

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/J/22

09th April, 2019

VACANCY ANNOUNCEMENT (RE-ADVERTISED)

On behalf of the Rural Energy Agency (**REA**) and Tanzania Food and Drugs Authority (**TFDA**), and Tea Research Institute of Tanzania (**TRIT**) President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill **52** vacant posts mentioned below;

1.0 RURAL ENERGY AGENCY (REA)

Rural Energy Agency (REA) is an Autonomous Body under the Ministry of Energy and Minerals of the United Republic of Tanzania. Its main role is to promote and facilitate improved access to modern energy services in rural areas of Mainland Tanzania. REA became operational in October, 2007.

REA Vision: Transformation of rural livelihoods through provision of modern energy services.

REA Mission: To promote and facilitate availability and access to modern energy services in rural Mainland Tanzania.

1.1 DIRECTOR OF POLICY, RESEARCH AND PLANNING (1 POST)

1.1.1 Reports to: Director General

1.1.2 Duties And Responsibilities

- i. Coordinates the development of long term plans for the REA and REF in liaison with other departments and stakeholders;
- ii. Coordinates preparation of medium and long term research agenda in line with implementation of the strategic plan of the Agency, including analysis and interpretation of findings of qualitative and quantitative studies;
- iii. Ensures compliance with various national and sector plans and programmes in the prioritization of projects to be granted funds from REF or any other Special Purpose Fund administered by the Agency;
- iv. Coordinates preparation of Medium Term Expenditure Frameworks and Annual Development Plans and Budget for the Agency and evaluate their implementation;
- v. Coordinates preparation of periodic performance reports and other reports for the Agency;
- vi. Coordinates evaluation of the various initiatives/programmes by financiers or their representatives and other approved independent evaluators;
- vii. Coordinates support to departments and sections in the preparation of individual annual work plans that are aligned to the annual work plan, and other operational specific agreements;
- viii. Coordinates preparation of Parliamentary Committees' Reports and inputs to the sector Budget Speech;
- ix. Evaluates overall performance of the Agency to ensure optimum utilization of resources in the implementation of annual work plans and other programmes;
- x. Compiles, analyzes and interprets REA/REF performance statistics and advise the Management accordingly;
- xi. Monitors and evaluates activities, including conducting statistical analysis, data backup and documentation of all research data;
- xii. Evaluates research proposals from research Agencies or Consultants and assess reasonability of their cost and soundness of technical outlines;

- xiii. Coordinates review and benchmarking initiatives between REA and other similar organizations in the world with a view to assessing REA's performance and areas of improvement;
- xiv. Advises Management on the impact of strategic programmes/initiatives taken by REA; and
- xv. Performs any other duties as may be assigned to him/her by his/her superiors.

1.1.3 Qualifications And Experience

Master degree either in Development Policy and Planning, Economics, Business Administration, Policy Development or its equivalent; A minimum of ten (10) years relevant working experience of which five (5) years should be at managerial position in a reputable organization; and Experience in working with government MDAs and knowledge of energy sector in Tanzania is desirable. Proficiency in computers and Microsoft Office Suite.

1.1.4 Other Competencies

Demonstrated capacity in Performance Management, Strong leadership and interpersonal skills with the ability to manage team work.

1.1.5 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.0TFDA

Tanzania Food and Drugs Authority (TFDA) is an Executive Agency under the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) which is responsible for regulating safety, quality and effectiveness of Food, Medicines, Cosmetics, Medical devices and diagnostics. It is established under Section 4 (1) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and became operational on 1st July 2003.

2.1 DRUG REGISTRATION OFFICERS (2 POSTS)

2.1.1 Duties and Responsibilities

- i. To review and evaluate documentation of product applied for registration of generic medicines, cosmetics, medical devices, In Vitro Diagnostics and promotional materials applied for registration;
- ii. To prepare and submit evaluation and progress reports to head of section;
- iii. To update the relevant product registration database;
- iv. To attend and respond to customer enquiries related to product registration; and
- v. To perform any other duties related to the above as may be assigned by superiors

2.1.2 Qualifications and Experience

Bachelor of Pharmacy or equivalent qualifications in the related field from any recognized institution.

