

NGORONGORO CONSERVATION AREA AUTHORITY (NCAA)



JOB ANNOUNCEMENT

RE-ADVERTISED

The Ngorongoro Conservation Area (NCA) was established in 1959 by Ordinance No. 413 as revised in 2002 under CAP 284. NCA is managed by Ngorongoro Conservation Area Authority (NCAA) under the Ministry of Natural Resources and Tourism.

The main functions of the NCAA are to conserve and develop the natural and cultural heritage resources, to promote tourism in the NCA and safeguard the interests of indigenous people living in the area.

The Ngorongoro Conservation Area Authority (NCAA) invites applications from qualified Tanzanians to fill the following vacant positions:-

1. PUBLIC RELATIONS MANAGER (1 POST)

1.1. Direct Entry Qualifications

Holder of Master Degree in either Public Relations, Journalism, Mass Communication or equivalent qualifications from recognized institution with working experience of at least eight (8) years in related field. Must have an extensive knowledge in relevant computer applications/packages.

1.2. Main Duties and responsibilities

- (i) To ensure Conservation awareness within and outside NCAA is carried out.
- (ii) To coordinate and improve Media Relations.
- (iii) To oversee publicity and creation of good image of the Authority.
- (iv) To create harmony between the Authority and the residents leaving inside the NCA and surrounding areas.
- (v) To maintain close working relationship with the Press, Radio and Television.
- (vi) To oversee advertisement and promotion activities of NCAA.
- (vii) To approve annual work plans of staff of the Public Relations Unit and ensure their implementation.
- (viii) To prepare the annual budget for the Public Relation's Unit.

- (ix) To liaise with the Mass Media, Government Ministries and Departments and other institutions on public relations matters affecting the Authority.
- (x) To respond to public inquiries concerning the Authority's operations.
- (xi) To supervise and appraise staff and identify their training and development needs.
- (xii) To prepare the Authority's press releases.
- (xiii) To perform any other duty as assigned from time to time by his/her Supervisor.

1.3. REMUNERATION

In accordance to NCAA's salary scales.

2. PRINCIPAL LEGAL OFFICER II (1 POST):

2.1. Direct Entry Qualifications

Holders of Master Degree in Law or equivalent qualifications from recognized institutions with successful completion of internship or training at Law School of Tanzania and registered as Advocate of the High Court with working experience of at least eight (8) years in related fields

2.2. Main Duties and responsibilities:

- (i) To prepare annual budget for the legal unit.
- (ii) To prepare quarterly and annual reports for the legal unit
- (iii) To carry out regular review on conservation by – laws.
- (iv) To initiate and oversee relevant legal researchers on conservation issues and advice the management accordingly.
- (v) To represent the Authority in any legal proceedings as may be required from time to time.
- (vi) To coordinate negotiation and drafting of commercial contracts leases and other legal instruments.
- (vii) To perform any other duties as assigned from time to time by Supervisor

2.3. REMUNERATION

In accordance to NCAA's salary scales.

3. LABORATORY SCIENTIST II (1 POST):

3.1. Direct Entry Qualifications

Holder of Bachelor Degree in Laboratory Technology, Medical Laboratory Science, Laboratory Science and Biotechnology or equivalent qualifications from recognized institution.

3.2. Main Duties and responsibilities:

- (i) To ensure proper records of laboratory investigations are maintained.
- (ii) To participate in the surveillance and control of human and animal communicable diseases.
- (iii) To ensure proper records of laboratory investigations are maintained.
- (iv) To prepare quality Laboratory reagents.
- (v) To carry out diagnostic tests in relevant fields of specialization.
- (vi) To participate in Laboratory safety programs.
- (vii) To ensure proper records of all laboratory activities are maintained.
- (viii) To perform any other duties as assigned from time to time by Supervisor.

3.3. REMUNERATION

In accordance to NCAA's salary scales.

4. INTERNAL AUDITOR II (2 POSTS):

4.1. Direct Entry Qualifications.

Holder of Bachelor degree in Accounting, Finance, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualifications recognized by NBAA. Must have knowledge in ICT/Computer applications including MS-Office and Accounting Packages.

4.2. Main Duties and responsibilities

- (i) To review internal controls and submit recommendations to supervisors.
- (ii) To execute audit programs.
- (iii) To ensure that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.
- (iv) To prepare audit reports based on the audit findings.
- (v) To review the effectiveness of managerial controls and implementation of systems, policies and practices.
- (vi) To prepare internal audit programs in accordance with generally accepted audit standards. .
- (vii) To organize and supervise staff carrying out audit on expenditure and revenue transactions.

(viii) To perform any other duty as may be assigned by the supervisor.

4.3. REMUNERATION

In accordance to NCAA's salary scales.

5. PUBLIC RELATIONS OFFICER I (1 POST):

5.1. Direct Entry Qualifications

Holder of Bachelor Degree in Mass Communication, Journalism, Public Relations or equivalent qualifications from recognized Institutions with working experience of at least four (4) years in related field.

5.2. Main Duties and responsibilities

- (i) To prepare speeches for executives, organizing press conferences and planning requisite for finding appropriate platforms for Authority's functions.
- (ii) To prepare scripts for the Authority's advertisements.
- (iii) To ensure that all major events and ceremonies of the Authority are correctly covered and advertised.
- (iv) To organize official functions of the Authority.
- (v) To perform any other duties as may be assigned from time to time by his/her supervisor.

5.3. REMUNERATION

In accordance to NCAA's salary scales.

6. PROCUREMENT AND SUPPLIES OFFICER II (1 POST):

6.1. Direct Entry Qualifications

Holders of Bachelor Degree in Procurement and Supplies Management, Materials Management, Logistics Management or equivalent qualifications from recognized institutions and he/she must be registered by PSPTB as Procurement and Supplies personnel.

