

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/II/48

06th September, 2016

VACANCIES ANNOUNCEMENT

On behalf of The Ministry of Constitutional and Legal Affairs, Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 1 vacant post as shown below.**

NB: GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants must attach their detailed relevant certified copies of academic certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Computer Certificate
 - Professional certificates from respective boards
- v. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- vi. **Testimonials, Partial transcripts and results slips will not be accepted.**
- vii. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action**
- viii. Applicants employed in the public service should route their application letters through their respective employers.

- ix. Applicants who have/were retired from the Public Service for whatever reason should not apply.
- x. Applicants should indicate three reputable referees with their reliable contacts.
- xi. **Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA)**
- xii. **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU)**
- xiii. **The attachments shall include one recent passport size photos; certified copies of academic certificates, transcripts and the applicant's birth certificate. Deadline for application is 20th September, 2016**
- xiv. Applicants with special needs/case (disability) are supposed to indicate
- xv. Women are highly encouraged to apply
- xvi. Only short listed candidates will be informed on a date for interview
- xvii. Application letters should be written in Swahili or English

i. All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click 'Recruitment Portal')

ii. IMPORTANT: REMEMBER TO ATTACH YOUR APPLICATION LETTER.

**IT SHOULD BE ADDRESSED TO: -SECRETARY, PRESIDENTS OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT,
P.O.BOX 63100, DAR ES SALAAM.**

1.0 REGISTRATION INSOLVENCY TRUSTEESHIP AGENCY (RITA).

RITA was officially launched on the 23rd June 2006 and replaces what was known as the Administrator Generals Department in the Attorney Generals Chambers, Ministry of Justice and Constitutional Affairs. It is an Executive Agency under the Attorney Generals Chambers in the Ministry of Justice and Constitutional Affairs.

The history of RITA dates back in 1917 when the German Colonial power enacted a law for registration of births and deaths (Proclamation No.15 of 1917 (Civil Area). When the

British took over the administration of Tanganyika (Tanzania Mainland) from the Germans retained the Register of births and deaths established under the Germans law by saving it under the Births and Deaths Registration Ordinance, 1920 (Cap.108)

1.1 ADMINISTRATOR GENERAL/CHIEF EXECUTIVE OFFICER (CEO)

1.1.1 DUTY STATION: DAR ES SALAAM

1.1.2 DUTY DURATION: FIVE YEARS CONTRACT

1.1.3 DUTIES AND RESPONSIBILITIES

- The preparation and submission of Strategic and Business plans and associated budgets,
- The implementation of the approved plans, including the achievement of performance targets,
- The delivery of the agreed programme of services to customers, on schedule and to specifications,
- The organization and management of the assets and resources allocated to him efficiently, effectively, economically and in accordance with the principles of fairness, transparency and equality as outlined in Government policies and Financial Regulations,
- The provision to the Permanent Secretary of such information as is required to enable performance to be monitored,
- The preparation of an Annual Report and Financial Statement for submission to the Permanent Secretary, the Minister of Justice and Constitutional Affairs and Parliament,
- Ensuring that all aspects of the management and organization are kept under review and that they best suit RITA's business needs,
- Contributing to the development and formulation of policy, including assessing the impact and practicability of proposed policy changes and ensuring that RITA is in position to implement such changes expeditiously and efficiently,
- Promoting public confidence in the professionalism, integrity, quality of its services and impartiality of the Agency decisions,

- The Administrator General shall be responsible for the effective personnel management of the Agency's employees, in particular discipline, control and development in accordance with the Agency's Personnel Regulations,
- The Administrator General shall be an ex-officio member of the Ministerial Advisory Board.

1.1.4 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws (LL.B. Hon) and Advocate of the High Court of Tanzania with Master's degree in Business Administration
- Master's degree in ICT or related field is an added advantage,
- Possess the key skills and competences as enumerated in 1.1.5 below,
- Have a minimum of 10 years in senior position as a lawyer,
- Have experience in practicing in the fields of births, marriages, divorce, adoption, probate, administration of estates, liquidation, bankruptcy, insolvency, trusteeship among others; and
- At least 40 years old but not older than 50 years.

1.1.5 KEY COMPETENCES AND SKILLS.

- The prospective candidate will be responsible for developing and implementing high-level strategies, making major decisions, managing overall operations and resources of the Agency.
- The CEO must be visionary, innovative, easily forge partnerships, demand-driven and aggressive in such a manner that will drive change management.
- The Administrator General/CEO must be a leader by example to ensure all organization goals are realized. In order to achieve this, he or she must lead and coordinate at all levels; guide and monitor progress; and be able to engage high level decision makers on matters that need support to move.
- He/she needs to ensure Agency goals support current and subsequent national development plans with consideration of time schedules for identified actions to encourage more participation of stakeholders and minimize the risk of delays in implementation of activities.

- Must be able to build a case for and/or take advantage of synergies available to adequately and sustainably finance activities including improving existing infrastructure and developing new ones.

For the successful running of the day to day it is critical for the Administrator General/CEO, he/she must possess knowledge and handle matters as specified in various laws that is;

- The Law of Marriages Act, Cap. 29,
- The Births and Deaths Registration Act, Cap. 108,
- The Adoption Act, Cap. 335,
- The Administrator-General (Powers and Functions) Act, Chapter 27,
- The Trustees' Incorporation Act, Chapter 318,
- The Probate and Administration of Estates Act, Chapter 352,
- The Companies Act, Cap. 212,
- The Public Trustee (Powers and Functions) Act, Cap. 31; and
- The Bankruptcy Act, Chapter 25.

1.1.6 THE ABOVE LISTED PIECES OF LEGISLATIONS SHOWS THAT THE CEO MUST BE;

- Conversant with the laws relating to births, deaths, marriages, divorce, adoption, probate, administration of estates, liquidation, bankruptcy, trusteeship, among others;
- Able to understand and apply complex legal regulations and follow procedures applicable in these matters;
- Able to deal tactfully and discreetly with members of the public from a wide range of backgrounds and cultures, some of them, foreigners;
- Able to obtain the correct information from people, and in emotional circumstances;
- Able to write clearly and accurately;
- Good at team work
- Able to work and deliver expected results/impact;
- Able to work under pressure;

- Patient and helpful;
- Confident in working with computer systems;
- Able to deal with money, accounts and assets issues;
- Interested in collecting and preserving information; and
- Generally, able to manage, influence, implement, monitor, evaluate and provide feedback on the RITA mandates in accordance with its Framework Document.

1.1.7 REMUNARATION:

Attractive remuneration package in accordance with the Institution's salary scale and other fringe benefits

**X.M.DAUDI
SECRETARY
PRESIDENT`S OFFICE, PUBLIC SERVICE RECRUITMENT SECRETARIAT.**