase requests to be furnished by contractors.
- Draft detail drawing or sketch for drafting room completion or to request parts fabrication by machine, sheet or woodshops.
- Review project instructions and blueprints to ascertain test specifications, procedures, and objectives, and test nature of technical problems, such as redesign.
- Review project instructions and specifications to identify, modify and plan requirements fabrication, assembly and testing.
- Formulates, fabricate, and assemble new or modified mechanical components for products, such as industrial machinery or equipment, and measuring instruments.
- Set up and conduct tests of complete units and components under operational conditions to investigate proposals for improving equipment performance.
- Analyze test results in relation to design or rated specifications and test objectives, and modify or adjust equipment to meet specifications.
- Evaluate tool drawing designs by measuring drawing dimensions and comparing with original specifications for form and function, using engineering skills.
- Ensures safe custody of materials, tools and equipments and that the preventive maintenance programs are designed
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superior

8.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of a Diploma certificate or Full Technician Certificate (FTC) in Mechanical, diesel or hydraulics technology or equivalent qualification from a recognized technical Institution

8.3 DESIRED COMPETENCES

- Knowledge of technical and safety procedures
- Knowledge of computer drawings
- Site management skills
- Supervision skills
- Should be able to work independently and fast learner
- Able to work under pressure & in varying conditions
- Knowledge of Mathematics
- Fluency in written and spoken English and Swahili

8.4 AGE LIMIT

Not more than 40 years.

8.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 1

9.0 ELECTRICAL/ INSTRUMENTAL TECHNICIAN (Sixteen Posts) Mtwara

9.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Align, fit, and assemble component parts, using hand tools, power tools, fixtures, templates, and microscopes.
- Analyze and record test results, and prepare written testing documentation.

Inspect parts for surface defects and install electrical and electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.

- Read blueprints, schematics, diagrams, and technical orders to determine methods and sequences of assembly.
- Repair, rework, and calibrate hydraulic and pneumatic assemblies and systems to meet operational specifications and tolerances.
- Test performance of electromechanical assemblies, using test instruments such as oscilloscopes, electronic voltmeters, and bridge
- Test equipment, using test devices attached to generator, voltage regulator, or other electrical parts, such as generators or spark plugs.
- Installing equipment, machines, wiring, or programs to meet specifications and conducts tests and inspections of products, services, or processes to evaluate quality or performance.
- Ensures safe custody of materials, tools and equipments.
- Ensure that preventive maintenance programs are designed and observed
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superiors.

9.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a Diploma certificate, or Full Technician Certificate (TFC) in Electronics or equivalent qualification recognized technical institution

9.3 **DESIRED COMPETENCES**

- Knowledge of electro safety procedures
- An expert in troubleshooting
- Knowledge of Mathematics and science
- Knowledge of Computer & Electronic equipments
- Fast learner and should be able to work independently
- Able to work under pressure & in varying conditions
- Information ordering
- Fluency in written and spoken English and Swahili

9.4 **AGE LIMIT**

Not more than 40 years.

9.5 **REMUNERATION**

According to TPDC Scheme of service in the salary scale of TPDC- **GS 1**

10.0 WATER TECHNICIAN - (Four Posts)-Mtwara

A water technician maintains and operates water and wastewater systems, operates construction equipment, heavy machinery and repairing and maintaining facilities and equipment in a safe, effective, and efficient manner. He is usually in charge of the equipment maintenance at the plant. The job entails using various tools, computerized systems and gauges to test the water for contaminants and inconsistencies.

10.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Installs water lines and sewer lines, disconnects service lines, installs and removes fire hydrants, installs and repairs valves.
- Maps and diagrams water locations, logs jobs completed.
- Patches streets, digs holes and pours cement, lays pipe, cuts weed, builds fences and participates in mad removal activities.
- Assists to haul sand, road base, gravel, trench spoils and general debris to and from locations within and without the city limits.
- Performs routine maintenance and emergency repairs; reports mechanical problems to supervisor or lead worker.
- Installs sprinkling systems, repairs plumbing in restrooms, drinking pipes, and leaky valves
- Assists in general water meter maintenance activities such as installation, removal, and repair
- Performs semi-skilled and skilled maintenance work.
- Use the required procedures to test water and give excellent attention to every detail of the findings
- Adjusts chemical levels and remove harmful bacteria and organisms to make the water drinkable and visually appealing.
- Installation and monitoring of water equipments
- Ensures safe custody of materials, tools and equipments.
- Ensure that preventive maintenance programs are designed and observed
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superiors.

