

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/251

6th February, 2019

VACANCIES ANNOUNCEMENT

On behalf of the National Economic Empowerment Council (NEEC) and Architects and Quantity Surveyors Registration Board (AQRB) President's Office, Public Service Recruitment Secretariat invites qualified, dynamic, intelligent and result – oriented Tanzanians with high integrity to fill 7 vacant posts mentioned below;

1.0 INTRODUCTION

The National Economic Empowerment Council (NEEC) was established in 2005 following the launch of the National Economic Empowerment Policy and enactment of the National Empowerment Act in 2004. The Council, under the Prime Minister's Office, is mandated with the task of supervising, monitoring and coordinating all empowerment activities in the Country.

1.0.1 Director of Empowerment Facilitation and Local Content

1.0.2 Report To: Executive Secretary

1.0.3 Objectives: To coordinate and facilitate economic empowerment activities.

1.0.4 Duties and Responsibilities

- i. Operationalize the implementation of sector and multi-sectoral strategic economic empowerment framework;
- ii. Provide advice to the Government, public and private sector institutions on measures aimed at the promotion of economic empowerment of Tanzanians;
- iii. advise on establishment and strengthening of cooperatives, partnerships or joint ventures in economic activities;

- iv. identify entrepreneurship training needs and opportunities on economic and investment issues and to co-ordinate the relevant training programmes;
- v. collaborate with institutions and organizations for the purpose of promoting access to services relating to economic opportunities;
- vi. identify sources of funds and administer the Fund;
- vii. coordinate the implementation of economic empowerment funds;
- viii. establish a register of institutions and organizations engaged in economic activities;
- ix. promote development, growth and expansion of Informal Financial Groups;
- x. coordinate, guide, supervise, monitor and evaluate implementation of the national multi-sectoral local content guidelines;
- xi. undertake sensitization, public education and dissemination of the local content to stakeholders;
- xii. promote and ensure priority is given on the utilization of locally available Tanzanians goods and services in all foreign direct and large domestic investments and enterprises;
- xiii. promote the employment of Tanzanians in all sectors of the economy in order to harness maximum benefits from investments and to ensure transfer of knowledge; and
- xiv. Perform any other duty assigned by supervisor.

1.0.5 Qualifications and Experience:

Bachelor degree either in Economics, Commerce, Entrepreneurship, Business Administration, Law (with internship and must be registered as an advocate of the high court and subordinate courts thereto) or equivalent qualifications from a recognized institutions, plus Masters' degree in the related fields, with working experience of not less than 7 years in senior position.

1.0.6 Director of Corporate Services

1.0.7 Reporting To: Executive Secretary

1.0.8 Objective: To provide expertise in Human Resources Management and Administration, Finance and Planning and Monitoring to the Council.

1.0.9 Duties and Responsibilities:

- i. Plan and control all financial and administrative functions of NEEC;
- ii. Prepare all financial and accounting reports for the NEEC;
- iii. Manage the Human Resource and staff welfare of the Council
- iv. Prepares proposals and write-ups and carries out dialogue and follow ups for mobilizing financial resources for empowerment activities;
- v. Interpret, implement and maintain Labour laws and make sure that staff regulations are properly adhered to;
- vi. Manage administrative issues of the Council;
- vii. Formulate and review staff Rules and Regulations, guidelines, conditions of service and Schemes of Service;
- viii. Provide legal services to the NEEC;
- ix. Develop and review strategic institutional framework and national guidelines to support national policies, planning and coordination of the sector and multi-sectoral plans at all levels;
- x. Formulate and coordinate the NEEC strategic plans and strategies based upon priorities for resource allocation to various functional programmes and economic empowerment stakeholders;
- xi. Coordinate the preparation of recurrent (Medium Term Expenditure Framework – MTEF), capital development budgets and action plans for the NEEC;
- xii. Coordinate and promote research geared towards facilitation of economic empowerment;
- xiii. Develop functioning mechanisms for monitoring and evaluation of the National Economic Empowerment Policy and of NEEC activities;
- xiv. Conduct baseline studies for NEEC objectives;
- xv. Prepare annual and progress reports for the implementation of the National Economic Empowerment Policy and NEEC performance;
- xvi. Develop and supervise effective mechanisms for monitoring trends of economic empowerment activities and for evaluating the impact or results;
- xvii. Set empowerment benchmarks and performance indicators; and
- xviii. Perform any other duty assigned by supervisor.

