

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/17

28th January, 2026

#### TRANSFER VACANCY ANNOUNCEMENT

On behalf of and The Office of Treasury Registrar (OTR), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill twenty-six (26) vacant posts mentioned below;

#### 1.0 SENIOR RISK MANAGEMENT OFFICER - 1 Post

##### 1.1 DUTIES AND RESPONSIBILITIES

- i. To manage the process of identifying and assessing risks affecting the corporation's business;
- ii. To monitor the Corporation's risk management plans and programs;
- iii. To build risk awareness culture within the Corporation, including provision of appropriate education;
- iv. To prepare periodic reports on risk management;
- v. To participate in the process of developing risk management policies and procedures;
- vi. To identify risk limits for specific tasks and submit the same for review to his/her superiors;
- vii. To facilitate the preparation of unit budget; and
- viii. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields: Risk Management, Insurance, Actuarial Science, Economics, Official Statistics or equivalent qualifications from recognized institution with at least seven (7) years working experience in the relevant fields.

## **1.3 SALARY SCALE**

TRSS 6.1

## **2.0 MANAGEMENT ANALYST I - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To review and recommend for approval the schemes of Services and Salary structure;
- ii. To conduct analysis on Organizations Structure for improvement;
- iii. To Review and recommend for approval the Staff regulation of Parastatal and Public Institution
- iv. To Review and recommend for approval the Staff regulation of Public Institution and Statutory Corporation;
- v. To prepare circular drafts and other Government Directives for approval;
- vi. To provide technical advice and recommendations on capacity building for Government institutions
- vii. To assist in carrying out Management Analysis and Management Audit;
- viii. To manage the data bank for Government Institutions;
- ix. To facilitate PSCs to review of staffing levels;
- x. To prepare of training programs in PSCs;
- xi. To facilitate preparation of Induction Programs of newly appointed Board Members and CEOs.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields; Human Resources Management, Business Administration, Public

Administration, Commerce majoring in Human Resource Management or any other related fields from an accredited institution with at least four (4) years of working experience as management analyst. The Master Degree must be related to Bachelor Degree.

## **2.3 SALARY SCALE**

TRSS 5.1

## **3.0 SENIOR MANAGEMENT ANALYST - 1 Post**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To review and analyse Organization Structure, Schemes of Services, Staff regulations and Salary structure, incentive scheme packages, voluntary agreement, fringe benefits, allowances and financial regulations of Public Institutions and Corporation;
- ii. To prepare circulars and guideline on matters related to staff welfare and organization development of PSCs;
- iii. To prepare proposal on rates of allowances and fees paid to Boards of Directors;
- iv. To implement the recommendations and directives of the Parliamentary sessions.
- v. To make follow up on implementation of approved Voluntary Agreements, Organization Structures, Scheme of Services, Staff Regulations, Salary Structure and Incentives Packages of the Public and Statutory Institutions;
- vi. To facilitate preparation and review of training programs in PSCs;
- vii. To scrutinize and conduct analysis of Personnel Emolument submitted from Public Institutions and Statutory Corporations;
- viii. To coordinate monitoring and evaluation of implementation of staff performance management systems which include PEPMIS and PIPMIS in PSCs;
- ix. To prepare proposed of appointment of Board of Directors;
- x. To carry out other duties related to his/her field as assigned by immediate supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the

following fields; Human Resources Management, Business Administration, Public Administration, Commerce majoring in Human Resource Management, or any other related fields from an accredited institution with at least seven (7) years of working experience as management analyst. The Master Degree must be related to Bachelor Degree.

### **3.3 SALARY SCALE**

TRSS 6.1

## **4.0 ACCOUNTANT I - 3 Posts**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To record financial transactions in the accounting system;
- ii. To maintain accounts receivables;
- iii. To maintain updated Non-Current Assets Register;
- iv. To keep and maintain Books of accounts;
- v. To assist in preparing financial statements and management accounts reports;
- vi. Identify area of inefficiency and suggest ways to reduce cost of Labour, materials and other expenses;
- vii. Analysed cost information in collaboration with finance team;
- viii. To participate in Physical assets verification;
- ix. Keep Track Record of Non tax revenue (NTR);
- x. To Keep track record of Funds disbursement from Investment funds;
- xi. To Provide inputs for preparation of Investment funds periodic reports;
- xii. Assist in preparation of bank Reconciliation statement;
- xiii. To carry out other duties related to his/her field as assigned by immediate Supervisor;