10.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a Diploma certificate, or Full Technician Certificate (FTC) in Water treatment/ Water quality/Water plant maintenance technology, or equivalent qualification recognized technical institution.

Job experience related to water treatment or plant maintenance will be an added advantage

10.3 DESIRED COMPETENCES

- Ability to read and interpret gauges and other measuring devices is

required

- Ability to use chemicals and other additives to test water samples and make adjustments
- Good listening skills
- Ability to taste and smell
- Knowledge of safety procedures
- An expert in troubleshooting
- Knowledge of Computer & water gauges equipments
- Fast learner and able to work independently
- Able to work under pressure & in varying conditions
- Fluency in written and spoken English and Swahili

10.4 AGE LIMIT

Not more than 35 years.

10.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 1

11.0 LABORATORY TECHNICIAN II (Four Posts) Mtwara

11.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Ensures safe custody of laboratory equipment and supplies.
- Prepares samples and equipment for use by Palynologists, Geochemists and Micropalaeontologists staff.
- Assists in sample collection, packing and labeling.
- Ensures that laboratory safety standards are strictly adhered to.
- Organizes samples storage in secure places in collaboration with Geoservices company staff and catalogues the samples.
- Maintains and reports on stock levels of supplies.
- Perform preliminary analysis of samples towards age determinations using flora and fauna.
- Participates in field trips for geological work.
- Performs any other related duties as may be assigned by superior from time to time

11.2 MINIMUM QUALIFICATIONS REQUIREMENT

Holder of a Diploma in Laboratory Technology from a recognized institution followed by at least 2 years post-qualification experience.

11.3 AGE LIMIT

Not more than 35 years.

11.4 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC- GS 1

12. SCADA ENGINEER II (Two posts)-Mtwara/ Songosongo

12.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Evaluate, design and implement Works Automation and SCADA systems ensuring the highest level of reliability to ensure delivery of continuing business benefits,
- Ensure the measured quantities and allocated volumes are accurate and comply with company standards; and to train and check the work of other department personnel,
- Coordinates internal and external data interfaces,
- Carry out engineering designs for natural gas piping works SCADA/automation systems and support/direct configuration and staff in building the databases and displays.
- Conduct factory acceptance tests of works SCADA/automation systems to ensure compliance with system specification before delivery.
- Supervise the installation of pipeline works SCADA/automation systems ensuring full compliance with standards and best practice.
- Commission pipeline works SCADA/automation systems ensuring full compliance with the system specification and engineering best practice.
- Liaise with Pipeline Engineers and site contractors to ensure system commissioning integrates with main scheme commissioning programmes and cause no impact on those programmes.
- Train pipeline and site operators in the use of works SCADA systems and ensure site specific manuals and documentation is available before handover.
- Compile site engineering documentation which enables Operational engineering maintenance staff to carry out first line support of the works SCADA/automation systems and train those engineers and technicians who are to perform this function.
- Assist Operational staff with the resolution of complex problems.

- Any other related duties as assigned by superior

12.2 DESIRED PROFESSION QUALIFICATIONS

The candidate must be a holder of B.Sc. Degree in electrical/Information Technology engineering, process automation with 1st class or upper 2nd class or equivalent qualification from a recognized institution.

A holder of a Master's degree in the relevant field will be an added advantage.

A working experience in a relevant field will also be an added advantage

12.3 DESIRED COMPETENCES

- IT Engineering;
- Fluency in written and spoken English and Swahili.
- Knowledge of Engineering detail, process automation
- Site management skills
- Supervision skills
- Knowledge in instrumentation

12.4 Age limit

Not more than 45 years.

12.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- RS 1

13.0 FITTER/WELDER (Three Posts)-Mtwara/SongoSongo

13.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Create sketches in order to develop installation designs or to support verbal instructions for pipe installations; which shows the position of gas pipes and other utility lines to avoid during excavation.
- Create servicing and installation checklists to be completed on a job and keep records of equipment operations and maintenance.
- Create equipment operation sheets such as start-up sheets and order of operations sheets to provide other workers with easy access to equipment information and details of equipment modifications. They combine information from a variety of sources such as equipment readings and settings, troubleshooting guides, manufacturing specifications and installation diagrams.
- Create equipment installation drawings include electrical schematics, equipment assembly drawings, floor plan drawings, and installation flowcharts.
- Carrying out planned maintenance checks on systems and equipment
- Testing controls and safety devices to make sure that they are working properly
- finding and repairing gas leaks using computerised fault-finding equipment
- Replacing or repairing faulty or old parts
- ordering new parts when necessary
- Keeping records of work you have carried out
- Giving customers advice about gas safety and energy efficiency.
- Performs any other duties as may be assigned by superiors.

