

UNITED REPUBLIC OF TANZANIA



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

Ref.No.EA.7/96/01/J/169

3rd August, 2018

VACANCIES ANNOUNCEMENT

On behalf of Rural Energy Agency (REA), Tanzania Atomic Energy Commission (TAEC), Moshi Co-operative University (MoCU) and The Higher Education Students' Loans Board (HESLB), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **20** vacant posts as mentioned below;

1.0 RURAL ENERGY AGENCY (REA)

Rural Energy Agency (REA) is an Autonomous Body under the Ministry of Energy and Minerals of the United Republic of Tanzania. Its main role is to promote and facilitate improved access to modern energy services in rural areas of Mainland Tanzania. REA became operational in October 2007.

REA Vision: Transformation of rural livelihoods through provision of modern energy services.

REA Mission: To promote and facilitate availability and access to modern energy services in rural Mainland Tanzania.

1.01 POSITION: DIRECTOR OF PLANNING POLICY AND RESEARCH (1 POST)

1.01.1 REPORTS TO: DIRECTOR GENERAL

1.01.2 DUTIES AND RESPONSIBILITIES

- i) Coordinates the development of long term plans for the REA and REF in liaison with other departments and stakeholders;

- ii) Coordinates preparation of medium and long term research agenda in line with implementation of the strategic plan of the Agency, including analysis and interpretation of findings of qualitative and quantitative studies;
- iii) Ensures compliance with various national and sector plans and programmes in the prioritization of projects to be granted funds from REF or any other Special Purpose Fund administered by the Agency;
- iv) Coordinates preparation of Medium Term Expenditure Frameworks and Annual Development Plans and Budget for the Agency and evaluate their implementation;
- v) Coordinates preparation of periodic performance reports and other reports for the Agency;
- vi) Coordinates evaluation of the various initiatives/programmes by financiers or their representatives and other approved independent evaluators;
- vii) Coordinates support to departments and sections in the preparation of individual annual work plan, and other operational specific agreements;
- viii) Coordinates preparation of Parliamentary Committees' Reports and inputs to the sector Budget Speech;
- ix) Evaluates overall performance of the Agency to ensure optimum utilization of resources in the implementation of annual work plans and other programmes;
- x) Compiles, analyzes and interprets REA/REF performance statistics and advise the Management accordingly;
- xi) Monitors and evaluates activities, including conducting statistical analysis, data backup and documentation of all research data;
- xii) Evaluates research proposals from research Agencies or Consultants and assess reasonability of their cost and soundness of technical outlines;
- xiii) Coordinates review and benchmarking initiatives between REA and other similar organizations in the world with a view to assessing REA's performance and areas of improvement;
- xiv) Advises Management on the impact of strategic programmes/initiatives taken by REA;
- xv) Performs any other duties as may be assigned to him/her by his/her superiors.

1.01.3 QUALIFICATIONS AND EXPERIENCE REQUIRED

- Master degree in either Development Policy and Planning, Economics, Business Administration, Policy Development or its equivalent;
- Proficiency in computers and Microsoft Office Suite;
- Demonstrated capacity in Performance Management;
- Strong leadership and interpersonal skills with the ability of manage team work;
- A minimum of ten (10) years relevant working experience of which five (5) years should be at managerial position in a reputable organization; and
- Experience in working with government MDAs and knowledge of energy sector in Tanzania is desirable.

1.02 POSITION: PLANNING AND RESEARCH OFFICER (1 POST) RE-ADVERTISED

1.02.1 REPORTS TO: POLICY AND PLANNING MANAGER

1.02.2 DUTIES AND RESPONSIBILITIES

- i. Assist in coordinating the preparations and motoring implementation of medium term Strategic Plans of the Agency;
- ii. Assist in coordinating the preparation of medium Term Expenditure Framework, Action Plans, Cash Flows as well as coordinating preparation of performance reports;
- iii. Assist in Providing Technical support in institutionalization of Monitoring & Evaluation process within the Agency;
- iv. Assist in monitoring implementation of the Agency Annual Work plan and Medium Term Strategic Plan;
- v. Assist in compilation reports of plans and budget of Agency;
- vi. Assist in undertaking impact assessment studies of plans and programmes undertaken by the Agency;
- vii. Performs any other duties as may be assigned by the supervisor

