THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY

EMPLOYMENT OPPORTUNITIES

1.0 **Nature and Scope**

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing and promoting the maritime sector in Tanzania mainland.

The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources by fulfilling the following functions:

1.1 Promoting effective management and operations of sea and inland waterways ports.

1.2 Provision of services in relation to loading and unloading of cargo and passenger services at all ports.

1.3 Developing, promoting and managing port infrastructure and superstructure.

1.4 Maintaining port safety and security.

1.5 Entering into contractual obligations with other legal entities for provision of port services.

2.0 TPA's ***vision*** is to lead the regional maritime trade and logistic services to excellence and its ***Mission*** is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central and southern Africa.

3.0 In the light of the above, TPA Board of Directors intends to recruit dynamic, committed and qualified individuals to fill its top Management positions. These positions are exciting opportunities for highly motivated, entrepreneurial-minded and result-driven professionals with a proven track record. Such candidates should have the ability to prioritise activities and exercise good judgement plus the ability to make economic and efficient decisions. They should also be prepared to handle multiple tasks and work in a constrained environment. Furthermore, prospective applicants should have high personal integrity, solid management and leadership experience and should also be able to work independently.

3.1 The available positions together with their specific requirements are as follows:

4.0 THE DIRECTOR GENERAL

4.1 Job Summary

The Director General (DG) will be responsible for leading the transformation process of TPA to a world class port service provider through effective leadership with the aim of achieving the organizations objectives. The Director General will report to the Board, and will be responsible for proper administration and management of the functions and affairs of the Authority.

4.2 Key Responsibilities

- Discharging obligations and responsibilities as Secretary and Management representative to the Board of Directors;
- Discharging responsibilities as Chief Executive Officer of the Authority;
- Developing strategic goals and make recommendations to the Board, and implementing the agreed strategies and directives of the Board;
- Formulating and issuing policies in line with the approved policy guidelines;

- Preparing and submitting annual revenue, expenditure, traffic forecast and capital budget and other reports to the Board and other authorities for approval;

- Monitoring the operating environment and financial results of the Authority and taking any necessary corrective action;

- Supervising management of employees and maintain harmony and integrity within the organisation;

- Taking measures which will contribute to value addition and sustainability of the authority.

4.3 Qualifications, Experience and Attributes

The ideal candidate for this position should posses:

- At least ten (10) years' experience at senior management level in one or more of the field of management, ports operations, law, economics, finance, science or engineering.

- Proven leadership and managerial skills with ability to handle multi-functional teams and projects with highest integrity to enhance performance and manage change.

- An ability to illustrate and encourage creativity and innovative ideas, effective problem solving, excellent communication and timely decision making skills.

- Registration to a professional body recognised by the Government of Tanzania.

- A Masters degree or a professional qualification in a financial, project management, technical business related field will be an added advantage.

- Knowledge of and experience of maritime sector will be an added advantage.

5.0 DEPUTY DIRECTOR GENERAL – INFRASTRUCTURE DEVELOPMENT

5.1 Job Summary

The Deputy Director General will be responsible to advise the DG and monitor performance management of the Infrastructure Development which includes Information and Communication Technology, Engineering & Technical Services and Planning & Investment components of the Authority. This calls for excellent project management and effective mobilisation and utilisation of TPA resources. S/he will report to the Director General.

5.2 Key Responsibilities

- Advisor to the Director General on matters pertaining to be directorates under his/her portfolio;
- Ensure that Directorates under him/her develops well focused strategies and objectives to achieve TPA Plans;
- Coordinate the formulation, implementation, monitoring and evaluation of policies and plans with respect to activities of directorate under his/her charge;
- Facilitate the preparation and review of Directorates' budgets and ensures their effective control;
- Manage performance of each Directorate under him/her to ensure targets & strategic plans are achieved.

5.3 Qualifications and Experience

The ideal candidate for this position should posses:

- Bachelor's degree from an accredited University or Higher Institute of learning in Engineering, Finance, Economics, Business, Maritime or any other related field.
- A Minimum of ten (10) years' experience, of which five (5) years should be at a senior management level in a related field.
- A professional qualification in Engineering, Finance, Economics, Business or any other related field.

