



DODOMA URBAN WATERSUPPLY AND SEWERAGE AUTHORITY (DUWASA)



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**P.O. BOX 431
DODOMA**

JOB VACANCY

Dodoma Urban Water supply and Sewerage Authority (DUWASA) was established under section 3(I) of Cap. 272 of 1997 as repealed by section 60 of Watersupply and Sanitation Act No. 12 of 2009. DUWASA is charged with the overall responsibility of operations and management of Watersupply and sanitation services in Dodoma urban within the Municipality. Applications are invited from suitably qualified, dynamic, experienced and performance driven Tanzanians, male and female, to fill in excellent career opportunities.

1.0 MAINTENANCE AND LOGISTICS ENGINEER – One post

1.1 Required Qualifications:

Holder of a Degree in Electromechanical/Electrical/Mechanical Engineering or its equivalent from a recognized institution with at least three (3) years of working experience on the same capacity from a reputable organization. Those with either high managerial interpersonal skills and Registered with the Engineers Registration Board (ERB) will be highly considered. Computer skills are essential.

1.2 Duties and Responsibilities

- 1.2.1 Carry out regular/routine inspection of pumps, machines, motor vehicles and equipment according to the laid down proceeds, time schedule and established official check list.
- 1.2.2 Ensuring that plants, machines, equipments and motor vehicles are repaired professionally.
- 1.2.3 Liaise with TANESCO to ensure constant power supply to the water production and distribution systems and ensure immediate repair and restoration of power whenever failure occurs.
- 1.2.4 Assess and recommend replacement needs for plants, machines, motor vehicles or their parts whenever their respective performances have decreased.
- 1.2.5 Performing any other duties as may be assigned by the Technical Manager.

2.0 PLANNING AND DESIGN ENGINEER II– One post

2.1 Required Qualifications

Holder of a Degree/Advance Diploma in Civil/ Sanitary Engineering from recognized institution and registered as professional engineer with Engineers Registration Board (ERB) of Tanzania with at least three (3) years working experience as an engineer in water sector. Computer literate in Network design by using CAD, Microsoft Windows is an added advantage.

2.2 Duties and Responsibilities.

- 2.2.1 Investigate priority areas in need of Watersupply distribution networks.
- 2.2.2 Timely preparation of monthly, quarterly, semi-annually and annually progress as per signed Memorandum of Understanding between DUWASA and Ministry of Water and EWURA.
- 2.2.3 Supervise construction of watersupply projects and document all projects implemented by the Authority.
- 2.2.4 Supervise implementation of construction works and ensure that such works comply with design parameters and set standards.
- 2.2.5 Perform any other duties as may be assigned by the Planning and Design Engineer (PDE).

3.0 WATER PRODUCTION ENGINEER II (MZAKWE STATION) -One post

3.1 Required Qualifications

Holder of a Degree/Advanced Diploma in Civil Engineering/Sanitary/Electrical/Mechanical Engineering and registered as a professional engineer with Engineer's Registration Board of Tanzania with at least three (3) years working experience as an engineer in water production and treatment works.

3.2 Duties and Responsibilities

- 3.2.1 Monitoring water quality and quantity from boreholes and water distribution system and ensuring compliance with the prescribed standards for drinking water.
- 3.2.2 Ensuring that the water laboratory adequately equipped with water testing equipment and reagents and is manned by qualified and experienced staff.
- 3.2.3 Conducting daily analysis of operation and working conditions of surface pumps, submersible pumps and associated electromechanical equipment to identify necessary changes to achieve and maintain optimal operations and assess the replacement needs for pumps and electromechanical equipment.
- 3.2.4 Ensuring that there is adequate and proper storage of chemicals and other stocks related to water production.
- 3.2.5 Performing any other duties as may be assigned by the Water Production Engineer.

4.0 PUBLIC RELATIONS OFFICER II - One post

4.1 Required Qualifications

Holder of a Degree in Journalism, Mass Communication, International Relations, Marketing Communication, Public Relations & Advertising, or any other approved equivalent qualification by recognized institution with at least one (1) year working experience as Public Relations Officer from a reputable organization. Knowledge in Web Design and strong command of both spoken and written English and Swahili is essential.

4.2 Duties and Responsibilities:

- 4.2.1 Taking minutes during meetings between Board of Directors and all staff.

- 4.2.2 Reading bulk flow water meters and pressure gauges daily, compiling information/data and present them to Head of Public Relations Unit including the detection of major points where water is lost and advice accordingly.
- 4.2.3 Disseminating notices of interruptions of Watersupply for maintenance purposes and information concerning water tariffs, water consumption and conservation, demand management, hygiene education, and utility performance to customers, recording and following up on customers' complaints.
- 4.2.4 Making sure that the image of Duwasa to the public is always positive
- 4.2.5 Performs any other duties as may be assigned by the Head of Public Relations Unit.

5.0 LEGAL ASSISTANT-One post

5.1 Required Qualifications

Holder of an ordinary Diploma in Law from a recognized college with at least two years working experience in legal practice in any reputable legal firm within Tanzania. Should possess attributes of managed person utility and behavior, problems solving/leadership/ planning skills and organizing skills.

5.2 Main Duties and Responsibilities:

- 5.2.1 Plan and formulates legal defense and prosecution strategies for cases in which DUWASA has interest.
- 5.2.2 Combating all illegal issues pertaining to the improper use of water by customers.
- 5.2.3 Handles administers and advises on leases, tenancies and general countersigning matters.
- 5.2.4 Drafting and enforcing all legal contracts between DUWASA and customers
- 5.2.5 Assist the Management to liaise with the High Court and Courts subordinate, various institutions, Government Ministries and Department on legal matters.
- 5.2.6 Performs any other duties as he/she may be assigned by Supervisor.