2.1.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.2 DRUG REGISTRATION OFFICERS - MEDICAL DEVICE AND IVD (2 POSTS)

2.2.1 Duties and Responsibilities

- i. To review and evaluate documentation of product applied for registration of generic medicines, cosmetics, medical devices, In Vitro Diagnostics and promotional materials applied for registration;
- ii. To prepare and submit evaluation and progress reports to head of section;
- iii. To update the relevant product registration database;
- iv. To attend and respond to customer enquiries related to product registration; and
- v. To perform any other duties related to the above as may be assigned by superiors

2.2.2 Qualifications and Experience

Bachelor Degree either in Medical Laboratory Sciences or Biomedical Engineering from any recognized institution.

2.2.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.3 FOOD REGISTRATION OFFICERS (3 POSTS)

2.3.1 Duties and Responsibilities

- i. To review and evaluate documentation concerning food products applied for registration;
- ii. To evaluate food products applied for registration;
- iii. To evaluate food promotional materials;
- iv. To prepare and submit evaluation and progress reports to Head of Section;
- v. To update the relevant food products registration database;
- vi. To attend and respond to customer enquiries related to food products registration;
and
- vii. To perform any other duties related to the above that they may be assigned by superiors

2.3.2 Qualifications and Experience

Bachelor of Science either in Food Sciences, Food Technology, Human Nutrition, or Biotechnology from recognized higher learning institution.

2.3.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.4 FOOD INSPECTOR (14 POSTS)

2.4.1 Duties and Responsibilities

- i. To conduct inspections of food according to the relevant field;
- ii. To prepare and submit inspection reports according to SOPs;
- iii. To process applications for registration of premises, licences and permits for imports and exports of food. To supervise destruction of unfit food;
- iv. To prepare progress reports and submit to the relevant authorities;
- v. To develop and maintain good relations with customers; and
- vi. To perform any other duties relevant to the above that they may be assigned by superiors

2.4.2 Qualifications and Experience

Bachelor degree either in Food Sciences, Food Technology, Environmental Health Sciences or related field from any recognized institution.

2.4.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.5 ASSISTANT DRUGS INSPECTOR (19 POSTS)

2.5.1 Duties and Responsibilities

- i. To conduct inspections of medicines, cosmetics and medical devices according to relevant field;
- ii. To conduct general inspection at port of entry;
- iii. To conduct and prepare inspection reports;
- iv. To check and verify import/export license and permit applications;;
- v. To prepare progress reports and submit to relevant authorities; and
- vi. To perform any other duties relevant to the above that they may be assigned by superiors

2.5.2 Qualifications and Experience

Diploma in pharmaceutical science or related field from recognized institution

2.5.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

2.6 LABORATORY ANALYST - MEDICINE LABORATORY (1 POST)

2.6.1 Duties and Responsibilities

- i. To conduct analysis of product samples;
- ii. To Prepare and submit analytical results report;
- iii. To update the relevant laboratory database;
- iv. To train and give guidance to subordinates; and
- v. To perform any other duties related to the above that they may be assigned by superiors

2.6.2 Qualifications and Experience

Bachelor degree either in Pharmacy, Food Sciences, Food Technology, Microbiology, Herbal Medicine, Botany, and Chemistry Biotechnology from any recognized institution.

2.6.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.7 LABORATORY ANALYST - MEDICAL DEVICE LABORATORY (1 POST)

2.7.1 Duties and Responsibilities

- i. To conduct analysis of product samples;
- ii. To Prepare and submit analytical results report;
- iii. To update the relevant laboratory database;
- iv. To train and give guidance to subordinates; and
- v. To perform any other duties related to the above that they may be assigned by superiors

2.7.2 Qualifications and Experience

Bachelor of Science in Pharmacy, Biotechnology or related field from recognized institution

2.8 LABORATORY ANALYST - FOOD LABORATORY (1 POST)

2.8.1 Duties and Responsibilities

- i. To conduct analysis of product samples;
- ii. To Prepare and submit analytical results report;
- iii. To update the relevant laboratory database;
- iv. To train and give guidance to subordinates; and
- v. To perform any other duties related to the above that they may be assigned by superiors