1.02.3 QUALIFICATIONS AND EXPERIENCE

- i. Masters Degree in either Development Policy and Planning Economics, Business Administration, Policy Development or its equivalent;
- ii. Demonstrated capacity in strategic planning and budgeting;
- iii. A minimum of five (5) years relevant working experience; and
- iv. Computer literate

2.0 TANZANIA ATOMIC ENERGY COMMISSION (TAEC)

The Tanzania Atomic Energy Commission (TAEC) is a Regulatory Commission established under the Atomic Energy Act No. 7 of 2003. The Commission has been mandate to regulate and supervise the use of Atomic Energy and Nuclear Technology so as to protect workers, patients the public and the environment from harmful effects of both Ionizing and Non-Ionizing Radiation.

2.1 LABORATORY TECHNICIAN II (3 POSTS)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Assist Senior Staff in the collection of data, technical information and analysis of dosimetric measurements;
- ii. Carry out routine clean up of laboratory equipment;
- iii. Assist in the implementation of Radiation Protection/nuclear Technology application programmes by performing laboratory activities and keeping proper records of results;
- iv. Keep an inventory and make routine check of performance of laboratory equipment;
- v. Assist researchers/scientific staff in the preparation of experiments;
- vi. Perform routine laboratory operations or any other related duties assigned by his/her seniors;
- vii. Testing of the performance of laboratory equipment; and
- viii. Perform any other related duties assigned by his/her seniors.

2.1.2 QUALIFICATION AND EXPERIENCE

Diploma Laboratory Technology in or related.

2.1.3 SALARY SCALE: PGSS 4

2.2 NUCLEAR INSTRUMENTATION RESEARCH OFFICER II (1 POST)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. Record and maintain an up to date Inventory of all Instruments and equipment of the Commission under the supervision of his/her seniors;
- ii. Perform preventive maintenance or repair of electronic and electrical instruments under the supervision of his/her seniors; Update and maintain an equipment logbook and inventory of nuclear and related equipment of the Commission and also countrywide;
- iii. Receive and install new instruments and immediately submit a series of acceptance tests designed to establish whether its initial performance conforms to manufacturers' specifications;
- iv. Perform all quality control and preventive maintenance procedures as described in the operation/service manuals for all Commission equipment;
- v. Establish contacts with other recognized national instrument maintenance centres with a view to exchange useful information on instrumentation, preventive maintenance and quality assurance procedures, and facilitate inter-comparison of instrument performance;
- vi. Perform survey on power supply to different areas/regions countrywide and advise for power conditioning to insure proper and reliable quality power supply to equipment installed or to be installed; and
- vii. Perform any other related duties as may be assigned by his/her seniors.

2.2.2 QUALIFICATION AND REQUIREMENTS

Fresh holders of a Upper second Honours degree either in Physics, Electronics, Instrumentation, Biomedical Engineering, Electrical and Telecommunications Engineering plus working experience of at least 3 years in research work in recognized institution.

2.2.3 SALARY SCALE PRSS 2

2.3 RADIATION SAFETY INSPECTOR II (12 POSTS)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. This is a training post where the candidate will be assigned duties by his/her seniors so as to acquire experience in the implementation of inspection activities.
- ii. Assist Senior Staff in the inspection and licensing activities;
- iii. Prepare and collect data required for processing various licence; application forms from prospective licensees of ionizing radiation for consideration by the licensing committee;
- iv. Prepare programmes of regulatory inspections of ionizing radiation practices

- and implement or co-ordinate their implementation;
- v. Arrange and make follow-up inspections for implementation of safety remedial measures;
 - vi. Conduct radiation surveillance and quality control tests of radiation premises and equipment during inspections;
 - vii. Prepare inspection & surveillance reports and table them to relevant committees for consideration;
 - viii. Establish and maintain a register or inventory of violations by licensees;
 - ix. Establish and maintain strategic linkages with designated personnel in zones to monitor compliance or violations;
 - x. Prepare and co-ordinate the implementation of QC and QA programmers for diagnostic radiography, medical imaging and therapy;
 - xi. Establish and maintain records for QC and QA for diagnostic radiography, medical imaging and therapy;
 - xii. Perform any other related duties assigned by his/her seniors.

