THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/E/29 **6th January, 2014**

VACANCIES ANNOUNCEMENT

On behalf of the, National Museum of Tanzania, Public Procurement Regulatory Authority (PPRA), Tanzania Meat Board (TMB), Institute of Social Work (ISW), Tanzania Tourist Board [TTB], Tanzania Airports Authority (TAA) and Tanzania Tree Seed Agency (TTSA), the Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 75 vacant posts in the above public institutions.**

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
iii. Applicants should apply on the strength of the information given in this advertisement.
iv. **The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.**
v. 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
- One recent passport size picture and birth certificate.

vi. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**

vii. **Testimonials, Partial transcripts and results slips will not be accepted.**

viii. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action**

ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.

x. **Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November, 2010.**

xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.

xii. Applicants should indicate three reputable referees with their reliable contacts.

xiii. **Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA)**

xiv. **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU)**

xv. **Dead line for application is 19th January, 2014 at 3:30 p.m**

xvi. Applicants with special needs/case (disability) are supposed to indicate

xvii. Women are highly encouraged to apply

xviii. Only short listed candidates will be informed on a date for interview

xix. Application letters should be written in Swahili or English

xx. **APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:**

Secretary
Public Service Recruitment Secretariat,
P. O. Box 63100
DAR ES SALAAM.

OR

Katibu
Sekretarieti ya Ajira katika Utumishi wa Umma
S. L. P 63100,
DAR ES SALAAM.

1.0 NATIONAL MUSEUM OF TANZANIA

The National Museum of Tanzania is a consortium of five Tanzanian museums whose purpose is to preserve and show exhibits about the history and natural environment of Tanzania. The consortium developed from the National Museum of Dar es Salaam, established in 1934 by Tanganyika governor Harold Mac Michael. Four more museums later joined the consortium, namely the Village Museum in Dar es Salaam, the National History Museum and the Arusha Declaration Museum in Arusha, and the Mwalimu Julius K. Nyerere Memorial Museum in Butiama.

1.1 DIRECTOR OF MUSEUM

1.1.1 LOCATION: MUSEUM AND HOUSE OF CULTURE – DAR-ES-SALAAM

1.1.2 REPORT LINE: DIRECTOR GENERAL OF NATIONAL MUSEUM OF TANZANIA

1.1.3 DUTIES AND RESPONSIBILITIES

- Chief Advisor to the Director General on all matters pertaining to Scientific and technical activities of the Museum
- Responsible for preparing and submission of monthly, quarterly and annual reports of the Museum
- Promote a high level morale and discipline among staff under him/her
- Participate fully in the preparation of annual plans and budgets and organization especially those affecting his /her museum
- To carry research and publish in his/her field of specialization

1.1.4 QUALIFICATIONS AND EXPERIENCE

- Masters or PhD degree in his field of specialty with a Diploma or Certificate in Museum Techniques/Heritage Management .
- Must have served at least 8 years of which 5 years in Managerial level.
- Gained International recognition in research relating to his/her field of specialization with at least 4 scientific publications.

1.1.5 AGE: Not more than 40 years

1.1.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale

PRSS/13

2.0 THE PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

The Public Procurement Regulatory Authority (PPRA) is a regulatory body established under the Public Procurement Act No. 21 of 2004. The Authority is charged with regulatory functions and vested with oversight powers and responsibilities on all public procurement activities of all public bodies in the mainland Tanzania. Objectives of PPRA is to ensure the application of fair, competitive, transparent, non discriminatory and value for money procurement standards and practices, harmonize the procurement systems in Tanzania between the local and central governments, set standards for the public procurement systems in Tanzania, monitor compliance of procuring entities and build procurement capacity in the country.

PPRA is hereby inviting applications from qualified and experienced Tanzanians to fill in the vacant positions described below:-

2.1 MANAGER, INVESTIGATION AND ANTI - CORRUPTION – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- Supervise all staff in the Investigation and Anti-Corruption Section;
- Coordinate and participate in investigating allegations, complaints, and reported cases of suspected breaches in the application of PPA and recommend appropriate actions;
- Provide advice on corruption related matters in public procurement on the basis of existing policies, laws, regulations and, national and international experiences and best practices;
- Ensure the system for monitoring and evaluating fraudulent and corrupt practices in public procurement is established;
- Ensure and coordinate collaborations with key stakeholders involved in the prevention, detection, reporting, investigation and prosecution of corruption in public procurement;
- Coordinate the preparation and dissemination of public awareness programs on corruption challenges in public procurement;
- Monitor and report periodically the extent of corruption in public procurement and advise on the desirable improvement measures;
- Ensure guidelines and operational manuals for the section's operations are prepared;

- Coordinate the preparation of action plans and budgets for the section in line with the Authority's strategic plan;
- Monitor activities of the section and prepare periodic reports on the implementation of the action plans;
- Carry out periodic performance appraisal for staff under your supervision and submit reports to the Director of Monitoring and Compliance Division; and
- Carry out any other duty as may be assigned by the Director of Monitoring and Compliance Division.

2.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; plus
- Master's Degree in similar fields from any recognized higher learning institution;
- Be registered by appropriate professional body for all candidates with professional bodies; and
- ICT application skills.
- Minimum of five years working experience in managerial and leadership position in a reputable institution out of which three years should be in procurement related activities; and
- Experience in investigating corruption or fraud in procurement related activities will be an added advantage.

2.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 10**

2.1.4 TERMS OF EMPLOYMENT:

- Three (3) years contract, renewable subject to satisfactory performance and conduct.

2.2 MANAGER, ZONAL SERVICES – 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- Supervise all staff in the Zonal services Section;
- Coordinate preparation of action plans and budgets for the zonal offices in line with the Authority's strategic plan;
- Coordinate and monitor activities of the zonal offices and prepare periodic reports on the implementation of their action plans;
- Ensure full and correct application of the PPA and its regulations by causing to be carried out periodic inspections of records and proceedings of procurement in procuring entities;

- Ensure that contracts are awarded impartially and on merit and the circumstance in which each contract is awarded or as the case may be, terminated, do not involve impropriety or irregularity;
- Ensure the implementation of awarded contracts conforms to the terms thereof;
- Ensure a system of supporting, checking and monitoring procurement activities of procuring entities, is implemented at all levels of procurement in these entities;
- Ensure a system of monitoring and evaluating corruption in public procurement is implemented in all procuring entities under zonal offices;
- Ensure guidelines and operational manuals for the section's operations are prepared;
- Carry out periodic performance appraisal for staff under your supervision and submit reports to the Director of Monitoring and Compliance Division;
- Coordinate and participate in procurement audits, investigations, trainings and assessment of the country procurement system, as the case may be; and
- Carry out any other duty as may be assigned by the Director of Monitoring and Compliance.

2.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; plus
- Master's Degree in similar fields from any recognized higher learning institution;
- Be registered by appropriate professional body for all candidates with professional bodies; and
- ICT application skills.
- Minimum of five years working experience in managerial and leadership position in a reputable institution out of which three years should be in procurement related activities.

2.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 10**

2.2.4 TERMS OF EMPLOYMENT:

- Three (3) years contract, renewable subject to satisfactory performance and conduct.

2.3 MANAGER, PLANNING AND COORDINATION – 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- Coordinate, prepare and review the short, medium and long term development plans including Medium Term Strategic Plan (MTSP) , and Annual Plans of the Authority;
- Coordinate preparation of Monitoring and Evaluation plans of the Authority's MTSP;
- Coordinate preparation of Project Proposals for soliciting Donor Funds;
- Coordinate preparation of Project Monitoring Plans (PMP) of all approved projects;
- Prepare Budget Guidelines for Preparation of Annual Budgets each year for use by the Budget Committee of the Authority;
- Coordinate preparation of Annual Budgets and Action Plans for submission to management and thereafter to the Board and the Ministry of Finance;
- Monitor implementation of Annual plans and MTSP of the Authority and prepare requests for Budget Reviews when required;
- Liaising with Ministry of Finance on strategic planning , Votes and budgeting matters;
- Develop Business Plans of the Authority for resources mobilization;
- Market approved Business Plans of the Authority to potential Investors;
- Prepare Authority's baseline, monitoring and evaluation reports as required in the MEP and PMP for submission to Ministry of Finance, PFMRP and other Development Partners
- Prepare Quarterly , Semi- Annual and Annual progress reports for submission to the Audit Committee of the Board;
- Prepare any ad-hoc reports required by internal and external stakeholders of the Authority; and
- Carry out any other duties as may be assigned by the Director of Corporate Services.

