

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

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26th November, 2018

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Ports Authority (TPA), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **68 vacant** posts.

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 to fulfil its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA's vision is to lead the regional maritime trade and logistics 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. TPA continues to undertake substantial improvement measures to turn around its performance in order to maintain competitiveness within the region.

As part of on-going improvements a number of job opportunities needs to be filled as mentioned below;

1.1 DIRECTOR OF PLANNING, RISKS AND QUALITY MANAGEMENT – 1 POST

1.2.1 Salary Grade : TPSS 2

1.2.2 Station: Headquarters

1.2.3 Report To: Director General.

1.2.4 Objective

To provide technical expertise on corporate planning, risks management and quality assurance.

1.2.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Corporate Planning, Monitoring and Evaluation as well as Risks and Quality Management;
- (ii) To coordinate the preparation, review and implementation of TPA Master Plan, Strategic Plan, Business Plan and Budget;
- (iii) To coordinate and conduct survey for data collection, trend analysis, interpretation and presentation of TPA data and be a custodian and focal point of TPA statistics;
- (iv) To conduct monitoring and evaluation and prepare reports;
- (v) To coordinate with Government Ministries, Departments and Agencies as well as Regional and Global communities in relation to TPA plans implementation and reports;
- (vi) To facilitate and monitor implementation of Total Quality Management System;
- (vii) To identify potential risks and coordinate the preparation and maintenance of Risk Register so as to mitigate TPA Business against risks and improve efficiency and cost reduction;

- (viii) To establish and implement Operational Risk Management Charter;
- (ix) To control and safeguard all resources under the Office of Planning, Risks and Quality Directorate, including employees, office equipment and finances;
- (x) To be secretariat of TPA Management Meetings;
- (xi) To perform any other official duties as may be assigned from time to time.

1.2.6 Qualifications and Experience

Holder of Master's Degree either in Economics, Financial and Investment Planning, Statistics, Risks Management and Quality Management from any recognized institution with working experience of at least Seven (7) years in relevant field, of which four (4) years must be in managerial positions in large and reputable organization. Must also be computer literate and Fluent in English and Swahili languages.

1.2.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

2.0 DIRECTOR OF ENGINEERING SERVICES – 1 POST

2.1.1 Salary Grade :TPSS 2

2.1.2 Station: Headquarters

2.1.3 Report to: Director General

2.1.4 Objective

To provide technical expertise and services with regard to civil, mechanical and electrical construction and maintenance works for TPA infrastructure; acquisition and management of real estate's and environment management.

2.1.5 Duties and Responsibilities

- (i) In-charge of the Engineering Services Directorate;
- (ii) To enforces TPA engineering policies and procedures;
- (iii) To coordinate the planning of implementation, review of user requirements, user requirement preparation schedules, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects and reporting progress with recommendations on required actions ;and actual execution of projects;
- (iv) To be a custodian and be responsible for physical assets maintenance, condition monitoring and replacement, including initiating disposal processes;
- (v) To oversee the development and preparation of technical standards and procedures for construction, maintenance and inspection of infrastructures;
- (vi) To plan and budget for resources required for the infrastructure development and maintenance;
- (vii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (viii) To undertake preventive and corrective maintenance to equipment, crafts, plants, solar systems, permanent way, building fittings and other port facilities;
- (ix) To formulate and prepare user requirements and documents necessary for procurement of projects, plants, equipment and manufacturing of machine parts and cargo gears;
- (x) To maintain power plant and sub-station and provide power to the port during outage;
- (xi) To manage TPA assets and property and provide advice on proper utilization of land and buildings for commercial and economic use;
- (xii) To oversee environment management matters and maintain cleanliness and sanitation of the port compound and environment;

- (xiii) To supervise contractors and consultancy services for development projects and acquisition of capital assets;
- (xiv) To review and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for construction and maintenance of the port infrastructure, equipment and landed property;
- (xv) To control and safeguard all resources under the Office of Engineering Services Directorate, including employees, office equipment and finances; and
- (xvi) To perform any other official duties as may be assigned from time to time.

2.1.6 Qualifications and Experience

Holder of Master's Degree either in Mechanical Engineering, Civil Engineering, Electrical Engineering, or Electro-Mechanical Engineering from any recognized institution with working experience of at least Seven (7) years in relevant field, of which Four (4) years must be in managerial positions in an organization with annual actual capital projects expenditure of not less than TZS 250 billion and registered as Professional Engineer by ERB. Must also be computer literate and Fluent in English and Swahili languages.

2.1.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

3.0 DIRECTOR OF INFRASTRUCTURE PLANNING AND INVESTMENT – 1 POST

3.0.1 Salary Grade: TPSS 2

3.0.2 Station: Headquarters

3.0.3 Report to: Director General

3.0.4 Objective

To head, lead and provide general management of the Directorate of Infrastructure Planning and Investment. He/She shall also be responsible for ensuring returns on investments are efficiently realized and meaningful through preparations of project concepts, conducting of feasibility studies, undertaking preliminary designs and arranging tender documentations.

3.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Infrastructure Planning and Investment;
- (ii) To develop and implement investment and infrastructure policies, strategies, budgets and guidelines;
- (iii) To review and comment on feasibility studies and preparation of action plans for projects;
- (iv) To prepare project proposals, evaluation and terms of references and submit for approval and implementation;
- (v) To oversee the management of TPA investment processes;
- (vi) To analyze Returns on Investment and Risks, Monitor and Evaluate Investment Portfolios;
- (vii) To provide advisory services on development of technical standards and designs;
- (viii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (ix) To supervise feasibility studies and preliminary design consultancy services, review the respective reports and submit for approval;
- (x) To control and safeguard all resources under the Office of Infrastructure Planning and Investment Directorate, including employees, office equipment and finances; and
- (xi) To perform any other official duties as may be assigned from time to time.

3.0.6 Qualifications and Experience

Master's Degree either in Civil Engineering, Mechanical Engineering, Economics, Planning, Business Administration, Finance, Project Management, Strategic Management from any recognized institution with working experience of at least seven (7) years, of which four (4) years must be in management position in a reputable organization with a significant number of large projects having actual annual total investment portfolios of not less than TZS 250 billion involving local and international financing. Ability to identify and formulate viable projects through feasibility studies will be an added advantage. Must also be computer Literate and Fluent in English and Swahili languages.

3.0.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

4.0 DIRECTOR OF MARINE AND PORTS OPERATIONS – 1 POST

4.0.1 Salary Grade: TPSS 2

4.0.2 Station: Headquarters

4.0.3 Reports to: Director General

4.0.4 Objective

To coordinate, plan, implement, monitor and report on the performance of ports, marine operations and; fire and safety services.

4.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Marine and Port Operations and the Chief Harbour Master;
- (ii) To supervise the provision of marine and port operation services;
- (iii) To coordinate the planning of implementation and actual execution of projects;
- (iv) To be a custodian and be responsible for physical marine assets maintenance, condition monitoring and replacement, including initiating disposal processes;
- (v) To oversee the development and preparation of technical standards and procedures for construction, maintenance and inspection of marine facilities;
- (vi) To plan and budget for resources required for development and maintenance of marine facilities;
- (vii) To formulate and prepare user requirements and documents necessary for procurement of marine plants, equipment and facilities;
- (viii) To plan, coordinate, monitor, evaluate and prepare port performance reports on offshore and onshore operations;
- (ix) To monitor provision of fire and safety services in ports;
- (x) To provide advice and solutions to remove bottlenecks in the provision of marine services, ports operations as well as fire and safety services;
- (xi) To enhance consultation among stakeholders and provide a linkage between TPA, Government Ministries, Private Service Providers and other public service institutions involved in ports sector;
- (xii) To inspect ports and marine operations to assess and verify performance;
- (xiii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xiv) To control and safeguard all resources under the Office of Marine and Port Operations Directorate, including employees, office equipment and finances;
- (xv) To perform any other official duties as may be assigned from time to time.

4.0.6 Qualifications and Experience

Master's Degree either in Marine Engineering, Marine Science, Nautical Science, Maritime Transport from any recognized institution with working experience of at least Seven (7) years in related field, of which four (4) years should be in managerial position in large, reputable and international organization as a Harbour Master or a senior level officer with a Certificate of Competence Class 1. Must also be computer literate and Fluent in English and Swahili languages.