2.8.2 Qualifications and Experience

Bachelor of Science either in Food Sciences, Food Technology, Environmental Sciences or related field from recognized institution

2.8.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.9 LABORATORY ANALYST - MICROBIOLOGY LABORATORY (1 POST)

2.9.1 Duties and Responsibilities

- i. To conduct analysis of product samples;
- ii. To Prepare and submit analytical results report;
- iii. To update the relevant laboratory database;
- iv. To train and give guidance to subordinates; and
- v. To perform any other duties related to the above that they may be assigned by superiors

2.9.2 Qualifications and Experience

Bachelor of Science either in Microbiology, Food Sciences, and Food Technology, Biology or related field from any recognized institution.

2.9.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.10 TECHNICIAN - FOOD LABORATORY (3 POSTS)

2.10.1 Duties and Responsibilities

- i. To analyze samples;
- ii. To prepare of reagents;
- iii. To keep samples in safe custody before analysis;
- iv. To train and give guidance to the subordinate;
- v. To keep the working bench clean and tidy before and after analysis;
- vi. To keep the laboratory equipment's, instruments and apparatus in safe custody;
- vii. To report faults and breakage of equipment of laboratory;
- viii. Recording results, prepare reports and submit to the superiors; and
- ix. To perform any other duties that they may be assigned by superiors

2.10.2 Qualifications and Experience

Ordinary Diploma in Laboratory Technology, Food Sciences, Food Technology or its equivalent from any recognized institution.

2.10.3 Remuneration:

An attractive remuneration package will be offered to successful candidates.

2.11 ASSISTANT TECHNICIAN (3 POSTS)

2.11.1 Duties and Responsibilities

- i. Cleaning of laboratory equipment and arrangement of instruments;
- ii. Supervision of cleaning of the laboratory;
- iii. Cleanliness status labelling of instruments and benches;
- iv. Weighing of samples and preparation of reagents;
- v. Perform simple analysis using simple parameters under supervision;
- vi. Recording results, prepare reports and submit to the superiors;
- vii. Prepare reports and submit to superiors; and
- viii. To perform any other duties that they may be assigned by superiors

2.11.2 Qualifications and Experience

Form IV Secondary Education Certificate plus certificate in laboratory Assistant with Trade Test Three (III) from VETA or any recognized institutions

2.11.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

3.0 THE TEA RESEARCH INSTITUTE OF TANZANIA (TRIT)

The Tea Research Institute of Tanzania (TRIT) is an autonomous organization representing the Government of Tanzania and the tea industry. Its duty is to support the continued development of the tea industry, both large and small-scale producers, with appropriate high quality, cost effective research and technology transfer. It is funded by both public and private sector and by grant aid from willing donors.

3.1 RESEARCH DIRECTOR

3.1.1 Direct Entry:

Holder of PhD in Agricultural Field with extensive research In-Service. and 7 publications in recognized journals.

3.1.2 In-Service Structure:

- i. Must have at least eight years In-Service of which 4 years in Senior Managerial position.
- ii. Must have extensive research in-service experience and five publications in recognized journals.

- iii. Must have shown ability in relating research findings and their applications.
- iv. Also must be computer literate especially in research data processing and analysis.

3.1.3 Main duties and Responsibilities:

- i. Coordinate research and technology transfer activities.
- ii. Coordinate research priority setting, formulation, monitoring and evaluation.
- iii. Ensuring timely preparations of the annual and other reports for the Board of Directors and donors.
- iv. Pursuing research in the area of basic skills and related topics
- v. Deputizing for the Executive Director.
- vi. Responsible for monitoring of the approved research projects and timely submission of progress reports thereof.
- vii. Co-ordinates all activities of other departments related to manpower development.

1.1.4 Salary Scale: TRITS.11

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except those who are in public service;
- 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason

- should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
 - ix. 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);
 - x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
 - xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
 - xiii. Deadline for application is **22nd April, 2019** and;
 - xiv. Only short listed candidates will be informed on a date for interview;
 - xv. 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')*

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