

TANZANIA PETROLEUM DEVELOPMENT CORPORATION



CAREER OPPORTUNITIES

Tanzania Petroleum Development Corporation (TPDC) is a National oil company involved in 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 SAFETY AND ENVIRONMENTAL OFFICER II (One Post)

1.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in identifying safety deficiencies in the Corporation operations,
- Assists in safety drills, defensive driving instruction,
- Assists in maintaining an inventory of all unsafe incidents,
- Assists in inspection of vessels, vehicles, plants and equipment to ensure that they meet acceptable standards on safety and pollution control,
- Studies, evaluates and comments on Environmental Impact Assessment (EIA) conducted by Consultants on behalf of the Corporation,
- Assists PSA operators on matters of Environmental compliance,
- Performs any other related duties as may be assigned by superior from time to time.

1.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of B.Sc. Degree in Environmental Sciences or equivalent qualification from a recognized institution with 1st or upper 2nd class. Masters Degree and working experience in the relevant field will be an added advantage.

1.3 DESIRED COMPETENCIES

- Ability to use computers,

- Fluency in written and spoken English and Swahili,
- Environmental Impact Assessment and safety requirements.

1.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for masters level.

1.5 REMUNERATION

According to the TPDC scheme of service in the salary scale of TPDC- RS 2 for engineering graduates/TPDC-PS 5 for other graduates.

2.0 GEOPHYSICIST II (One Post)

The exploration geophysicist uses his/her knowledge in earth physics and digital technology to explore and develop petroleum and mineral resources.

2.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Attends to and assists in the geophysical data acquisition,
- Attends to and assists in geophysical data interpretation,
- Assists carrying out recording of property and crop destroyed during data acquisition,
- Assists geophysical contractor's permit person during data acquisition,
- Performs any other related duties as may be assigned by the superiors.

2.2 DESIRED PROFESSIONAL QUALIFICATION

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

Masters degree in the geophysics and a working experience in related field will be an added advantage.

2.3 DESIRED COMPETENCES

- A strong background in Physics and Mathematics
- Geophysical Exploration Methods
- Petroleum Geology
- Information Technology (IT) specifically with the ability to work on Microsoft Office Tools, Adobe Acrobat & Corel Draw. Ability to create and maintain Data base.
- Fluency in written and spoken English and Swahili

2.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for masters level.

2.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC- RS 2

3.0 INTERNAL AUDITOR II (Two Posts) -READVERTISED

3.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Pre – audit of payments,
- Conducts preliminary examinations of joint venture 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,
- Perform any other duties as may be assigned from time to time,
- Performs any other related duties as may be assigned by superior from time to time.

3.2 DESIRED PROFESSIONAL QUALIFICATION

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

3.3 DESIRED COMPETENCES

- Financial / Accounting Computer skills,
- Fluency in written and spoken English and Swahili,

3.4 AGE LIMIT

Not more than 30 years

3.5 REMUNERATION

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

4.0 ACCOUNTANT II (Three Posts)

4.1 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.

4.2 DESIRED PROFESSIONAL QUALIFICATION

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

4.3 DESIRED COMPETENCES

- Financial / Accounting Computer skills
- Fluency in written and spoken English and Swahili

4.4 Age limit

Not more than 30 years

4.5 REMUNERATION

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

5.0 CARTOGRAPHY II (One Post)

5.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Undertakes cartographic works pertaining to the preparation of geological/ geophysical and other drawings including those for engineering purposes.
- Conducts printing and copying works of maps and data requested by geoscientists and engineers.
- Sorts maps and data stored in the archives for copying and printing as requested by geoscientists and engineers.
- Arranges data and maps for dispatch outside the country.
- Undertakes any other related duties as may be assigned by superiors from time to time.

5.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a diploma in Cartography from a recognized institution with at least one year training in Computer aided designs. Holders of Certificate of Secondary Education (Form Four) must have 1 year certificate in Cartography before diploma.

5.3 DESIRED COMPETENCES

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

5.4 Age limit

Not more than 30 years

5.5 REMUNERATION

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

6.0 LIBRARIAN II (One Post)

6.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Checks and shelves reports and other documents.
- Responds to enquiries and questions.
- Checking and managing the following;
 - (a) Bibliography
 - (b) Classification and cataloguing
 - (c) Filing of cards/documents, etc.
- Undertakes any other duties as may be assigned by superior from time to time.

6.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree or post graduate diploma in Librarianship or its equivalent from recognized institution with 1st or Upper 2nd Class.

6.3 DESIRED COMPETENCES

- Computer skill in data/record management is essential.
- Fluency in written and spoken English and Swahili.

6.4 Age limit

Not more than 30 years.