13.2 DESIRED PROFESSION QUALIFICATIONS

The candidate must be a holder of a Diploma Certificate, or Full Technician Certificate (FTC) in electrical, Mechanical or its equivalent qualification from a recognized Technical Institution followed by at least 2 years post-qualification experience in a reputable organisation.

Working experience in the oil and petrol industry will be an added advantage.

13.4 DESIRED COMPETENCES

- Ability to inspect parts for surface defects and install electrical and electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools
- Ability to repair, rework, and calibrate hydraulic and pneumatic assemblies

and systems to meet operational specifications and tolerances.

- Good listening skills
- Ability to taste and smell
- Knowledge of safety procedures
- An expert in troubleshooting

13.5 AGE LIMIT

Not more than 35 years.

13.6 REMUNERATION:

- According to TPDC Scheme of service in the salary scale of TPDC- GS 1

14.0 ADMINISTRATIVE OFFICER II (Two Posts-Mtwara)

Administers provisions, maintenance of efficient office services and facilities throughout the Corporation.

14.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides and maintains adequate and efficient office services.
- Assists in the formulation, implementation and evaluation of administrative procedures and systems.
- Identifies required office supplies, equipment and services to be purchased.
- Controls use of office supplies and services.
- Keeps proper records of requisition and movement of fixed assets.
- Recommends office organization, accommodation and layout for efficient administration.
- Ensures smooth provision of security utilities, e.g. water, electricity, telephone etc.
- Ensures that a good public image of the Corporation is maintained through provision of a courteous receptionist, telephone service and maintenance of clean and tidy public surroundings of the Corporation.
- Performs any other related duties as may be assigned by superior from time to time.

14.2 MINIMUM QUALIFICATIONS

Holder of a degree in Public Administration from a recognized institution with 1st or upper 2nd class

Master's degree in the relevant field, **and**

A working experience in related field will be an added advantage.

14.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications

14.4 AGE LIMIT

Not more than 35 years.

14.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 1.

15.0 COMMUNITY DEVELOPMENT OFFICER II- (Four Posts-Mtwara)

Administers community developments and social work activities throughout the Corporation.

15.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepare community development plans
- Participate in community and social development activities
- Identifying community skills, assets, issues and needs
- Developing new resources in dialogue with the community and evaluating existing programs
- Building links with other groups and agencies
- Helping to raise public awareness on issues relevant to the community
- Participate in Corporate Social Responsibility
- Liaising with with interested groups and individuals to set up new services
- Undertaking general administrative duties
- Perform any other duties as may be assigned by superiors.

15.2 MINIMUM QUALIFICATIONS

Holder of a degree in Sociology, Social work and Community Development from a recognized institution with 1st class or upper 2nd class. OR Master's degree in the relevant field, and working experience in related field will be an added advantage.

15.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications
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15.4 AGE LIMIT

Not more than 35 years.

15.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 1.

16.0 STORES OFFICER II (Seven Posts)-One Dar/ Six Mtwara/SongoSongo

16.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepare appropriate stores ledgers.
- Carries out perpetual inventory system.
- Carries regularly physical verification of stores
- Arranges for appropriate storage space for various items.
- Maintains stores bin cards.
- Ensures stores functions are properly carried out at minimal cost to the Corporation.
- Up-dates fixed assets register and residential inventory cards.
- Ensures that adequate stocks are held at the least cost.
- Performs any other related duties as may be assigned by superior from time to time.

16.2 DESIRED QUALIFICATION

Holder of a degree / Advanced Diploma in Materials Management with 1st class or upper 2nd class or equivalent qualification from recognized institution.

16.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications
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16.4 AGE LIMIT

Not more than 45 years.

16.5 SALARY SCALE: TPDC - PS 1

17.0 PROCUREMENT OFFICER II/LOGISTIC OFFICER II (Six Posts)-Mtwara

17.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receives and reviews indents from other departments.
- Maintains list of suppliers and Contractors

- Follows-up on purchases of goods and services to ensure their delivery is in accordance with the terms of the contracts.
- Maintains proper records and reports pertaining purchases.
- Raises purchase orders when relevant approval has been granted.
- Verify quality and specifications as per order.
- Processes documentation for release and forwarding of goods to various places.
- Performs any other related duties as may be assigned by superiors.