6.2. Main Duties and responsibilities

- (i) To ensure contracts are implemented as per their terms and conditions.
- (ii) To prepare statements of requirements and/technical specifications.
- (iii) To advise on best procurement strategies in collaboration with user department.
- (iv) To evaluate vendor performance and advice accordingly.
- (v) To maintain an up-to-date filing system on pricing and vendors to ensure immediate and accurate access to information.

- (vi) To prepare bid documents and Tender advertisements.
- (vii) To coordinate preparation of technical specifications, statement of requirements and terms of reference.
- (viii) To post Annual Procurement Plan information to the Public Procurement Regulatory Authority Database.
- (ix) To perform any other duties as assigned from time to time by Supervisor.

6.3. REMUNERATION

In accordance to NCAA's salary scales.

7. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICER II (2 POSTS):

7.1. Direct Entry Qualifications

Holder of Bachelors Degree in Computer Science/ Telecommunication Engineering or equivalent qualification. Having a Cisco Certified Network Associate (CCNA) Professional Certification will be an added advantage.

7.2. Main Duties and responsibilities:-

- (i) Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements.
- (ii) Configuring firewalls, routing and switching to maximize network efficiency and security.
- (iii) Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures.
- (iv) Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- (v) Secures network by developing network access, monitoring, control, and evaluation; maintaining Network documentation.
- (vi) Prepares users by designing and conducting training programs; providing references and support.
- (vii) Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- (viii) Providing specifications for procurement of network equipment and managing subcontractors involved with network installation
- (ix) Administration and configuration of Local and Wide Area Network, firewalls, routing and switching to maximize network efficiency and security.

- (x) Maximizing network performance through ongoing monitoring and troubleshooting.
- (xi) Arranging scheduled upgrades.
- (xii) Investigating faults in the network.
- (xiii) Updating network equipment to the latest firmware releases
- (xiv) Reporting network status on quarterly basis to Management.
- (xv) To perform any other duties as assigned from time to time by Supervisor.

7.3. REMUNERATION

In accordance to NCAA's salary scales.

8. STATISTICIAN II (1POST):

8.1. Direct Entry Qualifications

Holder of Bachelor Degree in Statistics, Mathematics, Biometry, Biostatistics or equivalent qualification from recognized Institution. He/She must be computer literate.

8.2. Main Duties and responsibilities

- (i) To periodically identify and collect data needed by NCAA, for managerial decision making.
- (ii) To analyze trends in customer flow and suggest user satisfaction methods.
- (iii) To prepare business statistical reports/performance reports on a monthly basis.
- (iv) To perform any other duties as assigned from time to time by Supervisor.

8.3. REMUNERATION

In accordance to NCAA's salary scales.

9. ASSISTANT WILDLIFE MANAGEMENT OFFICER II (6 POSTS):

9.1. Direct entry Qualifications

Holder of Diploma in Wildlife Management, Range Management, Wildlife Ecology, Zoology, Forestry or any other equivalent field from recognized institution.

9.2. Main Duties and responsibilities

- (i) To clear NCAA boundaries.
- (ii) To assist in implementation of strategies for managing endangered flora and fauna species.
- (iii) To participate in animal census.
- (iv) To assist in identification and management of various habitats in NCA.

- (v) To participate in collecting samples of, and store plant specimens.
- (vi) To participate in preparation of tree nurseries for both indigenous and exotic plant species.
- (vii) To participate in restoration of plant species in NCA and adjacent areas
- (viii) To cleanse firearms.
- (ix) To collect/pick government trophies or antiques or forest products left unattended to secure in official custody.
- (x) To participate in routine patrols and animal census.
- (xi) To protect and guard the lives and properties of the residents/employees against destruction by wild animals.
- (xii) To participate in cleanliness and guarding of tourist camps, entry gates and any other appointed places.
- (xiii) To perform any other duties as assigned from time to time by Supervisor.

9.3. REMUNERATION

In accordance to NCAA's salary scales.

10. WILDLIFE MANAGEMENT ASSISTANT II (34 POSTS):

10.1. Direct Entry Qualifications

Holder of Certificate in Wildlife Management, Range Management, Forestry and beekeeping. or similar related field from a recognized institution.

10.2. Main Duties and responsibilities

- (i) To clear NCAA boundaries.
- (ii) To assist in implementation of strategies for managing endangered flora and fauna species.
- (iii) To participate in carrying out animal census.
- (iv) To assist in identification and management of various habitats in NCA.
- (v) To participate in collecting samples of, and store plant specimens.
- (vi) To participate in preparation of tree nurseries for both indigenous and exotic plant species.
- (vii) To participate in restoration of plant species in NCA and adjacent areas.
- (viii) To cleanse firearms.
- (ix) To collect/pick government trophies or antiques or forest products left unattended to secure in official custody.

- (x) To participate in routine patrols and animal census.
- (xi) To protect and guard the lives and properties of the residents/employees against destruction by wild animals.
- (xii) To participate in cleanliness and guarding of tourist camps, entry gates and any other appointed places.
- (xiii) To perform any other duties as assigned from time to time by Supervisor.

10.3. REMUNERATION

In accordance to NCAA's salary scales.

11. WILDLIFE MANAGEMENT OFFICER II (1 POST):

11.1. Direct Entry Qualifications

Holders of Bachelor Degree in Wildlife Management, Range Management, Wildlife Ecology, Zoology or any other equivalent qualifications from recognized institutions.

