

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/284

18th SEPTEMBER, 2020

VACANCY ANNOUNCEMENT

On behalf of The National Economic Empowerment Council Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **2** vacant posts mentioned below.

1.0 THE NATIONAL ECONOMIC EMPOWERMENT COUNCIL (NEEC)

The National Economic Empowerment Council (NEEC) was established in 2005 following the launch of the National Economic Empowerment Policy and enactment of the National Empowerment Act in 2004. The Council, under the Prime Minister's Office, is mandated with the task of supervising, monitoring and coordinating all empowerment activities in the Country.

1.0.1 DIRECTOR OF EMPOWERMENT FACILITATION AND LOCAL CONTENT (1 POST – RE-ADVISED)

1.0.2 REPORTING TO: EXECUTIVE SECRETARY

1.0.3 OBJECTIVES: To Coordinate and Facilitate Economic Empowerment Activities,

1.0.4 DUTIES AND RESPONSIBILITIES

- i. To develop and facilitate implementation of sector and multi-sector strategies for mobilization and utilization of resources for economic empowerment activities;
- ii. To designate types of business which may be done by Tanzanians jointly or in partnership;
- iii. To advise on the establishment and strengthening of individual or communal groups, cooperatives, partnerships or joint ventures in economic activities;
- iv. To provide advice to the Government, public and private sector institutions on specific issues and measures aimed at the promotion of economic empowerment of Tanzanians;
- v. To make recommendations relating to any existing or proposed business or investment opportunities;
- vi. To supervise the identification of entrepreneurship training needs and opportunities on economic and investment issues and to co-ordinate the relevant training programmes;
- vii. To collaborate with institutions and organizations for the purpose of promoting access to services relating to economic opportunities;
- viii. To promote and facilitate broader economic ownership aimed at empowering Tanzanians;
- ix. To collaborate with relevant sectors, perform such other activities and functions ancillary or incidental to the promotion and enhancement of economic empowerment of Tanzanians; and
- x. To perform any other related duties as may be assigned by the supervisor.

1.0.5 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields; Economics, Accountancy, Marketing, Entrepreneurship, Sociology, Agricultural Economics, Business Administration or Commerce majoring in Entrepreneurship, Laws (with internship and must be registered as an advocate of the high court and subordinate courts thereto) or its equivalent qualifications from a recognised institutions, plus Master Degree in the related fields. The candidate must have at least seven (07) years of working experience in senior positions.

2.0.1 MANAGER OF BUSINESS DEVELOPMENT AND FACILITATION (01 POST - RE-ADVIRTISED)

2.0.2 REPORTING TO: DIRECTOR OF EMPOWERMENT FACILITATION AND LOCAL CONTENT

2.0.3 OBJECTIVE: To Promote and Facilitate Enterprises Development

2.0.4 DUTIES AND RESPONSIBILITIES:

- i. To promote and advocate for enterprise development interventions required at the levels of micro, meso and macro;
- ii. To identify obstacles/hurdles in the business environment and works for solutions;
- iii. To identify and advice on the measures to promote and support business ventures pioneered and run by Tanzanians;
- iv. To designate types of businesses which may be done by Tanzanians and those which may be owned jointly by foreigners and Tanzanians;
- v. To develop strong relationship and networks with the Stakeholders in spearheading economic empowerment;
- vi. To facilitate formation of institutions earmarked in the National Economic Empowerment Policy to enable smooth implementation of economic empowerment activities;
- vii. To provide technical advice and facilitates linkages between local SMES and large local and international companies;
- viii. To identify, assess, and recommend potential private sector partners and partnership opportunities;
- ix. To advice and follows-up on the establishment and strengthening of individual or communal groups, income generating groups, cooperatives, partnerships or joint ventures in economic activities;
- x. To forge linkages and collaboration with various Institutions and Organizations to identify business opportunities and scout for different technologies, markets and financing opportunities;

- xi. To work collaboratively with various actors of economic empowerment to facilitate transformation of the economy on promoting industrial development, investment, competitiveness and employment creation;
- xii. To facilitate and advocate issues relating to economic empowerment participation through targeted interventions to achieve more inclusive growth;
- xiii. To ensure and work closely with players of economic empowerment on supporting and making follow-ups for the interventions geared towards creating an enabling environment for new enterprises survival and prospects for growth of existing enterprises;
- xiv. To facilitate and develop effective strategies and mechanisms for mobilizing resources to support various business development services interventions' on various clusters of entrepreneurs; and
- xv. To perform any other related duties as may be assigned by Director of Empowerment Facilitation and Local Content.

2.0.5 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields: Economics, Commerce, Marketing, Entrepreneurship, Community Development, Agricultural Economics, Agribusiness, Business Administration majoring in Marketing, Agribusiness or Entrepreneurship or equivalent qualification from recognized Institution plus Master Degree in the related fields. The candidate must have not less than five (5) years of working experience in senior position.

3.0 RENUMERATION:

An attractive package will be offered to successful candidate, career development opportunities and an excellent working environment.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years 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;**
 - 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 are not expected to apply;
 - vii. An applicants 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 employers;**
 - ix. An applicant who is retired from the Public Service for whatever reason should not apply;
 - x. An applicants 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) or National Council for Technical Education (NACTE);
 - xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - 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, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam.*
 - xv. **Deadline for application is 1st October, 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**