17.2 DESIRED QUALIFICATION

Holder of a Degree in Procurement Management with 1st or upper second class or equivalent qualification from a recognized institution.

17.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications
-

17.4 AGE LIMIT

Not more than 45 years

17.5 SALARY SCALE: TPDC - PS 1

18.0 SENIOR RISK MANAGEMENT OFFICER II (Two Posts)

18.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist in managing the process of identifying and assessing risks affecting the corporation's business.
- Monitors the Corporation's risk management plans and programs.
- Assist in building risk awareness culture within the Corporation, including provision of appropriate education
- Prepares periodic reports on risk management.
- Participates in the process of developing risk management policies and procedures.

- Identifies risk limits for specific tasks and submit the same for review to his/her superiors.
- Supervises Risk Management Officer I
- Performs any other related duties as may be assigned by superiors
- Holder of a degree in risk management or equivalent qualification from a recognized institution followed by at least 6 years of experience in relevant field.

18.2 DESIRED QUALIFICATIONS

Holder of a Degree in Risk Management or equivalent qualification from a recognized institution with at least six years of experience in relevant field with 1st or 2nd Upper degree class

18.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications

18.4 AGE LIMIT

- Not more than 45 years

18.5 SALARY SCALE: TPDC - PS 3

19.0 RISK MANAGEMENT OFFICER II (Two Posts)

19.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists to initiate, identify and recommends for policy formulation on risk management.
- Suggests methods of risks identification in the corporation.
- Assist in preparations of periodic reports on risk management, internally and externally.
- Assists in Developing risk response processes, including contingency and business continuity programs.
- Records identifiable risks from different department
- Performs any other related duties as may be assigned by the superiors.

19.2 DESIRED QUALIFICATIONS

Holder of a Degree in Risk Management with 1st class or upper second or equivalent qualification from a recognized Institution.

19.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer applications

19.4 AGE LIMIT:

- Not more than 35 years

19.5 SALARY SCALE: TPDC - PS 1

20.0 SENIOR LEGAL OFFICER II (Two Posts)

20.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares draft contracts for services to be offered or procured by the Corporation.
- Attends to all Corporations' lawsuits.
- Acts as Secretary to the Corporation's Committees.
- Seeks legal opinion from Attorney General's Chambers and Law firms.
- Ensures Corporation's property is adequately insured.
- Supervises Legal Officer I
- Performs any other duties as may be assigned to him by superior from time to time.

20.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of an LLB degree from a recognized University with 1st or upper second class followed by not less than 6 years' experience in the legal profession from a reputable organization. Must be an Advocate of the High Court of Tanzania.

20.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skill
- Fluency in written and spoken English and Swahili.

20.4 AGE LIMIT:

Not more than 45 years

20.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 3

21.0 LEGAL OFFICER II (Five Posts)

21.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drafts legal documents and minutes
- Maintains and keeps pension schemes and insurance policies records pertaining to the Corporation and its employees,
- Maintains a legal library consisting of documents generated at the Corporation and those bought or brought in from other sources, including reference books, legislations, journals, etc,
- Follows up cases in courts of law.
- Performs any other duties as may be assigned to by superiors from time to time.

21.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of an LLB degree or equivalent qualification from a recognized Institution with 1st Class or Upper 2nd class.

LLM degree and working experience in the related field will be an added advantage

21.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skill
- Fluency in written and spoken English and Swahili.

21.4 AGE LIMIT:

Not more than 35 years

21.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- **PS 1**

22. INTERNAL AUDITOR II - (Twelve Posts)

(a) Financial Accounting (Eight Posts)

(b) Procurement & Engineering (One post)

(c) Petroleum Geosciences/Mechanical Engineering (Three Posts)

22.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Conducts preliminary examinations of contract activities in relation to petroleum exploration and production.
- Carries out field work of special assignments and investigations.
- Examines and reviews audit trails of postings.
- Conducts surprise checks of cash and stores.
- Conducts preliminary examinations of contract activities in relation to Production Sharing agreements.
- Performs any other related duties as may be assigned by superior from time to time.