2.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Economics, Planning or related field; plus
- Master's Degree in similar fields from any recognized higher learning institution;
- ICT application skills; and
- Knowledge of any statistical package.
- Minimum of five years working experience in managerial and leadership position in a reputable institution out of which three years should be in planning activities.

2.3.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 10**

2.3.4 TERMS OF EMPLOYMENT:

Three (3) years contract, renewable subject to satisfactory performance and conduct.

2.4 MANAGER, PUBLIC RELATIONS – 1 POST

2.4.1 DUTIES AND RESPONSIBILITIES

- Plan, develop and implement media programmes and campaigns designed to keep the public informed about public procurement issues and the Authority's activities in general;
- Maintain favorable public image of the Authority;
- Establish research methodologies for data gathering to measure public opinion and determine whether public expectations are met;
- Carry out communication research and analysis and provide quality advice to the Authority;
- Design, write and edit public information/ communication materials for public awareness;
- Coordinate activities of Tanzania Procurement Journal including supervision of materials collection for publication, editing and follow-up printing process to the printer;
- Plan, organize and implement activities that are intended to promote the Authority's products;
- Write news releases, brief the media, deal with the press inquiries and organize press events;
- To coordinate preparation of sectional budget and monitor and report expenditures thereof;
- Monitor sectional activities and coordinate preparation of the quarterly and annual progress report of the section;
- Carry out performance appraisal of staff of the section and report to the same to the Director;
- Ensure preparation and implementation of operational manuals of the section; and
- Perform any other duties as may be assigned by the Director of Legal and Public Affairs.

2.4.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Journalism, Mass Communication, Marketing, Marketing and Advertisement or Social Sciences with Communication or International Relations; plus
- Master's Degree in Mass Communication, Communication Science or similar fields from any recognized higher learning institution;
- ICT application skills; and
- Research skills, general knowledge in procurement issues and Desktop Publishing Software will be an added advantage.
- Minimum of five years working experience in managerial and leadership position in a reputable institution out of which three years should be in Public Relations/Promotional or Marketing activities.

2.4.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 10**

2.4.4 TERMS OF EMPLOYMENT:

- Three (3) years contract, renewable subject to satisfactory performance and conduct.

2.5 MANAGER, LEGAL AND SECRETARIAT AFFAIRS – 1 POST

2.5.1 DUTIES AND RESPONSIBILITIES

- Render legal advice on procurement related matters and on any matter of the Authority's functions;
- Liaise with the parent Ministry and the Attorney General's Chambers on legal matters of the Authority, where necessary;
- Review proposed changes on the authorized standard procurement documents, guidelines, procedural forms and any other attendant documents as submitted by the Division of Capacity Building and Advisory Services;
- Coordinate with the Assets Management Department and Technical Audit Unit in review of submitted applications for retrospective applications;
- Review the Public Procurement Act, Cap 410 and its Regulations and propose amendments where necessary;
- Keep a register of procurement complaints and applications for retrospective approval;
- Review, where necessary, other laws which are in conflict with the Public Procurement Act, Cap 410 with a view to harmonize them;
- To draft and vet all legal documents of the Authority;
- Deal with all legal routine correspondences from within and outside the Authority;
- Participate in negotiations with outside parties;
- Prepare Divisional papers for submission to the Board and management;
- Coordinate preparation of sectional budget and monitor and report expenditures thereof;
- Monitor sectional activities and coordinate preparation of the quarterly and annual progress report of the section;
- Carry out performance appraisal of staff of the section and report to the same to the Director;
- Ensure preparation and implementation of operational manuals of the section; and
- Perform other duties as may be assigned by the Director of Legal and Public Affairs.

2.5.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws and must have attended an internship or externship program or the Law School of Tanzania; plus;

- Master's Degree in Laws (LLM), Business Administration with specialization in Procurement or Master's of Science in Procurement or similar fields from any recognized higher learning institution;
- Be registered Advocate of the High Court; and
- ICT application skills.
- Minimum of five years working experience in managerial and leadership position in a reputable institution out of which three years should be State Attorney/Legal Officer in a reputable institution; and
- General knowledge on secretariat and mass communications issues will be an added advantage.

2.5.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 10**

2.5.4 TERMS OF EMPLOYMENT:

- Three (3) years contract, renewable subject to satisfactory performance and conduct.

2.6 ASSISTANT ZONAL MANAGERS – 4 POSTS

2.6.1 WORK STATION: COAST, ARUSHA , MWANZA AND DODOMA ZONAL OFFICES

2.6.2 DUTIES AND RESPONSIBILITIES

- Supervise staff in the Zonal Office;
- Coordinate the preparation of action plans and budgets for the zonal office in line with the Authority's strategic plan;
- Monitor activities of the section and prepare periodic reports on the implementation of the action plans;
- Ensure full and correct application of the PPA and its regulations by causing to be carried out periodic inspections of records and proceedings of procuring entities;
- Ensure that contracts are awarded impartially and on merit and the circumstance in which each contract is awarded or as the case may be, terminated, do not involve impropriety or irregularity;
- Ensure the implementation of awarded contracts conforms to the terms thereof;
- Monitor the implementation of a system of supporting, checking and monitoring procurement activities of procuring entities within the respective zone;
- Advise procuring entities on the correct application of the PPA and its regulations;
- Monitor the extent of corruption in procuring entities within the respective zone and advise appropriate measures to be taken;
- Coordinate and participate in procurement audits, investigations, trainings and assessment of the country procurement system, as the case may be;

- Carry out periodic performance appraisal for staff under your supervision and submit reports to the Manager of zonal services; and
- Carry out any other duty as may be assigned by the Manager of Zonal Services.

2.6.3 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; plus
- Master's Degree in similar fields from any recognized higher learning institution; and
- Be registered by appropriate professional body for all candidates with professional bodies; and
- ICT application skills.
- Minimum of four years working experience in procurement related activities in a reputable institution out of which two years in managerial and leadership position.

2.6.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 9**

2.6.5 TERMS OF EMPLOYMENT:

- Pensionable

2.7 PRINCIPAL PROCUREMENT OFFICER II – 3 POSTS

2.7.1 DUTIES AND RESPONSIBILITIES

- Prepare terms of reference for the consultants for carrying out procurement audits and investigations and supervise their performance;
- Coordinate and carryout procurement audits in PEs to ensure the application of fair, competitive, transparent non-discriminatory and value for money procurement standards and practices;
- Coordinate and carryout investigations on allegations, complaints, and reported cases of suspected breaches in the application of PPA;
- Review contracts and contracts implementation reports submitted by PEs and recommend appropriate measures where necessary;
- Follow up implementation of audit recommendations or Board Directives; and
- To review procurement audit reports and investigation reports submitted by auditors and provide comments for improvements;
- Analyze the procurement audit reports and other collected procurement information and advice on the performance of the public procurement system including capacity building interventions;
- Prepare guidelines in respect of procurement audits and investigations;

- Assess the compliance of PEs in the application of PPA, Regulations and Guidelines issued by the Authority and recommend improvement measures;
- Assess the performance of consultants (auditors and investigators) and recommend appropriate measures to address any weaknesses (If any);
- Advise on policies pertaining to procurement; and
- Perform any other duties assigned from time to time by the supervisor.

2.7.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; plus
- Master's in similar fields from any recognized higher learning institution;
- Be registered by appropriate professional body for all candidates with professional bodies; and
- ICT application skills.
- Should have a minimum of four years relevant working experience in a similar position in a reputable institution.

