

TANZANIA BUREAU OF STANDARDS



EMPLOYMENT OPPORTUNITIES

Tanzania Bureau of Standards (TBS) is Tanzania's sole standards body, formerly established by the Standards Act No. 3 of 1975, which was repealed and replaced by the Standards Act No. 2 of 2009. It is a Parastatal Organization under the Ministry of Industry and Trade. The Bureau is looking for suitably, qualified, competent and committed Tanzanians to fill the following vacancies:

1. Standards Officer II (24 Posts)

Qualifications and Experience

Holder of Bsc Degree in; Molecular biology and biotechnology (1), Mechanical Engineering (3), Textile Technology (2), Agriculture General (1), Electronics and Telecommunications Engineering (2), Nutrition Science (1), Pharmacy (1), Electrical Engineering (2), Chemistry (1), Animal Science (1), Mining Engineering (2), Microbiology and Chemistry (1), Environment Occupational Health (1), Civil Engineering (2), Leather Technology (2), Chemical and Process Engineering (1).

Duties and Responsibilities

- Studies standardization systems
- Collects essential data for formulation of standards
- Drafts standards
- Proof reads draft standards
- Organizes Technical Committee meetings

- Secretary of Technical Committees
- May be appointed to conduct quality assurance inspections
- Any other duties as may be assigned by Head of Section.

2. Metrologist II (15 Posts)

Qualifications and Experience

Holder of Bsc Degree in; Physics (7), Industrial and Legal Metrology (5), Chemistry (1), Electrical Engineering (2).

Duties and Responsibilities

- Assists in all aspects pertaining to calibration and quality management
- Assists in studying and implementing laboratory safety procedures and regulations
- Assists in preparing quality manual, procedures and calibration methods
- Assists in preparing, publicizing and disseminating technical tests and calibration information
- Assists in carrying out routine calibrations
- Assists in developing and evaluating calibration systems
- Assists in identifying magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms
- Any other duties as may be assigned by the Head of Section.

3. Laboratory Technician II (20 posts)

Qualifications and Experience

Holder of Diploma or NTA Level VI in; Electronics Engineering (1), Laboratory Science and Technology (11), Textile Engineering (2), Mechanical Engineering (2) Civil (Building, Highway or Water Engineering) (2), Electrical Engineering (2).

Duties and Responsibilities

- Assists in preparing Laboratory reagents
- Assists in carrying out routine/specialized tests
- Assists in maintaining laboratory equipment
- Assists in carrying out specified tasks connected with laboratory analysis, consultancy and services under close supervision

- Assists in preparation, implementation, maintenance and review of quality system
- Assists in carrying out verification of suppliers and services
- Assists in carrying out corrective and preventive actions
- Any other duties as may be assigned by the Head of Section.

4. Chief Procurement Officer (1 Post)

Qualifications and Experience

Holders of Master's Degree in Procurement or equivalent from a recognized institution with Eighteen (18) years' work experience. Must be Certified Procurement and Supplies Professional and must be registered by the Procurement and Supplies Professionals and Technicians Board (PSPTB) as Authorized Procurement Officer/Stock Verification Officer.

Duties and Responsibilities

- Raise requisitions for purchases
- Follow-up orders and ascertain delivery in time
- Follow-up requisitions for purchases
- Follow-up and purchase requisition items
- Checks transactions in stores accounting documents and registers
- Receives and issues vouchers, delivery notes and invoices
- Prepares purchase requisitions/orders upon approval by supervisor
- Analysis and computation of stock re-order levels, economics order quantities
- Maintains of the Bureau's inventory records
- Supervises in physical verifications of stocks
- Prepare the planning, procurement, storage and distribution of stocks
- Preparation of tender documents
- May act as Secretary of the Bureau's Tender Board
- In –charge of disposal of assets
- Supervises clearing of imported materials
- Coordinates all materials management functions of the Bureau.
- Supervises and training junior staff and trainees
- Any other related duties as may be assigned by the Superior.

5. Legal Officer II (2 Posts)

Qualifications and Experience

Holder of LLB from a recognized institution who has successfully completed one year internship (Law school certificate)

Duties and Responsibilities

- Reports to Head of Legal Unit.
- Assists in preparation of legal forms and documents for the Bureau
- Assists in indexing, filling and registering .Government/TBS notices and all other legal documents
- Assists dealing with legal routine matters and correspondences addressed to or involving the Bureau
- Assists filing and appearing for criminal and civil proceedings in court on behalf of the Bureau
- Assists in compiling evidence relevant to court cases involving the Bureau
- May represent the Bureau in Courts of law
- Assists in drafting legal documents as may be required by the Head of Legal Unit.
- Assists in preparation of draft amendments to the Standards Act
- Assists in recommending improvements in Bureau's regulations in line with Standards Act
- Assists in the interpretation of laws and other legal documents
- Any other duties as may be assigned by Head of Legal Unit.