11.2. Main Duties and responsibilities

- (i) To implement fire management programs.
- (ii) To carry out assessment of the rangelands and water resources needs and utilizations for both livestock and wildlife population.
- (iii) To carry out monitoring and systematic collection of data on rangeland.
- (iv) To conduct environmental degradation assessment resulting from numbers and distribution of people, livestock and wildlife.
- (v) To prepare monthly, quarterly and yearly reports.
- (vi) To participate in identifying and maintaining wildlife corridors, dispersal areas and migratory routes.
- (vii) To implement strategies for identification and control of alien species
- (viii) To participate in clearing of NCAA boundaries
- (ix) To coordinate daily anti-poaching patrols
- (x) To supervise assistant Protection Officers
- (xi) To ensure overall security within the NCA and its boundaries
- (xii) To ensure security of Wildlife, tourists and NCAA properties within NCA
- (xiii) To ensure enforcement of the by laws and regulations as stipulated in the Ordinance
- (xiv) To perform any other duties as assigned from time to time by Supervisor

11.3. REMUNERATION

In accordance to NCAA's salary scales.

12. GEOGRAPHICAL INFORMATION SYSTEM (GIS) OFFICER II (2 POSTS):

12.1. Direct Entry Qualifications

Holders of Bachelor Degree in GIS, Cartography, Landscape Architecture, Land Surveying, Geography, Geography and Environmental Studies, Remote Sensing, Land Information Systems, or equivalent qualifications from a recognized Institutions. Must have knowledge and experience in using GIS mapping hardware and software components including either GPS or ArcGIS.

12.2. Main Duties and responsibilities

- (i) To assist in capturing, analysis and conversion of GIS data in different formats using GPS, electronic data recorders, digitisers, and other means.
- (ii) To carry out cataloguing and inventory of GIS data, including metadata creation.
- (iii) To input, update and maintain GIS databases, including backups and also maintaining linkages to other databases.
- (iv) To participate in creating map layouts and views and generate NCAA's current and planned wildlife habitats, road networks archaeological sites, local villages etc.
- (v) To assist in the design, development (implementation) and maintenance of the NCAA's GIS.
- (vi) To perform spatial data conversion processes (import/export routines) to disseminate map data and improve map data quality and content.
- (vii) To provide advice to customers (staff, government agencies, ministries, tourists, conservators, ecologists and contractors) on aspects of the geospatial data and services.
- (viii) To assist in managing the integrity and security of the geospatial database(s) to ensure the requirements of clients continue to be met.
- (ix) To assist in training staff in the use of the geospatial system and promoting its application.
- (x) To assist in monitoring the geospatial system to ensure it operates as per the specification and in a timely manner.

- (xi) To carry out complete complex tasks, including the collection, importation, maintenance and validation/verification of geospatial data
- (xii) To prepare GIS products and services, in accordance with agreed guidelines and with minimal supervision, that meets client needs
- (xiii) To provide primary mapping support to the Authority Plan as required.
- (xiv) To provide support when required with the administration, development and day-to-day maintenance of the Authority's geospatial database(s) and systems.
- (xv) To assist in the development of Authority's internal and external GIS system
- (xvi) To support in the development of the new module for support all authority operations on spatial platform.
- (xvii) To provide support for GIS data conversion, systems integration and system's and application's development and implementation.
- (xviii) To provide support for cartographic design and high quality map production.
- (xix) To carry out surveys and create NCAA maps using GIS software.
- (xx) To carryout diagnosis and "troubleshooting" problems experienced with the use of GIS and related software.
- (xxi) To perform any other relevant duties as may be assigned by supervisor.

9.3. REMUNERATION

In accordance to NCAA's salary scales.

13. PRINCIPAL MARKETING OFFICER II (1 POST):

13.1. Direct Entry Qualifications

Holder of Master Degree in Marketing, Business Administration majoring in Marketing, Entrepreneurship, or its equivalent from a recognized institution with working experience of at least eight (8) years. Having International languages and Computer skills shall be added advantages.

13.2. Main Duties and responsibilities

- (i) Formulating programs for educational tours
- (ii) Collaborating with stakeholders in the tourism industry to share visitors experiences in terms of needs and wants.

- (iii) Informing tour operators and hotel service providers on the change of fees, tariffs and other charges.
- (iv) Ensuring timely production, distribution and updating of all tourism promotional materials.
- (v) Coordinating tourism promotional activities.
- (vi) Prepare departmental budget and reports.
- (vii) Advising on appropriate ways of improving the handling of visitors to the park.
- (viii) Advising on how to exploit all potential income generating opportunities without compromising the integrity of our parks.
- (ix) Participating in the preparation in tourism marketing strategic plan and;
- (x) Other relevant duties as may be assigned by supervisor.

13.3. REMUNERATION

In accordance to NCAA's salary scales.

14. TOURISM ASSISTANTS II (6 POSTS):

14.1. Direct Entry Qualifications

Holder of Certificate in Tourism Management, Wildlife Management, Wildlife Tourism, Tour Guiding, Management of Tourist Attractions or equivalent qualification from a recognized institution. Experience in Interpretation and fluency in English and any other international languages i.e. French, Germany, Italian, Japanese, Chinese and Spanish is an added advantage.

14.2. Main Duties and responsibilities

- (i) To ensure cleanness of NCA tourist circuits, trails, picnic sites and campsites.
- (ii) To participate in providing tourism information to tourists and general public
- (iii) To assist in providing tourism information to tourists and general public
- (iv) To assist in monitoring and report on wise and sustainable use of tourism products
- (v) To participate in identification and providing education and awareness on tourists products and services and their importance to local residents and surrounding communities.
- (vi) To participate in evaluation and maintenance of NCA Tourist circuits, trails, picnic sites and camp sites
- (vii) To carry out activities of tour guiding and interpretation of tourist products to tourists in NCA.

- (viii) To assist in identification and development of new tourist products
- (ix) To perform any other duties as may be assigned by the Supervisor

14.3. REMUNERATION

In accordance with NCAA's salary scales.

15. OFFICE ASSISTANTS II (4 POSTS):

15.1. Direct Entry Qualifications

Holder of Form Four Certificate or equivalent qualifications with passes in English and Kiswahili who have attended at least training in relevant field.