2.7.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.7.4 TERMS OF EMPLOYMENT:

- Pensionable

2.8 PRINCIPAL INTERNAL AUDITOR II – 1 POST

2.8.1 DUTIES AND RESPONSIBILITIES

- Ensure that financial procedures throughout Authority's departments comply with applicable standards and that the limits of authority on all matters involving finance are adhered to;
- Develop performance standards including development of comprehensive internal audit operational manual;
- Maintain a check on the accuracy of accounting records throughout the Authority and on the observance of standard practices and procedures;
- Achieve Authority's objectives by carrying out both regular and random investigations on departmental records;
- Evaluate internal controls to ensure that accounting systems provide adequate, timely and accurate information;
- Recommend on controls sufficient to protect Authority's assets against loss through negligence, dishonest, malpractice or otherwise;
- Assess risk management practices within the organization;
- Organize and supervise staff executing audit programmes as well as reviewing operating procedures and control; and
- Perform any other duties as assigned from time to time by the supervisor.

2.8.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Accountancy, Finance, Commerce or Business Administration with proven specialization in Accountancy or Finance; plus
- Master's degree in similar fields from any recognized higher learning institution;
- Possess CPA (T), ACCA or equivalent qualifications; and
- ICT application skills; together with
- Knowledge of Accounting Package.
- Should have a minimum of four years relevant working experience in a similar position in a reputable institution.

2.8.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.8.4 TERMS OF EMPLOYMENT:

- Pensionable

2.9 PRINCIPAL SYSTEM ANALYST II – 1 POST

2.9.1 DUTIES AND RESPONSIBILITIES

- Plan and coordinate user requirement and systems analysis functions for the organization;
- Develop and implement information systems for the organization; to meet organization requirement and proven standards;
- Ensure optimal performance of all software and information systems of the organization;
- Plan and coordinate regular maintenance, reviews and updates of software to meet optimal and proven standards;
- Plan and coordinate review of systems to identify risks and mitigate all security vulnerabilities in software and information systems of the organization, in line with IT policies;
- Prepare documentation for all information systems of the organization and ensure business continuity aspects are met;
- Monitor performance of systems and application software and recommend improvement measures;
- Plan coordinate training on Information systems of the Authority;
- Evaluates operational performance of systems and prepare reports;
- Advise Management on IT issues namely procedures, methods, approaches, plans and budgets; and
- Perform any other duties assigned from time to time by the supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma either in Computer Science, Information Systems or Computer Engineering; plus
- Master's in similar fields from any recognized higher learning institution.
- Should have a minimum of four years relevant working experience in a similar position in a reputable institution.

2.9.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.9.4 TERMS OF EMPLOYMENT:

- Pensionable

2.10 PRINCIPAL SYSTEM ADMINISTRATOR II – 1 POST

2.10.1 DUTIES AND RESPONSIBILITIES

- Plan and coordinate installation and testing of software and hardware of the Authority;
- Plan, design and implement networks (LAN and WAN) and associated services for the organization;
- Ensure timely resolution of all problems related to software, hardware, networks and associated services to ensure optimal functionalities, availability and reliability;
- Plan and implement security policies for systems software, hardware, networks and associated services;
- Maintain, monitor and analyze performance of system software, hardware and networks to ensure optimal functionalities, availability and reliability;
- Ensure regular back up of system files, data files and user files is implemented;
- Ensure proper documentation of systems methods, standards and procedures;
- Enforce approved IT security policies and Business Continuity Management Policy;
- Analyze information systems for the organization and prepare status report and recommendation for improvements;
- Ensures the development, maintenance and support of computer networks and personal computing infrastructure; and
- Perform any other duties assigned from time to time by the supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree either in Computer Science, Information Systems, Telecommunications, Computer Engineering or Electronics; plus
- Master's in similar fields from any recognized higher learning institution.
- Should have a minimum of four years relevant working experience in a similar position in reputable institution.

2.10.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.10.4 TERMS OF EMPLOYMENT:

- Pensionable

2.11 PRINCIPAL ACCOUNTANT II – 1 POST

2.11.1 DUTIES AND RESPONSIBILITIES

- Interpret financial regulations and Accounting Procedures of the Authority;
- Conduct internal training and couching of the accounts staff under his supervision;
- Assist in the implementation of Authority's resolution and Auditor's recommendations on financial matters;
- Initiate and recommend review accounting policies, regulations and procedures;
- Prepare Statutory Financial Statements and supporting details on all Schedules provided in the Financial Statements;
- Supervise implementation of accounting functions by ensuring collection, classification, recording and reconciliation of accounting data are done accurately and timely as prescribed in Accounting manual;
- Provide the Chief Accountant financial and information whenever required;
- Perform any other duties assigned from time to time by the supervisor.

2.11.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Accountancy, Finance, Commerce or Business Administration with proven specialization in Accountancy or Finance;
- Masters Degree in Accounting or Finance from any recognized higher learning institution;
- Be registered CPA (T) or equivalent qualification;
- ICT application skills; and
- Knowledge of any Accounting Software.
- Should have a minimum of four years relevant working experience in a similar position in a reputable institution.

2.11.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.11.4 TERMS OF EMPLOYMENT:

- Pensionable

2.12 PRINCIPAL HUMAN RESOURCES OFFICER II – 1 POST

2.12.1 DUTIES AND RESPONSIBILITIES

- Plan, develop and administer the salary, incentive and benefits schemes;
- Interpret and advise on appropriate application of regulations, circulars, directives and policy on Human Resources matters;
- Prepare budget and plans for all aspects of Authority's staffing and related matters;
- Establish sound industrial relations and develops effective employee communication systems;
- Review and advise Management on incentive and insurance schemes;
- Review and advice Management on Staff Development and Performance Improvement Plans;
- In collaboration with other heads of sections identify training needs and supervise the preparation of Staff Development Plan;
- Review and recommend for approval the revised scheme of service, compensation and benefits administration policies;
- Conduct periodic reviews of Staff and Administrative Regulations;
- Prepare and submit timely periodic reports; and
- Perform any other duties assigned from time to time by the supervisor.

2.12.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Public Administration, Management, Sociology, Business Administration, Human Resources Management, Social Sciences with specialization in Public Administration or Human Resources (after relevant practical training); plus
- Master's Degree in similar fields from any recognized higher learning institution; and
- ICT application skills; together with
- Knowledge of Human Resources Information System.
- Should have a minimum of four years relevant working experience in a similar position in a reputable institution.

2.12.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 8**

2.12.4 TERMS OF EMPLOYMENT:

- Pensionable

2.13 SENIOR PROCUREMENT OFFICER – 5 POSTS

2.13.1 WORK STATION: ARUSHA AND COAST ZONAL OFFICES

2.13.2 DUTIES AND RESPONSIBILITIES

- Prepare audit programmes;
- Review and analyze reports on procurement activities submitted by PEs to the Authority;

- Review and analyze information on procurement plans submitted by PEs and recommend improvements where necessary;
- Review and analyze information on tender notices and contracts awards submitted by the PEs and provide recommendations where necessary; and
- Prepare terms of reference for the consultants for carrying out procurement audits and investigations and supervise their performance;
- Coordinate and carryout procurement audits in PEs to ensure the application of fair, competitive, transparent non-discriminatory and value for money procurement standards and practices;
- Coordinate and carryout investigations on allegations, complaints, and reported cases of suspected breaches in the application of PPA;
- Review contracts and contracts implementation reports submitted by PEs and recommend appropriate measures where necessary;
- Follow up implementation of audit recommendations or Board Directives; and
- Perform any other duties assigned from time to time by the supervisor.

2.13.3 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; plus
- Master's in similar fields from any recognized higher learning institution; and
- Be registered by appropriate professional body for all candidates with professional bodies; and
- ICT application skills
- Should have at least three years relevant working experience in a similar position in a reputable institution.

2.13.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.13.5 TERMS OF EMPLOYMENT:

- Pensionable

2.14 SENIOR STATISTICIAN – 1 POST

2.14.1 DUTIES AND RESPONSIBILITIES

- To manage records and statistics;
- Analyze information to be disseminated to various stakeholders;
- Plan and implement tasks for data management and manipulations;
- Prepare standard reports on regular interval for administrative purpose;
- Create databases of information, records and statistical data from Procuring Entities and other stakeholders;
- Liaise with Library and Documentation in issues related to documentation; and

- Perform any other duties assigned from time to time by the supervisor.

2.14.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree either in Statistics, Economics with Statistics or similar fields; plus
- Master's Degree either in Statistics, Economics with Statistics or similar fields from any recognized higher learning institution; and
- ICT application skills; together with
- Knowledge of any Statistical and Spreadsheet Software.
- Should have at least three years relevant working experience in a similar position in a reputable institution.