4.0.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

5.0 DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

1 POST

5.0.1 Salary Grade :TPSS 2

5.0.2 Station: Headquarters

5.0.3 Reports to: Director General

5.0.4 Objective

To provide expertise and services on Human Resource Management, Medical and Occupational Health arrangements and Administration matters.

5.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Human Resource Management and Administration;
- (ii) To provide expertise and service that will ensure availability of the high quality human capital for improving efficiency and effectiveness in delivery of Services;
- (iii) To provide strategic inputs and implement activities on Administration and Human Resources Management including recruitment, human resources development and training, promotion, discipline, retention, motivation, performance management and welfare;
- (iv) To prepare employees annual Personal Emoluments and budget
- (v) To ensure optimal, efficient and effective management and utilization of human resources;
- (vi) To collect, analyse, store and disseminate data and information related to human resource development plans;
- (vii) To provide data support and up-date records on various human resources information;
- (viii) To formulate, review and enforce Human Resource Policies and provide management services and organization development activities;
- (ix) To process employees benefits, compensation and, maintain good Industrial Relations including dealing with the Trade Union, currently DOWUTA;
- (x) To coordinate and supervise the provision of office equipment and facilities; office management services; facilitate transport and general utility services; and, provide registry and office records services;
- (xi) To provide medical services and ensure compliance to local and international occupational health guidelines (WHO, ILO, IMO) and other relevant conventions and protocols;
- (xii) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (xiii) To perform any other official duties as may be assigned from time to time.

5.0.6 Qualifications and Experience

Master's Degree either in Human Resources Management, Public Administration, Business Administration majoring in Human Resources Management from recognized institutions with working experience and of at least Seven (7) years in relevant field, of which Four (4) years

must be in managerial position in an organization with more than 1000 employees. Must also be computer literate and Fluent in English and Swahili languages.

5.0.7 Key Competencies

Leadership capability, experience in dealing extensively with Trade Union, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

6.0 DIRECTOR OF PROCUREMENT AND CONTRACTS – 1 POST

6.0.1 Salary Grade: TPSS 2

6.0.2 Station: Headquarters

6.0.3 Reports to: Director General

6.0.4 Objective

To provide expertise and services in procurement of goods, non-consultancy services, works and consultancy services through the Procurement Management Unit (PMU) and disposal of obsolete and condemned assets; supports the Tender Boards; and advises the Director General on procurement issues.

6.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Procurement and Contracts, Secretary to the Central Tender Board and Head of the Headquarters PMU;
- (ii) To prepare and update Annual Procurement Plans and General Procurement Notices;
- (iii) To coordinate and advise user departments on the procurement plans and ensure efficient implementation of all procurement activities;
- (iv) To participate in developing and reviewing procurement policies and procedures;
- (v) To supervise and ensure that all procurements proposed by user departments meet TPA quality specifications, standards and procedures at Headquarters and all Stations and comply with Public Procurement Act (PPA);
- (vi) To procure local and international contracts for supply of goods, provision of non-consultancy services, execution of works and provision of consultancy services required for the TPA operations at the most competitive prices and planned scope in accordance with approved TPA procedures;
- (vii) To lead the preparation of solicitation document and process evaluation and negotiation of tenders and proposals;
- (viii) To prepare reports for the Public Procurement Regulatory Authority and other relevant authorities;
- (ix) To head the Secretariat of the TPA Central Tender Board (CTB); support and monitoring the Ports Tender Boards; to timely notify the accounting officer on the Tender Board decisions; and, supervise preparation of contracts and related correspondences;
- (x) To review, evaluate and assess the reports on consultants and contractors claims for additional scope;
- (xi) To update and keep custody of the procurement contracts in the register;
- (xii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xiii) To control and safeguard all resources under the Office of Procurement and Contracts Directorate, including employees, office equipment and finances; and
- (xiv) To perform any other duty as may be assigned from time to time.

6.0.6 Qualifications and Experience

Master's Degree either in Procurement and Logistic Management, Logistics Management, Materials Management, or Business Administration majoring in Procurement and Supplies Management from any recognised institution with **CPSP** and registered by PSPTB as Authorized Officer with working experience of at least Seven (7) in relevant field, of which Four (4) years must be in managerial position. Must also be computer literate and Fluent in English and Swahili languages.

6.0.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

7.0 DIRECTOR OF INTERNAL AUDIT - 1 POST

7.0.1 Salary Grade: TPSS 2

7.0.2 Station: Headquarters

7.0.3 Reports To: Director General

7.0.4 Objective

To provide advisory services to the Accounting Officer and the Committee of the Board of Audit and Finance in the proper management of resources, risks mitigation and ensure effective internal control, proper systems, procedures and business processes.

7.0.5 Duties and Responsibilities

- (i) In-charge of the Directorate of Internal Audit;
- (ii) To review and report on proper controls over the receipt, custody and utilization of all financial resources of the TPA;
- (iii) To review and report on conformity with financial, technical and operational procedures laid down in any relevant legislation, regulation or instruction issued under good accounting practice as from time to time;
- (iv) To review and report on the correct classification and allocation of revenue and expenditure accounts;
- (v) To review and report on the reliability and integrity of financial and operating data;
- (vi) To review, verify and report on the systems in place used to safeguard assets;
- (vii) To review and report on operations or projects to ascertain whether results are consistent with established objectives and goals;
- (viii) To review and report on the adequacy of action by the management in response to all audit reports;
- (ix) To review and report on the adequacy of controls built into computerized systems in place;
- (x) To prepare Strategic Audit Plans and coordinate Audit Programs;
- (xi) To conduct Value for Money and Performance Audits on appraisal of development projects and all TPA activities;
- (xii) To participate in the preparation and implementation of fundamental TPA Strategic plans;
- (xiii) To coordinate all departments and centres during the planning, conducting of actual audit, reporting and implementation of recommendations issued by external auditors;
- (xiv) To control and safeguard all resources under the Office of Internal Audit Unit, including employees, office equipment and finances; and
- (xv) To perform any other duty as may be assigned from time to time.

7.0.6 Required Qualifications

Master's Degree either in Accountancy or Finance, with CPA, CIA or ACCA and registered by the National Board for Accountants and Auditors (NBAA) as a professional Accountant or Auditor. He/she must have working experience of at least Seven (7) years, of which four (4) years must be in management position in relevant field. Must also be computer literate and Fluent in English and Swahili languages.

7.0.7 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

8.0 LITIGATION SERVICES MANAGER - 1 POST

8.0.1 Salary Grade :TPSS 1

8.0.2 Station: Headquarters

8.0.3 Reports to: Director of Legal Services

8.0.4 Duties and Responsibilities

- (i) To assist on claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations;
- (ii) To interpret laws, ruling and regulations for various issues;
- (iii) To arrange availability of witness, gather evidence and analyse the probable outcomes of cases using knowledge of legal precedents;
- (iv) To liaise with the Solicitor and Attorney General's Chambers on litigation of civil cases and other claims involving the Port;
- (v) To evaluate findings and develop strategies and arguments in preparation for presentation of cases;
- (vi) To formulate defence and initiate legal actions by collecting information to ascertain the facts of a case;
- (vii) To examine legal data to determine advisability of defending or prosecuting lawsuit and train witnesses in the preparation of defence and legal actions;
- (viii) To represent TPA in the court of law, coordinate the advocates service in representing TPA and prepare summary reports for submission;
- (ix) To negotiate settlements of civil disputes;
- (x) To prepare legal briefs and opinions and file appeals in courts;
- (xi) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xii) To perform any other official duties as may be assigned from time to time.

8.0.5 Qualifications and Experience

Master's Degree in Law from any recognized institution plus successful one year training at the School of Law who is registered as an Advocate of the High Court and Subordinate Courts with working experience of at least Five (5) years in relevant field, of which three (3) years must be in managerial position. Must also be computer literate and Fluent in English and Swahili languages.

