

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/233

2nd March, 2023

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Korogwe water and Sanitation Authority (**KOROWASA**), Geological Survey of Tanzania (**GST**), and MZINGA Corporation Public Service Recruitment Secretariat (**PSRS**) invites dynamic and suitable qualified Tanzanians to fill **74** vacant posts as mentioned below;

2.0 KOROGWE WATER AND SANITATION AUTHORITY (KOROWASA),

Korogwe Water Supply and Sanitation Authority (KOROWASA) was established in 2002 as an autonomous Water utility Organization which operates under board of Directors and is classified as category "C" utility. KOROWASA is operating under EWURA license provided for ten years from 2012, its core function is to supply clean and safe water and sanitation services in Korogwe Town.

1.0.1 MHANDISI MAJI (WATER ENGINEER) II – 5 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To maintain records of water network inventory and monitors all factors affecting the network.
- ii. To monitor water flow and networks
- iii. To assist in handling customer complaints relating to water supply.
- iv. To carry out studies for water losses and recommend the corrective measures to solve the problems.
- v. To prepare and maintain record of daily major and minor breakdowns of water distribution system and cause for prompt repair of the same.
- vi. To supervise curbing technical losses of water through leakages, breakages, system overflows etc.
- vii. To perform any other duties as may be assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor's Degree in , Water Resources Engineering, or equivalent from a recognized Institution with minimum work experience of at least three (3) years in the related field. Must be registered as a Professional Engineer with Engineers Registration Board.

1.0.4 REMUNERATION: TGS E.1

1.0.5 CUSTOMER CARE OFFICER II – 5 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To attend and respond to customers' inquiries;
- ii. To handle and resolve customers' complaints;
- iii. To obtain and evaluate information to handle service inquiries;
- iv. To review records of interactions and transactions with customers;
- v. To educate customers on the services provided by Authority;
- vi. To provide feedback on efficiency of the customer service processes; and
- vii. To perform any other duties as may be assigned by the Supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of Bachelor's Degree in one of the following fields; Marketing, Sociology, Public Relations, Business Administration equivalent from a recognized Institution and must have at least three (3) years working experience in customer care activities.

1.0.8 REMUNERATION: TGS D.1

1.0.9 METER READER II – 10 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To carry out meter reading
- ii. To distribute water bills
- iii. To carry out water connection and disconnections as instructed
- iv. To inspect water meters
- v. To perform any other related duties as may be assigned by the Supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Holders of National Form IV Certificate with Trade Test Grade II /level II/Certificate in one of the following fields; Plumbing and Pipe Fitting, Pump Mechanical, Water Engineering from a recognized Institution.

1.0.12 REMUNERATION: TGS A. 1

1.0.13 PUMP OPERATOR II 10-POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To operate the water pumps according to agreed schedules and ensures that the right quantity of water is pumped from the storage tanks.
- ii. To monitor water level in the storage water tanks/dam.
- iii. To Carry out service and maintenance of water pumps, dosing pumps, water filters and gate valves.
- iv. To monitor availability of electricity and record on electricity power failure.
- v. To ensure that the required dosage of chlorine/chemicals is administered according to the required standards.
- vi. To ensure cleanliness of water pumps, pump house dam and surroundings.
- vii. To maintain records of plants and pump performance and reports any breakdowns immediately.
- viii. To record the amount of pumped water at established time intervals.
- ix. To make meter reading of electricity consumption at established time intervals.

- x. To record pressure gauge performance at established intervals.
- xi. To make rain gauge readings at established time intervals.
- xii. To keep in safe custody water treatment chemicals and reagents.
- xiii. To advise on the stock level of chemicals.
- xiv. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement.
- xv. To perform any other duties as may be assigned by supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Holders of National Form IV Certificate with Trade Test Grade II /level II/Certificate in one of the following fields; Plumbing and Pipe Fitting, Pump Mechanical, Water Engineering from a recognized Institution.