1.0.10 Qualifications and Experience:

CPA (T) holder plus Masters' Degree either in Business Administration, Finance, Commerce or Marketing. Must be registered by NBAA as an Authorized Accountant with not less than 7 years working experience in senior positions.

1.0.11 Manager of Business Development and Facilitation

1.0.12 Reporting To: Director of Empowerment Facilitation and Local Content

1.0.13 Objective: To Promote and Facilitate Enterprises Development

1.0.14 Duties and Responsibilities:

- i. Provide advice to the Government, public and private sector institutions on specific issues and measures aimed at the promotion of economic empowerment of Tanzania;
- ii. Collaborate with institutions and organizations for the purposes of promoting access to services relating to economic opportunities;
- iii. To develop strategic institutional framework in economic empowerment.
- iv. Promote and advocates for enterprise development interventions required at the levels of micro, meso and macro.
- v. Identify obstacles /hurdles in the business environment and works for solutions;
- vi. Identify and advices on the measures to promote and support business ventures pioneered and run by Tanzanians;
- vii. Designate types of businesses which may be done by Tanzanians and those which may be owned jointly by foreigners and Tanzanians;
- viii. Develop strong relationship and networks with the private sector, civil societies, parliamentarian committees, Donors, MDAs, Regional and Local Government Authorities in spearheading economic empowerment;
- ix. Facilitate formation of institutions earmarked in the National Economic Empowerment Policy to enable smooth implementation of economic empowerment activities;
- x. Provide technical advice and facilitates linkages between local SMES and large local and international companies;

- xi. identify, assess, and recommend potential private sector partners and partnership opportunities;
- xii. Facilitate and advocate issues relating to economic empowerment participation through targeted interventions to achieve more inclusive growth;
- xiii. Identify entrepreneurship training needs and opportunities and coordinates with relevant training institutions;
- xiv. Support designing of programmes in the formal and non-formal education system at all levels with the aim of nurturing an enterprise culture.
- xv. Facilitate the development and implementation of the National Entrepreneurship Strategy for implementing the National Entrepreneurship Training Framework;
- xvi. Develop a database of Entrepreneurship Training institutions; and
- xvii. Perform any other duty as may be assigned by supervisor.

1.0.15 Qualifications and Experience:

Bachelor Degree either in Economics, Entrepreneurship, Commerce, Marketing, Plus Masters, Degree in Business Administration or its equivalent from a recognized institution with working experience of not less than 5 years in senior position.

1.0.16 Manager of Local Content

1.0.17 Reporting To: Director of Empowerment Facilitation and Local Content

1.0.18 Objective: To Coordinate and Facilitate Local Content initiatives.

1.0.19 Duties and Responsibilities:

- i. Develop, coordinate, guide, supervise, monitor and evaluate implementation of the national multi- sectoral local content guidelines;
- ii. Undertake sensitization, public education and dissemination of the local content to stakeholders;
- iii. Undertake local content audit and enforcement;
- iv. Promote foreign investments to ensure that investors meet a set minimum performance targets in their operations that promote local investment;

- v. Promote and coordinate the inclusion of the local content in related policies and laws in other sectors;
- vi. Promote and ensure priority is given on the utilization of locally available Tanzanians goods and services in all foreign direct and large domestic investments and enterprises;
- vii. Support and facilitate local businesses and associations to improve their capacity to supply local products and services;
- viii. Promote the employment of Tanzanians in all sectors of the economy in order to harness maximum benefits from investments and to ensure transfer of knowledge;
- ix. Encourage and enforce large domestic and foreign industrial enterprises to develop and undertake training programmes for Tanzanians to ensure transfer of knowledge, technology and expertise;
- x. Develop local content framework and ensure all large domestic and foreign investments prepare local content plans and comply with the approved local content framework; and
- xi. Perform any other duty as may be assigned by supervisor.

1.0.20 Qualifications and Experience:

Bachelor Degree either in Economics, Commerce, Entrepreneurship, Law (L.L.B) with internship and must be registered as an Advocate of the High Court and subordinate Courts thereto, plus Masters' Degree in the relevant fields from a recognized institutions, with working experience of not less than 5 years in senior position.

