

Vacancies (17)

CONSERVATION ASSISTANT II - ACCOUNTS

TANZANIA NATIONAL PARKS

Experience: Fresher Can Apply

No. of Position: 2

Qualification Required:

Diploma in Accountancy

Job Opening date: 18-Oct-2019

Job closing date: 30-Oct-2019

Responsibility:

- Preparing list of outstanding payments;
- Receiving and attending customers at points of sale;
- Receiving payment and issuing receipts to customers;
- Attending/previewing online payment system;
- Registering visitor details and issuing of permit;
- Implementing best practices in areas of work specialization;
- Preparing daily revenue collection, visitors and other related reports;
- Conducting Bank reconciliations
- Preparing journal voucher for the reconciled items;
- Preparing and maintaining books of accounts;
- Maintaining accounts records, registers and files;
- Keeping proper custody of accounting documents and other related materials;
- Presenting account documents to the bank and other institutions; and
- Performing any other duties as assigned by the superior.

CONSERVATION ASSISTANT II - PROCUREMENT

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 6

Qualification Required:

Diploma in Procurement and Supplies

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Assisting in maintaining and updating procurement records
- Receive and record supplier invoices.
- Assisting in preparation of procurements requirements based on requisitions from user departments.
- Preparing and maintaining register of suppliers for each category of items.
- Assisting in reconciling of invoices against procurement requisitions
- Implementing best practices in areas of work specialization;
- Receiving and attending to requisitions;
- Participating in the preparation and implementation of the organization procurement plan;
- Preparing weekly procurement issues summary;
- Preparing and submitting periodic reports timely;
- Preparation of bidding documents;
- Maintain supplier's data base and accurate records of purchasing and pricing;
- Review and analyze vendors price quotation;
- Performing other related duties assigned by a superior.

CONSERVATION ASSISTANT II - RECORDS MANAGEMENT

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Diploma in Records Management

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Managing and maintaining records management software systems;

- Participating in formulation and implementation of organizational guidelines for records–keeping;
 - Advising on proper procedures for records management;
 - Carrying out inventory, classification and indexing of records for easy retrieval;
 - Establishing and implementing records management control tools;
 - Receiving and dispatching both incoming and outgoing correspondence and parcels;
 - Implementing best practices in areas of work specialization;
 - Sending official correspondence for preview and action assignment;
 - Filing documents and ensuring proper distribution files to appropriate officer;
 - Carrying out daily marking and file census;
 - Determining record office requirements;
 - Conducting sorting and decongestion of files;
 - Handling properly confidential and open records;
 - Maintaining office facilities, equipment and materials;
 - Ensuring adherence to records policy, Acts, regulations and manuals;
 - Appraising records and transfer semi active records to records centre;
 - Ensuring cleanliness and proper records office arrangement;
 - Dealing with enquiries and requests for information for both internal and external clients;
- and
- Performing other related duties as assigned by the superior;

CONSERVATION ASSISTANT II - WILDLIFE MANAGEMENT - ECOLOGY
TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Diploma in Forestry Science

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Conducting animal census and bird counting;

- Carrying out early burning and fire suppression;
- Assisting in ecological surveys and species identification;
- Participating in data entry and digital mapping of respective Park;
- Collecting and compiling weather records / statistics;
- Implementing waste management plan;
- Controlling exotic species in the park;
- Participating in ecosystem monitoring;
- Conducting ecological surveys and species identification;
- Collect and store weather and eco-hydrological data;
- Participating in data entry, analysis, and mapping of park resources;
- Carrying out early burning and fire suppression;
- Coordinate and supervise proper waste collection and disposal;
- Controlling exotic species in the park; and
- Protecting and conserving park's natural resources.

CONSERVATION OFFICER II - ACCOUNTANT

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 3

Qualification Required:

Bachelor of Accountancy and Finance, Bachelor of Arts (Finance) Degree, Certified Public Accountant-CPA(T), Bachelor Degree in Accountancy

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Maintaining books of accounts and allied records;
- Ensuring collection of revenue is conducted appropriately;
- Ensuring proper expenditure of organization funds;
- Preparing and maintaining books of accounts including financial management reports;
- Controlling financial accounts including proper recording, banking, credits and claims;
- Ensuring and implementing best practices in areas of work specialization;

- Coordinating the preparations of budgets;
- Preparing bank reconciliation statements;
- Preparing and submit financial statements for auditing;
- Pre-auditing and approving payment vouchers;
- Attending audit queries and liaising with external and internal auditors;
- Preparing draft final accounts;
- Preparing monthly trial balance and bank reconciliation statements;
- Ensuring that statutory payments and all deductions are remitted to respective authorities and properly accounted for;
- Computing taxes, preparing tax returns and ensuring compliance with other tax requirements;
- Preparing and submitting periodic reports timely;
- Monitoring cash flow performance and advising the management accordingly; and
- Performing other related duties assigned by superior.

