

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/323

1st December, 2020

VACANCY ANNOUNCEMENT

On behalf of **Small Industries Development Organization (SIDO)**, Public Service Recruitment Secretariat invites qualified Tanzanians to fill six (6) vacant posts mentioned below;-

1.0 THE SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)

The Small Industries Development Organization (SIDO) was established in 1973 by an Act of Parliament No. 28. Its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas. Some of the best-known activities are the Industrial Estates, Technology Development Centres, Training cum Production Centres, hire purchase schemes for equipment, technology development, technology transfer through twinning arrangements and exchanges with industries in Europe and Asia, and direct marketing.

1.0.1 BUSINESS DEVELOPMENT OFFICER GRADE II -2 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- (i) To assist in Identification of business opportunities and assessment of market potential;
- (ii) To assist in Identification and selection of participants for SME training programmes;

- (iii) To participate in identifying potential clients, review applications for training in accordance with the Regional Office's procedures and propose applicants for selection to the Regional Manager;
- (iv) To assist trainees in developing viable business plans, both during and after the training programmes;
- (v) To provide micro, small and medium entrepreneurs with advice and information on marketing, the availability of raw materials, business management issues, and national and regional regulations on registration, licensing and taxation;
- (vi) To support marketing of MSME products locally and internationally through organizing/participating in trade fairs/exhibition, subcontracting and tendering programmes;
- (vii) To contribute to the maintenance of a client database, and the management information system, with regard to the services he/she provides; he/she will report on his/her activities as required by the Regional Manager;
- (viii) To participate in Regional Office's management and planning meetings, as well as relevant external meetings, as required by the Regional Manager;
- (ix) To assist the Regional Manager in developing and maintaining relationships with the local business community, including, but not limited to actual and potential clients, and with institutions which provide similar training and advisory services;
- (x) To contribute in identifying the need for new Programme elements or Programme improvements, contribute to the development of training programme, training materials and advisory services for micro, small and medium enterprise development; and
- (xi) To perform any other duties as may be assigned by his/her Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Economics, Entrepreneurship, or Business Administration from recognized institutions.

1.0.3 SALARY SCALE: PGSS 6

1.0.4 CREDIT OFFICER GRADE II -2 POSTS

1.0.5 DUTIES AND RESPONSIBILITIES

- (i) To conduct credit training sessions and programmes for clients on the management of credit and the credit methodology;
- (ii) To receive and assess credit applications;
- (iii) To make all necessary preparations for the disbursement of loans, including preparing repayment schedules and drafting loan contracts;
- (iv) To maintain records and tracking loans;
- (v) To make loan follow-up for clients to ensure loans are paid promptly;
- (vi) To conduct impact monitoring and assessment; the Credit Officer will contribute to the assessment of the impact on clients of the financial services;
- (vii) To participate in Regional Office Management and planning meetings, as well as relevant external meetings; and
- (viii) To assist the Regional Manager in developing and maintaining relations with the local business community, including but not limited to potential and actual clients, and with other institutions providing micro financing services;
- (ix) To contribute in identifying the need for programme improvements or for new micro financing services, and contribute to their development;
- (x) To propose changes in the credit policies of the Regional Office to the Manager;
- (xi) Contribute to the preparation, organization and implementation of training programme for SIDO staff on credit matters when required; and
- (xii) Perform any other related duties as may be assigned by his/her Supervisor.

1.0.6 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Business Administration majoring in Accountancy or Finance or Bachelor of Commerce in Accounting or Finance from recognized institutions

1.0.7 SALARY SCALE: PGSS 6

1.0.8 ENGINEER GRADE II -2 POSTS

1.0.9 DUTIES AND RESPONSIBILITIES

- (i) To conduct survey on MSMEs needs related to product development and technology requirements;
- (ii) To assist in developing an enterprise diagnostic system for business improvement and problem solving;
- (iii) To guide Entrepreneurs in technical and product development related aspects;
- (iv) To enforce industrial safety regulations and standards;
- (v) To assist in inspection of manufactured products to ensure good quality and workmanship;
- (vi) To maintain relevant records on technologies and product development;
- (vii) To source out and disseminate resource based technologies and machineries relevant to SMEs in the region;
- (viii) To promote product development and innovations relevant to SMEs in the region to enhance enterprise growth and competitiveness; and
- (ix) Perform any other related duty as may be assigned by Supervisor.

1.0.10 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Mechanical Engineering or Chemical and Processing Engineering from a recognized Institution. Must be registered by ERB as Graduate Engineer.

1.0.10 SALARY SCALE : PGSS 7

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania not above **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;
 - **Professional Registration and Training Certificates from respective Registration or**

Regulatory Bodies, (where applicable);

- 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 should not apply;
- vii. An applicant 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 employer;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant 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).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- 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, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xv. **Deadline for application is 14th December, 2020;**
- xvi. Only short listed candidates will be informed on a date for interview and;
- 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')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