15.2. Main Duties and responsibilities

- (i) To clean and maintain cleanliness of Offices, office equipments, furniture and surroundings.
- (ii) To collect, dispatch and deliver letters, files and other official documents.
- (iii) To assist with basic office duties such as photocopying, binding, lamination and filing.
- (iv) To attend visitors and promptly serve them with water, tea/coffee and other needs.
- (v) To serve office employees with water, tea/coffee upon demand.
- (vi) To serve as primary receptionist (Answering and directing incoming calls and greeting, directing, and assisting visitors).
- (vii) To perform any other duties as may be assigned by his/her supervisor.

15.3. REMUNERATION

In accordance with NCAA's salary scales.

16. CULTURAL HERITAGE OFFICER II /CURATOR II (1 POST):

16.1. Direct Entry Qualifications

Holder of Bachelor Degree in Archeology or equivalent qualifications from a recognized institution.

16.2. Main Duties and responsibilities:

- (i) To participate in the preparation of promotional programs on cultural heritage.

- (ii) To participate in carrying out laboratory activities pertaining to cultural heritage.
- (iii) To participate in the preparation and preservation of cultural heritage/museum archives.
- (iv) To provide education on identification and value of cultural heritage resource.
- (v) To participate in the preparation of inspection reports on cultural heritage sites.
- (vi) To perform any other duties as may be assigned from time to time by supervisor.

16.3. REMUNERATION

In accordance to NCAA's salary scales.

17. ASSISTANT CULTURAL HERITAGE OFFICER II (1 POST):

17.1. Direct Entry Qualifications

Holder of Diploma in Heritage Management and Tour Guidance, Curatorial studies, Museum Management, Archeology, Anthropology, Paleontology or equivalent from a recognized institution.

17.2. Main Duties and responsibilities:

- (i) To assist in developing strategies for involving local community in conserving cultural heritage sites.
- (ii) To assist in providing education to the community on identification of valuable artifacts/antiquities.
- (iii) To assist in preparing interpretative messages/labeling in the cultural heritage sites/museums.
- (iv) To perform any other duties as may be assigned from time to time.

17.3. REMUNERATION

In accordance to NCAA's salary scales.

18. VETERINARY OFFICER II (1 POST):

18.1. Direct Entry Qualifications

Holder of Bachelor Degree in Veterinary Medicine or equivalent qualifications from recognized Institutions.

18.2. Main Duties and responsibilities:

- (i) Participate in coordinating interventions of wildlife and livestock disease outbreaks in the NCA.
- (ii) To participate in coordinating and supervise animal handling, immobilization, translocation and sampling for researchers and management.

- (iii) To participate in providing veterinary training through workshops and seminars to the staff and surveillance team in the NCA on common communicable diseases.
- (iv) To participate in identifying persistent/recurrent diseases and their epidemiology.
- (v) To participate in preparation of work plans and budgets for the Department
- (vi) To perform any other duties as assigned from time to time by Supervisor.

18.3. REMUNERATION

In accordance to NCAA's salary scales.

19. SENIOR PLANNING OFFICER II (1 POST):

19.1. Direct Entry Qualifications

Holder of Bachelor degree in Economics, Agricultural Economics and Agribusiness, Projects Planning and Management, Economic Planning or equivalent qualifications from recognized Institutions. Must have working experience of at least seven (7) years in related field, must have good analytical negotiation skills and knowledge in ICT/Computer applications including MS-Office and any other professional packages.

19.2. Main Duties and responsibilities:

- (i) To coordinate development, implementation, monitoring and review of the strategic plan and policies;
- (ii) To carry out economic analysis of investment projects and provide necessary recommendation including providing an opinion on the viability of the projects;
- (iii) To monitor and evaluate performance of projects and programs in line with the project objectives;
- (iv) To undertake qualitative and quantitative data analyses in relation to social, economic and environmental data so as to test the effectiveness of NCAA policies, products and/or services and advice on any suitable alternative courses of action;
- (v) To coordinate setting, implementation, reporting and evaluation of annual planning process;
- (vi) To carry out analysis on the Authority business projection and forecasting;
- (vii) To facilitate all departments to prepare, implement and evaluate departmental action plans and cash flow forecast;
- (viii) To oversee preparation of annual budget for the Authority

- (ix) To supervise and oversee departments programmes/ projects and aligning them to the authority specific priorities and National Budget Framework;
- (x) To perform budget review and analysis as inputs for adjustment of annual fiscal target and policy;
- (xi) To produce well written, accurate and timely reports and analytics for internal and external stakeholders to facilitate evidence based decision making.
- (xii) To contribute innovative ideas to assist with the development and maintenance of authority systems, policies and business processes to improve operational efficiency and effectiveness.
- (i) To perform any other duties as may be assigned by the supervisor.

19.3. REMUNERATION

In accordance to NCAA's salary scales.

20. PLANNING OFFICERS II (1 POST):

20.1. Direct Entry Qualifications

Holder of Bachelor degree in Economics, Agricultural Economics and Agribusiness, Projects Planning and Management, Economic Planning or equivalent qualifications from recognized Institutions. Must have knowledge in ICT/Computer applications including MS-Office and any other professional packages.

20.2. Main Duties and responsibilities:

- (i) To participate in the process of collecting and dissemination of economic data for research, planning/investment.
- (ii) To participate in analyzing data collected for planning/investment purposes.
- (iii) To participate in formulation and development of strategies for improvement of productivity and service delivery.
- (iv) To participate in maintaining planning/investment database.
- (v) To participate in collecting, analyzing and dissemination of economic statistical Data.
- (vi) To participate in research on investment opportunities available within and outside NCA.
- (vii) To participate in identifying investment opportunities within and outside NCA and advice on best ways of exploiting them.