2.14.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.14.4 TERMS OF EMPLOYMENT:

- Pensionable

2.15 SENIOR PUBLIC RELATIONS OFFICER – 1 POST

2.15.1 DUTIES AND RESPONSIBILITIES

- Design publicity and promotional materials and ensure production and publications of the same are done and delivered timely;
- Advise on effective communication between the Authority's Management and internal and external publics;
- Prepare tender adverts and other adverts for publication in the Tanzania Procurement Journal and the Authority's tender portal;
- Prepare Radio and TV educational and awareness programmes on the Authority's activities and public procurement issues in general;
- Prepare press releases and press conferences;
- Edit stories, articles and materials for publication in TPJ;
- Liaise with printer to ensure timely and quality publication of TPJ;
- Analyze public criticisms, complaints and advise on remedial measures;
- Supervise distribution of publicity and promotional materials to stakeholders;
- Carry out and coordinate the conducting of communication research and analyzing and interpreting data and information from the research;
- Arrange protocol and travel arrangements for Board, Management and staff;
- Prepare a business plan for TPJ;
- Prepare and submit periodic reports; and
- Perform any other duties assigned from time to time by the supervisor.

2.15.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Journalism, Mass Communication, Public Relations, Marketing, Marketing and Advertisement, Business Administration or Social Sciences with a specialization in Marketing, Linguistics, Communication, Public/International Relations, or similar fields from any recognized higher learning institution; plus;
- Master's Degree either in Mass Communication, Journalism or similar fields from any recognized higher learning institution;
- Excellent skills in preparing and editing documents;
- ICT application skills; and
- Knowledge in Desktop Publishing Software will be an added advantage.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.15.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.15.4 TERMS OF EMPLOYMENT:

- Pensionable

2.16 SENIOR LEGAL OFFICER – 1 POST

2.16.1 DUTIES AND RESPONSIBILITIES

- Prepare legal briefs and provide legal advice;
- Compile and prepare draft amendments to the PPA and regulations made there under;
- Vet all legal documents emanating from outside the Authority in which the Authority will be a party;
- Render legal advice on procurement related matters and on any matter of the Authority's functions;
- Review and vet draft standard procurement documents, guidelines, procedural forms and any other attendant documents submitted for review;
- Identify, compile and propose draft amendments on other laws which are in conflict with the PPA with a view to harmonize them;
- Draft prescribed legal documents and forms;
- Maintain a register of submitted procurement complaints and applications for retrospective approval; and
- Perform any other duties assigned from time to time by the supervisor.

2.16.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree in Law and attended an internship or externship program or the Law School of Tanzania; plus;

- Master's Degree either in Laws (LLM) or Business Administration with major in procurement or Masters of Science in Procurement or any other similar fields from any recognized higher learning institution;
- Be registered Advocate of the High Court; and
- ICT application skills.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.16.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.16.4 TERMS OF EMPLOYMENT:

- Pensionable

2.17 SENIOR PLANNING OFFICER – 1 POST

2.17.1 DUTIES AND RESPONSIBILITIES

- preparation and reviewing the short, medium and long term development plans including Medium Term Strategic Plan (MTSP) , and Annual Plans of the Authority;
- preparation of Monitoring and Evaluation plans of the Authority's MTSP;
- preparation of Project Proposals for soliciting Donor Funds;
- preparation of Project Monitoring Plans (PMP) of all approved projects;
- Preparing Budget Guidelines for Preparation of Annual Budgets each year for use by the Budget Committee of the Authority;
- preparation of Annual Budgets and Action Plans for submission to management and thereafter to the Board and the Ministry of Finance;
- Monitoring implementation of Annual plans and MTSP of the Authority and prepare requests for Budget Reviews when required;
- Liaising with Ministry of Finance on strategic planning , Votes and budgeting matters;
- Develop Business Plans of the Authority for resources mobilization;
- Market approved Business Plans of the Authority to potential Investors;
- Prepare Authority's baseline, monitoring and evaluation reports as required in the MEP and PMP for submission to Ministry of Finance, PFMRP and other Development Partners
- Prepare Quarterly , Semi- Annual and Annual progress reports for submission to the Audit Committee of the Board;
- Prepare any ad-hoc reports required by internal and external stakeholders of the Authority; and
- Perform any other duties assigned from time to time by the supervisor.

2.17.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Planning, Economics, or related fields;
- Master's Degree in similar fields from any recognized higher learning institution;
- ICT application skills; and
- Knowledge of any of Spreadsheet, Project Management and/or Statistical Software.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.17.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.17.4 TERMS OF EMPLOYMENT:

- Pensionable

2.18 SENIOR ACCOUNTANT – 1 POST

2.18.1 DUTIES AND RESPONSIBILITIES

- Prepare periodic financial reports on Revenue and Expenditure in accordance to financial regulations ;
- To maintain a budgetary control system and report where there is a need for requesting budget enhancements or reallocation;
- Supervise collection, classification, recording and reconciliation of accounting data;
- Prepare in accordance with accepted accounting principles, the consolidated annual accounts of the Authority;
- Prepare Budget Performance Reports for compilation in the Quarterly and Annual Reports;
- Propose and ensure implementation of adequate controls that will safeguard the assets of the Authority;
- Check the accuracy and reliability of accounting data maintained in the computerized accounting system and encourage adherence to prescribed accounting policies;
- Ensure proper filling of accounting documents like receipts, invoices, bank statements, bank reconciliation statements and other accounting documents;
- Control staff imprests and retirements and ensures that they are issued and made respectively in accordance to the provisions of the Authority's rules and regulations as may be amended from time to time;
- Maintain fixed assets register and ledger including computing and posting of monthly depreciation value;
- Prepare Payroll and reconcile with Payroll reports produced from HCMIS by the Ministry on monthly basis;
- Prepare responses to Internal and External Audit queries ;

- Perform any other duties assigned from time to time by the supervisor.

2.18.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Accountancy, Business Administration or Commerce with specialization in Accountancy; plus
- Masters Degree in similar fields from any recognized higher learning institution;
- CPA (T) or equivalent qualification;
- ICT application skills; together with
- Knowledge of any Accounting Software.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.18.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 7**

2.18.4 TERMS OF EMPLOYMENT:

- Pensionable

2.19 PROCUREMENT OFFICER I – 2 POSTS

2.19.1 DUTIES AND RESPONSIBILITIES

- Prepare Standard Tendering Documents, Guidelines and procedural forms;
- Review standard tender documents and other guidelines issued by the Authority and advise on appropriate changes;
- Advise Procuring Entities on proper use of Standard Tender Documents and other guidelines issued by the Authority;
- Prepare procurement guidelines on capacity building;
- Advise Central Government, local governments and statutory bodies on procurement policies, principles and practices; and
- Perform any other duties assigned from time to time by the supervisor.

2.19.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; and
- Be computer literate
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.19.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 6**

2.19.4 TERMS OF EMPLOYMENT:

- Pensionable

2.20 SYSTEM ADMINISTRATOR I – 2 POSTS

2.20.1 (ARUSHA AND COAST ZONAL OFFICES)

2.20.2 DUTIES AND RESPONSIBILITIES

- Install and test software and hardware of the Authority;
- Plan design and implement networks (LAN and WAN) and associated services for the organization;
- Troubleshoot all problems related to software, hardware and networks and resolve them or recommend solutions;
- Configure desktop computers, servers and network devices to their optimal performance levels;
- Provide support to end-user of organization's information systems and conduct trainings;
- Identify security vulnerabilities in systems software, hardware and networks and implement or propose corrective measures;
- Maintain, monitor and analyze performance of system software, hardware and networks to ensure optimal functionalities, availability and reliability;
- Perform routine preventive maintenances of all IT equipment and maintain updated inventory of IT assets;
- Plan and perform regular back up of system files, data files and user files;
- Prepare documentation for systems methods, standards and procedures;
- Assist in enforcing approved IT security policies and Business Continuity Management Policy; and
- Perform any other duties assigned from time to time by the supervisor.

2.20.3 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Computer Science, Information Systems, Telecommunications, Computer Engineering or Electronics from any recognized higher learning institution.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.20.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 6**

2.20.5 TERMS OF EMPLOYMENT:

- Pensionable

2.21 PERSONAL SECRETARY I – 2 POSTS

2.21.1 WORK STATION: ARUSHA AND COAST ZONAL OFFICES

2.21.2 DUTIES AND RESPONSIBILITIES

- Type letters and other documents;
- Receive visitors, ascertain the nature of their business and relays information to the concerned officer;
- Maintain a diary of appointments, meetings, occasions/events, and informs/reminds them before and on due date;
- Handle incoming mails for personal attention of the relevant executive and ensures that information and correspondences are effectively circulated and managed;
- Move incoming and outgoing files;
- Prepare list of items required by Personal Secretaries;
- Prepare meetings and communicate the information to the concerned officers;
- Take dictation and transcription accordingly;
- Arrange the office of the supported officer appropriately; and
- Perform any other duties assigned by the supervisor

2.21.3 QUALIFICATIONS AND EXPERIENCES

- Form IV or Form VI Secondary Education Certificate with principal passes in English and Kiswahili, plus
- 100/120 w.p.m shorthand in English or Kiswahili and 50 w.p.m.
- Typing, tabulation and manuscript stage III,
- Secretarial Duties and Office Procedure Stage II or equivalent qualification from recognized institutions; and
- Advanced Computer course certificate.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.21.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 3**

2.21.5 TERMS OF EMPLOYMENT:

- Pensionable

2.22 OFFICE ASSISTANT I – 1 POST

2.22.1 DUTIES AND RESPONSIBILITIES

- Report on the required minor office repairs;
- Ensure all doors are locked and lights inside the offices are switched off;
- Prepare boardrooms for meetings;
- Ensure photocopiers and other office equipment allocated in the pool are switched off after business hours;

- Collect stationery and other items from the store and distribute to the offices as required;
- Arrange documents in offices as required; and
- Perform any other duties as may be assigned by the supervisor

2.22.2 QUALIFICATIONS AND EXPERIENCES

- Secondary Education (Form IV) Certificate and a pass in English and Kiswahili; with
- Certificate in Office Management from recognized institutions.
- Should have a minimum of three years relevant working experience in a similar position in a reputable institution.

2.22.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 2**

2.22.4 TERMS OF EMPLOYMENT:

- Pensionable

2.23 PROCUREMENT OFFICER II – 4 POSTS

2.23.1 WORK STATIONS: 2 COAST AND 2ARUSHA ZONAL OFFICES

2.23.2 DUTIES AND RESPONSIBILITIES

- information on procurement activities carried out by the procuring entities;
- Compile and record information on procurement plans submitted by PEs;
- Participate in carrying out periodic inspections of PEs' procurement records and proceedings to ensure full and correct application of PPA, Procurement Regulations and Guidelines issued by the Authority from time to time;
- Participate in procurement audits in PEs to ensure the application of fair, competitive, transparent non-discriminatory and value for money procurement standards and practices;
- Participate in investigating allegations, complaints, and reported cases of suspected breaches in the application of PPA ;
- Record and archive information on all contracts awarded by PEs;
- Record and archive information on all tenders advertised by PEs; and
- Perform any other duties assigned from time to time by the supervisor.

2.23.3 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; and
- Be computer literate.

2.23.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 5**

2.23.5 TERMS OF EMPLOYMENT:

- Pensionable

2.24 PROCUREMENT AND SUPPLIES OFFICER II – 1 POST

2.24.1 DUTIES AND RESPONSIBILITIES

- Prepare quotation documents;
- Prepare tender advertisement and invitation for tenders;
- In collaboration with the Registry Officer, to disseminate all letters, approved bidding and contract documents to bidders;
- Prepare and coordinate tender opening meetings;
- Maintain and archive records of the procurement and disposal process of the Authority;
- Maintain a list or register of all contracts awarded;
- Receive, store, issue and dispatch of stores/goods;
- Ensure that stock records such as Goods Receipt Note, Issue Note and Ledgers are maintained; and
- Perform any other duty assigned from time to time by the supervisor

2.24.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Engineering, Architecture, Law, Materials Management, Procurement and Supply Chain or Logistics, Quantity Surveying, Business Administration or Economic Planning with proven specialization in procurement; and
- Be computer literate.

2.24.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 5**

2.24.4 TERMS OF EMPLOYMENT:

- Pensionable

2.25 PUBLIC RELATIONS OFFICER II – 1 POST

2.25.1 DUTIES AND RESPONSIBILITIES

- Assist in routine public relations activities of the Authority including carrying out of photographic assignments, drafting of replies to general correspondences and queries directed to the Authority;
- Assist in organizing public events that the Authority can participate;
- Assist in designing of publicity and promotional materials and distribution of the same;

- Collect and compile tender adverts and other adverts for publication in the Tanzania Procurement Journal and the Authority's tender portal;
- Collect and compile public criticisms and complaints on public procurement issues and report to one's reporting officer;
- Assist in facilitating conferences, seminars and ceremonies organized by the Authority;
- Assist in preparation of Radio and TV educational and awareness programmes;
- Assist in co-coordinating press briefings for the Authority;
- Assist in handling protocol and travel arrangements for Authority's staff; and
- Perform any other duties assigned from time to time by the supervisor.

2.25.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Journalism, Mass Communication, Marketing, Marketing and Advertisement, Business Administration or Social Sciences with a bias in Marketing, Communication, Public/International Relations, or similar fields from any recognized higher learning institution;
- Be computer literate; and
- A certificate in designing and publishing will be an added advantage.

2.25.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 5**

2.25.4 TERMS OF EMPLOYMENT:

- Pensionable

2.26 LEGAL OFFICER II – 1 POST

2.26.1 DUTIES AND RESPONSIBILITIES

- Ensure safe custody of all legal documents;
- Maintain a complaints register;
- Compile evidence relevant for court cases involving the Authority;
- Deal with all legal routine correspondences addressed to the Authority;
- Draft prescribed legal documents and forms;
- Prepare legal briefs and render legal advice on procurement related matters and on any matter of the Authority's functions;
- Vetting of legal documents in which the Authority will be a party; and
- Perform any other duties assigned from time to time by the supervisor.

2.26.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree in Laws (LLB) from any recognized higher learning institution;

- Should have attended an internship or externship program or the Law School of Tanzania ; and
- Be computer literate.

2.26.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 5**

2.26.4 TERMS OF EMPLOYMENT:

- Pensionable

2.27 ACCOUNTANT II – 2 POSTS

2.27.1 WORK STATIONS: COAST AND ARUSHA ZONAL OFFICES

2.27.2 DUTIES AND RESPONSIBILITIES

- Receive and keep in proper custody all incoming bills and claims;
- Maintain primary books of accounts;
- Prepare payment for approved claims;
- Prepare various payment reports, schedules and lists of various expenditures;
- Maintain vote book and various registers (e.g. debtors, imprests creditors);
- Prepare invoices from bills;
- Provide daily cash/Bank position report;
- Handle interbank transfers;
- Prepare revenue accounts schedules and reconciliation;
- Prepare monthly pay slips for each employee, and keeping records and pay-roll registers;
- Remit net salaries to the employees' respective banks or preparations of authorized lists for those employees to be paid in cash;
- Maintain the employees' ledger for staff advances, loans and imprests;
- Follow up on outstanding amounts;
- Issue receipts to customers for cash and cheque collected;
- Maintains petty cash within the limits as set in the Authority's In-house rules and regulations as may be amended from time to time;
- Maintain registers for debtors accurately and up-to-date;
- Write cheques against the daily approved and authorized Payment Vouchers;
- Custodian of safe keys;
- Proper filling of accounting document like receipts Invoices bank statements, bank reconciliation statements and any other accounting documents;
- Collects various accounting documents such as bank statements and bank advises from third parties;
- Be responsible for banking all monies coming into the Authority; and
- Perform any other duties assigned from time to time by the supervisor.

2.28 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma in Accountancy, Commerce or Business Administration with specialization in Accountancy or Finance;
- Be computer literate; and
- Professional qualifications will be an added advantage.