1.0.16 REMUNERATION: TGS A. 1

1.0.17 ASSISTANT WATER TECHNICIAN (ARTISAN WATER) II 10-POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To attend and report all water leakage.
- ii. To attend and report water loss, distribution faults and recommend necessary action.
- iii. To connect water supply to customers as scheduled.
- iv. To attend and report unauthorized water connections.
- v. To attend and report sewerage pipe faults to responsible officers.
- vi. To carry out water disconnections of debtors and reconnections after payment.
- vii. To maintain proper records of water connections/ disconnections/ reconnections carried out.
- viii. To attend and report water pipe bursts.
- ix. To prepare data for periodical reports to the supervisor.
- x. To attend and report contamination of water distribution system by customer's service lines.
- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement.
- xii. To perform any other duties as may be assigned by the Supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Holders of National Form IV Certificate with Trade Test Grade II /level II/Certificate in one of the following fields; Plumbing and Pipe Fitting, Pump Mechanical, Water Engineering from a recognized Institution.

1.0.20 REMUNERATION: TGS A. 1

1.0.21 WATER TECHNICIAN - II 10-POST

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To attend and report all water leakage.
- ii. To attend and report water loss, distribution faults and recommend necessary action.
- iii. To connect water supply to customers as scheduled.
- iv. To attend and report unauthorized water connections.
- v. To attend and report sewerage pipe faults to responsible officers.
- vi. To carry out water disconnections of debtors and reconnections after payment.
- vii. To maintain proper records of water connections/ disconnections/ reconnections carried out.
- viii. To attend and report water pipe bursts.
- ix. To prepare data for periodical reports to the supervisor.
- x. To attend and report contamination of water distribution system by customer's service lines.
- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of to performance agreement.
- xii. To perform any other duties as may be assigned by the Supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holders of National Form IV Certificate with Diploma in one of the following fields; Plumbing and Pipe Fitting, Pump Mechanical, Water Engineering from a recognized Institution.

1.0.24 REMUNERATION: TGS A

1.0.25 SEWER II 10-POST

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To attend and report all water leakage.
- ii. To attend and report water loss, distribution faults and recommend necessary action.
- iii. To connect water supply to customers as scheduled.
- iv. To attend and report unauthorized water connections.
- v. To attend and report sewerage pipe faults to responsible officers.
- vi. To carry out water disconnections of debtors and reconnections after payment.

- vii. To maintain proper records of water connections/ disconnections/ reconnections carried out.
- viii. To attend and report water pipe bursts.
- ix. To prepare data for periodical reports to the supervisor.
- x. To attend and report contamination of water distribution system by customer's service lines.
- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of
- xii. To performance agreement.
- xiii. To perform any other duties as may be assigned by the Supervisor.

1.0.27 QUALIFICATION AND EXPERIENCE

Holders of National Form IV Certificate with Trade Test Grade II /level II/Certificate in one of the following fields; Plumbing and Pipe Fitting, Pump Mechanical, Water Engineering from a recognized Institution.

1.0.28 REMUNERATION: TGS A. 1

1.0.29 ACCOUNTS ASSISTANT 5- POST

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To prepare and record payment claims in the accounting system;
- ii. To maintain accounts records;
- iii. Deliver and collect accounts documents to and from the Bank;
- iv. To prepare journal vouchers for general and subsidiary ledgers; and
- v. To perform any other duties assigned by immediate supervisor.

1.0.31 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields; Accounting, Higher Government Accounting from any recognized Institution or attainment of Foundation Stage of National Board of Accountants & Auditors (NBAA).