- (viii) To participate in identifying alternative income sources besides tourism.
- (ix) To perform any other duties as may be assigned by the supervisor.

20.3. REMUNERATION

In accordance to NCAA's salary scales.

21. HUMAN RESOURCES OFFICER I (1 POST):

21.1. Direct Entry Qualifications

Holder of Bachelor Degree in Human Resources Management, Public Administration, Personnel Management, Business Administration majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience of at least four (4) years in related field.

21.2. Main Duties and responsibilities

- (i) To participate in preparation of departmental budget.
- (ii) To participate in preparation of quarterly performance reports.
- (iii) To participate in interpretation of laws, rules, regulations and procedures governing the public service management.
- (iv) To participate in development and maintenance of up-to-date management information system for the staff position and vacancies.
- (v) To participate in ensuring healthy working relations at the work place.
- (vi) To liaising with Trade Unions and Conciliation Boards on matters relating to labour disputes.
- (vii) To participate in the process of jobs analysis and evaluation in reviewing the organization structure and the schemes of service.
- (viii) To participate in preparation and facilitation of internal and external meetings/conferences.
- (ix) To ensure opening, closing and locking of offices are timely done.
- (x) To participate in ensuring all working facilities are available and sufficient.
- (xi) To participate in ensuring offices and their surroundings are clean and tidy.

- (xii) To perform any other duties as may be assigned by his/her supervisor

21.3. REMUNERATION

In accordance to NCAA's salary scales.

22. ADMINISTRATIVE OFFICER II (1 POST):

22.1. Direct Entry Qualifications

Holder of Bachelor Degree in Public Administration, Sociology or equivalent qualification from recognized institutions.

22.2. Main Duties and responsibilities

- (i) To coordinate maintenance and repairs of office machines.
- (ii) To make travel arrangements for the management and staff
- (iii) To ensure that Office and premises are maintained and kept clean.
- (iv) To co-ordinate all seminars, workshops and training programs.
- (v) To ensure timely preparation of travel, accommodation and payment of allowances to those proceeding on training.
- (vi) To handle the Authority's protocol matters.
- (vii) To liaise with other service providers such as TANESCO, and water services providers.
- (viii) To allocate office stationery and equipment to employees as required.
- (ix) To perform any other related duties as may be assigned by the supervisor.

22.3. REMUNERATION

In accordance to NCAA's salary scales.

23. RECORDS MANAGEMENT OFFICER II (1 POST):

23.1. Direct Entry Qualifications

Holder of Bachelor Degree in Records Management, Archives or equivalent qualification from recognized institutions.

23.2. Main Duties and responsibilities

- (i) To manage file weeding.
- (ii) To participate in the exercise of tracing for records documents and files once required.
- (iii) To receive and registering all documents brought in the registry.

- (iv) To arrange documents and files in ranking or cabinets in the registry.
- (v) To file documents in the appropriate files.
- (vi) To receive record and distribute incoming and internally created mails.
- (vii) To record and arrange for the efficient and timely dispatch of all correspondences.
- (viii) To maintain flimsy files.
- (ix) To maintain and supervise effective procedures for storage and retrieval documents/files.
- (x) To perform any other duties as may be assigned by his/her supervisor.

23.3. REMUNERATION

In accordance to NCAA's salary scales.

24. PERSONAL SECRETARY III (2 POSTS):

24.1. Direct Entry Qualifications

Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies, Office Management, Computer Application, Information technology or equivalent qualifications from recognized institutions who have passed Shorthand (at a speed of 80 words per minute and typing speed of at least 50 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, and MS-Publisher.

24.2. Main Duties and responsibilities

- (i) To assist in typing and printing official documents.
- (ii) To assist in keeping and maintaining typing, printing and photocopying facilities and their accessories.
- (iii) To assist in ensuring the office and that of the incumbent is clean and tidy.
- (iv) To assist in ensuring all consumables and other office requirements are in place.
- (v) Type open reports, letters and other official documents.
- (vi) To receive, interview and direct visitors.
- (vii) To keep records of events, appointments, visitors and dates of meetings.
- (viii) To assist his/her boss in movement of files, documents and other items as may be needed.
- (ix) To facilitate communication between a boss and other subordinate.
- (x) Previewing incoming and outgoing letters, mails, documents and files.

- (xi) To scan, fax, and binding office documents.
- (xii) To perform any other duties as may be assigned by his/her supervisor.

24.3. REMUNERATION

In accordance to NCAA's salary scales.

25. RECEPTIONIST II (2 POSTS):

25.1. Direct Entry Qualifications

Holder of Form IV/VI Certificate with passes in English and Kiswahili, and demonstrated ability to speak and write formal English and Kiswahili. Must have at least one year certificate course in Front Office, Reception, Customer Care or equivalent qualifications from a reputable institution.

25.2. Main Duties and responsibilities

- (i) To assist in operating NCAA telephones as assigned by the supervisor.
- (ii) To assist in ensuring telephones and other office equipment are working properly.
- (iii) To assist in welcoming guests and attending them accordingly.
- (iv) To assist in ordering and storing Telephone documents/manuals.
- (v) To assist in liaising with telephone Telecommunication provider for service, repair and payment.
- (vi) To perform any other duties as may be assigned by his/her supervisor.

25.3. REMUNERATION

In accordance to NCAA's salary scales.

26. DRIVERS II (5 POSTS):

26.1. Direct Entry Qualifications

Holder of Form IV/VI Certificate Form Four Certificate with passes in Kiswahili and English having a valid Driving Licence Class "C" or "E" and one-year Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

26.2. Main Duties and responsibilities

- (i) To drive all types of passengers' vehicles and heavy trucks.
- (ii) To maintain a log book for vehicle movement records according to regulations.
- (iii) To transport luggage/baggage/cargo/parcels to various destinations as may be required.
- (iv) To make regular check of vehicles to ensure cleanliness and serviceability.
- (v) To ensure the vehicle is maintained as required.
- (vi) To ensure the vehicle is equipped with all necessary accessories.
- (vii) To ensure the vehicle has valid Insurance and all statutory covers.
- (viii) To perform any other duties as may be assigned by his/her supervisor.