- Demonstrated leadership and interpersonal skills with ability to manage performance and change.

- An ability to illustrate effective problem solving, good judgement and effective decision making skills.

- A Masters Degree and/or professional qualification in a financial, technical project management or business related field will be as an added advantage.

6.0 DEPUTY DIRECTOR GENERAL – CORPORATE SERVICES

6.1 Job Summary

The Deputy Director General (CS) will be responsible to advise on effective and efficient ways to manage the Division of Corporate Services which includes Human Resource, Finance, Procurement and Supplies, Marketing and Management Systems components of the Authority. This calls for excellent facilitation of corporate and customer services. She/He will reports to the Director General.

6.2 Key Responsibilities

- Advisor to the Director General on matters pertaining to the Directorate under his/her portfolio;

- Ensure that the Directorate develops well focused strategies and objectives to achieve TPA Plans;

- Coordinate the formulation, implementation, monitoring and evaluation of policies and plans with respect to activities of Directorate under his/her charge;

- Facilitate the preparation and review of Directorate budgets and ensures their effective control;

- Manage performance of each Directorate to ensure targets & strategic plans are achieved.

6.3 Qualifications and Experience

The ideal candidate for this position should posses:

- Bachelor degree from accredited Universities related to Business Administration and Financial Management.

- A minimum of ten (10) years' experience, of which five years (5) should be at a senior management level in a related field.

- A professional qualification in Finance and Business Administration or in a related field.

- Demonstrated leadership and strong interpersonal skills with ability to manage performance and lead change.

- A Masters degree in a related field as an added advantage.

7.0 PORT MANAGER – DAR ES SALAAM

7.1 Job Summary

The Port Manager will be responsible for effective management of port operations including optimum utilization of resources and other support services to ensure customer satisfaction and high return on asset utilization. She/he will be responsible to ensure extensive use of ICT in port operations and effective Port management. This position must ensure proper and efficient conduct of business; deliver sustainable profits and competitive customer services to improve overall productivity and performance of the Port. This position will report to the Director General.

7.2 Key Responsibilities

- Develop and review Dar es Salaam Port business plans, its objectives, policies, and port budgets;

- Implement agreed Dar es Salaam Port strategies including strict compliance to environmental safety and fire standards;

- Maintain integrity of process, systems and routines to sustain continuous and effective operations of the port;

- Manage people and performance of the port to achieve agreed targets.

7.3 Qualifications and Experience

The ideal candidate for this position should posses:

- Bachelor's degree from accredited University or Higher Institute of learning in Maritime Industry, Engineering, Port Management or any other related areas.

- A minimum of ten (10) years' experience of which five (5) years should be at a senior management level.

- A professional qualification in Engineering, Port Management, Maritimes and other related field.

- An ability to illustrate effective problem solving, good judgement and decision making skills.

8.0 DIRECTOR OF HUMAN RESOURCE & ADMINISTRATION

8.1 Job Summary

The Director of Human Resource & Administration will support and partner with business strategies, and will ensure the right development of the human resource component of the authority. This includes effective management and administration of competitive reward strategies, staff welfare, training and development, industrial relations and succession planning. This position reports to the Deputy Director General (Corporate Services).

8.2 Key Responsibilities

- Manage the functions of Human Resource Development and Administration with regular status reports to Management and the Board of Directors;

- Formulate and implement human resource strategies, policies, procedures and effective Human Resource Information Systems;

- Develop employment plans for TPA and ensure proper recruitment, training and development, retention and succession planning;

- Ensure that employees Open Performance Appraisal Systems (OPRAS) are conducted as per annual strategic plan;

- Maintain harmony between the trade union, its membership and management in line with TPA business strategies;

- Ensure effective management of staff welfare and compensation and benefits schemes as defined in TPA policies and procedures.

8.3 Qualifications and Experience

The ideal candidate for this position should posses:

- A Bachelor's degree or equivalent in Human Resource Management or from a recognised institute/university.