2.3.2 QUALIFICATION REQUIREMENTS

Diploma either in Diagnostic radiography, radiotherapy, radiation protection, nuclear medicine or related to these fields

2.3.3 SALARY SCALE: PGSS 3.5

3.0 MOSHI CO-OPERATIVE UNIVERSITY (MOCU)

Moshi Co-operative University (MoCU) is a result of upgrading the former Moshi University College of Co-operative and Business Studies (MUCCoBS) into a full-fledged University. The upgrading of MUCCoBS to a full university status was formally approved by the Tanzania Commission for Universities (TCU) at its 64th Meeting held on the 3rd July, 2014 and officially declared by the Government on the 4th September, 2014.

Moshi Co-operative University (MoCU) is a public university that plays a pivotal role in complementing the Government efforts towards the attainment of its development goals through education, training, research and advisory services. MoCU strives to provide skills and knowledge; and to design and test development models that facilitate the steering of the country towards achieving the socio-economic goals in keeping with the Tanzania Development Vision (TDV) 2025 and the National Strategy for Growth and Reduction of Poverty. In addition, MoCU continues to realign itself to meet the national, regional and international education and training standards.

Applications are invited from qualified and highly motivated Tanzanians to fill the following vacancy for Administrative post at the Moshi Co-operative University as follows:

3.1 LIBRARY ASSISTANT II (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Manual operations in various sections of the library.
- ii. Lending out and receipt of books.
- iii. Cataloguing, indexing and assisting in the acquisition and periodical functions of the Library.
- iv. Supervising routine of Library collection.
- v. Maintaining catalogue shelves and shelf reading.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Possession of certificate in Library studies from recognised Institutions plus ICT Skills

3.1.3 REMUNERATION

Attractive remuneration package in accordance with the Parastatal General Salary Scale **(PGSS) 3.5**

4.0 THE HIGHER EDUCATION STUDENTS' LOANS BOARD (HESLB)

The Higher Education Students' Loans Board (HESLB) was established by Higher Education Students' Loans Board Act No. 9 of 2004 (as amended) as a body corporate, with perpetual succession and a Common Seal, The Board Commenced operations in July, 2005 with the following objectives: Improve Recovery of HELSB's Loaned Funds, Operational capacity for efficient issuance of loans, Enhancing HELSB Financial sustainability, Strengthen HESLB's Institutional capacity for effective management of HE Students' loans and Enhancing HESLB's planning, implementation, monitoring and evaluation of activities.

4.1 PERSONAL SECRETARY GRADE II – 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES:

- i. To perform Secretarial Duties and Office Administration.
- ii. To receive and directs guests to responsible officers.
- iii. To keep in safe custody records, events, projects and dates for meetings.
- iv. To keep diary and appointments for her/his superiors.
- v. To arrange and keeps office files and received letters.
- vi. To type letters reports and other documents
- vii. To perform any other functions as may be assigned by his/her supervisor.

4.1.2 QUALIFICATION AND EXPERIENCES

National Form IV / VI certificate with Ordinary Diploma in Secretarial Studies from Tanzania Public Service College or any other recognized training Institution and Certificate in Management Stage one for Personal Secretaries issued by Tanzania Public Service College or any other recognized training institution. Must have successfully completed Computer application course preferably MS Office and Internet

4.1.3 SALARY SCALE: HESLB SCALE 3(a)

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania

Commission for Universities (TCU);

- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **17th August, 2018** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. 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**')**

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**