8.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

9.0 CIVIL ENGINEERING MANAGER - 1 POST

9.1.1 Salary Grade : TPSS 1

9.1.2 Station: Headquarters

9.1.3 Reports to: Director of Engineering Services

9.1.4 Duties and Responsibilities

- (i) To manage infrastructure development including designing, preparation of user requirements, user requirement preparation schedules, preparation of procurement forms, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects and reporting progress;
- (ii) To prepare and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for construction and maintenance of the port infrastructure, equipment and landed property;
- (iii) To keep custody of projects documentation including designs, technical specifications, contract agreements, copies of collateral documents, survey data and payment documents including letters of credits;
- (iv) To manage internally executed contract works, conduct timely site inspections, monitor performed works in terms of time, quality and scope, conduct site meetings, prepare and submit progress reports with recommendations on actions to be taken;
- (v) To monitor and audit performance of contractors and consultants on site to ensure adherence and compliance to specifications, contracts time and scope requirements and job safety at work;
- (vi) To update the construction register in order to maintain statutory permits for building and construction services in compliance with legislations, governing standards, methods of installation, health and safety;
- (vii) To control projects costs and time variations by mitigating in advance all possible causes, and where justified, conduct proper and timely assessments of additional time and cost requirements and submit reports;
- (viii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (ix) To perform any other official duties as may be assigned from time to time.

9.1.5 Qualifications and Experience

Master's Degree in Civil Engineering from any recognized institution with working experience of at least five (5) years of which three (3) years must be in managerial positions and registration by ERB as Professional Engineer. Must also be computer literate and fluent in English and Swahili languages.

9.1.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

10.0 ELECTRO -MECHANICAL ENGINEERING MANAGER – 1 POST

10.1.1 Salary Grade :TPSS 1

10.1.2 Station: Headquarters

10.1.3 Reports to: Director of Engineering Services

10.1.4 Duties and Responsibilities

- (i) To conduct weekly survey of mechanical equipment, plants, electrical installations and facilities in order to assess adequacy and submit recommendations on requirement gaps in order to ensure availability;

- (ii) To manage equipment, plants and facilities acquisition including designing, preparation of user requirements, user requirement preparation schedules, preparation of procurement forms, follow up with the Directorate of Procurement and Contracts on items under procurement, supervising projects for capital goods and reporting progress;
- (iii) To prepare and implement annual, quarterly, monthly, weekly and ad hoc plans, both physical and financial including cash flows for projects of capital goods acquisition and maintenance of the equipment, plants and facilities;
- (iv) To manage equipment, plants and facilities acquisition contracts including timely inspections, monitor performance of suppliers in terms of time, quality and scope, conduct contract management meetings, prepare and submit progress reports with recommendations on actions to be taken;
- (v) To initiate and enforce Mechanical and Electrical Engineering policies;
- (vi) To ensure all Mechanical/Electrical Plants, equipment and Installations Lease procedures have Operational Safety certificates and Licenses;
- (vii) To plan and coordinate the disposal and replacement of equipment, plants and facilities;
- (viii) To provide electrical and mechanical engineering Services to civil engineering projects;
- (ix) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (x) To perform any other official duties as may be assigned from time to time.

10.1.5 Qualifications and Experience

Master's Degree either in Electrical Engineering or Mechanical Engineering from any recognized institution with working experience of at least five (5) years of which three (3) years must be in managerial positions and registration by ERB as Professional Engineer. Must also be computer literate and fluent in English and Swahili languages.

10.1.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

11.0 REAL ESTATE AND PROPERTY MANAGEMENT MANAGER – 1 POST

11.1.1 Salary Grade : TPSS 1

11.1.2 Station :Headquarters

11.1.3 Reports to: Director of Engineering Service

11.1.4 Duties and Responsibilities

- (i) To conduct inventory surveys, keep custody and update estate and property data base;
- (ii) To conduct site inspections and assess condition of properties, carry out valuation and provide recommendations on the appropriate utilization and decision to be taken such as insurance, taxation and leasing, among others;
- (iii) To survey and verify land ownership for resolving land disputes and advise on proper utilisation of land and property as well as other related issues;
- (iv) To scrutinize the needs and recommend for acquisition of land for future investments where no current project is envisaged;
- (v) To keep custody and update estate and property data base including tenants payment records reconciled with Finance and Accounts Directorate;
- (vi) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (vii) To perform any other official duties as may be assigned from time to time.

11.1.5 Qualifications and Experience

Master's Degree either in Estate Management, Land Survey, Land Use Planning and Management from a recognised institution with working experience of at least five (5) years of which three (3) years must be in managerial position. Must also be computer literate and fluent in English and Swahili languages.

11.1.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

12.0 ENVIRONMENT MANAGEMENT MANAGER – 1 POST

12.0.1 Salary Grade : TPSS 1

12.0.2 Station: Headquarters

12.0.3 Reports to: Director of Engineering Service

12.0.4 Duties and Responsibilities

- (i) To conduct environmental monitoring to ensure compliance with all environmental legislations, rules, conventions and protocols and provide reports;
- (ii) To prepare and coordinate the implementation of environmental action plans, prepare reports on the implementation and submit to the relevant authority;
- (iii) To coordinate Environmental and Social Impact Assessments (ESIA) including Strategic Environmental Assessment (SEA) for TPA projects implemented internally or through consultancy service contracts including the coordination of acquisition of environmental clearance certificates respective authorities;
- (iv) To coordinate and advise on issues related to environment with regard to resource conservation, protection of flora and fauna (Marine Lives), solid waste & waste water disposal, water pollution prevention; air pollution, Chemical management, dangerous goods handling, hazardous waste disposal and spill prevention;
- (v) To conduct regular Environmental Management System Audits in order to ensure that the system is running along ISO guidelines all the time and prepare reports to facilitate management reviews and subsequent improvement initiatives;
- (vi) To advise and implement the policies of the Government on the protection and management of the environment in collaboration with other bodies;
- (vii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (viii) To facilitate integration of environmental concerns into the TPA Policies and Plans;
- (ix) To perform any other official duties as may be assigned from time to time.

12.0.5 Qualifications and Experience

Holder of Master's Degree either in Environmental Management or Environmental Engineering from any recognized institution with working experience of at least five (5) years of which three (3) years must be in managerial positions and registered with NEMC. Must also be computer literate and fluent in English and Swahili languages.

12.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

13.0 REVENUE MANAGER – 1 POST

13.0.1 Salary Grade : TPSS 1

13.0.2 Station: Headquarters

13.0.3 Reports to: Director of Finance and Accounts

13.0.4 Duties and Responsibilities

- (i) To coordinate and supervise collection of revenue generated by the TPA and ensure timely banking through approved Government systems;
- (ii) To ensure revenue returns are processed as per approved procedures;
- (iii) To manage timely revenue reconciliations including vessels called, arrived and invoices generated; revenue collections and banking; invoices generated and amount banked for all profit centres;
- (iv) To reconcile bank and collection accounts between TPA, TRA and TICTS statements;
- (v) To prepare and submit weekly, monthly, quarterly and annual routine and ad hoc reports indicating trend analysis and recommendations;
- (vi) To maintain finance records as per approved procedures;
- (vii) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (viii) To perform any other official duties as may be assigned from time to time.

13.0.5 Qualifications and Experience

Master's Degree either in Accountancy, Finance or MBA in Finance from any reputable academic institution with CPA or ACCA and registered by the National Board for Accountants and Auditors (NBAA) as professional Accountant/Auditor. He/she must have working experience of at least Five (5) years, of which three (3) years in must be in management position. Must also be computer literate and fluent in English and Swahili languages.

13.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

14.0 ADMINISTRATION MANAGER – 1 POST

14.0.1 Salary Grade: TPSS 1

14.0.2 Station: Headquarters

14.0.3 Reports to: Director of Human Resources Management and Administration

14.0.4 Duties and responsibilities

- (i) To interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
- (ii) To provide and supervise clerical, registry, messenger and courier services and manage office records including safety services;
- (iii) To establish and maintain effective and efficient administrative support services;
- (iv) To provide office premises cleanliness and ground maintenance;
- (v) To undertake office vehicle maintenance and fleet management;
- (vi) To provide office furnishings and retooling services;
- (vii) To plan, facilitate procurement and manage contracts and services delivery for all outsourced administrative services;
- (viii) To coordinate the preparation and implementation of the Recurrent Budget for the Administration services;
- (ix) To participate in the preparation and implementation of fundamental TPA strategic plans; and

- (x) To perform any other official duties as may be assigned from time to time.

