

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/264

9th September, 2020

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Petroleum Development Corporation (TPDC) and Dar Es Salaam Maritime Institute (DMI) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **3** vacant posts as mentioned below.

1.0 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company dealing with Oil and Gas exploration, development and production. The Corporation has open vacancy for professional Tanzanians in the following position:-

1.1 MANAGER MONITORING AND EVALUATION

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To monitor and evaluate implementation of the Corporate Annual Plans, Medium Terms Plans and Strategic Plan;
- ii. To provide technical advice including institutionalization of M&E process;
- iii. To develop and update a Monitoring and Evaluation (M & E) framework for the Corporation's projects;
- iv. To coordinate and prepare periodic performance reports;
- v. To provide inputs in preparation of plans, programs and budgetary activities in the Corporation including establishment of performance targets and indicators;
- vi. To undertake research and impact studies of plans, projects and programs undertaken by the Corporation;

- vii. To undertake service delivery surveys to collect stakeholders/clients views on services rendered and advise management accordingly;
- viii. To conduct monitoring and evaluation of the Corporation's Projects; and
- ix. To perform any other official duties as may be assigned by immediate supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Master Degree in Petroleum Geosciences, Geology, Petroleum Engineering, Economics, Statistics, Finance and Accounting in oil and gas, Project Management or equivalent qualifications from a recognized institution. The candidate must have at least eight (8) years of relevant working experience.

1.1.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **TPDCS 13**

2.0 DAR ES SALAAM MARITIME INSTITUTE (DMI)

Dar Es Salaam Maritime Institute (DMI) was established by Act of Parliament No. 22 of 1991 to cater to the greater needs of the Shipping Industry in the region. The Institute (DMI) originated from what was known as Dar Es Salaam Maritime Training Unit (DMTU), which was established on the 3rd July 1978 as a training wing of Tanzania Coastal Shipping Line (TACOSHILI) to fulfill the need of well-trained seafarers.

2.1 ASSISTANT LECTURER – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches and conducts seminars up to NTA level 9 (Master Degree);
- ii. Guides and supervises students in building up their practical and research projects;
- iii. Prepares learning resources and design training exercises for students;
- iv. Conducts consultancy and community services;
- v. Participates in developing and reviewing curriculum;
- vi. Undertakes individual research and participates in scientific/academic congregations;
- vii. Prepares teaching manuals, simulations and case studies for training;
- viii. Coaches junior teaching staff; and
- ix. Perform any other duties assigned by supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Master Degree in Maritime Transport, Nautical Science, Navigation Technology, Naval Architecture or Offshore Engineering, Maritime Law, Marine Engineering, Logistics Engineering from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 4.0 at Master Degree. Certificate of Competency as officer in charge of Navigational or an Engineering Watch will be an added advantage

2.1.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PHTS 2**

2.2 TUTORIAL ASSISTANT-1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i. Teach up to NTA level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial, seminars and practical exercises for students under close supervision;
- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision; and
- vi. Perform any other duties assigned by supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree (NTA Level 8) in Marine Engineering, Maritime Transport, Nautical Science or Marine Navigation Science from recognized Institutions with a GPA of at least 3.5. Certificate of Competency as Officer in Charge of Navigation Watch or an Engineering Watch will be an added advantage

2.2.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PHTS 1**

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 **23rd September, 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.aiira.go.tz/>and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal**)**

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**