CONSERVATION OFFICER II - ACCOUNTS

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 14

Qualification Required:

Advanced Diploma in Accountancy, Bachelor of Accountancy and Finance

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Assist in maintaining books of accounts and allied records;
- Preparing monthly trial balance and bank reconciliation statements;
- Verifying debtors and creditors statements of accounts;
- Assist in preparing monthly, quarterly, and annual financial statements;
- Maintaining fixed assets register and preparing schedules of fixed assets for final accounts;
- Implementing best practices in areas of work specialization;
- Supervising and conducting collection of revenue at points of sale;

- Examining and scrutinizing cheque payment vouchers;
- Verifying assets and reconciling the same between general ledger and noncurrent assets register;
- Reviewing periodic reports and providing appropriate input;
- Participating in the preparation of budget;
- Participating in responding to audit queries;
- Supervising daily inspection of revenue collected;
- Conducting reconciliations;
- Maintaining staff imprest records and retirements;
- Preparing monthly payroll;
- Participating in the preparation and submission of final accounts;
- Maintaining payable and receivables register; and
- Performing other related duties assigned by a superior.

CONSERVATION OFFICER II - CORPORATE COMMUNICATION

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 2

Qualification Required:

Bachelor of Arts (Public Adm. & Inter. Relations), Bachelor of Arts in Journalism, Bachelor of Arts in Mass Communication

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Publicizing institution's activities;
- Promoting and maintaining positive image of the organization;
- Gathering and documenting organization events;
- Ensuring and implementing best practices in areas of work specialization;
- Participating in the preparation of media outlet materials;
- Maintaining close working relationship with the media;
- Organizing press conferences;
- Participating in preparation of reports related to crisis management;

- Analyzing media coverage and tracking emerging issues relating to the organization;
- Preparing and submit periodic reports timely;
- Participating in preparation of unit budget;
- Participating in developing and implementation of corporate communication manual and guidelines;
- Coordinating protocol courtesies and reception to executive official visitors;
- Participating in developing and implementing information dissemination strategies and plans;
- Build and maintain strong working relationships with internal and external key stakeholders;
- Participating in preparation of speeches for executives; and
- Performing any other duties related to the field as may be assigned by superior.

CONSERVATION OFFICER II - GEOGRAPHICAL INFORMATION SYSTEMS

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Bachelor of Science in Geoinformatics

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Collecting spatial and attribute data in the national parks;
- Providing technical support, training and orienting staff in GIS technologies;
- Uploading data and performing simple analysis to produce information for management use;
- Ensuring and implementing best practices in areas of work specialization;
- Operating and maintaining GIS, Survey and Mapping equipments and assets
- Participating in verification and marking of Parks' boundary;
- Participating in reviewing parks GMP's;
- Participating in the survey for areas of new park developments;
- Producing maps and plans for management use;

- Applying GIS based monitoring systems and analysis to spatial related data;
- Maintaining GIS spatial and attribute databases needed for the Parks;
- Producing and disseminating geospatial and attribute data in various formats for management use;
- Preparing and submitting periodic reports timely;
- Participating in the preparation of annual budget; and
- Performing other related duties as may be assigned by the superior.

CONSERVATION OFFICER II - HUMAN RESOURCE AND ADMINISTRATION
TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Bachelor of Business Administration, Bachelor Degree in Human Resources Management

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Compiling, updating, analysing and managing HR database;
- Ensuring provision of effective and efficient office communication services;
- Supervising and ensuring effective and efficient records management system;
- Administering staff remuneration system, and preparation of monthly and annual Personnel Emoluments (P.E);
- Advising and dealing with disciplinary matters and industrial relations;
- Participating in development, implementation and review of Human Resources and Administration manual;
- Ensuring and implementing best practices in areas of work specialization;
- Organizing induction and orientation of newly recruited staff;
- Managing staff enrolment to social security funds and processing of staff terminal benefits;
- Providing appropriate interpretation and implementation of Acts, Regulations, TANAPA General Orders (TANAPA Standard Operating Procedures), Government Circulars and Procedures;
- Participating in development and implementation of human resources and administrative

policies and procedures;