#### **Equity Investments Analysis**

- i. To keep records of Public Investment Fund's liquidity position;
- ii. To Identify on investment activities of the office;
- iii. To keep records of office excess funds;

- iv. Provide input for Preparations of periodical reports on trends of financial markets;
- v. To keep register of Assets and Liabilities Management (ALM);
- vi. To record liquidity/cash flows on daily bases;
- vii. To track interest rates movement in the financial markets;
- viii. To conduct qualitative analytics on assets and liabilities'
- ix. To track financial markets movements'
- x. To monitor the growth of Investment Fund's

#### Financial Analysis

- i. To provide input in Preparation of performance Contract for Commercial and Non-Commercial Entities;
- ii. Prepare Performance Contract frameworks, manuals and guidelines for Commercial and Non-Commercial Entities;
- iii. To manage data base for Periodic performance reports submitted by Commercial and Non-Commercial Entities
- iv. To Interpret Financial performance information generated from OTRMIS for Commercial and Non-Commercial Entities;
- v. To provide inputs for review of Key Performance Indicators to be used by Commercial and Non-Commercial Entities;
- vi. To maintain correspondence with Commercial and Non-Commercial Entities for smooth collection of non-Tax Revenue
- vii. To assist in developing dividend Policies in collaboration with other departments.
- viii. To provide inputs to review strategic plans, business plan and budget of Commercial Entities;

#### **4.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree or Advanced Diploma in one of the following fields; Accounting, Accounting with Information Technology, Finance, Commerce/Business Administration majoring in Accountancy or Finance and must be CPA (T), ACCA registered or its equivalent qualification and must be recognized by NBAA as Certified Public Accountant with at least four (4) years' work experience

#### **4.3 SALARY SCALE**

TRSS 6.1

### **5.0 SENIOR ACCOUNTANT - 2 Posts**

#### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To Accurately prepare Annual Budget and forecast budgets;
- ii. To analyse annual operating and capital expenditure budgets;
- iii. To prepare Consolidate Final Accounts;
- iv. To Implement Recommendation of controller and Auditor General;
- v. To perform cost analysis of various cost items;
- vi. To Recommend on Cost effective method of controlling office finances;
- vii. To Perform physical verification of assets;
- viii. To Collect Accounting and Costing Information to facilitate analysis;
- ix. To participate in Collection of non-tax revenue (NTR) in Collaboration with Directorate's and Unit's;
- x. To carry out Reconciliation of non-Tax Revenue in collaboration with other Directorate and Units;
- xi. Disbursement from Investment funds after Approval from respective Authority;
- xii. To prepare Investment funds Periodic Reports as per prescribed policies and procedures;
- xiii. To supervise pre-audit of the various transactions;
- xiv. To prepare bank and other accounting reconciliation Statements on a timely;
- xv. To review accounting policies xvi. To interpret financial regulations;
- xvi. To carry out other duties related to his/her field as assigned by immediate Supervisor

#### **Equity Investments Analysis**

- i. Prepare periodic Reports on the Public Investment Fund's liquidity position;
- ii. To keep Record on investment activities of the office;
- iii. To Prepare reports of the office excess funds;
- iv. To participate in Monitoring of Assets and Liabilities Management (ALM);

- v. To prepare Reports of liquidity/cash flows on daily bases;
- vi. To monitor interest rates movement in the financial markets;
- vii. To perform quantitative analytics on assets and liabilities;
- viii. To track financial markets movements;
- ix. To provide input for preparations of periodical reports on trends of financial markets;
- x. To carry out other duties related to his/her field as assigned by immediate Supervisor.

#### Financial Analysis

- i. To prepare performance Contract for Commercial and Non-Commercial Entities;
- ii. To prepare Performance Contract frameworks, manuals and guidelines for Commercial and Non-Commercial Entities;
- iii. To participate in monitoring and evaluation in Commercial and Non- Commercial Entities;
- iv. To examine periodic performance reports submitted by Commercial and Non- Commercial Entities
- v. To provide inputs for review of Key Performance Indicators to be used by Commercial and Non-Commercial Entities;
- vi. To facilitate collection of non-Tax Revenue from Commercial and Non- Commercial Entities;
- vii. To provide inputs to develop Dividend Policies in collaboration with other departments;
- viii. To provide inputs to review strategic plans, business plan and budget of Commercial and Non-Commercial Entities;
- ix. To Coordinate and Monitor Management of Debts, Loans and Guarantees of Commercial and Non-Commercial Entities;
- x. To Compile of Oversight Bodies recommendations in Commercial and Non- Commercial Entities;
- xi. To project future performance of investments in Commercial and Non- Commercial Entities
- xii. To develop financial analysis models to evaluate potential investments.