2.28.1 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 5**

2.28.2 TERMS OF EMPLOYMENT:

- Pensionable

2.29 RECORDS MANAGEMENT ASSISTANT II – 1 POST

2.29.1 DUTIES AND RESPONSIBILITIES

- Ensure that the Registry is run smoothly and efficiently;
- Handle classified documents as required;
- Receive, record and distribute incoming and internally created mails;
- Record and arrange for the efficient and timely dispatch of all correspondences;
- Open index control files; and
- Perform any other duties as may be assigned by the supervisor.

2.30 QUALIFICATIONS AND EXPERIENCES

- Form IV secondary education certificate and Technician Certificate in Records Management from recognized institution; and
- Be computer literate; and
- Knowledge on any Document Management System (DMS) will be an added advantage.

2.30.1 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 1**

2.30.2 TERMS OF EMPLOYMENT:

- Pensionable

2.31 DRIVER II – 4 POSTS

2.31.1 WORK STATIONS: COAST AND ARUSHA ZONAL OFFICES.

2.31.2 DUTIES AND RESPONSIBILITIES

- Drive Authority's vehicles to approved destinations and in accordance with traffic regulations;
- Check and ensure that the motor vehicle is in proper working and clean condition;

- Carry out minor repairs when need arises;
- Inspect vehicles for defects before and after trips and submitting report indicating vehicle condition to the Administration office;
- Maintain motor vehicle log books according to the laid down regulations;
- Report promptly any accidents or incidents involving vehicle to the supervisor/ the traffic police;
- Check and ensure that vehicle and goods are properly locked and secured at all times;
- Photocopy and bind documents;
- Collect and deliver mails for the Authority; and
- Perform any other duties as may be assigned by the supervisor.

2.32 QUALIFICATIONS AND EXPERIENCES

- Form IV Secondary Education Certificate with passes in Kiswahili and English;
- A valid Class C Driving License; and
- Trade Test Grade II / Drivers Grade II certificate from recognized institutions preferably VETA/NIT.
- Should have working experience of not less than three years in a reputable institution, without causing an accident.

2.32.1 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 1**

2.32.2 TERMS OF EMPLOYMENT:

- Pensionable

2.33 OFFICE ASSISTANT II – 2 POSTS

2.33.1 WORK STATIONS: ARUSHA AND COAST ZONAL OFFICES

2.33.2 DUTIES AND RESPONSIBILITIES

- Move files and other official documents to respective officers and registry;
- Clean offices and surrounding environment;
- Move furniture and equipment as required;
- Keep safe custody of office property where required and report on repairs required;
- Run office errands;
- Collect and deliver mails and documents;
- Prepare and distribute tea;
- Photocopy documents and letters and distribute to respective officers/offices; and
- Perform any other duties as may be assigned by the supervisor.

2.33.3 QUALIFICATIONS AND EXPERIENCES

- Form IV Certificate and a pass in English and Kiswahili.

2.33.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PPRA 1**

2.33.5 TERMS OF EMPLOYMENT:

- Pensionable

3.0 THE TANZANIA MEAT BOARD (TMB)

The Tanzania Meat Board (TMB) is an institution under the Ministry of Livestock and Fisheries Development, established under section 9 of the Meat Industry Act No. 10 of 2006. The Tanzania Meat Board is a promotional and regulatory Body which is mandated to reorganize, regulate and coordinate meat industry stakeholders and their activities for the production of high quality meat and meat products.

The Tanzania Meat Board is currently strengthening its secretariat which is responsible for Board's day to day activities. Therefore the Board invites suitable qualified Tanzanian to submit their applications for the following positions:-

3.1 TECHNICAL SERVICES MANAGER – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- Develop and monitor strategies and plans designed to achieve and maintain self-sufficiency and efficiency in meat production, processing and quality assurance;
- Ensure availability of information on appropriate technology for the industry;
- Liaise with relevant technical institutions and coordinate provision of appropriate technology for meat industry;
- Promote and facilitate formation of associations or other bodies of stakeholders within the Meat (sub-sector) and monitor their activities;
- Organize meat shows and promote participation of stakeholder in such shows within and outside the country;
- Identify and trace livestock, meat and meat product for matters related to good production practices;
- Promote and monitor investment in meat production (beef, small ruminant, poultry and pigs) in large scale farms and traditional sector;
- Co-ordinate the registration of producers and processors of Meat and meat products;
- Perform any other function as directed by the Registrar.

3.1.2 QUALIFICATIONS AND EXPERIENCES

- Master's Degree in either Animal Science, Food Science & Technology, Agricultural marketing (Livestock) or equivalent in Agricultural related fields;
- At least 5 years work experience in the Meat or livestock production technologies and demonstrate ability to organize stakeholders in livestock and meat value chain with emphasis on quality control of the same.

- Ability to demonstrate analytical skills, innovation and self supervision qualities.

3.1.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.2 HEAD OF PROCUREMENT UNIT – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- Develop and monitor execution of an annual procurement plan for the Board;
- Procurement, maintenance and management of supplies, materials, and services to facilitate the logistical requirements of the Board;
- Ensures proper handling and storage, adequate and timely distribution of office supplies and materials;
- Maintain and update inventory of goods supplies and materials;
- A secretary to the Tender Board as per Public Procurement Act;
- Perform functions of a Procurement Management Unit as stipulated in Para 35 of Public Procurement Act number 21 of 2004;
- Perform any other function as directed by the Registrar.

3.2.2 QUALIFICATIONS AND EXPERIENCES

- Full Professional qualifications in materials Management CSP(T), CIPS (UK), CPP (Canada) or equivalent
- At least five years of work experience in the related field
- Must be registered with NBMM as authorized supplies officer and or Stock verifier.
- Shall demonstrate good leadership with high integrity, accountability and interpersonal skills
- Computer Literate

3.2.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.3 HUMAN RESOURCE/ ADMINISTRATIVE OFFICER I – 1 POST

3.3.1 DUTIES AND RESPONSIBILITIES

- Plan and develop Human Resource training and development (career, professional, skills enhancement) program for the Board;
- HR planning to determine supply and demand needs for professions under the Board;
- Collect, analyze and keep staff records;
- Employee relations and welfare including Health, Safety, Sports and cultural;
- Coordinates implementation of Ethics and Value promotion activities including corruption prevention education;

- Implementation of Diversity issues including Gender, disability, HIV/AIDS etc. and will be the Ministry Gender focal point;
- Oversees performance of activities related with Registry, Office Records and Messenger services; courier Protocol Matters;
- Security services; Transport and general utility;
- General custodial services to include maintenance of Office equipment; buildings and grounds;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.3.2 QUALIFICATIONS AND EXPERIENCES

- Master's degree either in Public Administration, Human Resources Management, Manpower Planning or its equivalent from any recognised Institute.
- Should have at least five years' experience in the relevant field
- Should be computer literate.

3.3.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.4 MARKETING RESEARCH OFFICER I – 1 POST

3.4.1 DUTIES AND RESPONSIBILITIES

- Search and develop meat and meat product markets in collaboration with the Ministry responsible for trade and marketing;
- Develop and institute market research guidelines and ethics;
- Collect, compile and disseminate market research findings to stakeholders for the purpose of assisting production, investment, processing, product development and marketing;
- Facilitate formation of livestock farmers cooperatives and associations for promotion of livestock marketing
- Strengthen the capacity of the stakeholder associations and private practitioners to actively participate in the market development and adoption of new approaches;
- Conduct market research within and outside the country to explore existing market opportunities;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.4.2 QUALIFICATIONS AND EXPERIENCES

- Master's degree either in Economics, Agribusiness, Business Administration or equivalent qualifications.
- Working experience of not less than five years in marketing research or relevant sector.

- Should be Computer literate.

3.4.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.5 QUALITY ASSURANCE & CONTROL OFFICER I - 1 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- Develop, harmonize and upscale technologies and standards as desired by consumers and disseminate information on standards to ensure compliance;
- In collaboration with relevant Quality Control Institutions conduct inspection of products to ensure quality and safety of the product;
- In collaboration with relevant Quality Control Institutions and LGAs facilitate inspection of meat processing, meat transportation and handling at selling points;
- Prepare, implement and monitor meat quality assurance and control information system network;
- Facilitate enforcement of meat industry laws and regulations;
- Coordinate training on meat quality assurance and control to the district staffs;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.5.2 QUALIFICATIONS AND EXPERIENCES

- Master's degree in Food Science and Nutrition, Meat/Food Technology or its equivalent from any recognized Institute.
- Should have at least five years' experience in the relevant field.
- Should be computer literate.