22.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree/Advanced Diploma in Accountancy/Procurement & Engineering/ Geosciences or equivalent qualification from a recognized Institution with 1st class or Upper 2nd Class.

Holder of CPA/ACCA/CIA Master's degree in related field (Oil & Gas Accounting) and working experience will be an added advantage.

22.3 DESIRED COMPETENCES

- Knowledge of International Accounting and Auditing standards preferably in the Petroleum Exploration & production sector.
- Financial / Accounting Computer skills,
- Fluency in written and spoken English and Swahili,

22.4 AGE LIMIT

Not more than 45 years

22.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 1.

23.0 DRIVER II (Eleven Posts)-Three Dar/ Eight Mtwara

23.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drives all types of TPDC vehicles and maintains them.
- Reports accidents or other incidents to relevant authorities in accordance with laid down procedures.
- Ensures maximum security of all passengers and property while driving including mechanical conditions of vehicles.
- Maintains a proper logbook for movement of vehicle he is driving.
- May be called upon to make minor repairs and reports on those needing major repairs.
- From time to time checks mechanical fitness and road / traffic regulations.
- Collects incoming and outgoing mail /documents under close supervision.
- Performs any other related duties assigned by competent and relevant authority from time to time.

23.2 DESIRED PROFESSION QUALIFICATIONS

Satisfactory completion of ordinary secondary education and fluent in English and Swahili language followed by:

- (a) A valid Class 'C' driving (Operator's) license, and
- (b) Not less than 45 years accident-free driving experience.

23.3 AGE LIMIT

Not more than 45 years.

23.4 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- OS 1.

24.0 RECORDS MANAGEMENT ASSISTANT (Four Posts) Two Dar/Two Mtwara

24.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains all records of file and file movements.
- Opens new files and closes old ones in accordance with established systems and procedures.
- Ensures smooth movement of files between the registries and operating officers.
- Ensures that all urgent correspondences are dealt with immediately or on the indicated dates.
- Ensures that all outgoing correspondences are correctly addressed, referenced, signed and delivered in time.
- Ensures that all incoming official mail is correctly opened, sorted out, filed, cross-referenced and directed/ marked to the right operating member of staff.
- Ensures safe custody of file and other documents and that the registry is only accessible by authorized persons.
- Performs any other related duties as may be assigned by superior from time to time.

24.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a Diploma in Records Management from a recognized Institution. A working experience on the related field will be an added advantage.

24.3 DESIRED COMPETENCES

- Computer literacy is essential;
- Fluency in written and spoken English and Swahili.

24.4 AGE LIMIT

Not more than 35 years.

24.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 1.

25.0 PERSONAL SECRETARY II (Two Posts)

25.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Takes dictation, transcribes by typing.
- Maintains a diary of appointments for the immediate boss, and advises or reminds him / her about same.
- Receives and answers telephone calls and intercoms giving information to callers or routing them to appropriate officer / officers.
- Files minutes, correspondences and maintains safe custody of files and other documents, as directed.
- Liaises with the Administrative Officer responsible for travel arrangements, hotel bookings and reservations and makes preparations for imprest, travel warrants, and other formalities as directed by his / her boss.

- Drafts simple letters and other correspondence of routine nature.
- Performs any other duties as may be assigned to superiors.

25.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a diploma certificate in Secretarial Services with secretarial from a recognized Institution and has attained typing speed of 50 w.p.m. with certificate in computer applications.

25.3 DESIRED COMPETENCES

- Computer literacy is essential;
- Fluency in written and spoken English and Swahili.

25.4 AGE LIMIT

Not more than 35 years.

25.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 1.

26.0 PRINCIPAL SECURITY OFFICER II (One Posts)-Mtwara/SongoSongo

26.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervise the prevention patrol of the identified area.
- Initiate and enhance communication between the Department and the community
- Oversee the external patrol and internal inspection of all TPDC property and development of a working knowledge of the activity and community on the post.
- Protection of property.
- Enforce all TPDC rules and regulations.
- Providing non-criminal services to TPDC Community.
- Writing non-criminal reports and witness statements as dictated by their responsibilities.
- Testifying in any Corporation hearing or criminal court necessitated by performance.
- Performing any other duties as may be assigned by superiors.

26.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a degree in Security Services or equivalent qualifications from a recognized institution with 1st class or upper second class. Working experience in Tanzania Military Services, Police or any forces Operating under the laws of Tanzania for at least 11 years and three of which at senior level.