## **5.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree or Advanced Diploma in one of the following fields; Accounting, Accounting with Information Technology, Finance, Commerce/Business Administration majoring in Accountancy or Finance and must be CPA (T), ACCA registered or its equivalent qualification and must be recognized by NBAA as Certified Public Accountant with at least seven (7) years of work experience.

## **5.3 SALARY SCALE**

TRSS 7.1

## **6.0 ECONOMIST I - 4 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To analyse Public and statutory corporations quarterly Reports and recommend for improvement;
- ii. To prepare Medium Term Expenditure Framework for Public and statutory'
- iii. To prepare Post budget performance analysis;
- iv. To analyse and recommend on Corporate annual plans and budgets of Public Enterprises;
- v. To collect Public Relations & Communication necessary for Budget Speech and Annual Economic Report;
- vi. To institutionalize strategic planning, budgeting and monitoring and evaluation skills in the PISCs; and
- vii. To carry out other duties related to his/her field as assigned by immediate Supervisor.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields; Economics, Agricultural Economics or equivalent qualifications from recognized Institutions with at least four (4) years working experience in related field.

## **6.3 SALARY SCALE**

TRSS 5.1

## **7.0 SENIOR ECONOMIST - 3 Posts**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To review Public and statutory corporations Medium Term Expenditure Framework;
- ii. To coordinate reviewed corporate and annual plans, budgets of Public and Statutory corporations and recommend for approval;
- iii. To develop investment plans of public and statutory corporations and recommend for approval;
- iv. To collect and evaluate various plan reports of public and statutory corporations and advise accordingly;
- v. To review and advise on policy papers prepared by PICS;
- vi. To prepare memorandum of understanding for projects/programs for international financing;
- vii. Carry out monitoring and evaluation of the Office of the Treasury Registrar activities and targets;
- viii. To coordinate all parliamentary issues; ix. To carry out other duties related to his/her field as assigned by immediate Supervisor.

### **7.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields; Economics, Agricultural Economics or equivalent qualifications from recognized Institutions with at least Seven (7) years working experience in related field

## **7.3 SALARY SCALE**

TRSS 6.1

## **8.0 FINANCE MANAGEMENT OFFICER I - 4 Posts**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To analyse collected and compiled data for market trend and Investment

portfolios;

- ii. To prepare Medium Term Expenditure Framework for Public and statutory;
- iii. To prepare Post budget performance analysis;
- iv. To analyse and recommend on Corporate annual plans and budgets of Public Enterprises;
- v. To collect Public Relations & Communication necessary for Budget Speech and Annual Economic Report;
- vi. To institutionalize strategic planning, budgeting and monitoring and evaluation skills in the PISCs;
- vii. To evaluate and research market trends and identify investment opportunities; and
- viii. To carry out other duties related to his/her field as assigned by immediate supervisor.

#### In Commercial and non-Commercial Entities

- i. To provide input in Preparation of performance Contract for Commercial and Non-Commercial Entities;
- ii. Prepare Performance Contract frameworks, manuals and guidelines for Commercial and Non-Commercial Entities;
- iii. To manage data base for Periodic performance reports submitted by Commercial and Non-Commercial Entities To Interpret Financial performance information generated from OTRMIS for Commercial and Non-Commercial Entities;
- iv. To provide inputs for review of Key Performance Indicators to be used by Commercial and Non-Commercial Entities;
- v. To maintain correspondence with Commercial and Non-Commercial Entities for smooth collection of non-Tax Revenue;
- vi. To assist in developing dividend Policies in collaboration with other departments;
- vii. To provide inputs to review strategic plans, business plan and budget of Commercial Entities.

#### In Management Services Entities

- i. To review and recommend for approval the Organizations Structure, Salary structure salaries structures, schemes of service and incentive package;
- ii. To conduct analysis on Organizations Structure for improvement;

- iii. To review and recommend for approval the financial regulations;
- iv. To analyse and recommend for approval the Staff regulation of Public Institution and Statutory Corporation;
- v. To facilitate PSCs to review of staffing levels;
- vi. To facilitate preparation of training programs of PSCs;
- vii. To facilitate preparation of Induction Programs of newly appointed Board Members and CEOs;
- viii. To maintain and update Board of Directors Management Information System;
- ix. To carry out other duties related to his/her field as assigned by immediate supervisor

## **8.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields: Accounting, Accounting with Information Technology, Finance, Banking and Finance, Actuarial Sciences, Economics, Commerce, Business Administration/ Business Administration majoring in Finance and Bachelor of Science in Business Information or equivalent qualification from a recognized institution with at least four (4) years working experience in related field.