26.3. REMUNERATION

In accordance to NCAA's salary scales.

27. GAMES & SPORTS OFFICER I (1 POST):

27.1. Direct Entry Qualifications

Holder of Bachelor Degree in Physical Education and Sports or equivalent qualifications from recognized institution with at least four (4) years working experience.

27.2. Main Duties and responsibilities

- (i) To conduct training on Physical exercises (ii) To take charge of playing grounds, courts, equipment and facilities.
- (ii) To coach games and sports.
- (iii) To supervise ball, track, field games and recreation.
- (iv) To promote sports programs and games for staff.
- (v) To conduct workshops and symposia on sports and games to the staff.
- (vi) To advise on infrastructure needs for games and sports.
- (vii) To advise on purchases of sports gear and any other sports equipment.
- (viii) To perform any other related duties as may be assigned by supervisor.

27.3. REMUNERATION

In accordance to NCAA's salary scales.

28. CLINICAL OFFICER II (1 POST):

28.1. Direct Entry Qualifications

Holder of Diploma in Clinical Medicine or equivalent qualifications from recognized institution.

28.2. Main Duties and responsibilities

- (i) To assist in attending in and out patients.
- (ii) To participate in giving first gynecological problems.
- (iii) To assist in prescribing medicine to patients.
- (iv) To order and keep medicines and first aid equipments.
- (v) To perform any other duties as may be assigned by supervisor.

28.3. REMUNERATION

In accordance to NCAA's salary scales.

29. NURSE II (1 POST):

29.1. Direct Entry Qualifications

Holders of Certificate in Nursing, Midwifery or equivalent qualifications from recognized Institutions and must be registered by the Tanzania Nurses and Midwifery Council.

29.2. Main Duties and responsibilities

- (i) To assist in general cleanliness of the wards and working facilities.
- (ii) To assist in administering drugs and other treatments as prescribed by medical doctor.
- (iii) To assist disabled and sick patients.
- (iv) To assist in collecting specimens
- (v) To keep and retrieve files of outpatients and referrals.
- (vi) To perform any other duties as may be assigned by his/her supervisor.

29.3. REMUNERATION

In accordance to NCAA's salary scales.

30. PHARMACEUTICAL TECHNICIAN II (1 POST):

30.1. Direct Entry Qualifications

Holders of Ordinary Diploma in Pharmacy, Pharmacology or equivalent qualification from a recognized Institution.

30.2. Main Duties and responsibilities

- (i) To assist in the management and administration of drugs.
- (ii) To provide health care and advice/tips to patients on issues related to drugs.
- (iii) To ensure that medicines are adequately and properly in stock.
- (iv) To clean, and help maintain equipment and work areas, and sterilize glassware according to prescribed methods.
- (v) To establish and maintain patient profiles, including lists of medications taken by individual patients.
- (vi) To order, label, and count stock of medications, chemicals, and supplies and enter inventory data into computer.
- (vii) To mix pharmaceutical preparations according to written prescriptions
- (viii) To operate cash registers to accept payments from customers.
- (ix) To perform any other duties as may be assigned from time to time.

30.3. REMUNERATION

In accordance to NCAA scales.

31. ENVIRONMENTAL HEALTH OFFICER II (1 POSTS):

31.1. Direct Entry Qualifications

Holders of Bachelor Degree in Public Health, Environmental Health or equivalent qualifications from recognized institutions. Must be computer literate.

31.2. Main Duties and responsibilities

- (i) To control pests.
- (ii) To train auxiliary health workers.
- (iii) To carry out routine Inspection and examination of water and food samples.
- (iv) To develop occupational health and safety program so as to prevent injury, occupational illness and damages to property.
- (v) To draft and recommend NCA-wide safety and health directives.
- (vi) To maintain NCA Safety related manuals, including preparation and distribution of appropriate updates.

- (vii) To determine applicability of administrative and regulatory requirements and other health and safety laws.
- (viii) To maintain current knowledge of legislations, regulations and practices in safety and health.
- (ix) To identify job hazard and potential risk at work place.
- (x) To conduct audit of corrective actions to ensure compliance with regulations and corrective action.
- (xi) To carry out inspections of gardens and households in improving health security of communities.
- (xii) To perform any other duties as may be assigned from time to time.

31.3. REMUNERATION

In accordance to NCAA's salary scales.

32. SOCIAL WELFARE OFFICER I (1 POST):

32.1. Direct Entry Qualifications:

Holder of Bachelor of Arts in Social Works, Sociology or equivalent qualifications from recognized institutions with four years working experience in taking care of people with disabilities, elders, family conflict resolving and behaviour correction.

32.2. Main Duties and responsibilities

- (i) To analyze report prepared by his/her subordinates for the purpose of decision making.
- (ii) To provide counseling to his/her clients.
- (iii) To analyze and prepare different client's information to be used in decision making pertaining to Social Welfare activities
- (iv) To supervise and make follow up on probationers behavior and ex-approved school and prepare the required report.
- (v) To perform any other duties as may be assigned by his/her supervisors.

32.3. REMUNERATION:

In accordance to NCAA's salary scales.

33. ENGINEER II (ELECTRICAL) (1 POST):

33.1. Direct Entry Qualifications

Holder of Bachelor Degree in electrical Engineering or equivalent qualifications from recognized Institutions and registered by the Engineers Registration Board (ERB) as Graduate Engineer.

33.2. Main Duties and responsibilities

To execute electrical installations under the guidance of a Professional Engineer.

