THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/G/15 **09thMay, 2014**

VACANCIES ANNOUNCEMENT

On behalf of The Social Security Regulatory Authority (SSRA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill 19 vacant posts in the above Public Institution.

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 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. Deadline for application is 23th May, 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

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
SekretarietiyaAjirakatika UtumishiwaUmma
S. L. P 63100,
DAR ES SALAAM.

1.0 SOCIAL SECURITY REGULATORY AUTHORITY- (SSRA)

The Social Security Regulatory Authority (SSRA) was established under the Social Security Regulatory Act No. 8 of 2008 as amended by Social Security Laws (Amendments) Act No. 5 of 2012. The main objective of SSRA is to regulate the Social Security Sector and providing for related matters. In light of its legal mandate provided, the Authority plays an important role in regulating and supervising the provision of social security services that greatly influence socio-economic and general well-being of Tanzanians. SSRA is now looking for energetic, dynamic and proactive Tanzanians to fill the following vacant positions;

1.1 RESEARCH AND POLICY ANALYSIS MANAGER - (1 POST)

1.1.1 REPORTS TO: DIRECTOR OF RESEARCH, ACTUARIAL AND POLICY DEVELOPMENT

1.1.2 DUTIES AND RESPONSIBILITIES

- Coordinates research studies and surveys aimed at assessing, evaluating and establishing new policies, systems and strategies for reforms and development of Social Security sector;
- Recommends to the Director on the formulation of new policies, systems and reforms for development of social security sector.
- Supervise preparation of performance reports on operations of schemes, managers and custodians;
- Coordinates statistical and policy analysis relating to operations of the social security sector;
- Ensures availability of data base for Authority's statistical bulletin;
- Carries impact assessment studies on various interventions including reforms of the Social Security sectors.

1.1.3 QUALIFICATION AND EXPERIENCE

- Master's Degree/Post Graduate diploma in, Social Security/Protection, Actuarial Science, Insurance, Economics, Finance, or related fields from any recognized University/Institution.
- At least nine (9) years of working experience in the related field.
- The candidate must possess knowledge of at least one accounting software.

1.1.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.2 FINANCE MANAGER - (1 POST)

1.2.1 REPORTS TO: DIRECTOR OF FINANCE PLANNING AND HUMAN RESOURCES MANAGEMENT

1.2.2 DUTIES AND RESPONSIBILITIES

- Advice the Director on all finance and accounting matters;
- Prepare financial periodic reports and annual financial reports;
- Assist the Director in undertaking financial risk assessment and control;
- Assist the Director in review and update all documents, policies and regulation regarding accounting and finance;
- Undertake special audit investigations and make recommendations;
- Monitor preparation of financial documents for disbursement of Funds;
- Develop, review and operationalize Authority's Financial operating Manuals and regulations;
- Participate in the planning and budget preparation process of the Authority;
- Maintain and keep financial records in safe custody;
- Facilitate the payments of salaries and other expenditures;
- Respond and follow up on audit reports and observations;
- Assist in keeping records of revenue, payments, assets and liabilities;

1.2.3 QUALIFICATION AND EXPERIENCE

- Master's Degree/Post graduate diploma in Accounting, Finance with a CPA (T) /ACCA or related fields from any recognized University/Institution.
- At least nine (9) years of working experience in the related field.

1.2.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.3 PLANNING MANAGER - (1 POST)

1.3.1 REPORTS TO: DIRECTOR OF FINANCE PLANNING AND HUMAN RESOURCES MANAGEMENT

1.3.2 DUTIES AND RESPONSIBILITIES

- Advise the Director on all planning matters;
- Assist in formulation and preparation of Authority's Strategic and Annual Plans;

- Monitor and evaluate implementation of Authority's Strategic Plan;
- Participate in consultative meetings with development partners and other stakeholders;
- Prepares periodic progress reports on Authority's performance;
- Develop strategies for resources mobilization;
- Provides technical support for strategic Planning and Budgeting matters to other Division and units;
- Advises the Director on issues related to performance improvement;
- Undertakes service delivery surveys to collect stakeholders/clients views on services rendered by the Authority;
- Assist the Director in drafting and reviewing policies, regulations and guidelines relating to planning matters;

1.3.3 QUALIFICATION AND EXPERIENCE.

- Master's Degree/Post Graduate Diploma in Economics, Finance, Planning or related fields from any recognized University/Institution.
- At least nine (9) years of working experience in the related field.