## **8.3 SALARY SCALE**

TRSS 5.1

## **9.0 SENIOR FINANCE MANAGEMENT OFFICER - 6 Posts**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To analyse collected and compiled data for market trend and Investment portfolios;
- ii. To prepare Medium Term Expenditure Framework for Public and statutory;
- iii. To prepare Post budget performance analysis;
- iv. To analyse and recommend on corporate annual plans and budgets of Public Enterprises;

- v. To collect Public Relations & Communication necessary for Budget Speech and Annual Economic Report;
- vi. To institutionalize strategic planning, budgeting and monitoring and evaluation skills in the PISCs;
- vii. To evaluate and research market trends and identify investment opportunities; and
- viii. To carry out other duties related to his/her field as assigned by immediate supervisor.

#### In Commercial and Non-Commercial Entities

- i. To prepare performance Contract for Commercial and Non-Commercial Entities;
- ii. To prepare Performance Contract frameworks, manuals and guidelines for Commercial and Non-Commercial Entities;
- iii. To participate in monitoring and evaluation in Commercial and Non- Commercial Entities;
- iv. To examine periodic performance reports submitted by Commercial and Non- Commercial Entities;
- v. To provide inputs for review of Key Performance Indicators to be used by Commercial and Non-Commercial Entities;
- vi. To facilitate collection of non-Tax Revenue from Commercial and Non- Commercial Entities;
- vii. To provide inputs to develop Dividend Policies in collaboration with other departments;
- viii. To provide inputs to review strategic plans, business plan and budget of Commercial and Non-Commercial Entities;
- ix. To Coordinate and Monitor Management of Debts, Loans and Guarantees of Commercial and Non-Commercial Entities;
- x. To Compile of Oversight Bodies recommendations in Commercial and Non- Commercial Entities;
- xi. To project future performance of investments in Commercial and Non- Commercial Entities;
- xii. To develop financial analysis models to evaluate potential investments.

#### In Management Services Entities

- i. To prepare and analyse Organization Structure, Schemes of Services, Staff regulations and Salary structure, incentive scheme packages, voluntary agreement, fringe benefits, allowances and financial regulations of Public Institutions and Corporation;
- ii. To prepare circulars and guideline on matters related to staff welfare and organization development of PSCs;
- iii. To prepare proposal on rates of allowances and fees paid to Boards of Directors;
- iv. To make follow up on implementation of approved Voluntary Agreements, Organization Structures, Scheme of Services, Staff Regulations, Salary Structure and Incentives Packages of the Public and Statutory Institutions;
- v. To facilitate preparation and review of training programs in PSCs;
- vi. To scrutinize and conduct analysis of Personnel Emolument submitted from Public Institutions and Statutory Corporations;
- vii. To coordinate monitoring and evaluation of implementation of staff performance management systems which include PEPMIS and PIPMIS in PSCs;
- viii. To prepare proposal of appointment of Board of Directors;
- ix. To carry out other duties related to his/her field as assigned by immediate supervisor.

## **9.2 QUALIFICATIONS AND EXPERIENCE**

All Applicants MUST be employed in the public service. Bachelor Degree in one of the following fields: Accounting, Accounting with Information Technology, Finance, Banking and Finance, Actuarial Sciences, Economics, Commerce, Business Administration/ Business Administration majoring in Finance and Bachelor of Science in Business Information or equivalent qualification from a recognized institution from a recognized institution with at least seven (7) years of working experience in related fields.

## **9.3 SALARY SCALE**

TRSS 6.1

## **GENERAL CONDITIONS**

1. All Applicants **MUST** be employed in the public service.
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. An applicant who is retired from the Public Service for whatever reason should not apply.
7. An applicant should indicate three reputable referees with their reliable contacts.
8. 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.
9. 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.**

10. Deadline for application is **11th February, 2026**.
11. Only shortlisted candidates will be informed of the date of the interview.
12. Presentation of forged certificates and other false information will necessitate legal action.
13. 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**’).

14. Applications submitted through any other means will not be considered.

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**