- (i) To undertake regular inspections of electrical installation systems.
- (ii) To carry out designing and commissioning of new electrical construction works.
- (iii) To prepare cost estimates and bill of quantities pertaining to electrical works.
- (iv) To conduct conditional survey, load study and prepare reports.
- (v) To perform any other duties as may be assigned by his/her supervisors.

33.3. REMUNERATION

In accordance to NCAA's salary scales.

34. ENGINEER II (WATER) (1 POST):

34.1. Direct Entry Qualifications

Holder of Bachelor in Water Resources or equivalent qualifications from recognized Institutions and registered by the Engineers Registration Board (ERB) as Graduate Engineer.

34.2. Main Duties and responsibilities

- (i) To execute design, production: both initial outlines and full plans of sewerage, water treatment and floods defense structures such as pump systems and pipe networks.
- (ii) To manage and maintain water and sewerage infrastructure operations.
- (iii) To present project details and technical information.
- (iv) To maintain project budgets.
- (v) To liaise with clients, contractors, Government agencies, Local Authorities and suppliers.
- (vi) To maintain an awareness of current environmental issues
- (vii) To ensure projects are aligned to budgets and timescales.
- (viii) To perform any other duties as may be assigned from time to time by supervisor.

34.3. REMUNERATION

In accordance to NCAA's salary scales.

35. ASSISTANT TECHNICIAN II (MECHANICAL 5 POSTS and CIVIL WORKS (12 POSTS):

35.1. Direct Entry Qualifications

Holder of Secondary Education Certificate with Certificate or Trade Test Grade II or CBET Level II in Civil (including masonry, plumbing and carpentry), Electrical, and Mechanical Science or equivalent qualifications from recognized institution. Priority will be given to applicants with five years working experience

35.2. Main Duties and responsibilities

35.2.1. Mechanical:

- (i) To undertake repair works or fabricate equipment, plants and parts scheduled by respective sections.
- (ii) To prepare equipment to the required standards.
- (iii) To carry out maintenance and repair of light equipment.
- (iv) To carry out preventive maintenance according to schedule.
- (v) To ensure mechanical equipment is in good working condition.
- (vi) To take care of working tools and equipment.
- (vii) To carry out cleaning activities at work sites.
- (viii) To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment.
- (ix) To perform any other duties as may be assigned from time to time by supervisor.

35.2.2. Civil Works (Carpentry, Masonry and Plumbing):

- (i) To undertake masonry, carpentry and plumbing works.
- (ii) To undertake the planning and control of maintenance activities related to carpentry, masonry and plumbing.
- (iii) To manage the carpentry and plumbing workshops.
- (iv) To keep carpentry, masonry and plumbing equipment and tools in good working conditions.
- (v) To undertake the planning and control of maintenance activities related to carpentry, masonry and plumbing.
- (vi) To maintain and repair valves, pipes, pipefitting etc.
- (vii) To maintain plumbing systems in buildings being repaired.
- (viii) To perform any other duties as may be assigned from time to time by supervisor.

35.3. REMUNERATION

In accordance to NCAA's salary scales.

36. PLANT OPERATOR II (HEAVY PLANTS 3 POSTS, WATER PUMPS 5 POSTS AND ELECTRICAL 2 POSTS):

36.1. Direct Entry Qualifications

Holder of form four Certificate, Trade test Certificate level II in Mechanical, Electrical Installation, Plumbing and Pipe fittings and Earth moving plants or equivalent qualifications from VETA or any other recognized Institution with Class "F" Driving Licence. Priority will be given to applicants with five years working experience.

36.2. Main Duties and responsibilities

36.2.1. Heavy Plants:

- (i) To operate heavy duty machines such as wheel loader, excavator and bulldozer.
- (ii) To maintain logbooks and movement records for heavy machines/plants according to regulations.
- (iii) To report on technical need/breakdown of heavy machines/plants.
- (iv) To ensure regular check, cleanliness and serviceability of heavy duty machines/plants.
- (v) To perform any other duties as may be assigned from time to time by supervisor.

36.2.2. Electrical:

- (i) To control power generating equipments.
- (ii) To read charts, meters and gauges to monitor voltage and electricity flow.
- (iii) To check equipments and indicators to detect evidence of operating problems.
- (iv) To adjust controls to regulate the flow of power.
- (v) To start or stop generators and other equipments as necessary.
- (vi) To perform plants cleanliness and its surroundings.
- (vii) To perform any other duties as may be assigned from time to time by supervisor.

36.2.3. Water Pump:

- (i) To carry out repair and maintenance of water pumps.
- (ii) To start and stop water pump according to established schedule.
- (iii) To monitor operating conditions, meters and gauges.
- (iv) To record meter and gauge readings and operational data.
- (v) To inspect water equipments in regular basis.
- (vi) To conduct water treatment activities.
- (vii) To perform plants cleanness and its surroundings
- (viii) To perform any other duties as may be assigned from time to time by supervisor.

36.3. REMUNERATION

In accordance to NCAA's salary scales.

37. QUANTITY SURVEYOR I (1 POST):

37.1. Direct Entry Qualifications

Holder of Bachelor Degree in Building Economics, Quantity Survey, or equivalent qualifications from recognized Institutions with working experience of at least four (4) years and in related field.

37.2. Main Duties and responsibilities

- (i) To participate in pre-proposals, pre-site visit and pre-contract negotiation meetings.
- (ii) To participate in preparation of tender and contract documents, including bills of quantities with the architect and/or the client.
- (iii) To undertake cost analysis for repair and maintenance project work.
- (iv) To assist in establishing clients' requirements and undertake feasibility studies.
- (v) To perform risk, value management and cost control.
- (vi) To identify, analyze and develop responses to commercial risks.
- (vii) To prepare and analyze costing of tenders
- (viii) To allocate work to subcontractors and provide advice on contractual claims.
- (ix) To analyze outcomes and write detailed progress reports.

