

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/59

18th September, 2026

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Prime Minister's Office, Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post of the Executive Secretary of National Economic Empowerment Council (NEEC).

2.0 THE NATIONAL ECONOMIC EMPOWERMENT COUNCIL (NEEC).

The National Economic Empowerment Council (NEEC) is established under the National Economic Empowerment Act. No.16 of 2004. The Council is constituted under the Prime Minister's Office and is charged with supervising, coordinating, facilitating and monitoring all economic empowerment activities in Tanzania. The primary functions of the Council are: -

- i. To develop and facilitate implementation of Sector and multi- sector strategies for mobilization and utilization of resources for economic empowerment activities;
- ii. To develop and facilitate implementation of national multi-sector strategies for advocacy of all matters and activities relating to economic empowerment;
- iii. To designate types of business which may be done by Tanzanians jointly or in partnership;
- iv. To advise on the establishment and strengthening of individual or communal groups, cooperative or partnerships or joint ventures in economic activities;
- v. To provide advice to the Government, public and private sector institutions on specific

- issues and measures aimed at the promotion of economic empowerment;
- vi. To promote research on economic activities and foster linkage with research institutions;
 - vii. To make recommendations relating to any existing or proposed business or investment opportunities;
 - viii. To recommend on the modalities and measures to be taken that will ensure that micro-credit (facilities are available for exploitation by or the gaining of access to such credit facilities;
 - ix. To establish and maintain sector and mufti-sector economic empowerment information management system and facilitate information dissemination;
 - x. To develop and supervise mechanism for monitoring (rends of economic empowerment activities and for evaluating the impact or results);
 - xi. To identify training opportunities on economic and investment issues and to co-ordinate the relevant training programmes;
 - xii. To collaborate with institutions and organizations for the purpose of promoting access to relating to economic opportunities;
 - xiii. In collaboration with relevant sectors, perform such other activities and functions ancillary or incidental to the promotion and enhancement of economic empowerment of Tanzanians;
 - xiv. To study and review existing laws with a view to making recommendations for amendments as may be necessary for the purpose of facilitating or realization of the objectives of this Act; and
 - xv. To advance and lend money to any person, company, corporation, association or institutions either with or without security and upon such terms and conditions regarding repayment or otherwise as the Council may decide.

POST	EXECUTIVE SECRETARY
EMPLOYER	THE NATIONAL ECONOMIC EMPOWERMENT COUNCIL (NEEC)
REPORTS TO	COUNCIL
SUPERVISES	DIRECTORS AND HEAD OF UNITS
KEY COMPTENCES/ 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 and students; 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 Executive Secretary will be responsible for managing and overseeing all administrative matters and Spokesperson of the Council. He/She must ensure the following objectives of the Council are realized. i. To provide Tanzanians with the opportunity to participate effectively in economic activities; ii. To encourage and promote savings, investment and meaningful economic participation by Tanzanians across all economic sectors; iii. To promote and support business ventures pioneered and run by Tanzanians; and iv. To manage, administer and identify sources of grants and donations for the fund.
DUTIES AND RESPONSIBILITIES	i. To implement the functions of the Council as stipulated under sec. 5 of the National Economic Empowerment Act of 2004 under the general direction of the Council; ii. To provide administrative support to the Council in carrying out statutory functions; iii. To ensure the preparation of the Strategic Plan, budgetary and other plans annually; iv. To ensure the preparation of financial statements and progress reports of the Council;

	v. To oversee the formulation of the implementation, monitoring and evaluation of the short-, medium- and long-term plans and programmes of the Council in line with the goals and objectives stipulated in the Act establishing the Council; vi. To conduct the daily affairs of the Secretariat under general directives of the Council; vii. To arrange the business for and the recording and keeping of the minutes of all decisions and proceedings of the Council at its meetings. viii. To develop strategies for enhancing performance and efficiency; ix. To oversee policy formulation, deliberation and implementation; x. To oversee realization of the vision and strategic plan to guide the Council; xi. To oversee the implementation of Council Resolutions/Directives; xii. To spearhead the Council's initiatives in mobilising resources of finance for various projects undertaken by the Council; and xiii. To perform any other related duties as may be assigned by the Council.
QUALIFICATIONS	Holder of Master Degree in one of the following fields: Public Administration, Entrepreneurship, Finance, Accounting, Business Administration or Commerce (majoring in Entrepreneurship, Marketing or Finance), Economics, Agricultural Economics or equivalent qualifications from recognized Institution. The Master Degree must be related to his or her Bachelor Degree.
EXPERIENCE	The candidate must have at least twelve (12) years of working experience in related fields of which three (3) years must be in

	managerial position. Understanding of economic empowerment issues is an added advantage.
AGE LIMIT	45 years except for those who are in Public Service.
TERMS OF EMPLOYMENT	Permanent and Pensionable.
REMUNERATION	According to the approved NEECS 13.
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 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 **1st October, 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**