- A minimum of ten (10) years of progressively responsible working experience in Human Resource Management of which five (5) years should be in a senior Management position.

- An ability to deal with interdisciplinary human relation issues in large organizations including management of succession planning, Staff Establishment, Budgeting, Salary Administration and Disciplinary matters.

- Sound knowledge of existing Human Resource policies, regulations and business processes.

- An ability to deal with strategic Human Resource issues of a respectable organization.

- A Masters degree in a related field will be an added advantage.

9.0 DIRECTOR OF LEGAL SERVICES

9.1 Job Summary

The Director of Legal Services will be responsible for effective management of the Authority legal affairs, safe custody of Authority seal, timely availability of legal documents and contracts, safeguarding the legal interests of the Authority and giving appropriate legal advice. She/he will report to the Director General.

9.2 Key Responsibilities

- Represent the Authority to the Government and other institutions, on legal matters;
- Represent Authority before the Courts of Law and other quassi judicial bodies;
- Negotiate, advise, draft and attest contracts, concessions and agreements involving TPA and other parties;
- Review and develop the company legal, procedures and recommend areas of improvement.

9.3 Qualifications and Experience

The ideal candidate for this position should posses:

- A Bachelor's degree in Law (LLB) from accredited university or any other Higher leaning Institution.
- A registration as an advocate with at least ten (10) years' experience in the field of which five (5) years' should be in Senior position.
- A Masters of Law; especially in Contract Law, International Trade or Maritime Law, will be an added advantage.

10.0 CORPORATE COMMUNICATIONS MANAGER

10.1 Job Summary

The Corporate Communications Manager is responsible for managing the impact of the operating environment (social, economic & political landscape) to ensure effective and efficient achievement of business objectives. This includes facilitation of excellent public relations, internal and external corporate communications so to always portray a positive image of the Authority. This position reports to the Director General.

10.2 Key Responsibilities

- Ensure that public relations and communications strategies for promoting TPA services internally and externally are developed and implemented;

- Promote TPA activities, programs and policies through different communication channels;

- Engage in dialogue with the public as well as media on issues concerning TPA;

- Coordinate accurate and timely dissemination of news on behalf of the TPA to the relevant stakeholders;

- Coordinate preparation, production and dissemination of documents such as brochures, articles and newsletters;

- Inform and educate the public on programs and activities undertaken by the TPA;

- Coordinate TPA meetings and events such as national exhibitions, press conferences, commemoration and publications.

10.3 Qualifications and Experience

The ideal candidate for this position should posses:

- A Bachelor's degree in Journalism, Mass Communication or International relations from accredited University or any other Higher learning Institution;

- At least eight (8) years' experience of which three (3) years should be in Senior Management position;

- A Masters degree or a background in maritime studies will be an added advantage.

11.0. OIL TERMINAL MANAGER - DSM PORT

11.1 Job Summary

The Oil Terminal Manager will be responsible for effective preventive maintenance, improved terminal productivity, assured availability and reliability of oil terminal facilities, safety and environmental control. This position will report to Port Manager.

11.2 Key Responsibilities

- Formulate and implement agreed operational plans for the Oil Terminal;
- Ensure compliance to fire & safety, and environmental requirements standards including anti-pollution systems;
- Maintain records, raise accurate billing for revenue charges within the set procedures, tariffs and policies;
- Ensure effective development and implementation of preventive maintenance programmes and schedules on Oil Terminal facilities.

11.3 Qualifications and Experience

The ideal candidate for this position should posses:

- A Bachelor's degree in Chemical Process Engineering or Petroleum Technology from an accredited university or any other higher learning institution.
- A Master Mariner **Class I** Certificate of Competence.
- Experience of at least eight (8) years of which three (3) years should be in senior position in the related field.
- A Masters degree or a background in maritime studies will be an added advantage.

12.0 DIRECTOR OF OPERATIONS

12.1 Job Summary

The Director of Operations will be responsible for efficient and effective facilitation of business, and availability of adequate business handling facilities to enhance port performance. This position must ensure proper and efficient conduct of business of the Authority. She/He will report to the Director General.