6.0 CIVIL TECHNICIAN - One post

6.1 Required Qualifications

Holder of FTC or a Diploma in Civil/Sanitary/Water resources engineering from a recognized Technical College with three (3) years working experience as Technician in Watersupply and Sewerage works. Considerable technical knowledge of drafting techniques, surveying and related engineering practices, procedures, materials and tools, including working knowledge of computer assisted drafting (CAD) principles and techniques. Should have supervisory skills/qualities. Should be ready to work in extra hours under minimum supervision.

6.2 Duties and Responsibilities:

- 6.2.1 Planning, design and supervising construction of watersupply and Sewerage structures and buildings.
- 6.2.2 Preparing bills of quantities and estimates for water and Sewerage structures and buildings.
- 6.2.3 Draft by hand and using computer-aided drafting/mapping software.
- 6.2.4 Organize, prepare layout, prepare complete project plans for water and Sewer Works.
- 6.2.5 Performing any other duties as may be assigned by the Head of planning and design unit.

7.0 ELECTRICAL TECHNICIAN-One post

7.1 Required Qualifications

Form IV/VI Certificate with FTC/Diploma in Electrical Engineering from a recognized Technical College with at least one (1) year working experience as a Technician in the Operation and maintenance of electrical works.

7.2 Duties and Responsibilities

7.2.1 To carry out regular electrical inspection and maintenance for all electrical motors and control circuits for all booster stations.

7.2.2 To prepare weekly report for pumps and motors in all booster stations.

7.2.3 To carry out inspection and testing for new installed electrical equipment as well as making addition installation to the existing one where necessary.

7.2.4 Ensuring that all pump motors are equipped with protection device to protect motors from being damaged with electrical shock or fluctuation.

7.2.5 Performing any other duties as may be assigned by the Maintenance and Logistic Engineer.

8.0 MECHANICAL TECHNICIAN (MZAKWE STATION)-One post

8.1 Required Qualifications

Form IV/VI Certificate with FTC/Diploma in Mechanical/Motor Vehicles Maintenance Engineering from a recognized Technical College with at least three (3) years working experience as a Technician in maintenance of mechanical works and motor vehicles.

8.2 Duties and Responsible:

8.2.1 Carrying out preventive maintenance of both submersible and surface pumps according to the schedule.

8.2.2 Carrying out all repairs (including emergencies) of submersible and surface pumps as the breakdown occurs.

8.2.3 To ensure all electromechanical equipment at all pumping stations are in good and proper operative condition all the time.

8.2.4 Performing any other duties as may be assigned by the Maintenance and Logistic Engineer.

9.0 PUMP MECHANICS-One post

9.1 Required Qualifications

Form IV/VI Certificate with FTC/Diploma in pump mechanics from a recognized Technical College with at least one (1) year working experience as a Technician in the Operation and maintenance of pump works.

9.2 Duties and Responsible:

9.2.1 Carrying out maintenance and repair of submersible pumps, surface pumps and motors professionally.

9.2.2 Ensuring that preventive maintenance schedule for all pumps and motors is prepared and followed accordingly.

9.2.3 Completing job cards for every maintained and repaired submersible pumps, surface pumps and motors

9.2.4 Using established official checklist when carrying out Mechanical Inspection.

9.2.5 Proper keep of pumps and motors.

9.2.6 Making sure that all pumps and motors are in good working condition all the time.

9.2.7 Performing any other duties as may be assigned by the Mechanical Technician.

ADDITIONAL COMPETENCIES FOR MAINTENANCE AND LOGISTICS ENGINEER, PLANNING AND DESIGN ENGINEER II, WATER PRODUCTION ENGINEER II, PUBLIC RELATIONS OFFICER II AND LEGAL ASSISTANT.

- Strong relationship building, communication, and problem solving/analytical skills.
- Must be able to articulate ideas clearly and concisely to staff at all levels
- Must have strong advising skills, comprehensive understanding of HR principles, in – depth knowledge of employment laws and experience in resolving employee relations issues.
- Excellent interpersonal, organizational, oral and written communication skills.
- Ability to work independently and collaborate in a team.
- Able to work under pressure and in extra hours
- Knowledge in ICT is essential.

10.0 TERMS OF EMPLOYMENT FOR THE POSTS

Permanent and pensionable.

11.0 AGE LIMIT FOR THE APPLICANTS

Applicants preferably are between 25 – 40 years of age.

12.0 REMUNERATIONS:

The posts carry attractive remunerations package subject to work professional experience and qualifications.

13.0 MODE OF APPLICATION

Letter of application accompanied by a detailed CV, Photocopies of relevant certificates; names and addresses of three referees, day contact telephone numbers and postal address should reach the under mentioned address before or on November 15, 2011:

The Managing Director,
Dodoma Urban Water Supply and Sewerage Authority,
P.O. Box 431,
Tel: 026 – 2324245. Fax: 026 – 2320060,
DODOMA
E-mail: duwasatz@yahoo.com

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEW; AND THOSE WHO WILL NOT HEAR FROM US SHOULD CONSIDER THEMSELVES UNSUCCESSFUL CANDIDATES.

- **THIS ADVERT IS ALSO AVAILABLE AT DUWASA WEBSITE: www.duwasa.or.tz**

“Tanzanian Women are highly encouraged to apply”