1.0.32 REMUNERATION: TGS C.1

1.0.33 TECHNICIAN II (Electrical) 5- POST

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To carry out installation, repair and maintenance of electrical appliances according to safety standards;

- ii. To upkeep working tools, measuring instruments and equipment in safe and clean environments;
- iii. To open and maintain job cards for electrical works/appliances;
- iv. To install, repair and maintain Electrical Installation systems, Electrical appliances and street lights, generators, transformers and other electrical appliances;
- v. To diagnose cause of electrical malfunction or failure of operational equipment and perform preventive and corrective maintenance;
- vi. To develop wiring diagrams, layout drawings and engineering specifications for system or equipment modifications or expansion, and directs personnel performing routine installation and maintenance duties;
- vii. To perform periodic electrical testing to equipment, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards

1.0.35 QUALIFICATION AND EXPERIENCE

Holder of form four Certificate and Full Technician Certificate (FTC) or Ordinary Diploma in Electrical Engineering or related field from a recognized Institution

1.0.36 REMUNERATION: TGS C.1

1.0.37 THE GEOLOGICAL SURVEY OF TANZANIA (GST)

The Geological Survey of Tanzania (GST) is a Government Institution established under the Mining Act CAP 123. The GST was by then the Government Executive Agency from 2005 to 2017. The agency inherited operations of the by then Geological Survey Department of the British Overseas Management Authority (BOMA) established since 1925. GST has maintained its roles and functions despite various structural changes since its inception in the year 1925. Its main functions remain to promote investment in the Mineral Sector by collecting, processing, archiving, disseminating geo-scientific data/information; and coordinate geo hazards and suggest their mitigation measures.

1.0.38 CHEMIST OFFICER -II 2- POST

1.0.39 DUTIES AND RESPONSIBILITIES

- i. Conducting investigations on major and trace elements.
- ii. Carrying out chemical analysis on rocks, soil, sediments, water, mineral samples and allied products.
- iii. Keeping records of samples and technical reports.
- iv. Preparing draft of technical reports.
- v. Implementing quality assurance in line with set standards.
- vi. Performing any other official duties related to his/her work assigned by his/her superior.

1.0.40 QUALIFICATION AND EXPERIENCE

Holders of Bachelor's Degree in Chemistry or Geology with Chemistry or equivalent from a recognized institution.

1.0.41 REMUNERATION:

Attractive remuneration package in accordance to GST Scheme of Service.

1.0.42 TECHNICIAN II (CARTOGRAPHER) -II 1- POST

1.0.43 DUTIES AND RESPONSIBILITIES

- i. Supervising assistant Technicians to ensure proper cartographic work.
- ii. Assisting Geologists in cartographic work.
- iii. Preparing, servicing and calibrating cartographic equipment.
- iv. Operating cartographic equipment and keeps proper records of the data.
- v. Performing any other official duties assigned by his immediate Supervisor

1.0.44 QUALIFICATION AND EXPERIENCE

Holder of form IV/VI certificate and Trade Test Grade I or Full Technicians Certificate (FTC), Ordinary Diploma or equivalent in the relevant field from a recognized institution.

1.0.45 REMUNERATION:

Attractive remuneration package in accordance to GST Scheme of Service.

1.0.46 MZINGA CORPORATION

Mzinga Corporation was established in January 1974 as a Project under the Tanzania People Defence Forces Headquarters (TPDF) under the name of Mzinga Ordinance

Factory .On 13th September 1974, the Mzinga TPDF Project was legally declared a Public Corporation by the Government Establishment Order No.219. This changed the name of Mzinga TPDF Project to Present Mzinga Corporation

1.0.47 ARTISAN II (Tailoring) 1- POST

1.0.48 DUTIES AND RESPONSIBILITIES

- i. To take customer's measurements using a tape measure.
- ii. To attach labels to customers' garments to prevent any errors
- iii. To modify garments according to customer instructions, which includes tapering pant legs, lining sheer garments, removing pockets, and adding padding
- iv. To Construct garments for customers based on their design ideas, specifications, and preferences
- v. To discuss designs, alteration, or repair requirements with customers to ensure that their specifications are met
- vi. To perform any other related duties as assigned by his/her superior.

1.0.49 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate and CBET Level II Certificate or Trade Test Grade II Certificate in Tailoring from a recognized institution.

1.0.50 REMUNERATION: PGSS 2

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
- Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- 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 in either Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **8th March, 2023**;
- xvi. Only shortlisted 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**