1.3.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.4 COMPLIANCE MANAGER - (1 POST)

1.4.1 REPORTS TO: DIRECTOR OF COMPLIANCE AND REGISTRATION

1.4.2 DUTIES AND RESPONSIBILITIES

- Analyze financials and regulatory returns from the schemes
- Monitor and evaluate regularly the performance of schemes, managers custodians and administrators and recommend measures to be taken when the need arise;
- Conduct onsite inspection to the schemes, managers, custodians and administrators; and prepare inspection reports
- Prepare compliance and inspection manuals for the schemes, managers, custodians and administrators
- Receive and monitor offsite surveillance returns and prepare reports

- Prepare guidelines for the efficient and effective operations of schemes, manager's custodians and administrators;
- Provide advisory services to the schemes, managers, custodians and administrators on all compliance related matters;
- Provide advisory services to social security members on compliance related matters;
- Ensure compliance to policies, laws and regulations.
- Advise the director on regulation, inspection and monitoring matters in relation to social security sector;
- Disseminate guidelines applicable to regulatory activities to schemes, managers, custodians and administrators;
- Advise on the disciplinary measures including penalties and sanctions in consultation with legal services section and registration services whenever necessary;
- Prepare inspection and monitoring guidelines for the efficient and effective operations of the schemes, managers, custodians and administrators;
- Conduct special investigation and inquiries whenever a need arise to schemes, managers, custodians and administrators;
- Design and implement monitoring and supervision systems for schemes, managers, custodians and administrators;
- Carry out preliminary investigations on matters affecting the operations in the social security sector.
- Assist director of compliance in review of policies, laws and regulations on registration and promotion of social security schemes, managers, custodians and administrators;

1.4.3 QUALIFICATION AND EXPERIENCE

- Master's Degree/Post Graduate Diploma in Social Security/Protection, Actuarial Science, Insurance, Economics, Finance, Law, Business Administration or related fields from any recognized University/Institution.
- At least nine (9) years of working experience in the related field.

1.4.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.5 REGISTRATION MANAGER - (1 POST)

1.5.1 REPORTS TO: DIRECTOR OF COMPLIANCE AND REGISTRATION

1.5.2 DUTIES AND RESPONSIBILITIES

- Assist Director of compliance in review of policies, laws and regulations on registration and promotion of social security schemes, managers, custodians and administrators;
- Design, implement and manage the Authority's registration systems;
- Manage all applications for registration of schemes, managers, custodians and administrators and cross check compliance;
- Advise the director on deregistration of schemes, managers or custodians for non-compliance;
- Prepare manuals to guide registration of schemes, managers, custodians and administrators;
- Prepare periodical registration reports;
- Manage the preparation and review of policies, laws and regulations on registration and promotion of social protection schemes, managers or custodians.

1.5.3 QUALIFICATION AND EXPERIENCE

- Master's Degree/Post Graduate Diploma in, Social Security/Protection, Actuarial Science, Insurance, Economics, Finance, Law, Business Administration or related fields from any recognized University/Institution.
- At least nine (9) years of working experience in the related field.

1.5.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.6 LEGAL SERVICES MANAGER - (1 POST)

1.6.1 REPORTS TO: THE DIRECTOR OF LEGAL SERVICES

1.6.2 DUTIES AND RESPONSIBILITIES

- Assist in provision Secretarial services to the Board of Directors;
- Assists in the provision of support services to the Social Security Tribunal;
- Assists in the provision of legal advice and assistance to Authority and scrutinizes all legal documents and instruments;
- Participates in the preparation and review of Policies, laws and guidelines.
- Prepares proposals for new Acts, regulation, rules, and other instruments.
- Provides advice and follow up cases involving the Authority.
- Ensuring the implementation of the most appropriate standards of Corporate Governance;

- Ensure that Authority's properties are properly insured with reputable insurance companies that are dully registered under the Insurance Act;
- Ensure that on-going litigation and arbitration are duly attended to;
- Ensure proper custody of all legal documents relating to the operations of the Authority;
- Keep abreast with new changes in Law that apply to SSRA's operations;
- Networking with the Attorney General's Office, Law Reform Commission, Tanganyika Law Society and other related bodies;

1.6.3 QUALIFICATION AND EXPERIENCE

- Master's Degree in Law (LLM) from any recognized University/Institution who has passed a recognized Practical Legal Training or undergone Internship Programme recognized by the Attorney General and must have a valid practicing license as advocate.
- At least nine (9) years of working experience in the related field.

1.6.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.7 COMPLAINTS MANAGER - (1 POST)

1.7.1 REPORTS TO: THE DIRECTOR OF LEGAL SERVICES

1.7.2 DUTIES AND RESPONSIBILITIES

- Coordinate the complaints management process;
- Receive and coordinate all complaints, and provide appropriate support to schemes, managers and custodians in relation to the management of complaints;
- Ensure that all complaints are acknowledged soonest from the receipt of complaints;
- Maintain regular communication with all parties to a complaint;
- Coordinate investigations of complaints in consultation with the director;
- Assist in the timely management and resolution of complaints;
- identify all complaints which are unresolved within 28 calendar days and report to the director of legal services for discussion;
- Undertake the complaints management evaluation process with the complainant on conclusion of the complaint process;

1.7.3 QUALIFICATION AND EXPERIENCE

- Master's Degree in Law (LLM) or related fields from any recognized University/Institution who has passed a recognized Practical Legal Training or undergone Internship Programme recognized by the Attorney General and must have a valid practicing license as advocate.
- At least 9 years of working experience in the related field.

1.7.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.8 SENIOR PUBLIC RELATIONS OFFICER II - (1 POST)

1.8.1 REPORTS TO: PUBLIC RELATIONS AND PROMOTIONS MANAGER

1.8.2 DUTIES AND RESPONSIBILITIES

- Prepare promotion programs for social security coverage to non-covered areas including informal groups;
- Coordinate public awareness programs, sensitization and training on social security;
- Write progress reports on promotion activities;
- Prepare promotional materials for social security education programs aimed at trustees, managers, custodians and other stakeholders for purposes of promotion;;
- Plan for regular information dissemination programs;
- Organize and undertake presentation and management publicity activities;
- Edit materials for media programs;
- Analyze public criticisms and complaints;
- Perform any other duty as may be assigned by the superior.

1.8.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree/Post Graduate in, Marketing, social security/protection, mass communication or any other related fields from a recognized University/Institution.
- At least six (6) years of working experience.

1.8.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.9 SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER II - (1 POST)

1.9.1 REPORTS TO: HUMAN RESOURCES AND ADMINISTRATION MANAGER

1.9.2 DUTIES AND RESPONSIBILITIES

- Implement the approved human resources policies and procedures and provide professional advice/interpretation to staff on correct application ensuring clear understanding for the purposes of compliance;
- Assist in staff recruitment and selection process including shortlisting, preparation of interviews, reference checks, preparations of employment contracts and managing on boarding process including facilitation of induction programs;
- Coordinate performance management systems to ensure full participation of all staff and timely evaluation bi-annually;
- Develop and implement career development programs such as succession planning and talent management to ensure that SSRA retains high caliber staff;
- Identify and assess staff training needs and provide advice on Human Resources Development and Planning;
- Assist in staff disciplinary management and grievances handling;
- Maintain an updated staff records for easy human resources strategic decision making;
- Assist in the administration of Medical Insurance Policy and all matters related to occupational health and safety;
- Perform administrative functions within the Authority;
- Perform any other duty as may be assigned by the superior.

1.9.3 QUALIFICATION AND EXPERIENCE

- Master's Degree/Postgraduate Diploma in Public Administration, Management, Manpower Planning, Human Resource Management or any other related fields from a recognized University/Institution.
- At least six (6) years working experience in related field. Knowledge of labor laws and human resources information systems (HRIS) will be an added advantage.

1.9.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.10 ACCOUNTANT II - (1 POST)

1.10.1 REPORTS TO: FINANCE MANAGER

1.10.2 DUTIES AND RESPONSIBILITIES

- Prepare accounts documentation;
- Dispatch voucher lists to the head of sections;
- Make batching of payment vouchers as per cashbook;
- Keep batches of payment voucher, cashbook and exchequer receipt vouchers;
- Maintain petty cashbook and register;
- Maintain incoming and outgoing cheque register;
- Assist in preparation of financial reports;
- Assist in preparation of pay roll computations and reports;
- Assists in carrying out regular bank reconciliation;
- Perform any other duty as may be assigned by the superior.

