



EMPLOYMENT OPPORTUNITIES

The Surface and Marine Transport Regulatory Authority (SUMATRA) is a Government Regulatory Authority established by the SUMATRA Act, CAP 413. SUMATRA's role is to regulate, promote and facilitate availability of efficient, safe, quality and reliable transport services in the Surface and Marine Transport sub-sectors through competitive and fair trade practices.

SUMATRA is an equal opportunity employer and it intends to recruit qualified, competent, dynamic and self-motivated Tanzanians to fill the following vacant positions:

1.0 SENIOR TARIFFS & COMPETITION OFFICER (Head Office, Dar es Salaam)- 1 Post -REF No. 401

Senior Tariffs & Competition Officer reports to Manager, Tariffs & Competition.

1.1 Duties and Responsibilities

- i) To assist in assessing the competitiveness of charges levied in supplying the services and their conduciveness to sector growth and/or affordability to consumers;
- ii) To assist in conducting systematic market studies, assessments and comparison of pricing of marine and surface transport services, nationally and internationally (benchmarking);
- iii) To coordinate the review, analysis, and resolution of complaints and disputes concerning regulated sub sectors as in accordance with respective legislation, regulations and rules;
- iv) To act as liaison Officer of the Authority with the Consumer Consultative Council(CCC) on issues relating to tariff and consumer affairs;
- v) To prepare periodic reports on consumer affairs for Management; and
- vi) To perform other duties as may be assigned by the supervisor from time to time.

1.2 Minimum qualifications and Requirements

- Holder of University Bachelor's degree or Advanced Diploma in Economics, Law, Marketing, Management or its equivalent;
- At least five (5) years of working experience in a reputable institution; and
- Experience in setting tariffs and handling competition matters or related activities in regulatory sector will be an added advantage.

2.0 SENIOR RAILWAY COMPLIANCE OFFICER (Dar es Salaam) - 1 Post -REF No. 402

Senior Railway Compliance Officer reports to Manager, Railway Infrastructure Regulation.

2.1 Duties and Responsibilities

- i) To inspect railway stations, tracks, level crossings, structures, rolling stock and operating practices to determine compliance to approved safety plan and safety regulations;
- ii) To prepare verbal and written recommendations for the correction of hazardous conditions;
- iii) To investigate complaints against alleged unsafe railway practices and conditions;
- iv) To inspect the quality of service and makes improvement recommendations and directives;
- v) To conduct field investigations of railway accidents;
- vi) To carry out sensitization training of railway personnel and the public with a view to enhancing the safety of employees, passengers and the general public;
- vii) To prepare and maintain reports and written correspondence related to the department; and
- viii) To perform any other duties as may be assigned from time to time by the Supervisor.

2.2 Minimum qualifications and Requirements

- Bachelor degree or advanced diploma in Engineering (Civil, Electrical, Mechanical or Electro Mechanical Techniques), or its equivalent.
- Working experience of at least five (5) years in the related field from reputable institution (preferably railway institution).
- Experience in railway infrastructure, rolling stocks or related auto-motives will be an added advantage.

3.0 RAILWAY SAFETY INSPECTOR I (Mbeya, Morogoro, Dodoma, Mwanza & Kigoma) – 5 Posts -REF No. 403

Railway Safety Inspector I reports to the Regional Officer In-Charge.

3.1 Duties and Responsibilities

- i) Assists in inspecting railway stations, tracks, level crossings, structures, rolling stock and operating practices to determine compliance to approved safety plan and safety regulations;
- ii) Prepare draft proposals of written recommendations for the correction of hazardous conditions;
- iii) Assists in investigating complaints against alleged unsafe railway practices and conditions;
- iv) Assists in inspecting the quality of service and makes improvement recommendations and directives;
- v) Participates in field investigations of railway accidents; and
- vi) Carries out sensitization training of railway personnel and the public with a view to enhancing the safety of employees, passengers and the general public;
- vii) Prepares and maintains reports and written correspondence related to the Department; and
- viii) Performs other duties as may be assigned by the supervisor from time to time.

