

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/K/157

13th February, 2020

VACANCIES ANNOUNCEMENT

On behalf of The Universal Communications Service Access Fund (**UCSAF**) and Tanzania Revenue Authority (**TRA**) Public Service Recruitment Secretariat, invites qualified Tanzanians to fill **18** vacant posts as mentioned hereunder.

1.0 UNIVERSAL COMMUNICATIONS SERVICE ACCESS FUND

The Universal Communications Service Access Fund has been established under section 4 (1) of the Universal Communications Service Access Act No.11 of 2006, Cap 422, with the following objectives: -

- i. Ensure the availability of communication services in rural and urban under- served areas;
- ii. Promote the participation of the public and private sector in the provision of universal service in the rural and urban under-served areas;
- iii. Promote the socio-economic development of the rural and urban underserved areas;
- iv. Create a framework for an open and efficient access to and use of communication and service in production and availability of competitive market;

- v. Promote widespread provision of quality services at affordable rates and ensure that, rural and urban under-served areas have access to communication and information services at a reasonable and affordable prices; and
- vi. Ensure availability of universal services by enhancing communications services access through private sector participation.

1.1 SECRETARY TO THE FUND

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Provide advisory services to the Chief Executive Officer and the Board in accordance to the Act establishing the Fund and relevant statutory provisions of the principal and subsidiary enactments relevant to the organizational operations;
- ii. Monitor the implementation of the Board's decisions with relevant reporting records;
- iii. Render professional legal services to the Board including appearance to the courts to represent the Fund's interest;
- iv. Maintain the legal documents of the Board including the copies of contracts in which the Fund has interest and party to a given formal agreement;
- v. Maintain the proceedings of the meetings of the Board in a standard manner providing convenient retrieval of records for reference, implementation and follow - up;
- vi. Perform other related duties incidental to the work described herein; and
- vii. Attend any other related functions as assigned by the Chief Executive Officer.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree either in Law (LLM), International Business and Management or Business Administration;
- First degree in Law (LLB);
- Must be an advocate of the High Court of Tanzania; with
- At least (10) years of work experience, five of which must have been served in Senior Managerial Position in a reputable institution.

1.1.3 REMUNERATION:

Attractive remuneration package in accordance with UCSAF remuneration policy.

2.0 TANZANIA REVENUE AUTHORITY (TRA)

Tanzania Revenue Authority (TRA) was established under the Tanzania Revenue Authority Act No.11 Of 1995. The Authority is a semi-autonomous agency of the Government responsible for the administration of the Central Government taxes as well as several non-tax revenues. TRA is currently implementing its Fifth Corporate Plan whose vision is to enhance voluntary tax compliance.

2.1 TAX MANAGEMENT OFFICER II - 6 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist in the preparation of action plans;
- ii. Conduct face vetting of tax returns;
- iii. Conduct desk audit on simple cases and assist in field audits;
- iv. Conduct physical and compliance surveillance surveys;
- v. Prepare respective periodic management reports;
- vi. Gather information for new taxpayers' registrations;
- vii. Prepare tax positions for all taxpayers and arrears list and follow-up payments;
- viii. Conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application;
- ix. Process annual motor vehicle licenses renewal, transfers of ownership and issue the licenses;
- x. Conduct registration, audit, data processing and examination; and
- xi. Perform any other related duties as assigned by the supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Taxation, Accountancy, Finance, Public Finance, Economics or Business Administration majoring in Finance or Accountancy from a recognized Institution/University.

2.1.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale. **TRAS**

2.2 TAX MANAGEMENT ASSISTANT II - 6 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. Process application for new taxpayers' registration and facilitate issuance of Taxpayer Identification Number (TIN);
- ii. Manage return filing processes including identifying none and late filers;
- iii. Manage tax assessments control records such as tax assessments levels, assessments in arrears and jeopardy cases;
- iv. Prepare tax returns, assessments and revenue collection reports;
- v. Process non-account cases returns including withholding tax statements;
- vi. Trace missing taxpayers' files;
- vii. Prepare tax clearance certificates, registration of Motor Vehicles, issuance of Motor Vehicle annual licenses, issuance and renewal of drivers' licenses;
- viii. Manage objections and appeals controls such as Registers and Tax Stand over Orders;
- ix. Gather and file tax information;
- x. Assist in conducting physical and compliance surveillance surveys;
- xi. Prepare cases for enforcement activities; and
- xii. Perform any other related duties assigned by the supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Diploma either in Taxation or Accountancy from a recognized Institution.

2.2.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale. **TRAS**
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2.3 PERSONAL SECRETARY II - 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i. Receive, interview and direct visitors accordingly;
- ii. Prepare letters and various documents;
- iii. Handle confidential and sensitive information;
- iv. Ensure that working tools are in good order and the working environment is well maintained;
- v. Receive and make telephone calls;

- vi. Maintain a register detailing records for incoming and outgoing mails and files;
- vii. Communicate information by typing, sending and receiving emails/faxes;
- viii. Keep diaries of events and make appointments for and on behalf of the designated officer;
- ix. Organize and follow upon travel and related logistics for meetings, field visits, and any other programmes;
- x. Process, file, sort and retrieve information; and
- xi. Perform any other related duties assigned by the supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Studies/Computer Studies or equivalent qualifications from recognised institution who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

2.3.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale. **TRAS**
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2.4 OFFICE ASSISTANT II - 4 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

- i. Distribute documents to respective offices;
- ii. Collect and forward mail to post office;
- iii. Move files to and from registries;
- iv. Open office doors in the morning and close the same in the evening;
- v. Carry out photocopying and binding of documents;
- vi. Assist in organizing for pre-meeting arrangements when needed;
- vii. Distribute mails internally to respective offices & staff;
- viii. Duplicate documents, such as circulars and other publications;
- ix. Circulate files and documents internally to respective staff; and
- x. Prepare and serve tea and refreshments to staff and during meetings and workshops; and
- xi. Perform any other related duties assigned by the supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

National Form IV Certificate with passes in English and Kiswahili. The candidate should have attended training course in Office Assistance or Office Management conducted by VETA or any other recognized training institution.

2.4.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale. **TRAS**
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GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for 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 **26th February, 2020**
- xiv. Only short listed candidates will be informed on a date for interview; and
- 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**')*

Released by;

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**