1.10.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Accounting, Finance, Commerce or any other related fields from recognized University/Institutions.
- Pre-bachelor possession of Certificate/Diploma in Procurement and Supplies will be an added advantage.

1.10.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.11 RESEARCH AND POLICY ANALYST OFFICER II - (1 POST)

1.11.1 REPORTS TO: PRINCIPAL ACTUARIAL AND FINANCIAL ANALYST

1.11.2 DUTIES AND RESPONSIBILITIES

- Assist in preparation of inputs on formulation of new policies, systems and reforms for development of social security sector.
- Assist in compiling inputs for reports on operations of schemes, managers and Custodians;
- Initiate statistical and policy analysis relating to operations of the sector;
- Update data base of the Authority.
- Initiate impact assessment studies on various interventions including reforms of the Social Security sectors.
- Propose researchable topics in the social security sector;
- Act as a research assistant in the field;
- Collect data for analysis.

- Perform any other duty as may be assigned by the superior.

1.11.3 QUALIFICATION AND EXPERIENCE

- Bachelor degree in, Economics, Statistics, social security/protection, actuarial sciences, Insurance or any other related fields from a recognized University/Institution.

1.11.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.12 REGISTRATION OFFICER II - (1 POST)

1.12.1 REPORTS TO: REGISTRATION MANAGER

1.12.2 DUTIES AND RESPONSIBILITIES

- Assist the registration manager in designing, implementing and managing the Authority's registration systems;
- Assist the registration manager to manage all applications for registration of schemes, managers, custodians and administrators and cross check compliance;
- Advise the manager on deregistration of schemes, managers, custodians and administrators for non-compliance;
- Participate in preparation of manuals to guide registration of schemes, manager's custodians and administrators;
- Prepare periodical registration reports;
- Participate in the preparation and review of policies, laws and regulations on registration and promotion of social protection schemes, managers or custodians;
- Participate in the preparation and review of policies, laws and regulations on registration and promotion of social protection schemes, managers or custodians.
- Perform any other duty as may be assigned by the superior.

1.12.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Social Security/Protection, Actuarial Science, Insurance, Economics, Finance, Law, Business Administration or related fields from any recognized University/Institution.

1.12.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.13 COMPLIANCE OFFICER II - (1 POST)

1.13.1 REPORTS TO: SENIOR COMPLIANCE OFFICER

1.13.2 DUTIES AND RESPONSIBILITIES

- Assist in developing and revising policies and procedures for the general operation of schemes, managers, Custodians and administrators.
- Assist draft reports on compliance activities;
- Participate in the evaluation of social security education programs aimed at trustees, managers, custodians , administrators and other stakeholders for purposes of promotion;
- Participate in the preparation of compliance and supervision programs for schemes, manager's custodians and administrators;
- Aid the preparation of the initial progress reports on compliance activities;
- Identify and propose ways to evaluate social security education programs aimed at trustees, managers, custodians , administrators and other stakeholders for purposes of compliance;
- Assist disseminate educational materials such as brochures, posters, newsletters, magazines.
- Perform any other duty as may be assigned by the superior.

1.13.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Law or Advanced Diploma in Social Security Protection/Insurance, Actuarial Sciences, Finance or business administration from a recognized University/Institution.

1.13.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.14 LEGAL OFFICER II - (1 POST)

1.14.1 REPORTS TO: SENIOR LEGAL OFFICER

1.14.2 DUTIES AND RESPONSIBILITIES

- Compile evidence relevant for court cases involving the Authority;
- Assist in taking charge of documents and correspondences of already assigned cases;
- Assist in dealing with legal routine correspondences addressed to Authority;

- File and appear for proceedings in courts;
- Assist in administering compliance to the terms of agreements and contracts;
- Compile a list of amended legislations, regulations and rule;
- Maintain an updated database of court decisions;
- Perform any other duty as may be assigned by the superior.

1.14.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Law (LLB) from any recognized University/Institution who has passed a recognized Practical Legal Training or undergone Internship Programme recognized by the Attorney General.