3.5.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.6 PLANNING OFFICER I – 1 POST

3.6.1 DUTIES AND RESPONSIBILITIES

- Develop strategies, programs, projects and action plans for sub sector development and resource mobilization;
- Planning and Budgeting matters;
- Participate in analysis of outsourcing of non-core functions (Private Sector Participation);
- Formulate and prepare Board's medium term strategic plan and annual plan
- Prepare periodic (Weekly, Monthly, quarterly, mid-year, and annual) performance reports for the Board;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.6.2 QUALIFICATIONS AND EXPERIENCES

- Master's degree in Economics, Statistics, Agricultural Economics & Agribusiness or its equivalent from any recognized Institute.
- Should have at least five years' experience in the relevant field.
- Should be computer literate.

3.6.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.7 MEAT OFFICER II - 1 POST

3.7.1 DUTIES AND RESPONSIBILITIES

- Develop, implement strategies and plans designed to achieve and maintain self-sufficiency in meat production, processing and marketing;
- Promote and coordinate the development of small, medium and large scale livestock producer, traders and meat processors;
- Liaise with relevant technical institutions and coordinate provision of appropriate technology for meat industry;
- Organize meat shows and promote participation of stakeholder in such shows within and outside the country;
- Identify and trace livestock, meat and meat product for matters related to good production practices;
- Promote and monitor investment in meat production (beef, small ruminant, poultry and pigs) in large scale farms and traditional sector;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.7.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor degree in Food Science and Nutrition, Meat/Food Technology or its equivalent from any recognized Institute.
- Should have at least three years' experience in the relevant field
- Should be computer literate.

3.7.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.8 INTERNAL AUDITOR II – 1 POST

3.8.1 DUTIES AND RESPONSIBILITIES

- Reviews and reports on proper control over receipts, custody and utilization of all financial resources;
- Reviews and reports on conformity with financial and operational procedures laid down in any legislation or any regulation;

- Review and reports on the correct classification and allocation of revenue and expenditure accounts;
- Reviews and reports on the reliability and integrity of financial and operating data and other reports to the Board and the general public as required by legislation;
- Reviews and reports on the appropriateness of the system used to safeguard assets and the verification of the existence of such assets;
- Reviews and reports on feasibility of the established objectives and goals for the development of the meat industry;
- Reviews and reports on the adequacy of controls built into computerized systems.
- Audit of the Fund's accounts and shall submit to the Director General or report in respect of financial accounts in every three months of each financial year
- Performs any other duties as may be assigned by the head of division or supervisor.

3.8.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree or Advanced Diploma either in Accountancy, Accountancy and Finance or Commerce from any recognized institution with CPA (T)
- Conversant with and capable of applying accounting software
- Should have at least three years' experience in public or any private reputable organization as an auditor

3.8.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.9 COMPUTER SYSTEM ANALYST II – 1 POST

3.9.1 DUTIES AND RESPONSIBILITIES

- Schedule Board information updates in the Website and ensure backup system operates effectively;
- Engineering computer hard ware and manage crisis situation including complex technical hardware or software problems;
- Manage information data base and ensure smooth running of all ICT systems including anti- virus software, print service and email provision;
- Design, develop and install appropriate information management system;
- Performs any other duties as may be assigned by the head of division or supervisor.

3.9.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor degree in Computer Science, Computer Technology or its equivalent from any recognized Institute.
- Should have at least three years' experience in the relevant field

3.9.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.10 PERSONAL SECRETARY II – 1 POST

3.10.1 DUTIES AND RESPONSIBILITIES

- Typing open and confidential reports, letters, memoranda and documents;
- Receives and guides visitors;
- Keeps appointment records;
- Takes dictation;
- Keeps office environment tidy;
- Facilitates internal and external telecommunications
- Sends messages internally and externally
- Performs any other duties as may be assigned by the head of division or supervisor

3.10.2 QUALIFICATIONS AND EXPERIENCES

- Ordinary level Certificate;
- Should have pass in Secretarial Examination stage III with a good pass in Shorthand of 100/120 w.p.m.;
- Must have good computer skills including word processing, use of data spread sheets/excel.

3.10.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

3.11 DRIVER II – 1 POSTS

3.11.1 DUTIES AND RESPONSIBILITIES

- Driving duties, care of vehicles, passengers and other valuables as will be assigned by the Transport Officer or other designated officers.
- To ensure that the vehicle and all accessory equipment are in good condition (order) at all times before and after use.
- Carry out minor mechanical repairs.
- To diagnosis the vehicle mechanical problems when possible, report on the technical irregularities so that they can be rectified.
- To maintain a proper log-sheet for the vehicle.

3.11.2 QUALIFICATIONS AND EXPERIENCES

- Form IV certificate and class C valid driving licence
- Trade test III or advanced drivers certificate grade III from recognised institution such as VETA/NIT
- Good track record of driving occupation

- Ability to express him/herself in both written and spoken Kiswahili and English

3.11.3 REMUNERATION

- Attractive remunerations will be provided to successful candidates based on Tanzania Meat Board's Salary Scales (TMSS).

4.0 THE INSTITUTE OF SOCIAL WORK (ISW)

The Institute of Social Work is one of the Institutions of higher learning in Tanzania which was established in 1974 by Act No. 26 of 1973 (as amended by Miscellaneous Act No. 13 of 2002). The Institute is under the Ministry of Health and Social Welfare and is located at Kijitonyama in Dar es Salaam.

The Institute was established to provide qualified human resources for strengthening social welfare services delivery in Tanzania. It is accredited by the National Council for Technical Education (NACTE) as an Institute of higher learning to conduct training programmes in the fields of Social Work, Industrial Relations and Human Resources Management. The Institute invites applications from suitable qualified candidates to urgently fill the following available positions:-

4.1 SENIOR ACCOUNTANT – 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- Maintain general ledger accounts and journal voucher.
- Prepare annual accounts and periodical financial reports.
- Ensure that all revenues are collected and properly recorded in books of
- Accounts.
- Ensure that all payments are made in accordance with generally accepted
- Accounting principles and code allocation.
- Assist the chief accountant in coordinating all activities of the accounts
- Department.
- Assist management and Chief Accountant to prepare budget of the Institute.
- Reconcile financial records in cash books and bank accounts.
- Maintain and up-date fixed assets register.
- Maintain invoices and ensure that information therein is accurate.
- Promptly respond to audit queries pertaining to the Institute.
- Prepare replies to audit reports.
- Perform any other duty as assigned by higher authority.

4.1.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor Degree in Accounts with CPA (T), CA, ACCA or the equivalent qualification recognized by NBAA.

- Working experience of not less than seven years in accounting field.

4.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

4.2 ASSISTANT LECTURER (SOCIAL WORK) – 1 POST

4.2.1 DUTIES AND RESPONSIBILITIES

- To lecture up to NTA level 8 (Bachelor Degree).
- Carry out Consultancy and Research activities including data collection under close supervision of senior lecturers.
- Setting examinations, invigilating, marking and timely production of examination results.
- Prepare teaching materials for tutorials and exercises including case studies.
- Conduct lectures with guidance of Senior Lecturers.
- Any other duties as may be assigned by the higher authority.

4.2.2 QUALIFICATIONS AND EXPERIENCES

- Master's Degree in Social Work or International Social Welfare Services With GPA of not below 3.5, in Bachelor Degree in Social Work or Advanced Diploma in Social Work.
- Teaching experience of at least three (3) years will be an added advantage.

4.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

4.3 ASSISTANT LECTURER RESEARCH (SOCIAL WORK) – (1 POST) – RE ADVERTISED.

4.3.1 DUTIES AND RESPONSIBILITIES

- Assist in lecturing and Tutorial seminars.
- Work in cooperation with senior member of staff on specific projects such as research and consultancy.
- Supervise student's projects.
- Setting examinations, invigilating, marketing and timely production of examination results.
- Prepares teaching materials for tutorials and exercises including case studies.
- Conduct lecture with guide of Senior Lecturer.