6. Procurement Officer II (2 Posts)

Qualifications and Experience

Bachelor degree or Advanced Diploma in Procurement from a recognized institution.

Duties and Responsibilities

- Assisting in stock taking
- Receiving and issuing materials
- Raise requisitions for purchases
- Follow-up orders and ascertain delivery in time
- Maintain ledgers
- Follow-up requisitions for purchases
- Follow up and purchase requisition items
- Maintenance of store records

- Collection of relevant data for the computation of stock order points and economic quantity levels
- Any other related duties as may be assigned by The Head of Unit.

7. Human Resource Officer II (1 post)

Qualifications and Experience

Holders of Bachelor Degree or Advanced Diploma in Public Administration or Human Resource Management from recognized institutions.

Duties and Responsibilities

- Assists in conducting surveys so as to determine human resource requirements and human resource market trends
- Assists in collecting, compiling and updating human resource data
- Assists in recruitment and selection processes
- Assists in identifying training needs of the Bureau
- Assists in preparation of Personnel Pension and Insurance data
- Assists in preparing human resource planning and training programmes
- Assists in conducting staff performance appraisal
- Assists in handling of disciplinary matters
- Assists in preparation of Bureau's incentive schemes
- Assists in carrying out in-house training programme
- Any other related duties as may be assigned by the Head of Section.

8. Marketing Officer II (2 Posts)

Qualifications and Experience

Holders of Bachelor degree in Commerce or Business Administration majoring in Marketing.

Duties and Responsibilities

- Reports to the Head of Section.
- Assists in evaluating marketing research and development requirements of the Bureau
- Assists in undertaking marketing research to provide information/statistics required for marketing planning and management
- Assists in preparation of marketing research plans including strategic or long term marketing development plans
- Assists in collecting and summarizing marketing data

- Assists in preparation of promotional brochures
- May participate in the development and implementation of marketing activities
- Assists in making customer follow-up and attend marketing queries
- Assists in providing sales support in product information and price list and catalogues
- Assists in conducting marketing visits to receive product feedback and performance analysis
- Assists in preparation of marketing research plans including strategic or long term marketing development plans
- Assists in preparing monthly report on economic indicators relating specifically to the industry
- Any other duties as may be assigned by the Head of Section.

9. Systems Administrator II (1 post)

Qualifications and Experience

Holders of Bachelor Degree or Advanced Diploma in Computer Science or Information and Communication Technology from a recognized institution.

Duties and Responsibilities

- Performing system performance tuning
- Keeping the network up and running
- Performing database and website administration
- Conducting application analysis
- Conducting routine audits of system and software
- Assists in overseeing systems security
- Documenting systems configuration
- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Allocating mass storage space
- Designing computer systems charts and providing the necessary systems documentation
- Assisting users in systems analysis and design
- Execute and document test plans according to quality management standards and methods

- Preparing systems flow charts of information movements
- Undertaking low level routine maintenance of ICT equipment
- Any other related duties as may be assigned by the Head of Section.

10. Personal Secretary I (5 posts)

Qualifications and Experience

Holders of Certificate of Secondary Education (CSE) and certificate in secretarial studies from a recognized institution. Computer knowledge is essential, with proficiency in Office applications. With three (3) years' work experience.

Duties and Responsibilities

- Typing and printing documents
- Photocopying documents
- Type all general correspondence and non-confidential matters
- Files letters in relevant files
- Receives and directs visitors
- Preparation of charts
- Servicing committee meetings
- Takes proper care of all machines under his/her charge and makes sure they are used for official work only
- Attends telephone calls and takes messages
- Makes sure there are all necessary facilities for proper job performance
- Makes travel arrangements for officers
- Scrutinizes incoming mail and channel them to respective officers
- Provides secretarial services at general staff meetings
- Keeps records of events in the office
- Files and distributes documents to respective officers
- Handles personal and confidential matters
- Any other duties as may be assigned by Superior

11. Planning Officer II (2 Posts)

Qualifications and Experience

Bachelor of a University degree in Economics majoring in Project Planning and Management (1) and Bachelor of Economics majoring in Monitoring and Evaluation. (1),

Duties and Responsibilities

- Reports to Head of Section.
- Assists in carrying out planning activities related to standardization and quality assurance
- Assists in planning, budgeting and monitoring of projects
- Assists in collecting and systematically compiles data on Bureau's activities
- Assists in preparing profiles to bring together available statistics on the activities and resources of each directorate
- Assists in combining and analyzing categories of data as basis of plan formulation
- Any other duties as may be assigned by Head of Section.