26.3 DESIRED COMPETENCES

- Must be capable of communicating effectively and coherently over radio channels while initiating and responding to radio communications.
- Must be able to prepare reports using appropriate grammar and mathematical computations.
- Must have a valid driver's license
- Must pass a psychological and a physical examination administered by relevant authorities.
- Must be able to communicate with sensitivity and tact and maintain confidentiality.
- Must have strong interpersonal and communication skills with the ability to develop and maintain mutually cooperative relationships with a diverse population of staff, visitors and the neighboring community.

26.4 AGE LIMIT

Not more than 45 years.

26.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 5

27.0 ACCOUNTANT II (Six Posts)-Two Mtwara/Four Dar

27.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Checks accounting documents and records before and after posting.
- Ensures correctness of accounting record.
- Reconciles various accounts.
- Prepares summaries for joint venture accounts.
- Carries out regular checks on cash transactions.
- Performs any other related duties as may be assigned by superior from time to time.

27.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a Bachelor Degree in Accountancy from a University or Advanced Diploma in Accountancy or equivalent qualification from a recognized institution with 1st class or upper second Degree.

27.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

27.4 AGE LIMIT

Not more than 35 years.

27.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 1

28.0 SENIOR FINANCE OFFICER II (One Post)

28.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- To develop and maintain the financial manual of the Corporation and ensure that it is up to date and transparent.
- To prepare daily, weekly and monthly financial reports.
- To prepare and maintain monthly cash flow projection for the period of time for which funding is available.
- To prepare the payrolls for the Corporation every month.
- To prepare a fix-asset inventory twice a year in the months agreed by the Corporation.
- To create, apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval and justification.
- Compiles budgets and prepares variance analyses.
- Performs any other related duties as may be assigned by superior from time to time.

28.2 MINIMUM QUALIFICATIONS

Holder of a Bachelor degree in Finance or equivalent qualification from a recognized institution with 1st or Upper 2nd Class.

Master's degree in Finance will be an added advantage.

A working experience in the related field will be an added advantage.

28.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

28.4 AGE LIMIT

Not more than 45 years

28.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC PS 3

29.0 TELEPHONE OPERATOR/ RECEPTIONIST II (Three Post) One DAR/Two Mtwara

29.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Answers all incoming and outgoing telephone and telefax, calls, messages and relays the messages to all those concerned.
- Receives and guides all TPDC visitors / clients according to the laid down procedures.
- Reports to appropriate authorities telephone / telefax faults as soon as they occur taking note of references for follow-up purposes.
- Raises and maintains visitor's passes.
- Makes follow-up on repairs of telephone / fax.
- Keeps the reception's environment conducive / hospitable to visitors.
- Keeps a register of all trunk-calls and fax messages.
- Keeps and maintains the Attendance and outgoing Registers.
- Sorts out bills to distinguish between private and official for billing purposes.
- Keeps the facilities at the reception desk clean and tidy.
- Alerts Security Officers / guards of the presence of undesirable visitors.
- Scrutinizes bills to determine the appropriateness of charge and certifies appropriately.
- Performs any other related duties as may be assigned by superiors from time to time.

29.2 MINIMUM QUALIFICATIONS

Holder of Diploma course in Customer Service or equivalent qualification in relevant field from a recognized institution

29.3 AGE LIMIT

Not more than 30 years

29.4 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC - GS 1

30.0 FINANCE OFFICER II (One Post)

30.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- To develop and maintain the financial manual of the Corporation and ensure that it is up to date and transparent.
- To prepare daily, weekly and monthly financial reports.
- To prepare and maintain monthly cash flow projection for the period of time for which funding is available.
- To prepare the payrolls for the Corporation every month.
- To prepare a fix-asset inventory twice a year in the months agreed by the Corporation.
- To create, apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval and justification.
- Compiles budgets and prepares variance analyses.
- Performs any other related duties as may be assigned by superior from time to time.

30.2 MINIMUM QUALIFICATIONS

Holder of a Bachelor degree in Finance or equivalent qualification from a recognized institution with 1st or Upper 2nd Class.

Master's degree in Finance and a working experience in the related field will be an added advantage.

30.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

30.4 AGE LIMIT

Not more than 35 years

30.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC PS 1

31.0 GEOCHEMIST II (One Post)

31.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Carries out sample collection, description, packing, labelling and storage of the same.
- Prepares and analyses geochemical samples.
- Carries out regional studies and facies distribution mapping.
- Any other related duties assigned by superiors.