14.0.5 Qualifications and Experience

Master's Degree either in Human Resources Management, Public Administration, or Business Administration majoring in Human Resources Management from recognized institution with working experience of at least Five (5) years in relevant field, of which Three (3) years must be in managerial positions. Must also be computer literate and fluent in English and Swahili languages.

14.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

15.0 MARKETING MANAGER – 1 POST

15.0.1 Salary Grade : TPSS 1

15.0.2 Station: Headquarters

15.0.3 Reports to: Director of Marketing and Public Relations

15.0.4 Duties and responsibilities

- (i) To develop and implement marketing policy and strategies;
- (ii) To undertake market intelligence and ensure that information and statistics on business volume through ports, and from research is collected, analyzed and regularly reported to management and stakeholder;
- (iii) To undertake market survey and research on global cargo movements, potential markets, regional economic growth and the overall competitiveness of TPA ports;
- (iv) To coordinate and monitor provision of marketing agency services and establishment of promotional offices in the landlocked countries;
- (v) To coordinate customer services research and promotes customer care;
- (vi) To follow up implementation of strategies for promoting TPA services internally and worldwide;
- (vii) To assess business volumes through ports and prepare market projections;
- (viii) To undertake market intelligence and participate in market survey and research on global cargo movements, potential markets, regional economic growth and the overall competitiveness of TPA ports;
- (ix) To review research reports, present issues of interest to management for action and keep management informed;
- (x) To provide support and monitor performance of TPA's Liaison Offices;
- (xi) To maintain TPA marketing databases;
- (xii) To develop tariff policy, recommend tariff reviews and prepare route cost analysis; and
- (xiii) To design models for data analysis based on TPA information requirements.
- (xiv) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xv) To perform any other duty as may be assigned from time to time.

15.0.3 Qualifications and Experience

Holder in one or more of the field of Master's Degree in Marketing, Business Administration majoring in Marketing or Entrepreneurship from recognized institutions with working experience of at least Five (5) years in relevant field, of which Three (3) years must be in managerial positions. Must also be computer literate and fluent in English and Swahili languages.

15.0.4 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

16.0 PUBLIC RELATIONS AND COMMUNICATION MANAGER –1 POST

16.0.1 Salary Grade: TPSS 1

16.0.2 Station: Headquarters

16.0.3 Reports to: Director of Marketing and Public Relations

16.0.4 Duties and responsibilities

- (i) To develop and implement effective public relations and communication strategy;
- (ii) To provide advice on information, communication and public relations matters;
- (iii) To create and maintain positive relations between the Authority and its various stakeholder, both internally and externally;
- (iv) To build and protect TPA corporate image and identity;
- (v) To be the mouthpiece thereby handling communication matters within and outside TPA;
- (vi) To analyze information, arguments and comments inflicted by the public on the Authority and advise on measures to be taken;
- (vii) To manage public complaint's desk and respond to all queries promptly and accordingly;
- (viii) To keep employees informed of developments, their roles and the impact on TPA image and port business;
- (ix) To develop, promote and oversee the implementation of the Corporate Social Responsibility (CSR) Policy;
- (x) To coordinate, handle and advise on matters related to protocols and corporate events management;
- (xi) To develop, design and publish promotional materials for TPA identity and image in collaboration with Research and Marketing Unit;
- (xii) To update and ensure proper information and graphics are published on corporate website in collaboration with ICT Directorate;
- (xiii) To coordinate travel arrangements for management and staff;
- (xiv) To produce and disseminate documents such as brochures, articles and newsletters to inform the public on policies, programs, activities and reforms undertaken by the Authority;
- (xv) To coordinate press briefings for the Authority;
- (xvi) To engage in dialogue with the Public as well as media on issues concerning the Authority;
- (xvii) To promote Authority's activities, programs and policies;
- (xviii) To participate in the preparation and implementation of fundamental TPA strategic plans;
- (xix) To coordinate preparation and production of Authority articles and newsletter; and
- (xx) To coordinate Authority's participation in trade fairs and exhibitions;
- (xxi) To perform any other duty as may be assigned from time to time.

16.0.5 Qualifications and Experience

Master's Degree either in Mass Communication, Journalism or Public Relations and Advertisement from recognized institution with working experience of at least Five (5) years in relevant field, of which Three (3) years must be in managerial positions. Must also be computer literate and fluent in English and Swahili languages.

16.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

17.0 Goods And Non- Consultancy Services Manager –1 Post

17.0.1 Salary Grade: TPSS 1

17.0.2 Station: Headquarters

17.0.3 Reports to: Director Of Procurement And Contracts

17.0.4 Duties and Responsibilities

- (i) To advise the Management on matters pertaining to the procurement of goods, non-consultancy services and logistics;
- (ii) To maintain records of goods received, quality and quantity in compliance with the contract specifications;
- (iii) To monitor adherence to procurement process and procedures as per Public Procurement Act;
- (iv) To develop an annual procurement Plan for procurement of Goods and Non- Consultancy Services;
- (v) To procure, maintain and manage supplies, materials and services to support the logistical requirements of the Authority;
- (vi) To maintain and monitor distribution of office supplies and materials;
- (vii) To maintain and update inventory of goods, supplies and materials;
- (viii) Set specifications/standards for goods and non-consultancy procured and monitor adherence to them to ensure value for money;
- (ix) To coordinate the procurement and disposal of activities of goods and non-consultancy of the Authority;
- (x) To participate in the preparation and implementation of fundamental TPA strategic plans; and
- (xi) To perform any other duty as may be assigned from time to time.

17.0.5 Required Qualifications

Master's Degree in Procurement and Supplies Management, Logistics Management or Business Administration majoring in Procurement and Supplies Management from any recognised institution with CPSP and registered with PSPTB as Authorized Officer with working experience of at least Five (5) years in relevant field, of which Three (3) years must be in managerial position. Must also be computer literate and fluent in English and Swahili languages.

17.0.6 Key Competencies

Leadership capability, team building, strategic focus, managing change, managing performance and accountability, problem solving, human relation, coaching and mentoring, decision making capability, maintain ethics and integrity.

18.0 BOARD AFFAIRS OFFICER – 1 POST

18.0.1 Salary Grade: TPGS 6

18.0.2 Station: Headquarters

18.0.3 Job Purpose: To assist the facilitation of the Board activities.

18.0.4 Reports to: Corporate Affairs Manager

18.0.5 Duties And Responsibilities

- (i) Assists in the preparation and review of the Calendar of Activities for the Board of Directors;

- (ii) Provides proposals and recommendations on necessary improvements on workflow;
- (iii) Make all necessary arrangements to ensure availability of facilities and logistics for Board activities as assigned by the Supervisor;
- (iv) Assists in the preparation of the minutes of the Board of Directors;
- (v) Assists in following up of the implementation of directives issued by the Board and updating implementation reports submitted by the Management;
- (vi) Assists in the preparation of the plans, budgets, reports and other secretarial services for Board meetings; and
- (vii) Performs any other official duties as assigned from time to time.

18.0.6 Qualifications and Experience

First degree either in Law or Public Administration from any recognized higher learning Institution. Must be computer Literate, fluent in English and Swahili languages and Good writing and oral presentation skills. General experience in related field will be an added advantage.

18.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

19.0 STATISTICIAN – 1 POST

19.0.1 Salary Grade: TPGS 6

19.0.2 Station: Headquarters

19.0.3 Reports to: Planning & Monitoring Manager

19.0.4 Job Purpose

Timely availability of reliable statistical data and business performance information and provide recommendations on improvement of business decisions based on trend analysis.

19.0.5 Duties & Responsibilities

- i. Assists in preparing and arranging data collection;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Collects data, undertakes surveys and supervises the Teams of Survey Assistants;
- iv. Compiles, maintains and keeps custody of statistical data and information relating to ports;
- v. Analyses data and prepares reports with recommendations on Ports performance, productivity and trends;
- vi. Researches on data and information related to the performance of competing and other Ports for the purpose of recommending on required improvements of TPA port operations;
- vii. Reviews, follows up and monitors the implementation of the recommendations on Ports improvements;
- viii. Attend meetings to represent TPA in various institutions as advised by the Supervisor; and
- ix. Performs any other official duties as assigned from time to time.