3.2 Minimum qualifications and Requirements

- Holder of University Bachelor's degree or advanced diploma in Engineering (Civil, Electrical, Mechanical or Electro Mechanical Techniques), or its equivalent;
- At least three (3) years of working experience in a reputable institution; and
- Experience in safety inspection on railway infrastructure, rolling stocks or related auto-motives will be an added advantage.

4.0 MARITIME MONITORING OFFICER II (Head Office/MRCC, Mwanza/MRCC) - 2 Posts - REF No. 404

The Maritime Monitoring Officer II will reports to Manager Navigation, Safety, Security and Marine Environment (for Head Office/MRCC)/ Regional Officer In-Charge (for Mwanza/MRCC).

4.1 Duties and Responsibilities

- i) To receive and handle messages through the Global Maritime Distress System (GMDSS) and other equipment at the MRCC;
- ii) To monitor performance of equipment at the MRCC;
- iii) To plot navigational positions on charts;
- iv) To timely report faults in respect of the MRCC equipment;
- v) To keep records of messages received through the MRCC and the action taken;
- vi) To handle messages received through the National LRIT Data Centre and action taken;
- vii) To assist in activities for the coordination of the national of oil pollution preparedness and response;
- viii) To assist in the coordination activities for the national maritime search and rescue (SAR) services;
- ix) To ensure that individual objectives/targets and performance standards are developed as part of the individual performance agreement in consultation with the immediate superior;
- x) To perform any other relevant duties assigned from time to time by the Supervisor.

4.2 Minimum qualifications and Requirements

- University Degree in Computer Science and Information, Telecommunication Engineering or Advanced Diploma in Nautical Science, Maritime Transportation or Master on ships up to 3000 GT (STCW Regulation II/2); and
- At least one year of working experience to the related field.

5.0 ACCOUNTANT II (Iringa, Mara, Shinyanga & Tabora) – 4 Posts – Ref. No. 405

Accountant II reports to the Regional Officer In-Charge (administratively) and to Manager, Finance (functionally).

5.1 Duties and Responsibilities

- i) To prepare annual operating expenditure and revenue budgets;
- ii) To check the correctness of claims and verify payments;

- iii) To ensure that expenditures fall within the budget limits;
- iv) To ensure that revenue collected is properly receipted and banked;
- v) To participate in periodic stock-taking exercise;
- vi) To prepare bank reconciliations for both expenditure and revenue accounts;
- vii) To process monthly payroll and verify payroll results;
- viii) To reconcile trade debtors' accounts;
- ix) To extract and review aged receivables report and recommend recovery measures;
- x) To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior;
- xi) To perform any other duties assigned by the Supervisor.

5.2 Minimum qualifications and Requirements

- Bachelor's Degree in Accounting or Finance, Advanced Diploma in Accounting or Finance from a reputable university/Institute;
- Successful completion of Module C&D of NBAA (Intermediate Stage), NBAA Professional Level II or its equivalent;
- At least one (1) year of working experience in a reputable organization;
- Knowledge and experience in transport and licensing activities and ICT applications including Accounting packages will be an added advantage; and
- Holders of CPA (T) will have additional added advantage.

6.0 ACCOUNTS ASSISTANT (Geita, Katavi, Njombe, Simiyu, Lindi & Mtwara) – 6 Posts – Ref. No. 406

Accounts Assistant reports to the Regional Officer In-Charge (administratively) and to Manager, Finance (functionally).

6.1 Duties and Responsibilities

- i) To receive cash and issue receipts;
- ii) To bank all cash collected intact on the collection day or the following working day;
- iii) To maintain petty cash Imprest;
- iv) To Generate payments and write/print cheques in expenditure accounting system;
- v) To dispatch cheques to banks, staff and suppliers and maintain cheque register;
- vi) To Collect bank statements, bank Pay-in slips and other documents from banks;
- vii) To assist in writing books of account;
- viii) To ensure that all the accounting documents in the section are properly filed;
- ix) To do data entry/capture information in accounting systems;
- x) To prepare billing details from Manifest prints; and
- xi) To perform any other duties as may be assigned by supervisor from time to time.

