

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/K/310

15th October, 2020

On behalf of the Sengerema Urban Water Supply and Sanitation Authority (SEUWASA), Tanzania Tea Smallholders Development Agency (TSHTDA) and Tanzania Institute of Education (TIE) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **12** vacant posts as mentioned below.

1.0 TANZANIA TEA SMALLHOLDER DEVELOPMENT AGENCY (TSHTDA)

Tanzania Tea Smallholders Development Agency (TSHADA) is an Agency under the Ministry of Agriculture established through Tea Act No.3 of 1997. The broad mandates of TSHTDA are pursued through its Vision and Mission which are clearly stated in its Medium Term Strategic Plan. The Vision is to see the tea industry in Tanzania is predominantly controlled by smallholder farmers with sustainable high levels of productivity and production by 2025; and the Mission is to build the capacity of smallholder tea growers so as to attain high levels of productivity and production, processing capacities and marketing competitiveness.

Strategic roles and functions of TSHTDA are:-

- i. Organizing smallholder tea growers into groups and associations with the view of empowering them to easily access financial resources and other production services;
- ii. Assisting in developing sellable project proposals for the smallholder tea growers to access financial support from donor and financial institutions;
- iii. Promoting the formation of Savings and Credit Cooperative Societies in the smallholder tea production system in collaboration with the Office of the Registrar of Cooperatives for availing smallholder tea growers with affordable credit;
- iv. Supporting farmer group nursery operations for raising improved planting materials (VP Plants);

- v. Participating in tea fields rehabilitation campaigns especially in areas where smallholder tea fields have been abandoned;
- vi. Supporting and Coordinating the provision of tea extension services through five Area Agricultural Offices and Local Government Authorities in all tea growing districts;
- vii. Introducing and promoting tea cultivation in new areas with ideal tea growing ecological conditions (Tarime, Kilolo & Ludewa);
- viii. Facilitating the linkage of smallholders' production plans to the Local Government Authorities development plans and the green leaf tea processing factories' plans;
- ix. Sensitizing smallholders to secure title deeds for their tea fields so that they can use them as collaterals in applying for loans; and
- x. Promoting marketing competitiveness in the smallholder tea sub sector by facilitating the establishment of adequate green leaf processing facilities in both traditional and new tea growing areas

1.1 DIRECTOR OF PLANNING AND TECHNICAL SERVICES – 1 POST – (RE-ADVERTISED)

1.1.1 JOB PURPOSE: To facilitate planning process for tea smallholders and monitor their implementation in collaboration with Agricultural Services Extension Director.

1.1.2 APPOINTED BY: BOARD OF DIRECTORS

1.1.3 REPORTS TO: DIRECTOR GENERAL

1.1.4 SUPERVISES: PLANNING OFFICERS AND FARMERS EMPOWERMENT OFFICERS

1.1.5 DUTIES AND RESPONSIBILITIES

- i. To collect and analyze data to be used in planning exercises;
- ii. To coordinate all planning activities of Tea Small Holders;
- iii. To formulate and participate in the formulation investment strategies in respect to new or expansion of tea factories;
- iv. To coordinate the preparation of annual, short and long term plans for the tea Small Holders;
- v. To review implementation process;
- vi. To carry out initial project evaluation and appraisal in terms of content and advice the Director General accordingly;
- vii. To ensure the collection and proper keeping of all statistical data;

- viii. To plan, budget, monitor, coordinate and control all tea production operations of the tea small- holders;
- ix. To recommend policy that will increase total green tea leaf production;
- x. To carry out Annual Performance appraisal for all staff under him/her; and
- xi. To perform any other relevant duties as may be assigned by the Director General.

1.1.6 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Economics, Agricultural Economics, Statistics or Business Administration from a recognized University with not less than seven (7) years working experience of which at least 3 years must be in management position in the Public service or reputable Private organization with outstanding knowledge in Tea Industry. A Master's Degree or Post Graduate Diploma either in Economics, Agricultural Economics, Statistics or Business Administration will be an added advantage.

1.1.7 OTHER COMPETENCIES AND SKILLS

Managerial and organization skills, Customer focus, Ability to communicate effectively in Kiswahili and English, Computer literate, Visionary proactive and initiative.