19.0.6 Qualifications and Experience

Bachelor Degree either in Economics, Statistics or Business Operations Research from a recognized higher learning institution. Must be Computer literate, fluent in English and Swahili languages and; Good writing and oral presentation skills. General experience in related field will be an added advantage.

19.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

20.0 LEGAL SERVICES OFFICER – 4 POSTS

20.0.1 Salary Grade: TPGS 6

20.0.2 Station: Headquarters

20.0.3 Reports to: Litigation Services Manager

20.0.4 Job Purpose

Effective handling of cases, advisory Services on contracts and safe custody of TPA documents.

20.0.5 Duties and Responsibilities

- i. Assists in keeping safe custody of company contracts, MOUs, SLA, SOPs and confidential documents and securities;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Attends to routine correspondences requiring legal redress;
- iv. Implements all activities necessary for legal defence and prosecution for cases in favour of TPA interests;
- v. Assists in gathering information and evidence on cases and on contracts and other documents involving TPA and compiles the necessary information as required;
- vi. Facilitates the negotiations, vetting, drawing and reviewing of contracts and other legal documents;
- vii. Prepares and drafts legal recommendations on the interpretation of laws and rules as well as TPA policies and guidelines; and
- viii. Performs any other official duties as may be assigned from time to time.

20.0.6 Qualifications and Experience

First degree in Law from a recognized higher learning Institution, Must be registered as an advocate of the High Court, Must be computer Literate and fluent in both English and Swahili languages. General experience in related field will be an added advantage.

20.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

21.0 INTERNAL AUDITOR – 2 POSTS

21.0.1 Salary Grade: TPGS 6

21.0.2 Station: Headquarters

21.0.3 Job Purpose

Effective and proper utilization of resources and safeguarding internal controls, systems, procedures and business processes.

21.0.4 Reports to: Director of Internal Audit

21.0.5 Duties and Responsibilities

- i. Conducts assigned audits as per set programmes and schedules or special investigations and issues draft reports;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Checks maintenance of accurate accounting records, finance and property;
- iv. Assists in handling of proper authorization for transactions and documents;
- v. Follows up the management on the implementation of audit recommendations;
- vi. Reviews and reports on the adequacy of the management decisions, processes and procedures; and
- vii. Performs any other official duties as may be assigned from time to time.

21.0.6 Qualifications and Experience

First degree either in Commerce, Accounting or Advanced Diploma in Accountancy from a recognized higher learning Institution, Must be Certified Public Accountant (CPA), Must be computer Literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

21.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

22.0 QUALITY MANAGEMENT OFFICER – 1 POST

22.0.1 Salary Grade: TPGS 6

22.0.2 Station: Headquarters

22.0.3 Job Purpose:

Monitoring effective, efficient of high quality business operations and services procedures for performance improvements and facilitate implementation of Total Quality Management System within TPA.

22.0.4 Reports To: Quality & Risk Management Manager

22.0.5 Duties & Responsibilities

- i. Implements and coordinates compliance to quality management system as per ISO standards;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Analyses compliance gaps and risks identification in order to consistently recommend corrective measures to ensure the System is updated to the version of the standard of the day;
- iv. Assists in guiding directorates and centers in the development of documentation of their workflows processes;
- v. Prepares and maintains quality system performance records and database in order to ease system performance auditing as per ISO standard;
- vi. Prepares and implement programs of regular internal quality system and surveillance audits for the continuous improvement process and ensure compliance all the time;
- vii. Compiles quality audit reports and initiate recommendations to facilitate management reviews and the subsequent continual improvement initiatives;
- viii. Providing support, education and training to staff/employees to build quality awareness within the organization; and
- ix. Performs any other official duties as may be assigned from time to time.

22.0.6 Qualifications and Experience

First degree in Chemical and Process Engineering, Industrial Engineering or Mechanical Engineering from a recognized higher learning Institution. Certificate in Implementation of Quality Management Systems (ISO 9001) and general experience in related field will be an added advantage. Must be Computer literate and fluent in English and Swahili languages.

22.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

23.0 RISK MANAGEMENT OFFICER – 1 POST

23.0.1 Salary Grade: TPGS 6

23.0.2 Station: Headquarters

23.0.3 Job Purpose

Facilitate in identification of potential risks and preparation of Risk Register so as to mitigate TPA Business against risks to improve efficiency and cost reduction as per Operational Risk Management Charter.

23.0.4 Reports to: Quality & Risk Management Manager

23.0.5 Duties & Responsibilities

- i. Assists in preparing, maintaining Risk Management Register and action plans for risk management implementation;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Assists to coordinate departments in the development of mitigations against business risks;
- iv. Carry out risk routine assessment through identification, description, analysis and estimating the risks affecting the business;
- v. Prepare and compile risk analysis reports indicating various sources of risks and mitigations recommendations as per ISO standards;
- vi. Implementation programs of regular audits of policy and compliance to standards;
- vii. Providing support, education and training to staff/employees to build risk awareness within the organization;
- viii. Performs any other official duties as may be assigned from time to time.

23.0.6 Qualifications and Experience

Bachelor degree either in Chemical and Processing Engineering, Mechanical Engineering Industrial Engineering, Economics or Statistics from a recognized higher learning Institution. Certificate in Risk Management, will be an added advantage. Must be Computer literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

23.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

24.0 PROCUREMENT OFFICER – 8 POSTS

24.0.1 Salary Grade: TPGS 6

24.0.2 Station: Headquarters Dar es Salaam, Tanga, Kigoma & Kyela

24.0.3 Reports to: Goods and Non- Consultancy Services Manager

24.0.4 Job Purpose:

Timely availability of required goods and services as per Annual Procurement plan.

24.0.5 Duties and Responsibility

- i. Assists in developing plans for procurement processes and prepares the monitoring reports on the implementation of APP;
- ii. Provides proposals and recommendations on necessary improvements on workflow;

- iii. Assists in carrying out of prerequisite procurement processes and procedures in compliance to the Public Procurement Law including documents preparation and compilation;
- iv. Assists in maintaining accurate records of procurement vendors, pricing parameters for procurements issues;
- v. Reviews the Evaluation and Negotiation Reports as prepared by respective Committees;
- vi. Compiles tender documents;
- vii. Performs any other official duties as may be assigned from time to time.

24.0.6 Qualifications and Experience

First degree either in Procurement Management or Advance Diploma in Procurement and Supply Chain Management from any recognized higher learning Institution, Must be registered by the Procurement Board at least at graduate level, Must be Computer literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

24.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

25.0 LAND/TOPOGRAPHICAL SURVEYOR – 1 POST

25.0.1 Salary Grade: TPGS 6

25.0.2 Station: Headquarters

25.0.3 Reports to: Real Estate and Property Management Manager

25.0.4 Job Purpose

Facilitate effective land use planning and property management and conduct proper land and topographical surveys.

25.0.5 Duties and Responsibilities

- i. Carries out assigned land surveying for Projects and Property as required by TPA plans;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Proposes methods and procedures for land survey requirement;
- iv. Reviews the reports received from outsourced consultancy firms concerning with project studies, designs and implementation;
- v. Prepare and maintain sketches, maps, reports and legal descriptions of surveys in order to describe, certify and assume liability for work performed;
- vi. Search legal and survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed;
- vii. Ensures surveying instruments and equipments are safely kept and maintained; and
- viii. Perform any other official duties as assigned from time to time.

25.0.6 Qualifications and Experience

First degree either in Land Survey, Geomatics or Geoinformatics from a recognized higher learning Institution; Must be registered by National Council of Professional Surveyor (NCPS), Must be Computer literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

25.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

26.0 VALUATION OFFICER – 1 POST

26.0.1 Salary Grade: TPGS 6

26.0.2 Station: Headquarters

26.0.3 Reports to: Real Estate and Property Management Manager

26.0.4 Job Purpose

Effective Land Use Planning and Property management

26.0.5 Duties and Responsibilities

- i. Collects and analyses data related to property management;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Undertakes site/property evaluation, valuation and negotiations with Lessees;
- iv. Undertakes interpretation, enforcement and compliance with lease provisions including service charges, repairing obligations, insurance, rates and dilapidations;
- v. Provision of valuation advice and general professional advice on property management, including procurement of external consultants for the provision of specialist rating and asset valuation advice; and
- vi. Performs any other official duties as assigned from time to time.