6.2 Minimum qualifications and Requirements

- Diploma in Accounting / Finance or its equivalent from a reputable Institution;

- Successful completion of Module A&B of NBAA (Foundation Stage), NBAA Professional Level I or its equivalent;
- Knowledge and experience in application of accounting packages will be an added advantage; and
- At least one year of working experience to the related field.

7.0 DRIVER II (Head Office, Geita, Njombe, Katavi, Simiyu) - 5 Posts –REF No. 407

Driver II reports to Administrative Officer (for Head Office Drivers) or Regional Officer In-Charge (for Regional Office Drivers).

7.1 Duties and Responsibilities

- To drive Authority's motor vehicles as assigned by the Supervisor and complies with the state traffic laws;
- To make pre -inspection to the assigned vehicle prior traveling and perform its routine service;
- To keep record in the logbook on motor vehicle services, movements, distance covered, fuel consumption, changing of tyres and batteries;
- To report vehicle mechanical defects discovered and physical damage to the Supervisor as per Authority's Regulations;
- To ensure that the assigned motor vehicle has required documents and equipment like fire extinguisher, toolbox and reflective triangles;
- To deliver documents as per delivery order and the Supervisor's instructions;
- To keep records of documents delivered to customers/stakeholders;
- To perform any other duties as may be assigned by the Supervisor.

7.2 Minimum qualifications and Requirements

- Certificate of Secondary Education Examination (CSEE);
- Driving License - Classes A, B, C, D & E;
- Trade Test Grade III or Advanced Drivers Certificate Grade III from a recognized institution; and
- At least one year of working experience in a reputable public institution.

8.0 CANDIDATES' ATTRIBUTES FOR THE ABOVE VACANT POSITIONS TO BE FILLED:

All Candidates must:

- Demonstrate highest degree of integrity;
- Possess good communication and interpersonal skills;
- Be self-driven and capable of working with minimal supervision;
- Be capable of delivering excellent results while working under pressure with tight schedules and deadlines;
- Possess basic knowledge in Information and Communication Technology (ICT) application, such as; Microsoft Office Word, Excel, Access, Outlook etc.

9.0 TERMS OF EMPLOYMENT

Successful candidates will be employed on Unspecified Period of Contract (Permanent and Pensionable Terms). However, the employment will only be confirmed after completion of six (6) months' probation period with candidate's successful performance.

10.0 REMUNERATION

Attractive remuneration package will be offered to successful candidates.

11.0 MODE OF APPLICATION

Applications should be on **APPLICANTS' HANDWRITING** indicating the **REFERENCE NUMBER (Ref. No.)** of the application, accompanied with **detailed CURRICULUM VITAE (CV) providing NAMES, POSITIONS and detailed CONTACTS OF THREE (3) RELIABLE REFEREES, and copies of relevant CERTIFICATES and TRANSCRIPTS.**

Application **letter** and the **envelope** should bear the **Ref. No.** of the post applied. Application without **Ref. No.** will not be considered.

Applications with **statement/Provisional results or Statements of Results** from the Issuing Authority (e.g. NECTA, University, College) where the Certificates have already been issued will not be considered, thus, need not to apply.

12.0 DEADLINE FOR RECEIVING APPLICATION

Application should be submitted **in envelope** to the address below **not later than Friday, 9th May, 2014 at 1700 Hrs.** Any application received after the due date will not be considered.

Only short listed candidates will be contacted for Interview.

**DIRECTOR GENERAL,
SUMATRA HEAD OFFICE,
MAWASILIANO HOUSE,
ALI HASSAN MWINYI RD/NKOMOMO ST.
P. O. BOX 3093,
DAR ES SALAAM.**

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