

TANZANIA PETROLEUM DEVELOPMENT CORPORATION



Tanzania Petroleum Development Corporation is the National Oil Corporation dealing with oil and gas exploration, development and production established by the TPDC Establishment Order of 1969. The Corporation is based in Dar es Salaam. The Corporation has open vacancies for professional Tanzanians in the following disciplines:-

POSITION 1: ESTATES OFFICER II (1 Post)

1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Identify areas for repair and supervises the repair work for Corporation's Offices.
- Prepare reports on detection of defects on Office furniture and fittings.
- Coding of Corporations office assets.
- Ensure that movement of Corporations office furniture and equipment are properly documented and physically traceable.
- Ensure that Corporation fixed assets are properly maintained.
- In collaboration with other Directorates make follow-up on construction of Corporation's buildings.
- Undertake any other duties as may be assigned by superiors.

2.0 DESIRED PROFESSIONAL QUALIFICATIONS

Holder of a Bachelor Degree in Land Management/Estate management or related field from a recognized institution. Relevant experience will be an added advantage.

3.0 SALARY SCALE: TPDC PS 5

4.0 AGE LIMIT: Not above 35 years

5.0 REPORTS TO: Administration Manager

POSITION 2: PRINCIPAL LEGAL OFFICER II (1 Post)

1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Review and develop the Corporation's legal documents, regulations and policies.
- Safeguard legal interests of the Corporation by ensuring that the Corporation's activities are backed by law.
- Represent the Corporation in courts of law and tribunals.
- Prepare and keep record of all meetings with Oil and Gas companies.
- Prepare contracts and other legal documents involving the Corporation.
- Liaise with legal institutions, particularly Courts, Attorney General's Chambers in the interpretation of the law.
- Formulate, arrange, review all Corporation's insurance, pension schemes and other retirement benefits.
- Performs any other related duties as assigned by supervisor.

2.0 DESIRED PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

Holder of a LLM degree or other related qualification from a recognized Institution with a minimum of 12 years working experience in the legal profession from a reputable organization of which 5 years must be at senior level and must be a registered Advocate of the High Court of Tanzania. Possession of a full Certificate Institute of Chartered Secretaries and Administrators (ICSA) from a recognized Institution will be an added advantage.

3.0 SALARY SCALE: TPDC PS 9

4.0 AGE LIMIT: Not above 45 years

5.0 REPORTS TO: Director of Corporate Legal Services

**POSITION 3: PRINCIPAL PROCUREMENT OFFICER II (1
Post)**

1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plan, design review and implement operating systems and procedures pertaining to procurement functions.
- Review and update operating procurement systems and procedures.
- Identify economical source of supply and participates in negotiations of supply contracts/agreements.
- Carry out functions of supplies of goods and provisions of services;
- Carry out quotations analysis and evaluation;
- Prepare annual procurement plans;
- Provide inputs in Tender evaluation;
- Review and update operating procurement systems and procedures.
- Conduct staff performance reviews.
- Supervise procurement of materials according to the procurement plan and budget;
- Perform any other related duties as may be assigned by superiors.

**2.0 DESIRED PROFESSIONAL QUALIFICATIONS AND
EXPERIENCE**

Holder of a Master Degree in Procurement and Supplies Management or related field from a recognized institution with a professional qualification in procurement and supplies management(CPSP) registered by PSPTB as authorized Procurement Officer with at least 12 years working experience in relevant field 5 of which must be at a senior level.

3.0 SALARY SCALE: TPDC PS 9

4.0 AGE LIMIT: Not above 45 years

5.0 REPORTS TO: Manager Procurement

POSITION 4: PRINCIPAL DRAUGHTSMAN/CARTOGRAPHER (1 Post)

1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plan and budgets work program for the Cartographic section
- Set map production and reproduction standards
- Reviews all printed, copied maps and data;
- Review and recommends data and maps for dispatch
- Review design, develop and distribute digital and conventional maps, charts, spreadsheets and diagram
- Review file and retrieve deeds, surveys, maps, records, and similar items from files and microfilm/microfiche.
- Recommend orders for requested maps
- Review designed maps graphics, illustrations and lay-outs
- Liaise with other organisation's surveyors and designers to affirm evaluated mapable properties
- Supervise subordinates
- Undertake any other related duties as may be assigned by Superiors

2.0 DESIRED PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma in cartography/surveying or related field from a recognized institution with at least 9 years working experience in relevant field from a reputable organisation

3.0 SALARY SCALE: TPDC GS 7

4.0 AGE LIMIT: Not above 45 years.

5.0 REPORTS TO: Production Manager

POSITION 5: OFFICE MANAGEMENT SECRETARY (2 POSTS)

1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plan secretarial duties.
- Assess and recommends typing and secretarial stationery and other office supplies.
- Contact and reports on expenditure pattern for secretarial stationery and office supplies.
- Make travel arrangements for the boss
- File minutes, correspondences and maintains safe custody of files and other documents.
- Attend meetings as may be requested and takes notes on agreed resolutions and transcribes the same by typing.
- Liaise with the Officer responsible for safari arrangements, hotel bookings and reservations, makes preparations for imprest, and other formalities as directed by his / her boss.
- Draft letters and other correspondences of routine nature as directed.
- Relay verbal messages and instructions from immediate boss to subordinates.
- Handle delicate issues requiring confidentiality /secrecy / top secrecy
- Perform any other related duties as may be assigned by supervisors.

2.0 DESIRED QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Secretarial duties from a recognized institution and working experience in relevant field with at least 6 years from a reputable organization. Must have passed typing stage three with 100 w.p.m. and shorthand speed of 100 w.p.m. Must have computer skills in Word Processing, spreadsheet.

3.0 SALARY SCALE: TPDC GS 6

4.0 AGE LIMIT: Not above 45 years.

5.0 REPORTS TO: Administration Manager

MODE OF APPLICATION

- Interested and suitable candidates should ensure that their applications along with their curriculum vitae indicating current telephone contacts are received by 01/06/15.
- Photocopies of relevant certificate and one recent passport size should be attached with the hand written application letter
- Foreign University certificates should be certified by TCU
- Each applicant should indicate names of two referees
- Applications without relevant documents will not be considered
- All applications should be send through Postal Office, hand delivery application(s) **will not be accepted**.
- Only shortlisted candidates will be contacted.
- For more details you can visit our website;www.tpdz-tz.com

Apply to:-

MANAGING DIRECTOR,
TANZANIA PETROLEUM DEVELOPMENT CORPORATION,
BENJAMIN MKAPA TOWER A, AZIKIWE/JAMHURI STREET,
P O BOX 2774,
DAR ES SALAAM.