- Participating in conducting Human Resources Planning and advice on the deployment of the human resources;
- Preparing and processing information on recruitment, confirmation and promotion of staff;
- Participate in conducting Human Resources Audit and Training Needs Assessment;
- Identifying and managing staff talent;
- Assisting in identifying and implementing monetary and non-monetary motivation schemes;
- Participating in preparation and implementation of succession plan;
- Ensuring staff performance management process is effectively conducted;
- Promoting conducive living, office working environment and administering staff welfare, health and wellness programs;
- Managing of transport services, fleet and estate;
- Maintaining and complying with health and safety standards at work place;
- Managing library, office facilities and equipment;
- Supervising receipt and issuing of goods in the store;
- Participating in responding to internal and external audit quires;
- Implementing stock taking programs, verifications and liaising with stock verifiers;
- Preparing and submitting periodic reports timely;
- Preparing logistics for meetings and conferences; and
- Performing any other related duties as assigned by the superior.

CONSERVATION OFFICER II - PROCUREMENT AND SUPPLIES

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 9

Qualification Required:

Certified Procurement and Supplies Professional

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Preparing tender advertisement documents;
- Issuing approved tendering and contract documents;

- Communicating with user Departments on procurement needs/plan;
- Collecting and maintaining market price data base on various products;
- Verifying procurement payment vouchers;
- Preparing and review of bidding documents oversee evaluation of tender documents;
- Procurement of goods and services as per provided specifications by users and supervising receipts;
- Maintaining a Register of all contract awarded;
- Ensuring and implementing best practices in areas of work specialization;
- Clearing and forwarding of goods;
- Participating in the preparation and implementation of the Organizations procurement plan.
- Ensuring that contracts comply with bench marking, quality assurance, service levels and the Organisation internal policies.
- Developing and encourage alternative procurement and partnership arrangements that aims for best value service delivery.
- Analysing information and provide recommendations regarding the awarding of tenders and contracts.
- Preparing and submit monthly reports timely;
- Managing archive records of the procurement and disposal process;
- Performing other related duties assigned by a superior.

CONSERVATION OFFICER II - WILDLIFE MANAGEMENT - LAW ENFORCEMENT
TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 3

Qualification Required:

Bachelor Degree in Wildlife Management, Bachelor Degree in Zoology and Wildlife Ecology

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Organizing and participating in anti-poaching patrols and security of park resources;
- Investigating, prosecuting and presenting evidence before the courts of law for issues pertaining to poaching or banditry;

- Participating in managing park boundary;
- Managing trophies and armory as per stipulated guidelines;
- Carrying out intervention operations to contain problem animal incidences;
- Managing radio communication and communication equipment within the park;
- Foreseeing, identifying and solving work challenges and ensure a fair working environment is maintained;
- Inspecting sentry points and other park properties;
- Participating in development and implementation of effective security plans for park resources and facilities;
- Participating in human wildlife conflicts resolution.

CONSERVATION OFFICER II - WILDLIFE MANAGEMENT - TOURISM

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Bachelor of Science in Wildlife Science and Conservation, Bachelor Degree in Wildlife Management, Bachelor Degree in Zoology and Wildlife Ecology, Bachelor Degree in Conservation Science

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Guiding and providing interpretation to park visitors;
- Participating in preparing and disseminating tourism promotional materials;
- Participating in tourism promotion activities;
- Ensuring that visitors comply to the park rules and regulations;
- Conducting research and surveys on tourism products and advising the park management accordingly;
- Promoting tourism services and products in media, social media and prints;
- Ensuring proper upkeep and maintenance of tourism facilities and infrastructures;
- Responding promptly to visitor complaints and enquiries;
- Participating in identification and development of new tourism facilities, products and

services;

- Participating in coordinating educational visits to the park;
- Ensuring airstrip runway and taxiway mark are visible and free from animals;
- Supervising general operations of the park- airstrip in line with the required standards;
- Ensuring that aircraft movements and related information is recorded and timely submitted;
- Conducting feasibility studies on new tourism products and activities; and
- Conducting patrols and surprise check for revenue control.

