

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/72

24th March, 2021

VACANCY ANNOUNCEMENT

On behalf of Kigoma Urban Water Supply and Sanitation Authority (KUWASA) and Tanzania Shipping Agencies Corporation (TASAC) Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(5)** vacant posts mentioned below.

1.0 KIGOMA URBAN WATER SUPPLY AND SANITATION AUTHORITY

Kigoma Urban Water Supply and Sanitation Authority (KUWASA) is an Autonomous utility which was established under section 3 (1) of Water Works Act, Cap. 272 as a repealed by the Water Supply and Sanitation Act No. 05 of 2019. KUWASA has an overall responsibility of operations and management of portable, clean and safe water and sanitation services in Kigoma Municipality. KUWASA performs its duties under supervision of Board of Directors.

1.0.1 COMMERCIAL ASSISTANT II (4 POSTS)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To read all meters within the assigned area timely, efficiently and accurately;
- ii. To dispatch monthly water bills to customers using the most customer friendly techniques;
- iii. To ensure daily, weekly, monthly and annual collection target are met;
- iv. To ensure all Authority revenue is collected;
- v. To collect meter readings data/information in customer's premises;
- vi. To report illegal connections;
- vii. To report abnormal customers' water consumption trends if observed;
- viii. To keep and maintain meter reading records according to standard procedures;
- ix. To report water leakages and wastage to the relevant officer;
- x. To report any faulty meter to the relevant officer; and
- xi. To perform any other official duties as may be assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education (Form IV) plus certificate in either Business Administration, Marketing or Accountancy. Knowledge of computer application will be added advantage.

2.0 TANZANIA SHIPPING AGENCIES CORPORATION (TASAC)

Tanzania Shipping Agencies Corporation (TASAC) is a Public Institution established under the Tanzania Shipping Agencies Act No. 14 of 2017. The Corporation is a body corporate established to Promote and Manage Shipping Agencies and Regulate Maritime Transport in Mainland Tanzania, assuming the rights and responsibilities of Maritime Transport Services which were previously performed by the resolved SUMATRA.

2.0.1 DIRECTOR OF MARITIME SAFETY, SECURITY AND MARINE ENVIRONMENT/REGISTRAR OF SHIPS, SEAFARERS AND WRECK- (1 POST)

2.0.2 PURPOSE OF THE POSITION

To manage and ensure safety and quality of seafarers, wrecks and ships along with responsibility for Tanzania Ship Registration and Marine Environment protection matters of the Corporation.

2.0.3 DUTIES AND RESPONSIBILITIES

- i. To provide guidelines on registration and de registration of ships;
- ii. To study and recommend for approval e ship drawings and plans for new build and all ships under major alterations;
- iii. To supervise and conduct all kind of surveys and tonnage measurement of ships and issuance of relevant safety certificates;
- iv. To supervise and provide guidance on inspection, registration and licensing of ships;
- v. To maintain and update a Register of Tanzanian Ships registered or licensed under the Merchant Shipping Act, 2003;
- vi. To prepare periodic implementation reports on implementation of maritime safety, security and environment activities;
- vii. To oversee implementation of United Nations Convention on the Law of the Sea (UNCLOS) related to maritime safety, security and prevention of marine environment and IMO Instruments including Conventions (SOLAS, MARPOL, STCW, LOAD LINES, COLREGS, TONNAGE); Protocols, Amendments, Recommendations, Codes, Guidelines and Resolutions;
- viii. To implement and enforce regulations and standards on maritime safety, security and prevention of marine environmental pollution and prepare reports;
- ix. To assess and recommend for accreditation of maritime training institutions and training programmes in Mainland Tanzania in liaison with NACTE;
- x. To assess seafarers' qualifications and issue professional qualification certificates (Certificate of Competency-CoC);

- xi. To carry out investigations on marine accident and violation of regulations and oversee timely removal of wrecks;
- xii. To coordinate National Search and Rescue (SAR) matters and prevention of marine environmental pollution from ships including operation of Maritime Rescue Coordination Centres (MRCC) in Tanzania mainland;
- xiii. To manage and approve shipboard and training equipment (engine and deck simulators);
- xiv. To manage safety navigation in Tanzanian waters and oversee the security of Tanzania ships and ports facilities;
- xv. To oversee matters related to maritime security, including port facilities, ship security inspections and issuing Document of Compliance and Ship Security Certificates;
- xvi. To coordinate preparation, review and implementation of National Oil Response Plan for both Coastal and Inland waters and prepare periodic reports;
- xvii. To act against unsafe ships operating in Tanzania waters;
- xviii. To monitor and evaluate performance of staff working under this Directorate; and
- xix. To perform any other official duties as may be assigned by the Director General from time to time.

2.0.4 QUALIFICATION AND EXPERIENCE

Master Degree either in Nautical Science, Maritime Safety, Engineering, Naval Architecture, Maritime Law and Policy, Maritime Transport or Marine Environmental Management, He/she must be a Master (STCW regulation II/2) or Chief Engineer Officer (STCW regulation III/2) with Certificate of Competency of seagoing service or equivalent qualifications from recognised institution with working experience of at least ten (10) years of which at least 3 years must be held in managerial positions.

2.0.5 TERMS OF EMPLOYMENT

Permanent and Pensionable Terms after completion **twelve (12) months of probation.**

2.0.6 REMUNERATION

Attractive remuneration package will be offered as per TASAC Salary Scheme.

GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania generally with an age 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/postcode, 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:-

- Post graduate/ Degree/Advanced Diploma/ Diploma/ Certificates;
- Post graduate/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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case(disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, [P.O. Box 2320, Utumishi Building at University of Dodoma-Asha Rose Migiro Buildings-Dodoma.](#)
- xiv. Deadline for application is **6th April, 2021**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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 'RecruitmentPortal**')**

Released by:

SECRETARY

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