26.0.6 Qualifications and Experience

First degree in Land Management and Valuation from a recognized higher learning Institution, Registration by the relevant National Regulatory Body National will be an added advantage, Must be Computer literate; and fluent in English and Swahili languages. General experience in related field will be an added advantage.

26.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

27.0 MARKETING OFFICER – 6 POSTS

27.0.1 Salary Grade: TPGS 6

27.0.2 Station: Headquarters

27.0.3 Reports to: Marketing Manager

27.0.4 Job Purpose

To support in raising the visibility of the TPA services by carrying out an effective marketing and communications plans in order to attract new clients, promote the Organization's profile to consumers and expertise in marketing research and information services.

27.0.5 Duties and Responsibilities

- i. Participates in developing strategies for promoting TPA ports;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Follows-up on shipping trends and economies, analyses opportunities and advises accordingly;
- iv. Collects and analyses market data, conducts market surveys and maintains the intelligence information;
- v. Seeks and reviews relevant research conducted elsewhere for the purpose of keeping informed and identifying opportunities;
- vi. Undertakes promotional activities for TPA ports;
- vii. Prepares market projections and assesses the impacts of marketing efforts;

- viii. Maintains contacts with port users so as to get their views on the level of service provided by TPA and attends to their immediate needs;
- ix. Conducts marketing sensitization sessions to customers and evaluates the effectiveness of the programme to enhance visibility; and
- x. Performs any other official duties as assigned from time to time.

27.0.6 Qualifications and Experience

First Degree either in Marketing, Business Administration majoring in Marketing, or International Trade from a recognized higher learning Institution, Must be computer Literate, Fluent in both English and Swahili. French language is an added advantage. General experience in related field will be an added advantage.

27.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

28.0 CUSTOMER CARE OFFICER – 2 POSTS

28.1.1 Salary Grade: TPGS 6

28.1.2 Station: Headquarters

28.1.3 Reports to: Marketing Manager

28.1.4 Job Purpose

Provide excellent services standards and maintain high customers' satisfaction.

28.0.5 Duties and Responsibilities

- i. Assists in setting customer service standards;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Receives Customer enquiries and addresses on sound customer needs;
- iv. Provides customer support services;
- v. Assists in carrying out tariff reviews and report on changes whenever they occur;
- vi. Assists on route cost analysis;
- vii. Recommends and maintains a sound customer care programme;
- viii. Follows-up implementation of procedures for catering to the needs of customers such as claims investigations and processing wavers;
- ix. Makes follows-up with Port Managements to ensure that the customer care programme and procedures are properly implemented;
- x. Maintains regular contacts with port users and stakeholders so as to get their views on the level of service provided by TPA and attends to their immediate needs; and
- xi. Performs any other official duties as assigned from time to time.

28.0.6 Qualifications and Experience

First Degree either in Marketing, Business Administration majoring in Marketing, or International Trade Management from a recognized higher learning Institution. Must be Computer literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

28.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

29.0 FIRE & SAFETY OFFICER – 2 POSTS

29.1.1 Salary Grade: TPGS 6

29.1.2 Station: Headquarters

29.1.3 Reports to: Principal Fire and Safety Officer

29.1.4 Job Purpose

Availability of fire and safety management measures; improved rate of awareness of safety measures by ports employees and stakeholders and zero rating on accident and compliance to safety measures in all ports.

29.1.5 Duties and Responsibilities

- i. Acts as shift in charge, supervising fire fighting operations in case of fire outbreaks;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Ensures punctuality and maintains discipline at a national and TPA set out standard throughout the shift;
- iv. Responsible for fire and accident prevention matters including first aid services;
- v. Responsible for all matters pertaining to technical safety i.e. safety in working facilities, conditions and environment on board ships and in the Port, buildings and human safety connected to worker's action and trade practice or the safe conduct of the workers;
- vi. Responsible for prompt fire fighting and prevention at all areas in the port and elsewhere as directed; and
- vii. Performs any other official duties as assigned from time to time.

29.1.6 Qualifications and Experience

First Degree in Safety Management from any recognized higher learning Institution. Must be Computer Literate, fluent in English and Swahili languages, Advanced Certificate in Fire Fighting and general experience in related field will be an added advantage.

29.1.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

30.0 ACCOUNTANT – 3 POSTS

30.1.1 Salary Grade: TPGS 6

30.1.2 Station: Headquarters

30.1.3 Reports to: Senior Accountant

30.1.4 Job purpose

Timely execution of budgeting, planning, revenues collection, internal payments, processing of the payroll, assets management and reports production.

30.1.5 Duties and Responsibilities

- i. Prepares payment vouchers for internal payments including leave travel facilities, duty travel advances, loans and advances, and all other staff payments; pensions and other terminal benefits;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Prepares change notes for the production of the payroll including deductions and increments;
- iv. Maintains records of change notes received from the Human Resource and other departments; verifies accuracy and completeness of the payroll and payment vouchers;
- v. Makes adjustments to the payroll where necessary;
- vi. Enters transactions into journals and other primary books of accounts;

- vii. Maintains relevant books of accounts;
- viii. Collects revenue generated by the Authority and prepare related records for timely revenue accounting and participates in the closure of the books of accounting;
- ix. Organizes, prepares and coordinates the cash flow projections and analysis; and
- x. Performs any other official duties as may be assigned from time to time.

30.1.6 Qualifications and Experience

First Degree either in Accountancy, Bachelor of Business Administration majoring in Accounting, Bachelor of Commerce in Accounting, Finance, Advanced Diploma in Accountancy or Advanced Diploma in Certified Accountancy from any recognized higher learning Institution. Must be a Certified Public Accountant –CPA (T), Computer Literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

30.1.7 Remuneration

Entry-level package in accordance with TPA’s salary scale TPGS 6 with other terms and conditions of the Public Services.

31.0 MANAGEMENT SYSTEMS OFFICER – 2 POSTS

31.0.1 Salary Grade: TPGS 6

31.0.2 **Station: Headquarters**

31.0.3 **Reports to: Human Resource Management Manager**

31.0.4 **Job purpose**

Monitoring work methods and procedures, participate in reviewing of Scheme of Services and competitive Salary grades and recommends on optimal organisation structure & manning levels.

31.0.5 Duties and Responsibilities

- i. Leads the designing of new forms and review the existing ones where necessary, which are used in the execution of the authority’s business processes;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Supervises/Undertakes job analyses and evaluation in order to determine manning levels, grading and relative worthiness of jobs in the Authority;
- iv. Maintains and review HR plans, a data base on staff establishment and post number;
- v. Carries out studies aimed at reviewing and improving organisation structures, Scheme of Services and Salary Grading; and
- vi. Performs any other official duties as may be assigned from time to time.

31.0.6 Qualifications and Experience

First Degree in Human Resources and Public Administration from any recognized higher learning Institution. Must be Computer Literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

31.0.7 Remuneration

Entry-level package in accordance with TPA’s salary scale TPGS 6 with other terms and conditions of the Public Services.

32.0 ADMINISTRATIVE OFFICER – 3 POSTS

32.0.1 Salary Grade: TPGS 6

32.0.2 **Reports to:** Principal Administrative Officer

32.0.3 **Station: Headquarters**

32.0.4 **Job purpose**

Timely provision of supervision services for office canteens, recreational areas and meetings; cleanliness of office and external surroundings.

32.0.5 Duties and Responsibilities

- i. Collects the use and bills for telephone, water and electricity to ensure smooth provision of such utilities;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Provisions of efficient office accommodation and facilities services;
- iv. Maintains comprehensive inventory of all office furniture, fittings, equipment and other assets is maintained;
- v. Coordinates administration and related activities including secretarial, care taker, transport and office services;
- vi. Carries out physical verifications of minor assets, updating and coding for news ones;
- vii. Prepares and recommends Office space/sittings allocations and utility requirements for employees;
- viii. Manages office mailing and records in most safe and efficient manner; and
- ix. Performs any other official duties as may be assigned from time to time.