CONSERVATION RANGER III - ACCOUNTS

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 5

Qualification Required:

Certificate of Secondary Education., Certificate with Accounts Technician Certificate (ATEC I),
Certificate of Accounting

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Preparing and disbursing cheque;
- Preparing payment vouchers;
- Maintaining petty cash;
- Maintaining cheque register;
- Receiving and attending customers at points of sale;
- Receiving payments and issuing receipts to customers;
- Posting entries in the accounting system;
- Attending /Reviewing online payment system;
- Implementing best practices in areas of work specialization;
- Registering visitors' details and issuing of permit;
- Preparing daily reports on revenue collection, visitors and other related reports;
- Conducting reconciliations;
- Preparing journal voucher for the reconciled items;

- Writing and maintaining books of accounts;
- Maintaining accounts record, register and files;
- Ensuring proper custody of accounting documents and other related materials; and
- Performing any other duties as assigned by the superior.

CONSERVATION RANGER III - ARTISAN

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 3

Qualification Required:

Ordinary Secondary Education, Trade Test Grade III or Relevant CBET Level in Motor Vehicle Mechanics, Auto mobiles or Electric Installation

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Identifying materials/spares parts required for the work to be done according to one's field of specialization;
- Performing preventive and routine maintenance to motor vehicles, machine and boats, water pipes systems, civil structure, wooden structures, domestic electric systems depending one's fields of specialization;
- Performing major maintenance and minor repair;
- Inspecting and repairing motor vehicles wiring and lighting systems
- Assisting Technicians in day to day activities;
- Adhering to safety standards in work environment
- Ensuring proper up keep of work environment
- Performing panel beating and general car body works,
- Preparing timely periodic work reports;
- Inspecting, designing, assembling and installing sanitary and water pipes systems;
- Constructing, plastering, altering and demolishing buildings, bridges or other civil works;
- Designing and performing wood works
- Inspecting, installing, and servicing domestic electric wiring;

- Implementing best practices in areas of work specialization; and
- Performing any other related duties as assigned by superior.

CONSERVATION RANGER III - RECORDS MANAGEMENT

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 1

Qualification Required:

Certificate in Records Management, Ordinary Secondary Education

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Carrying out inventory, classification and indexing of records to facilitate easy retrieval;
- Establishing records management control tools;
- Receiving and opening incoming correspondence;
- Dispatching, registering and recording incoming and outgoing mails and parcels;
- Sending official correspondence for preview and action assignment;
- Filing and distributing files to appropriate officer;
- Carrying out daily marking and file census;
- Preparing records statistical data as required;
- Identifying record office requirements;
- Conducting sorting and decongestion of files;
- Handling properly confidential and open records;
- Maintaining office facilities, equipment and materials;
- Implementing best practices in areas of work specialization;
- Ensuring adherence to records policy, Acts, regulations and manuals;
- Appraising records and transfer semi active records to records centre;
- Operating software of records management systems;
- Ensuring cleanliness and proper records office arrangement;
- Dealing with enquiries and requests for information for both internal and external customers; and

- Performing other related duties as assigned by the superior.

CONSERVATION RANGER III - SUPPLIES

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 5

Qualification Required:

Certificate of Secondary Education.

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Maintaining stores Ledger;
- Maintaining updated stock record and bin cards;
- Participating in receiving and issuing goods;
- Ensuring safety and proper upkeep of stores;
- Receiving of procurement requisition;
- Implementing best practices in areas of work specialization;
- Maintaining procurement records;
- Making follow up of order; and
- Performing other related duties assigned by a superior.

CONSERVATION RANGER III - WILDLIFE MANAGEMENT - TOURISM

TANZANIA NATIONAL PARKS

Experience : Fresher Can Apply

No. of Position : 3

Qualification Required:

Certificate of Initial Marine Engineering, Ordinary Secondary Education

Job Opening date : 18-Oct-2019

Job closing date : 30-Oct-2019

Responsibility:

- Receiving and attending visitors';

- Guiding tourists/visitors on mountain trekking, walking safari and game viewing activities;
- Collecting visitor statistics;
- Preparing daily visitors report;
- Conducting park interpretation to visitors, including school groups and other organised groups;
- Ensuring that visitors/tourists follow park rules and regulations during their stay in the park;
- Conducting chimp habituation and tracking;
- Advising visitors on safety issues;
- Participating in the daily cleaning of the Park.