6.5 REMUNERATION

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

7.0 MARKETING OFFICER II (One Post)

7.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares documentation for purchases of oil products,
- Collects, summarizes and submits sales data for gas and oil,
- Maintains records of all gas sales in customer-wise and oil sales station wise,
- Summarizes sales data received from joint venture operations,
- Prepares and or checks independently, the statements submitted by partners,
- 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.

7.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree from a recognized University majoring in marketing / economics or equivalent qualification from recognized Institution with 1st or Upper 2nd Class.

7.3 DESIRED COMPETENCES

- General Computer skills
- Fluency in written and spoken English and Swahili

7.4 AGE LIMIT

Not more than 30 years

7.5 REMUNERATION

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

8.0 PUMP-OVER SUPERVISOR II -Compressed Natural Gas Station, Institution and household Operations (Three Posts)

8.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Ascertain if Compressed Natural Gas (CNG) vehicle has a valid certificate before filling CNG,
- Fills CNG to motor vehicles,
- CNG sales recording,
- Receives cash/payments for all CNG/deliveries and issue receipts to customers,
- Banks or hands all cash collected to TPDC Cashier on same or next business day,
- Makes summaries for all gas sold by pump assigned to or operated by him/her or for gas delivered to households, hotels or institution,
- Performs any other related duties as may be assigned by superiors from time to time.

8.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of Ordinary Diploma in Business Administration (Marketing)/Certificate in Mechanics/auto mechanics from recognized Institution or equivalent qualification from a recognized Institution.

8.3 DESIRED COMPETENCES

- General Computer skills
- Fluency in written and spoken English and Swahili

8.4 AGE LIMIT

Not more than 30 years

8.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 4.

9.0 STORES OFFICER II (One Post)

9.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains appropriate stores ledgers.
- Carries out perpetual inventory system.
- Carries regularly physical verification of stores.
- Arranges for appropriate storage space for various items.
- Verifies quality, quantity and other specifications during receipt and issue of stocks and that proper documentation is observed.
- Maintains appropriate environment for safe custody of stores.
- Performs any other related duties as may be assigned by superiors.

9.2 DESIRED PROFESSIONAL QUALIFICATION

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

9.3 DESIRED COMPETENCES

- General Computer skills
- Fluency in written and spoken English and Swahili

9.4 AGE LIMIT

Not more than 30 years

9.5 REMUNERATION

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

10.0 LEGAL OFFICER II (One Post)

10.1 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 related duties as may be assigned by superiors from time to time.

10.2 DESIRED PROFESSIONAL QUALIFICATION

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

10.3 DESIRED COMPETENCES

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

10.4 AGE LIMIT

Not more than 30 years for first degree and 35 years for master degree.

10.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 7.

11.0 ESTATE OFFICER II (One Post)

11.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises day to day repair work, cleaning and gardening for TPDC premises.
- Checks and verifies reports on detection of defects on houses and household equipment and furniture and inspect the same.
- Recommends corrective measures to rectify / repair defects on house and household furniture and equipment.
- Ensures smooth supply of household utilities e.g. rates, water, electricity, telephone etc.
- Codes as appropriate all TPDC movable and immovable assets.
- Ensures that movement of all TPDC household furniture and equipment are properly documented and physically traceable.
- Checks and verifies repair work undertaken by contractors.
- Maintain record of repairs of houses, equipments and furniture.
- Prepare, maintains and reviews preventive maintenance schedules.
- Compile lists of purchases pertaining to residential requirements.
- Liaises with Corporation Secretary and Director of Finance & Administration on insurance of residential houses, household equipment and furniture.
- Ensures that all corporation property is properly coded.
- Ensures that all tenants are paying their rent on time.

- Liaises with corporation secretary and ensures that all tenants have contracts and all rules and regulations are being followed.
- Carries out regular physical verification of stocks.

11.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of a university degree in Estate Management or equivalent qualification from a recognized university with 1st or upper 2nd class.
- Masters degree/post qualifying experience will be an added advantage.

11.3 DESIRED COMPETENCES

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

11.4 AGE LIMIT

Not more than 30 years.

11.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC/PS 5

MODE OF APPLICATION

- Interested and suitable candidates should ensure that their applications along with their curriculum vitae, indicating current telephone contacts are received by 22th January, 2010.
- Photocopies of relevant certificates and one recent passport size photograph should be attached with the **hand written** application letter.
- Each applicant should indicate two names of referees.
- Application without relevant documents will not be considered.
- Only short listed candidates will be contacted.

APPLY TO:-

MANAGING DIRECTOR
TANZANIA PETROLEUM DEVELOPMENT CORPORATION
P.O.BOX 2774
DAR-ES-SALAAM
TANZANIA