12.2 Key Responsibilities:

- Develop and implement the business plans for the ports of Tanga, Mtwara, Mwanza, Kigoma and Kyela;
- Advise and oversee enforcement of all cargo handling and marine operations policies at these ports;
- Review ports operational objectives, performance targets and provide strategic advice;
- Advise management on ports performance improvement.

12.3 Qualifications and Experience

The ideal candidate for this position should posses:

- A Bachelor's degree or equivalent in Engineering, Harbour Administration, Business Administration, Economics, Transport and Logistics Management or any other related field.
- A minimum of ten (10) years of progressively responsible working experience of which five (5) years should be in a senior managerial position.
- Demonstrated leadership and interpersonal skills with ability to manage cross functional teams and performance.
- A track record of effective problem solving, good judgement and decision making skills.
- A Masters degree and/or any professional certificate such as CPA, ERB, CISA will be an added advantage.

13.0 DIRECTOR OF INFORMATION & COMMUNICATION TECHNOLOGY

13.1 Job Summary

The Director of Information & Communication Technology will be responsible for efficient and effective facilitation of business throughout the Authority electronically. To plan, administer and review the acquisition, development, maintenance and use of computer and telecommunications systems within TPA. This position reports to the Director General.

13.2 Key Responsibilities and duties

- Plan for and coordinate major ICT projects across TPA and oversee their successful implementation;
- Ensure TPA's individual departments comply with the approved technical and system security standards;
- Align ICT services with the current and future needs of the TPA and its stakeholders;
- Manage the delivery of ICT services across TPA by establishing high quality ICT service provision to all users based on customer service ethos;
- Provide customer satisfaction and ensure that the Service Level Agreements are achieved through the establishment and management of service levels with internal customers and external service providers;
- Ensure high quality and consistent availability of the TPA's ICT systems including the development, monitoring and testing of the ICT Disaster Recovery and Business Continuity Plans;

- Plan and institute a strategy on developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links;

- Exercise staff oversight to ensure new operational plans, policies, procedures, and transition/migration plans are consistent with the overall TPA's goals and objectives;

- Direct the integration of ICT operations, computer hardware, operating systems, communications, software applications and data processing;

- Monitor information security standards and procedures required to manage all components of ICT Systems in accordance with international high level standards;

13.3 **Qualifications and Experience**

The ideal candidate for this position should possess.

- Bachelors Degree in either Information Technology, Electronic Engineering, Computer Science, Computer Engineering or Telecommunication from a recognised institute/University.

- A minimum of ten (10) years of progressively responsible working experience, of which five (5) should be in senior position.

- Professional Certifications in Networks/ICT Security/Data Centre and ICT Service Management related certification like ITIL, COBIT, CISA, CISM etc. will be added advantage.

- Masters Degree in Computer Science and Certification by a relevant body in Database Management Systems, Systems Administration, or Software Development. Will be an added advantage.

- Experience with increasingly complex leadership and management responsibilities in information technology,

data communication and telecommunication environment.

- Experience in managing, leading and enabling successful change and transition.

- An ability to identify and respond current and future client needs; providing service excellence to all clients.

14.0 REMUNERATION

The successful candidate will be offered an attractive and competitive remuneration package consistent with Tanzania Ports Authority (TPA) Remuneration schemes.

15.0 APPLICATION DETAILS

TPA is re-establishing itself as a Master in efficient port services. We strongly encourage competent, action-orientated and committed Tanzanians to apply for these key leadership positions.

Send your application, detailed curriculum vitae, photocopy of academic certificates, and names and contact details of three referees as well as your passport size photograph to the address indicated below.

Submission should be in both Soft and Hard Copies. Soft copies should be submitted by filling in a form through the website at www.tanzaniaports.com while hard copies should be submitted through the postal address indicated below.

Applications should be submitted no later than 15th May, 2013.

Only shortlisted candidates will be contacted.

Chairman
Board of Directors
Tanzania Ports Authority

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www.tanzaniaports.com

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