12. Accounts Technician II (5 Posts)

Qualifications and Experience

Holders of Diploma or NTA Level VI in Accountancy from recognized institutions

Duties and Responsibilities

- Writing payments vouchers and cheques
- Receiving cash
- Performs banking activities
- Effecting payments
- Performing banking activities
- Maintain Cash Registers
- Filling of payments of vouchers
- Any other related duties as may be assigned by Accountant.

13. Quality Assurance Officer II. (71 posts)

Qualifications and Experience.

Holder of Bsc Degree in; Chemistry (9), Food Science & Technology (2), Molecular Biology & Biotechnology (2), Microbiology with Chemistry (2), Environmental Science (2), Laboratory Science and Technology (3), Textile and Leather Engineering (5), Chemical and Process Engineering (7), Civil Engineering (7), Electrical Engineering (3), Mechanical Engineering (9), Packaging Technology (1), Electronics and Telecommunication Engineering (3), Food and Biochemical Engineering (8), Bsc (General) with statistics (2), Agronomy or Agriculture Science (3), Computer Science (2), Petroleum and gas (1).

Duties and Responsibilities

- Reporting to the Head of Section
- Studies all aspects pertaining to inspection, quality management and certification
- Studies and implements the laboratory safety procedures and regulations
- Carries out analysis of sample as may be assigned by supervisor/trainer
- May be appointed to conduct quality assurance inspections
- Assists industries in all matters related to quality assurance
- Participates in preparation, Implementation, maintenance and review of quality system.
- Carries out verification of suppliers and services
- Carries out corrective and preventive actions
- Assist in safety and serviceability of equipment and apparatus.
- Assist in the preparation, publication and dissemination of information
- Any other duties as may be assigned by Head of Section.

14. Inspector II (20 Posts)

Qualifications and Experience.

Holders of BSc. degree in; Mechanical Engineering (3), Electronics and Telecommunication Engineering (3), Civil Engineering (3), Food Science and Technology (2), Food and Biochemical Engineering (1), Public Health (2), Chemical and Process Engineering (3), Chemistry (1), Textile and Leather Engineering (2).

Duties and Responsibilities

- Study all aspects pertaining to inspection, quality management and certification
- Assist in conducting quality assurance inspections
- Assist industries in all matters related to quality assurance
- Receive, interpret and forward laboratory reports to importers/clients
- Seize and destroy/re-export substandard products
- Authorize release of goods meeting the requirements of the relevant Tanzania approved standards
- Assist in maintaining inspection records/data
- Participate in preparation, implementation, maintenance and review of quality system
- Assist in the preparation, publication and dissemination of information
- Any other related duties as may be assigned by Head of Section

15. Inspection Technician II (30 Posts)

Entry Qualifications

Holders of Diploma or NTA Level VI in; Mechanical Engineering (2), Electrical Engineering (2), Civil Engineering (2), Food and Biochemical Engineering (3), Chemistry (3), General Science (Agriculture, Animal Science, Environmental & Laboratory Science) (3), Maritime Science and related field (4), Refrigeration & Air Conditioning (1), Carpentry and Joinery (1), Automotive Engineering (2), ICT or Computer Science (5), Biomedical Engineering (2) from a recognized institution.

Duties and Responsibilities

- Conduct quality inspections of goods
- Enforce approved standards
- Draw and submit samples for laboratory analysis
- Receive, interpret and forward laboratory reports to importers/clients
- Advise importers/clients on TBS Certification schemes regulations
- Authorize release of goods meeting the requirements of the relevant Tanzania approved standards
- Maintain inspection records/data
- Any other related duties as may be assigned by Head of Section

REMUNERATION

All above vacancies carry an attractive remuneration package in accordance with the qualifications and experience stated in the specific vacant post.

GENERAL CONDITIONS

- I. Interested and qualified candidates are invited to apply by sending their application letters attached with copies of relevant certificates, testimonials and detailed Curriculum Vitae (CV).
- II. The CV must incorporate contact details including telephone numbers, email addresses and three referees with their telephone numbers and addresses.
- III. Form IV and Form VI result slips are strictly not accepted
- IV. Certificates from foreign examination bodies, College or Universities should be verified by NECTA, NACTE or TCU respectively.
- V. Age limit is 35 years for all posts except for Chief Procurement Officer.
- VI. All applicants must be ready to work at any station in Tanzania

- VII. The applications should reach the address below on or before **08.06.2015**
- VIII. Only Shortlisted applicants will be contacted for the interview.
- IX. Applicants who are currently employed in the public service should route their application letters through their respective employers.
- X. The Title and Field applied should be indicated on top of envelop and on the letter heading.
- XI. **HAND DELIVERED IS NOT ALLOWED**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS.

DIRECTOR GENERAL
Tanzania Bureau of Standards
Morogoro/Sam Nujoma Roads, Ubungo
P O Box 9524
Dar es Salaam
Tanzania