1.1.8 EMPLOYMENT STATUS/TERMS: PERMANENT AND PENSIONABLE

2.5.5 REMUNERATION: Salary Scale: TAEMSS 1

2.0 Sengerema Urban Water Supply and Sanitation Authority (SEUWASA)

Sengerema Urban Water Supply and Sanitation Authority (SEUWASA) is an Autonomous Authority responsible for provision of Water and Sanitation Services in Sengerema town. SEUWASA was established by the Act No. 05 of 2019.

2.1 LABORATORY TECHNICIAN II – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. To oversees the operation of water treatment plant;
- ii. To carry out laboratory test in accordance with set systems and procedure;
- iii. To prepare laboratory test reports in accordance with set standards;
- iv. To maintain data bases on laboratory tests;

- v. To monitor trends in test results and advise the engineers on all aspects that might have add impact on the engineer on all aspects that might have an impact on the quality of water produced;
- vi. To monitor the quality of raw water and treated water;
- vii. To monitor the quality of water chemicals and promptly advice to water production engineers accordingly;
- viii. To prepare periodic reports outing the performance of the laboratory,
- ix. To comply with ISO requirements on the daily activities, and
- x. To perform any other related duties as may be assigned by his supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Ordinary Diploma or Full Technician Certificate (FTC) either in Chemical Processing or Water Laboratory Technology from any recognized Institution. Computer literate and experience of at least one year (1) in respective field.

2.1.3 REMUNARATION:

Salary scale SEN C

2.2 SALES ASSISTANT (METER READER) – 4 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES:

- i. To read and record customer water consumptions;
- ii. To report on unauthorized water connection;
- iii. To carry out water disconnections and reconnections;
- iv. To reconnect water debtors as assigned timely;
- v. To attend to customers' complaints on water services; and
- vi. To perform any other related duties as may be assigned by his supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

National Form IV Certificate with passes in science subjects plus either in Trade Test Grade III or II, Level II in Plumbing and Pipe Fitting or any other related qualification. Computer literacy is an added advantage.

2.2.3 REMUNARATION:

Salary scale SEN B

2.3 OFFICE ASSISTANT (CLEANER) - 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES:

- i. To clean Office premises and equipment including surroundings;
- ii. To distribute files and documents;
- iii. To dispatch official mail and transmission of messages within the office;
- iv. To move machinery equipment as directed by management;
- v. To duplicate, photocopy, reproduce, collect and stapling materials of various nature as may be directed by superiors;
- vi. To assist in performing secretarial duties including word processing of reports, records, letters and other documents;
- vii. To assist in ensuring that, doors and windows are opened and closed in time;
- viii. To assist in making copies of documents according to the needs of the office;
- ix. To assist in sending and collecting official parcels and letters to and from the post office; and
- x. To perform any other related duties as may be assigned by his supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

Possession of Form IV Certificate of Secondary Education with passes in English and Kiswahili.

2.3.3 REMUNARATION:

Salary scale SEN B

2.4 PUMP OPERATOR – 03 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES:

- i. To observe water flow and report any deviation from normal operation;
- ii. To operate various water pumps;
- iii. To record the operating hours of the machines' deviation from normal operation;

- iv. To monitor functioning of machines and report deviation from normal operation;
- v. To clean pumps and the surrounding environments;
- vi. To record all people who visit the pumping station for record purposes;
- vii. To operate and take care of the water pump site; and
- viii. To perform any other related duties as may be assigned by his supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

National Form IV Certificate with passes in science subjects plus either Trade Test Grade III or II, Level II in either Pump Mechanics, Welding Technology, Electrical Installation or any other related qualification. Computer literacy is an added advantage.

2.4.3 REMUNARATION:

Salary scale SEN B

3.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels.

Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

3.1 PRINTER II – 2 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES:

- i. To prepare work schedules;
- ii. To prepare working tools and equipment;
- iii. To assign work to staffs under him/her;

- iv. To make follow-up on ongoing activities and report on the progress to the supervisors;
- v. To prepare job jacket lay-out about plan of production; and
- vi. To perform any other related duties as may be assigned by his supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Diploma in Printing from a recognised institution with a minimum of three years of working experience in printing industry.

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 **30th October, 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

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