32.0.6 Qualifications and Experience

First Degree in Public Administration or Business Administration from a recognized higher learning Institution. Must be Computer literate and fluent in English and Swahili languages. General experience in related field will be an added advantage.

32.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

33.0 ASSISTANT LABORATORY TECHNICIAN –2 POSTS

33.0.1 Salary Grade: TPGS 5

33.0.2 Station: Mtwara & Tanga

33.0.3 Reports to: Senior Medical Assistant Officer

33.0.4 Job purpose

Handles and organizes patients' specimen for laboratory assessment and diagnosis

33.0.5 Duties and Responsibilities

- i. Diagnoses specimen in the laboratory and files reports;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Organizes and keeps laboratory records;
- iv. Organizes to seek appropriate places and laboratories for specimen requiring facilities and technology not available in the TPA facility; and
- v. Performs any other official duties as assigned by the immediate supervisor.

33.0.6 Qualifications and Experience

Diploma in Laboratory Technician from a recognized higher learning Institution. Must be Computer literate; and fluent in English and Swahili languages. General experience in related field will be an added advantage.

33.0.7 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 5 with other terms and conditions of the Public Services.

BANDARI COLLEGE

34.0 REGISTRAR – 1 POST

34.0.1 Salary Grade: TPGS 8

34.0.2 Reports to: Deputy Principal (Academics)

34.0.3 Job Purpose

To ensure registration of students, appropriate maintenance of classes schedule and lists preparation of examinations and well maintained records of grades and marks in accordance with the relevant policy and procedures.

34.0.4 Duties and Responsibilities

- i. Plans, coordinate, monitor and control admission and registration process;
- ii. Provides proposals and recommendations on necessary improvements on workflow;
- iii. Plans, coordinates, monitors and controls all matters related to setting, moderation and externalization of examinations, compiling and handling of results;
- iv. Handles matters related to transcripts and certificates;
- v. Liaises with the divisions of academics, research and consultancy; and finance and administration to reconcile finances, bills and balances related to fees and other dues, and provide clearance to existing students;
- vi. Liaises with faculties on matters of admission and registration of students;
- vii. Updates and produce academic almanac and annual prospectus;
- viii. Provides assistance to the Deputy Principal Academic, Research and Consultancy for general administration of academic affairs;
- ix. Processes administrative matters relating to the activities of academic departments, and examination board/committees functions;
- x. Maintains “students and academic management information system” including among others, relational database for relevant records;
- xi. Liaises with NACTE on matters related to accreditation and standards; and
- xii. Performs any other official duties as assigned by the immediate supervisor.

34.0.5 Qualifications and Experience

Master’s Degree in Education and Psychology from a recognized higher learning Institution is highly desirable. Possession of a good degree either in Engineering, Mathematics, Statistics, Public Administration or Human Resource Management from a recognized higher learning Institution. Must be Computer literate and good writing, presentation and speech skills. At least five (5) years of working experience in the area of admission, registration and examinations is mandatory.

34.0.6 Remuneration

Entry-level package in accordance with TPA’s salary scale TPGS 8 with terms and conditions of the Public Services.

35.0 PROGRAMMES OFFICER – 1 POST

35.0.1 Salary Grade: TPGS 6

35.0.2 Reports to: Registrar

35.0.3 Job Purpose

To ensure taught programmes and courses are managed properly and in accordance with the relevant policy and procedures.

35.0.4 Duties and Responsibilities

- i. Prepare lists of teaching and learning materials required and compiles budget for the same as per approved plans;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Liaise with academic and administrative departments to ensure timely availability of teaching and learning materials;
- iv. Manage students admission, registration, delivery of programmes and courses in close liaison with academic departments based on the relevant academic policies and procedures;
- v. Prepare and implements familiarisation programme for new students;
- vi. Ensure teaching and learning equipment, tools, aids and other facilities are available when needed;
- vii. Ensure classrooms, workshops, laboratories and protective gears are arranged, prepared and made available for use when needed;
- viii. Maintain Students Management Information System;
- ix. Prepare periodic reports on academic activities;
- x. Prepare materials required for examinations and makes them available in time;
- xi. Assign examinations numbers and issues identification cards;
- xii. Communicate examination timetable to students and invigilators; and
- xiii. Performs any other official duties as assigned by the immediate supervisor.

35.0.5 Qualifications and Experience

First degree either in Education, Public Administration or Human Resource Management from a recognized higher learning Institution. Possession of postgraduate qualifications will be considered as an added advantage. Must be Computer literate; and good writing, presentation and speech skills. At least three (3) years of general experience in related field in an academic institution of which one (1) year experience in the area of admission, registration and examinations is mandatory.

35.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

36.0 PROGRAMMES ASSISTANT – 1 POST

36.0.1 Salary Grade: TPGS 4

36.0.2 Reports to: Registrar

36.0.3 Job Purpose:

To assist in all activities related to management of taught programmes and courses in accordance with the relevant policy and procedures.

36.0.4 Duties and Responsibilities

- i. Compile enrolment plans, lists for academic activities to be carried out, teaching and learning materials required and budget for the academic year and/or semester;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Provide documentation required for academic activities by reproducing, binding and disseminating through means that will be instructed from time to time;
- iv. Maintain records required for the Students Management Information System (SMIS);
- v. Handle correspondences and responds to enquiries by telephone, fax, emails, or any other approved means on matters related to taught programmes and courses including applications, admissions, registration and delivery;

- vi. Prepare classrooms, workshops, laboratories, proactive gear teaching and learning equipment and tools; and makes them available when needed;
- vii. Prepare examination venues and informs the candidates accordingly; and
- viii. Performs any other official duties as assigned by the immediate supervisor.

36.0.5 Qualifications and Experience

Ordinary Diploma either in Education, Public Administration or Human Resource Management from a recognized higher learning institution. Must be Computer literate and good writing, presentation and speech skills. General experience in related field will be an added advantage.

36.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 4 with other terms and conditions of the Public Services.

37.0 EXAMINATIONS OFFICER – 1 POST

37.0.1 SALARY GRADE: TPGS 6

37.0.2 Reports to: Registrar

37.0.3 Job Purpose:

To ensure activities related to certification and revalidation are managed properly in accordance with the relevant policy and procedures.

37.0.4 Duties and Responsibilities

- i. Reconcile students registration information and financial records and establishes fee status of candidates;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Compile and consolidate examination results and reports;
- iv. Receive requests for transcripts, licenses and certificates; examines clearance forms and, where appropriate, recommends for issue of the said transcripts, licences and certificates;
- v. Monitor stock levels of blank transcripts, license templates and certificates; and arranges for timely replenishment;
- vi. Supervise the preparation of licences, transcripts and certificates;
- vii. Prepare the required documentation for the Committee and Board Meetings;
- viii. Supervise the maintenance of register and records of licenses, transcripts and certificates issued, collected and un-collected for various reasons;
- ix. Supervise activities related to certification and revalidation in accordance with the relevant academic policies and procedures; and
- x. Performs any other official duties as assigned by the immediate supervisor.

37.0.5 Qualifications and Experience

First degree in Education either in Public Administration or Human Resource Management from a recognized higher learning institution. Possession of postgraduate qualifications will be considered as an added advantage. Must be Computer literate; and good writing, presentation and speech skills. At least three (3) years of general experience in related activities of which one (1) year of working experience in an academic institution is mandatory.

37.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

38.0 EXAMINATIONS ASSISTANT – 1 POST

38.0.1 Salary Grade: TPGS 4

38.0.2 Reports to: Registrar

38.0.3 Job Purpose

To assist in all activities related to certification and revalidation in accordance with the relevant policy and procedures

38.0.4 Duties and Responsibilities

- i. Liaise with the Stores Personnel on safe custody of materials required for preparation of certificates, forms required, collects and distributes them to users as instructed;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Assist in reconciling students registration information and financial records in order to establishes fee status of candidates;
- iv. Make available documentation required for examinations and certification meetings; and when needed or asked to do so by reproducing and binding them or disseminating them through means that will be instructed from time to time;
- v. Maintain register and records of licenses, transcripts and certificates issued, collected and un-collected for various reasons;
- vi. Prepare licences, transcripts and certificates based on approved templates;
- vii. Handle correspondences and responds to enquiries by telephone, fax, emails, or any other approved means on matters related to examinations, transcripts, certificates and licenses;
- viii. Undertake activities related to examinations, certification and revalidation as instructed and in accordance with the relevant academic policies and procedures; and
- ix. Performs any other official duties as assigned by the immediate supervisor.

