

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/18

5th February, 2026

VACANCY ANNOUNCEMENT

On behalf of Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill six (6) vacant posts mentioned below;

1.0 REGIONAL MANAGER - 6 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To manage operations efficiently to ensure timely delivery of services while maintaining high standards of quality including high quality maintenance and repair services;
- ii. To Manage resources (tools, materials, equipment) to ensure Region is well equipped without excess costs or shortages;
- iii. To Develop and monitor customer services practice focusing on response time, service quality and timely complaints resolution;
- iv. To lead and support a team of supervisors and administrative staff, providing clear direction on regional goals and objectives, setting clear performance expectations, measurable goals and provide regular feedback;
- v. To prepare and manage regional budget, prioritizing cost – effective solutions without compromising on service quality;
- vi. To prioritize ongoing training to technical staff by working with supervisors and

- Human Resources Section to identify skill gap and organize relevant courses or workshops;
- vii. To collaborate closely with technical staff to ensure high standards in service delivery;
 - viii. To seek ways to improve operations including maintenance process, incorporating new technologies and best practice to enhance service delivery;
 - ix. To expand the Agency's presence and market share within the region by identifying and capitalizing on local business opportunities;
 - x. To build strong relationship with customers by driving and implementing sales initiatives and strategies to achieve revenue targets;
 - xi. To build and maintain positive relationship with local communities (CSR), stakeholders and authorities to support the Agency's Objectives;
 - xii. To respond to local challenges, opportunities and changes to maintain competitiveness and relevance;
 - xiii. To prepare regular reports on regional performance including financial health, operational efficiency and employee productivity;
 - xiv. To develop and execute regional plans that align with the overall Agency's policies, procedures, and objectives, focusing on customer satisfaction and market expansion; and
 - xv. To perform any other official duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor Degree in one of the following fields; Business Administration majoring in Finance, Commerce majoring in Finance, Finance, Marketing, Economics, Economics and Statistics, Public Administration, Electrical, Mechanical, Electronics, Electromechanical Engineering. The candidate from Engineering fields must be registered by Engineering Registration Board (ERB) as a Professional Engineer. The Master Degree which relates to his/her Bachelor Degree is added advantage. The candidate must have a minimum of Eight (8) years of working experience in related field.

1.3 SALARY SCALE

TMSS 10

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **20th February, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address:<http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT