

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/58

11th September, 2026

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Information, Culture, Arts and Sports, Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one (1) vacant post of Chief Executive Officer of Sports Infrastructure Management Agency (SIMA).

2.0 SPORTS INFRASTRUCTURE MANAGEMENT AGENCY (SIMA).

The Sports Infrastructure Management Agency (SIMA) was established under the Executive Agencies Act No. 30 of 1997 and Government Notice No.71 of 27 February, 2026. The Agency is under the Ministry of Information, Culture, Arts and Sports. It was established as part of the implementation of the 1995 National Sports Development Policy, to address the critical need for efficient monitoring, regulation and management of sports infrastructure nationwide.

SIMA is mandated to develop and manage sports infrastructure to ensure efficient and effective operation of sports infrastructure in the country. SIMA is also responsible for ensuring and enabling proper management of stadia, compliance of standards, regular maintenance and appropriation of areas located for sports infrastructure. SIMA aims to provide efficient management of sports infrastructure for sports development and sustainable socio-economic growth. SIMA's Vision is to be a competitive nation in sports

infrastructure while its Mission is to provide efficient management of sports infrastructure for sustainable socio-economic growth.

POST	CHIEF EXECUTIVE OFFICER
EMPLOYER	SPORTS INFRASTRUCTURE MANAGEMENT AGENCY (SIMA)
APPOINTED BY	THE MINISTER RESPONSIBLE FOR INFORMATION, CULTURE, ARTS AND SPORTS
REPORTS TO	PERMANENT SECRETARY
SUPERVISES	DIRECTORS, HEADS OF UNITS AND MANAGERS OF SPORTS COMPLEX CENTRES
KEY COMPETENCES/ ATRIBUTES	i. A person possessing ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff; ii. High level of confidence; iii. High level of integrity and honesty; iv. Excellent analytical skills, v. Fluent in English and Kiswahili, vi. Ability to work within a team, independently and to interact with superiors, peers and subordinates; and vii. Good understanding of Public Service Code of Conduct and Ethics.
JOB SUMMARY/ JOB PURPOSE	The Chief Executive Officer will be the Accounting Officer and Spokesperson of the Agency responsible for managing and overseeing all administrative matters of the Agency and Secretary to the Ministerial Advisory Board of the Agency.
DUTIES AND RESPONSIBILITIES	i. Managing the day-to-day operations of the Agency; ii. Preparing and submitting Strategic plans, Business Plans and associated budgets, to the Permanent Secretary; iii. Implementing approved plans, and ensuring

	achievement of performance targets; iv. Concluding procurement contracts in accordance with the Public Procurement Act CAP.410 and Regulations made under it; v. Serving as Secretary to the Ministerial Advisory Board; vi. Managing human resources including organization, control and discipline of the Agency's employees; vii. Organizing and managing of Agency assets and resources in an efficiently and cost-effective manner; viii. Overseeing procurement and control of supplies for the Agency; ix. Reviewing all aspects of management and organization to ensure optimal performance of the Agency; x. Submitting performance reports to the Ministry and other relevant institutions; xi. Building and maintaining good relations between the Agency, the parent Ministry, customers and stakeholders; xii. Addressing the operational matters that give rise to public or parliamentary concerns; xiii. Serving as the official Spokesperson of the Agency; xiv. Performing any other duties as may assigned by Permanent Secretary.
QUALIFICATIONS	Shall have a Master Degree in any of the following; Physical Education, Sports Management, Civil Engineering, Public Administration, Business Administration, Economics, Quantity Surveying and other related fields.
EXPERIENCE	A Minimum of 10 years working experience and with at least 5 years in a senior leadership role preferably within sports industry. Experience in sports infrastructure management is added advantage.
AGE LIMIT	45 Years except for those who are in Public Service.

TERMS OF EMPLOYMENT	The successful candidate will be offered a five –year contract subject to good performance.
REMUNERATION	According to the approved SIMA scale.
APPLICATION TIME LINE	Fourteen days (14) days from the date of the advertisement.

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. **Applicants with disabilities are highly encouraged to apply and should indicate 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. 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.**
- xiv. Deadline for application is **24th September, 2026;**
- xv. Only short listed 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 '**Recruitment Portal**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**