31.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. Degree in Geochemistry/Geology with Chemistry or equivalent qualification from a recognized institution with 1st or Upper 2nd Class. Master's Degree and working experience in the related field will be an added advantage

31.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

31.4 AGE LIMIT

Not more than 45 years

31.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC- RS 1.

32.0 PALYNOLOGIST II (One Post)

32.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in sample collection preparation, analysis, and labelling for stratigraphic dating using pollen assemblages.
- Participates in geological field work.
- Sits on well sites for sample collection and well analysis.
- Any other related duties that will be assigned by superiors

32.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. degree in Biology, Geology, Palynology, Botany or equivalent qualification from a recognized institution with 1st or Upper 2nd Class.

Holder of a Master's degree in Palynology and a working experience in the related field will be an added advantage.

32.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

32.4 AGE LIMIT

Not more than 35 years

32.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC- RS 1

33.0 GEOLOGIST II (Four Posts)

33.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in preparation of well summary sheets.
- Attends geological field works
- Understudies the geologists and geophysicists in geological and geophysical data interpretation.
- Attends geophysical data acquisition
- Assist in thin section preparation and microscopic interpretation
- Assists with well site geology.
- Undertakes any other related duties as assigned by superiors.

33.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a B.Sc. degree in Geology or an equivalent qualification from a recognized institution with 1st or upper 2nd class OR
Holder of Master's Degree in Petroleum Geology and a working experience in related field will be an added advantage.

33.3 DESIRED COMPETENCES

Ability to use computers
A Petroleum Geology option at B.Sc. level
Fluency in written and spoken English and Swahili

33.4 AGE LIMIT

Not more than 35

33.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC-RS 1

34.0 GEOPHYSICIST II (Four Posts)

34.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Attends to and assists in geophysical data acquisition
- Attends to and assists in geophysical data processing and interpretation.
- Attends to and assists in geophysical data management
- Carries out recording of property and crop destroyed during data acquisition.
- Performs any other related duties as may be assigned by the superiors.

34.2 DESIRED PROFESSIONAL QUALIFICATION

The candidate must be a holder of B.Sc. degree in Geophysics, Physics & Mathematics, or equivalent qualifications from a recognized university/institution, with 1st or upper 2nd class.

Master's Degree on the relevant field and working experience will be an added advantage.

34.3 DESIRED COMPETENCES

- Ability to use computers
- A Petroleum Geology option at B.Sc. level
- Fluency in written and spoken English and Swahili

34.4 AGE LIMIT

Not more than 35

34.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC-RS 1

35.0 PETROLEUM ENGINEER II (Four Posts)

35.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Deals with matters pertaining to drilling, well completion and testing.
- Collection of reservoir data from well test results, drilling results and production data.
- Installation and operation of surface production equipment.
- Assists in reservoir evaluation and simulation.
- Perform any other related duties as may be assigned from time to time.

35.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a B.Sc. degree in petroleum engineering or an equivalent

qualification from a recognized Institution, with 1st or Upper 2nd class degree
Master's degree in Petroleum Engineering and working experience in the related field will be an added advantage

35.3 DESIRED COMPETENCES

- Computer skills is essential
- Oil and gas well drilling, completion, testing and production operations.
- Production monitoring, well maintenance, completion, design, production logging, test design and analysis, coiled tubing and work-over operations, electric and slick line operations.
- Fluency in written and spoken English and Swahili

35.4 AGE LIMIT

Not more than 35years.

35.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of RS 1.

36.0 SENIOR SECURITY OFFICER II (Two Posts)

36.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Protection of Corporation's assets and property.
- Ensure formation of partnerships with the community served and takes an active role in Community Policing and diversity outreach programs as appropriate.
- Enforce all TPDC rules and regulations.
- Providing non-criminal services to TPDC Community.
- Writing non-criminal reports and witness statements as dictated by supervisor.
- Testifying in any Corporation hearing or criminal court necessitated by performance.
- Performing any other duties as may be assigned by superiors.

36.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a degree in Security Services or equivalent qualifications from a recognized institution with 1st or upper 2nd degree class . Working experience in Tanzania Military Services, Police or any forces Operating under the laws of Tanzania for at least 6 years.

36.3 DESIRED COMPETENCES

- Must be capable of communicating effectively and coherently over radio channels while initiating and responding to radio communications.
- Must be able to prepare reports using appropriate grammar and mathematical computations.
- Must have a valid driver's license
- Must pass a psychological and a physical examination administered by relevant authorities.
- Must be able to communicate with sensitivity and tact and maintain confidentiality.
- Must have strong interpersonal and communication skills with the ability to develop and maintain mutually cooperative relationships with a diverse population of staff, visitors and the neighboring community.

36.4 AGE LIMIT

Not more than 45 years.

36.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 3.

37.0 SECURITY OFFICER II (Three Posts)

37.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Reports all hazardous conditions and physical security problems and admit authorized people to the premises.
- Performs lock-up responsibilities
- Performs rescue functions in emergencies, such as fires and work in coordination with Emergency Medical Services and other related agencies.
- Enforce all TPDC rules and regulations.
- Providing non-criminal services to TPDC Community.
- Writing non-criminal reports and witness statements as dictated by their responsibilities.
- Assisting the Senior Security Officer when called upon.
- Assist with identifying problems to community awareness and communications.
- Performing any other duties as may be assigned by superiors.

37.2 DESIRED PROFESSION QUALIFICATIONS

Holder of a degree in Security Services or equivalent qualifications from a recognized institution with 1st or upper 2nd degree class Working experience in Tanzania Military Services, Police or any forces Operating under the laws of Tanzania for at least 3 years.

37.3 DESIRED COMPETENCES

- Must be capable of communicating effectively and coherently over radio channels while initiating and responding to radio communications.
- Must be able to prepare reports.
- Must have a valid driver's license
- Must pass a psychological and a physical examination administered by relevant authorities.
- Must be able to communicate with sensitivity and tact and maintain confidentiality.
- Must have strong interpersonal and communication skills with the ability to develop and maintain mutually cooperative relationships with a diverse population of staff, visitors and the neighboring community.

37.4 AGE LIMIT

Not more than 35 years.

37.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 1.

38.0 MICROPALAENTOLOGIST II (One Post)

38.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in sample collection, labelling storage, and analysis of stratigraphic dating using microfossils.
- Participates in geological field work
- Sits on well site for sample collection and analysis
- Participates in regional studies
- Perform any other duty as may be assigned by superior

38.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a B.Sc. degree in Geology, Biology or an equivalent qualification from a recognized institution with 1st or upper 2nd class

Holder of Master's Degree in Micropalaentogy and

Working experience in related field will be an added advantage.

38.3 DESIRED COMPETENCES

Ability to use computers

A Petroleum Geology option at B.Sc. level

Fluency in written and spoken English and Swahili

38.4 AGE LIMIT

Not more than 35 years

38.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC-RS 1

39.0 SYSTEM ANALYST II (One Post)

39.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible for day to day running of computer systems in the Corporation
- Undertakes minor changes to the systems as directed by superior
- Performs system test
- Recommend appropriate software and hardware to be used by Corporation
- Undertakes regular update of software and maintenance of hardware
- Assists in system investigations
- Supervise implementation of new systems
- Perform any other related duties that will be assigned by superiors

39.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. degree in Information Technology, Computer Science or equivalent qualification from a recognized institution with 1st Class or Upper 2nd Class.

Holder of a Master's degree in related field and a working experience will be an added advantage.

39.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

39.4 AGE LIMIT

Not more than 35 years

39.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC- RS 1

MODE OF APPLICATION

- Interested and suitable candidates should ensure that their applications along with their curriculum vitae, indicating current telephone contacts are received by **14th February, 2014**.
- Photocopies of relevant certificates and one recent passport size photograph should be attached with the **hand written** application letter.
- All application should be directed through Postal Services, **Hand Delivery will not be accepted**
- Each applicant should indicate two names of referees.
- Each applicant should indicate the **Number and Title** of **Job Position** applied for and preferred **Work Station** on the envelope and in the application letter.
- Applicant should not apply in more than **ONE** position
- All Applicants holding foreign universities certificates should attach TCU approval certificate.
- Application without relevant documents will not be considered.
- Only short listed candidates will be contacted.

NOTE: Failure to observe any of the above conditions, the application will not be considered

For more information visit www.tpd-c-tz.com

APPLY TO:-

MANAGING DIRECTOR,
TANZANIA PETROLEUM DEVELOPMENT CORPORATION, BENJAMIN
W. MKAPA TOWER A, AZIKIWE/JAMHURI STREET P.O.BOX 2774,
DAR-ES-SALAAM,
TANZANIA.