4.3.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree either in Social Work, Public Health or related Social Science discipline. Knowledge of Social Work Research, Social Protection and Evidence Based Practice will be an added advantage with GPA of not below 3.5, in Bachelor of Social Work or any related Social Science degree

with specialization in Social Science Research Methods, Quantitative and Qualitative Research Methodologies.

4.3.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **PHTS 8**

4.4 RECORDS MANAGEMENT ASSISTANT – 2 POSTS

4.4.1 DUTIES AND RESPONSIBILITIES

- Opening new files and indexes cards as directed by supervisor.
- Make classification and reconciliation of files and indexes.
- Searching for files and documents needed by users.
- Review pending correspondences and list files required for filling.
- Ensure that received documents are properly channeled and managed.
- Searching for requested records and documents for external uses.
- Perform any other duty as may be assigned by higher authority.

4.4.2 QUALIFICATIONS AND EXPERIENCES

- Diploma in Records Management obtained from recognized and accredited institution.
- Computer knowledge.
- Working experience of not less than three years.

4.4.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

4.5 PRINCIPAL LIBRARY ASSISTANT – 1 POST

4.5.1 DUTIES AND RESPONSIBILITIES

- Preparation of budget estimates for library books furniture, fixtures and other related expenses.
- Preparation of and overseeing the implementation of library services policy.
- Preparation of cataloging processes.
- Research on various print outs.
- Perform any other duties as may be assigned by higher authority.

4.5.2 QUALIFICATIONS AND EXPERIENCES

- Ordinary Diploma in Library services from accredited Institution.
- Working experience of not less than seven years.

4.5.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

4.6 PRINCIPAL HUMAN RESOURCES MANAGEMENT OFFICER II – 1 POST

4.6.1 DUTIES AND RESPONSIBILITIES

- Identification and projection of human resources and training needs in relation to the development plans of the Institute.
- Supervise preparation of personnel emoluments budget.
- Supervise duties assigned to junior officers in the department of human resources management.
- Supervise the implementation and ensure compliance to public service regulations and other directives.
- Implementation and maintenance of employees reward systems.
- Perform any other duties assigned by higher authority.

4.6.2 QUALIFICATIONS AND EXPERIENCES

- Masters Degree in Human Resource Management.
- Minimum of five years working experience in the Senior Human Resources Management field.

4.6.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

4.7 SENIOR ACCOUNTS ASSISTANT I – 1 POST

4.7.1 DUTIES AND RESPONSIBILITIES

- Maintain full and accurate accounting records.
- Prepare final reconciliation.
- Prepare and maintain payroll.
- To assist in banking correspondences.
- Perform routine accounting tasks, including positing of ledgers.
- Preparation of monthly schedule of debtors and creditors.
- Posting and balancing Cash Books.
- Raising Journal Vouchers.
- Any other duty as assigned by higher.

4.7.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor degree in Commerce. Intermediate certificate provided by NBAA module C and D.
- Working experience of not less than three years.

4.7.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale

5.0 TANZANIA TOURIST BOARD [TTB]

Tanzania Tourist Board [TTB] is a Government organization, established under Tanzania Tourist Board Act, CAP 364. The main functions of the Board include the

promotion of Destination Tanzania, encouraging tourism development, and fostering an understanding within Tanzania of the importance and economic benefits of the tourist industry.

5.1 SENIOR ADMINISTRATIVE SECRETARY – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- Provide secretarial services to the assigned officer, i.e. Typing correspondences, attending visitors and answering telephone calls, telexes/emails, fax, maintaining files and other documents, etc.;
- Ensure cleanliness and arrangement of the office of her officer;
- Maintain a diary of appointments, advices and reminds him/her of the same;
- Take dictation and transcribe by typing and present accurate and neat work for signature;
- Prepare meetings and take minutes thereof in shorthand and transcribe them;
- Attend routine safari arrangements as requested (including bookings, confirmation, etc.);
- Draft routine letters, notices, acknowledgement etc. As per his/her superior's verbal instructions;
- Take action/decision in the absence of her supervisor;
- Deal with registration of mails and other documents;
- Carry out filing of letters/documents, indexing of mails, etc.;
- Maintain diaries and records of files for actions and references;
- Work in open/confidential registry.

5.1.2 QUALIFICATIONS AND EXPERIENCES

- Diploma in Secretarial Studies awarded by reputable training institution.
- Work experience of at least 8 years.

Added Advantages:

- A University Degree,
- Higher working skills in various Computer packages,
- Excellent Command of English Language and excellent command of Kiswahili

5.1.3 AGE LIMIT:

30-40 years

5.1.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale (TTBS 6) plus fringe benefits.

6.0 TANZANIA AIRPORTS AUTHORITY (TAA)

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a

commercially oriented Management style. As Part of implementing its Organizational Structure, TAA hereby invites applications from suitably qualified, creative and results driven candidates to fill the following vacant post.

6.1 SENIOR IFMIS ADMINISTRATOR - 1 POST (RE – ADVERTISED)

6.1.1 DUTIES AND RESPONSIBILITIES

- Provide support to System Application on-Integrated Financial Management and Information Systems in:
  a) General Ledger
  b) Accounts Payable
  c) Accounts Receivable
  d) Purchasing
  e) Asset Management
  f) Cash Management
  g) Payroll Management
  h) Chart of accounts structure
  i) Budget preparation and management
  j) Fund management and allocation
  k) Financial Reports
  l) Commitment accounting
  m) Imprest /Advances
  n) Integrated Service Management
  o) FRX & Seagate Crystal Reporting Tools
  p) Software Skills Management
  q) Microsoft SQL Server Technician
  r) System Troubleshooting Solutions Provider.
- Analyze relevance of existing business processes.
- Implement existing business processes as approved by the Institution.
- Identify key best practices embodied in the application software for adoption in the new business processes.
- To implement new business processes in the form of the software acquired and associated manual activities.
- Provide inputs in the proposed Business Model with existing package functionality with a view to identify those functions that are either missing or are implemented differently.
- Implement changes that need to be made to the software to provide the required functionality.
- Design and implement various reporting requirements.
- Train staff on use of existing and new programs.
- Performing any other duties as assigned by the superior.

6.1.2 QUALIFICATIONS AND EXPERIENCES

- Bachelor's degree either in Accounting,Finance,Business or equivalent qualification from any recognized institution

- International computer driving license (ICDL)
- Certified information system auditor (CISA)
- Knowledge on integrated financial management and information system (IFMIS) especially e-by Epicor.
- At least four years working experience on support of integrated financial management system(s).

6.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale **TAA SCALE 7.**

7.0 TANZANIA TREE SEED AGENCY (TTSA)

Tanzania Tree Seed Agency (TTSA) is a semi-autonomous body within the ambit of the Ministry of Natural Resources and Tourism. The Chief Executive who reports to the Permanent Secretary, Ministry of Natural Resources and Tourism is the overall in charge of all TTSA activities.

The aim of TTSA is "To enhance sustainable supply of forest products and environmental conservation by producing, procuring and marketing high quality tree seeds and other propagating materials".

7.1 FOREST ASSISTANT – 2 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES

- Carry out general nursery activities (weeding, pot-filling, watering, transplanting, root-pruning, and grafting) in TTSA nurseries,
- Collect, extract, process and sale seeds and other propagating materials, .conduct tree climbing expedition and store tree seeds at appropriate storage conditions, seed processing and seed storage.
- Carry periodically maintenance of seed sources; Prepare periodic implementation reports.
- Any other related assignments as may be directed by his/her supervisor.

7.1.2 QUALIFICATIONS AND EXPERIENCES

- Certificate in forestry from a recognized institution.

7.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale: TGS B

7.2 LABORATORY ASSISTANT – 1 POST

7.2.1 DUTIES AND RESPONSIBILITIES

- Maintain laboratory equipment;
- Develop and maintain laboratory statistics and information, identify, confirm and maintain statistics records on bacteria causing diseases on seeds;

- Collect samples required for/in laboratory investigation, prepare laboratory investigation/implementation reports;
- And take part in experimental work by forest officers.

7.2.2 QUALIFICATIONS AND EXPERIENCES

- Certificate in a Laboratory from recognized/accredited colleges.

7.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institution's salary scale: **TGS B**