1.14.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.15 PUBLIC RELATIONS AND PROMOTION OFFICER II - (1 POST)

1.15.1 REPORTS TO: SENIOR PUBLIC RELATIONS AND PROMOTION OFFICER

1.15.2 DUTIES AND RESPONSIBILITIES

- Assist in the preparation of promotion programs for social security coverage to non-covered areas including informal groups;
- Assist in the public awareness programs, sensitization and training on social security;
- Draft progress reports on promotion activities;
- Aid in preparing promotional materials for social security education programs aimed at trustees, managers, custodians and other stakeholders for purposes of promotion;
- Assist in preparing regular information dissemination programs;
- Assist coordinating and undertake presentation and management publicity activities.
- Perform any other duty as may be assigned by the superior.

1.15.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Marketing, Mass Communication, Social Security/Protection or any other related fields from a recognized University/Institution.

1.15.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.16 PROCUREMENT AND LOGISTICS OFFICER II - (1 POST)
1.16.1 REPORTS TO: THE HEAD OF PROCUREMENT MANAGEMENT UNIT
1.16.2 DUTIES AND RESPONSIBILITIES

- Assist in planning and forecasting supplies requirements
- Assist in preparation of tendering documents
- Assist in preparation of advertisements of tender opportunities
- Issue approved tendering and contract documents
- Assist in preparation of procurement reports
- Manage an archive records of the procurement and disposal process
- Maintain a list or register of all contract awarded.
- Follow up supply contracts and ensures contracts are honoured.
- Participate in identifying contract defaulters and reports to superior for further action.
- Assist in all processes of procurement as per approved authority policies, systems and procedures
- Perform any other duties as may be assigned by superiors.

1.16.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Procurement and Logistics/Supplies or its equivalent and has been registered by Procurement and Supplies Professionals and Technician Board under the category of Graduate or higher.

1.16.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.17 INTERNAL AUDITOR – II (1 POST)
1.17.1 REPORTS TO: CHIEF INTERNAL AUDITOR
1.17.2 DUTIES AND RESPONSIBILITIES

- Assist in preparation of annual audit risk based plan;
- Prepare engagement audit reports;

- Analyze and report on the internal control systems in place;
- Assist in conducting financial and performance audit within the authority;
- Assist in performing regular checks and investigations;
- Prepare audit programs;
- Perform any other duties as may be assigned by the superior.

1.17.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Accounting, Finance, Commerce or any other related fields from recognized University/Institutions.

1.17.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.18 MANAGEMENT INFORMATION SYSTEMS OFFICER II - (1 POST)

1.18.1 REPORTS TO: HEAD OF MANAGEMENT INFORMATION SYSTEMS UNIT

1.18.2 DUTIES AND RESPONSIBILITIES

- Assist in liaising with schemes, managers, custodians and other relevant institutions on MIS infrastructure development related to social security sector;
- Assist in the provision of technical advice on procurement of MIS equipment, hardware and software;
- Participate in the coaching and mentoring Authority staffs on MIS development;
- Review MIS strategy of schemes, custodians and managers and recommends on changes/improvement required;
- Assist to prepare MIS regulations and guidelines;
- Assist to prepare BCP in MIS related issues and follow up on compliance in the sector;
- Assist installation and maintaining a modern Management Information System;
- Provide technical support in application of Information Technology;
- Perform any other duties as may be assigned by the superior.

1.18.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Information Technology, Computer Sciences or its equivalent from a recognized University/Institution.

- Demonstrable practical software development/ programming skills are essential.

1.18.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

1.19 RECORDS MANAGEMENT ASSISTANT I - (1 POST)

1.19.1 REPORTS TO: THE HUMAN RESURCES AND ADMINISTRATION OFFICER

1.19.2 DUTIES AND RESPONSIBILITIES

- Monitor file movements;
- Prepare file index and other facilities in order to simplify the availability of documents;
- Analyze and classify records in specified categories;
- Monitor correspondences;
- Maintain an updated diary and records for files movements;
- Receive in-coming mail and records it in relevant registers;
- Perform any other duties as may be assigned by the superior.

1.19.3 QUALIFICATION AND EXPERIENCE

- Secondary Education certificate plus ordinary Diploma in Records Management or any other recognized College/Institution.
- At least three (3) years working experience in the relevant field.

1.19.4 REMUNERATION

- Attractive remuneration package in accordance with the Institution's Salary Scale.

X.M. DAUDI
Secretary
Public Service Recruitment Secretariat