38.0.5 Qualifications and Experience

Ordinary Diploma either in Public Administration, Human Resource and information management from a recognized higher learning institution. Must be Computer literate; and good writing, presentation and speech skills. General experience in related field will be an added advantage.

38.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 4 with other terms and conditions of the Public Services.

39.0 LIBRARY ASSISTANT – 1 POST

39.0.1 Salary Grade: TPGS 4

39.0.2 Reports to: Senior Librarian

39.0.3 Job Purpose

To assist in all activities related to maintaining of the library, archiving and information management are undertaken properly and in accordance with the relevant policy and procedures.

39.0.4 Duties and Responsibilities

- i. perform housekeeping of the library;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Issue books for loan to students, instructors and other authorised users, makes reservations when the books are not available, shelves back the loaned books that are returned;
- iv. Provide information services to staff, students and other users;

- v. Maintain library catalogue and subject index;
- vi. Order new stock of books and reference material;
- vii. Liaise with the Stores Personnel on safe custody of materials required for examinations and when needed, collects and distributes them to users as instructed; and
- viii. Performs any other official duties as may be assigned from time to time.

39.0.5 Qualifications and Experience

Ordinary Diploma in Librarianship, Archiving and Information Management from a recognized higher learning institution. Must be Computer literate; and fluent in English and Swahili languages. General experience in related field will be an added advantage.

39.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 4 with other terms and conditions of the Public Services.

40.0 TECHNICIANS – 1 POST

40.0.1 Salary Grade: TPGS 5

40.0.2 Reports to: Deputy Principal (Academic)

40.0.3 Job Purpose

To ensure all machines, equipment, plants and other facilities in the training workshops are properly maintained and available for demonstration purposes during practical sessions as prescribed in the relevant policy and procedures.

40.0.4 Duties and Responsibilities

- i. Prepare preventive maintenance plans for workshop equipment, plants and teaching/learning facilities;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. Liaise with the Port Engineering Managers on matters related to preventive and corrective maintenance of workshop equipment, plants and facilities;
- iv. Monitor on regular basis operating conditions of the equipment, plants and facilities; and advises for major overhauls or replacement;
- v. Maintain inventory of the equipment, plants and facilities;
- vi. Prepare schedules for use of the equipment, plants and facilities in liaison with course coordinators and Heads of Department;
- vii. Operate equipment, plants and facilities when required for demonstration purposes;
- viii. Instruct students on workshop practices and safety precautions when undertaking practical training in the workshops;
- ix. Keep in safe custody protective gear required for use in workshops; and
- x. Performs any other official duties as may be assigned from time to time.

40.0.5 Qualifications and Experience

National Technical Award (NTA) 6 or Ordinary Diploma or Full Technician Certificate in Mechanical or Electrical Engineering from a recognized learning institution. Must be Computer literate; and fluent in English and Swahili languages. General experience in related field will be an added advantage.

40.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 5 with other terms and conditions of the Public Services.

41.0 SENIOR HUMAN RESOURCE OFFICER – 1 POST

41.0.1 SALARY GRADE: TPGS 7

41.0.2 Reports to: Principal Human Resource Officer

41.0.3 Job Purpose:

To ensure availability of motivated workforces with right knowledge, skills and abilities for desirable productivity at work places.

41.0.4 Duties and Responsibilities

- i. To coordinate the functions of conditions of service and recruitment, staff welfare, industrial relations, staff discipline, and managing the documentation bureau;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. To interpret national labour laws and updates internal policies, procedures and regulations to be in harmony with national requirements;
- iv. To supervise enforcement of discipline and establishment of disciplinary policies and procedures;
- v. To implement policies on staff welfare matters as well as effective and efficient system of managing them;
- vi. To supervise, appraise staff and identifies training and development needs;
- vii. To coordinate repairs and maintenance services of College properties as per approved procedures and policies;
- viii. To ensure effective management of general registries as per approved policies and procedures;
- ix. To provide bureau services for College documentation;
- x. To manage the input/output control of mails and documents and ensure prompt delivery to destinations and execution of messenger services as required;
- xi. To ensure vacant posts are filled as directed;
- xii. To prepare memoranda for staff promotions, appointments and contracts;
- xiii. To exercise responsibility in the provision of general services, e.g, by secretaries and messengers;
- xiv. To coordinate the maintenance of the offices premises and ensure timely payment; and
- xv. To perform any other official duties as may be assigned from time to time.

41.0.5 Qualifications and Experience

Master's degree either in Business Administration, Public Administration or Human Resource Management from a recognized higher learning institution. Must be Computer literate and fluent in English and Swahili languages. At least three (3) years of general experience in related activities of which one (1) year of working experience in an academic institution will be an added advantage.

41.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 7 with other terms and conditions of the Public Services.

42.0 RECORDS MANAGEMENT ASSISTANT –2 POSTS

42.0.1 Salary Grade: TPGS 3

42.0.2 Reports to: Principal Human Resource Officer

42.0.3 Job Purpose

To ensure efficient filing system, timely communication and properly management of office correspondences.

42.0.4 Duties and Responsibilities

- i. To file letters in relevant files and routes them for action;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. To file incoming mails and do cross-references;
- iv. To maintain filing system;
- v. To sort, address and dispatch outgoing letters;
- vi. To prepare file movement cards;
- vii. To conduct file census;
- viii. To carry out daily markings in files;
- ix. To keep files and classified documents in safe custody;
- x. To check and bring to the attention of concerned officers any pending work in files; and
- xi. To perform any other official duties as may be assigned from time to time.

42.0.5 Qualifications and Experience

Diploma in Records Management. Must be Computer literate; and fluent in English and Swahili languages. General experience in related field will be an added advantage.

42.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 3 with other terms and conditions of the Public Services.

43.0 DATABASE ADMINISTRATOR OFFICER – 1 POST

43.0.1 Salary Grade: TPGS 6

43.0.2 Reports to: Principal Human Resource Officer

43.0.3 Job Purpose

To handle all challenges faced with the College in respect to Technology, Active Directory, Database Administration and ensure the Corporate Messaging are attended accordingly and timely.

43.0.4 Duties and Responsibilities

- i. To maintain and administer database applications, including: ARIS and all other databases owned by BC;
- ii. Provide proposals and recommendations on necessary improvements on workflow;
- iii. To maintain and administer the BC Windows Domain and the Microsoft Exchange Messaging and Collaboration platforms;
- iv. To maintain and administer Microsoft Infrastructure servers at BC;
- v. To administer the UNIX, LINUX and Windows Server platforms;
- vi. To maintain and administer RDBMS platforms;
- vii. To document the Disaster Recovery Plan procedures and test them;
- viii. To adhere change management principles during the maintenance and administration of RDBMS's and the Operating Systems on which they run;
- ix. To maintain and monitors the process of CDR collection from all over the country on daily basis;
- x. To carry out specific tasks in support of the work of the Information Team as a whole as agreed with the Head of the Information Systems;
- xi. To provide technical leadership and guidance to Systems & Database Administration;
- xii. To ensure availability of BC Systems, applications and all other databases operated at BC; and
- xiii. Performs any other official duties as may be assigned from time to time.

43.0.5 Qualifications and Experience

First degree either in Computer Engineering, Computer Science or software engineering from a recognized higher learning institutions. An understanding of RDBMS concepts, Server Operating Systems, Active Directory, file system concepts (e.g. clustering, logical partitions, RAID), and can use performance analysis to tune systems is highly desirable. Knowledge of a UNIX-based operating system, Oracle and Microsoft SQL database platforms and must be fluent in English and Swahili languages. General experience in related field will be an added advantage.

43.0.6 Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **50 years** for positions of Directors and Managers and not above **45 years** for other positions;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies;**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. Overqualified candidates are not expected to apply;
- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;

- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 9th December, 2018** and;
- xvi. Only short listed candidates will be informed on a date for interview;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**