- (x) To carry out evaluation and valuation of completed work and arrange payments.
- (xi) To maintain awareness of the different building contracts currently in use.
- (xii) To understand the implications of health and safety regulations.
- (xiii) To perform such other related duties as may be assigned by the supervisor.

37.3. REMUNERATION

In accordance to NCAA's salary scales.

38. PRINCIPAL ECOLOGIST II (1 POST):

38.1. Direct Entry Qualifications

Holder of Master of Science Degree in Wildlife Management or Zoology & Wildlife Ecology, Natural Resources Management or equivalent qualification from a recognized training institution with working experience of at least eight (8) years in related field. Must be computer literate.

38.2. Main Duties and responsibilities

- (i) To undertake regular ecological monitoring
- (ii) To carry out habitats monitoring and biodiversity inventory.
- (iii) To coordinate environmental impact assessment
- (iv) To prepare budget for the Ecology department.
- (v) To Advise on ways to control pollution and ecological impacts (vi) To participate in preparation of GMP/EIA .
- (vi) To prepare and implement fire management plan
- (vii) To organize training of junior staff in ecological matters.
- (viii) To organize, supervise and participate in EIA and SEA conducted on all development projects
- (ix) To coordinate research work
- (x) To develop database on ecological work.
- (xi) To preparing reports on ecological monitoring findings.
- (xii) To liaise with other departments in the area on ecological monitoring programs.
- (xiii) To participate in wildfire suppressions events.
- (xiv) To control pollution and exotic species (flora and fauna); and
- (xv) To perform any other relevant duties as assigned by superior.

38.3. REMUNERATION

In accordance to NCAA's salary scales.

39. ECOLOGISTS II (1 POSTS):

39.1. Direct Entry Qualifications

Holder of Bachelor Degree in Wildlife Management or Zoology & Wildlife Ecology or equivalent qualification from a recognized training institution. Must be computer literate.

39.2. Main Duties and responsibilities

- (i) To collect, analyze and interpret ecological data.
- (ii) To conduct ecological researches.
- (iii) To monitor effects of tourism activities and infrastructure development on the ecology in the area.
- (iv) To supervise junior staff in animal and biodiversity data collection.
- (v) To Liaise with veterinary officers in monitoring diseases.
- (vi) To participate in research being conducted by external researchers.
- (vii) To assist in Environmental Impact Assessments and SEA
- (viii) To participate in the preparation and implementation of Fire Management Plan.
- (ix) To participate in the implementation of Programmatic Environmental Assessment (PEA) for roads improvement.
- (x) To participate in wildfire suppression in the area
- (xi) To participate in animal census and bird counts.
- (xii) To control pollution and exotic species (flora and fauna).
- (xiii) To participate in GMP/EIA formulation/preparation; and.
- (xiv) Any other relevant duties as assigned by superior.

39.3. REMUNERATION

In accordance to NCAA's salary scales.

40. ASSISTANT ECOLOGISTS II (3 POSTS):

40.1. Direct Entry Qualifications

Holder of Diploma in Wildlife Management or equivalent qualification from a recognized training institution. Must be computer literate.

40.2. Main Duties and responsibilities

- (i) To collect ecological monitoring data.
- (ii) To assist in conducting ecological researches.
- (iii) To assist in monitoring effects on ecology due to human activities and infrastructure development.

- (iv) To collect data of animal stocks and biodiversity.
- (v) To Liaise with veterinary officers in monitoring diseases.
- (vi) To participate in research being conducted by external researchers.
- (vii) To assisting in Environmental Impact Assessments
- (viii) To participate in the implementation of Fire Management Plan, and fire suppression in the area.
- (ix) To participate in animal census and bird counts.
- (x) To assist in controlling pollution and exotic species (flora and fauna).
- (xi) To preparation of field reports
- (xii) To enter various collected data in departmental database; and.
- (xiii) To perform any other relevant duties as assigned by superior.

40.3. REMUNERATION

In accordance to NCAA's salary scales.

GENERAL CONDITIONS

- (i) All applicants must be Tanzanian citizens of not more than 40 years of age with the exception of those applying for the Public Relations Manager position age should not exceed 45 years.
- (ii) Applicants must fill out ALL the necessary forms fields available at the NCAA recruitment portal (<http://recruitment.ncaa.go.tz>).
- (iii) Applicants should apply on the strength of the information given in this advertisement.
- (iv) Applicants must attach their certified copies of certificates as required for each post to include:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Professional certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - And 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 Public Service should route their application letters through their respective employers.
- (vii) Applicants should indicate three reputable referees with their reliable contacts at referees section on recruitment portal.

- (viii) 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).
- (ix) Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
- (x) Applicants with special needs/case (disability) are supposed/ advised to indicate on Personal Details section of recruitment portal.
- (xi) A signed hand written application letter should be written either in Swahili or English and Addressed to; (Letter to be attachment at Attachment section on NCAA recruitment portal).

**Conservator,
Ngorongoro Conservation Area Authority,
P O Box 1,
Ngorongoro Crater, ARUSHA.**

- (xii) Deadline for application is **11th March, 2019** and
- (xiii) Only short listed candidates will be informed on a date for interview.
- (xiv) Women are highly encouraged to apply.
- (xv) **NOTE:** All applications must be sent through **NCAA Recruitment Portal** by using the following link; recruitment.ncaa.go.tz/ and not otherwise (This address can also be found at NCAA Website www.ncaa.go.tz Click on 'Recruitment Portal').

For support contact help desk at + 255 754 375514 and + 255 766 914780 or drop comments at feedback section on NCAA Recruitment Portal during work hours (8:00am to 4:00pm).

Please be informed that this job announcement replaces the previously published job advertisement of **22nd February, 2019** in the ***Mwananchi Newspaper***.