1.0.21 Manager of Empowerment Funds

1.0.22 Reporting To: Director of Empowerment Facilitation and Local Content

1.0.23 Objective: To Manage Mwananchi Empowerment Funds and Coordinate other Empowerment Funds.

1.0.24 Duties and Responsibilities:

- i. Receive monthly reports of the implementation of each Empowerment Fund and prepare a consolidated report of all Empowerment Funds;
- ii. Prepare and keep the database of all beneficiaries of various Empowerment Funds in the country;
- iii. Provide technical advice on various challenges arising from various Empowerment Funds and suggest remedial measures;

- iv. Prepare and conduct meetings for Empowerment Funds and other stakeholders for exchange of ideas;
- v. Facilitation of Harmonization process among the Empowerment Funds;
- vi. Develop and facilitate implementation of sector and multi-sector strategies for mobilization and utilization of resources for economic empowerment Funds activities;
- vii. Create a mechanism to link the private sector with the empowerment funds;
- viii. Create awareness of the empowerment funds activities among the stakeholders;
- ix. Scrutinize loan applications and cross check the compliance to approved criteria and make recommendations for approval by the NEEC;
- x. Prepare periodic progress reports on loan allocations and other reports that may be called for;
- xi. Advise on strengthening networks and cooperation with loan beneficiaries for the purpose of ensuring smooth repayment of loans;
- xii. Develop plans to mobilize and sensitize loan beneficiaries to repay the loans before taking recovery measures; and
- xiii. Perform any other duty as may be assigned by supervisor.

1.0.25 Qualifications and Experience:

Bachelor Degree either in Economics, Commerce, Marketing, Entrepreneurship, Finance, Business Administration or its equivalent from a recognized institution plus Masters' Degree in the related fields and having an experience of not less than 5 years in senior position.

1.0.26 Human Resources and Administration Manager

1.0.27 Reporting To: Director of Corporate Services

1.0.28 Objective: To provide expertise in Human Resources Management and Administration.

1.0.29 Duties and Responsibilities

- i. Formulate and review staff Regulations, guidelines, conditions of service and Schemes of Service;
- ii. Propose manpower development policies;

- iii. Interpret, implement and maintain Labour laws and make sure that staff regulations are properly adhered to;
- iv. Monitor personnel action such as performance appraisals, promotion, merit increases, internal transfers and termination of services;
- v. Develop and recommend plans, policies and procedures for recruitment and related staffing actions;
- vi. Keep and maintain consolidated staff records;
- vii. Coordinate administrative and operational issues;
- viii. Prepare and Coordinate training programmes for the NEEC staff;
- ix. Manage transport logistic requirements for NEEC;
- x. Manage the Human Resource and staff welfare of the NEEC; and
- xi. Perform any other duty assigned by supervisor.

1.0.30 Qualifications and Experience:

Bachelor Degree either in Human Resource Management, Public Administration, Business Administration or its equivalent from a recognized institutions plus Masters' Degree in the relevant fields with not less than 5 years working experience in a senior position.

1.0.31 Remuneration:

An attractive package will be offered to successful candidate, career development opportunities and an excellent working environment.

1.0.32 Other Competencies

Applicants must be person of high degree of integrity and ability to lead and innovate; should be computer literate; must possess excellent Communication skills in both Kiswahili and English; and should have ability to plan, organize and supervise.

1.0.33 Age Limit

All applicants must be Citizens of Tanzania of not less than 35 and not more than 45 years of age except for those who are in Public Service;

2.0 ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD

Architects and Quantity Surveyors Registration Board is a government institution enforcing the Architects and Quantity Surveyors (Registration) Act No.4 of 2010; among its function is to register and regulate conduct of Architects, Quantity Surveyors, Allied Professionals and their practicing firms.

2.0.1 Registrar (1 POST)-Re-advertised:

2.0.2 Registrar reports: To the Board of Directors.

2.0.3 Duties and Responsibilities:

- (i) To be the Accounting Officer of the Board;
- (ii) To prepare and submit relevant reports, budget, appointment and development plans of the Board;
- (iii) Provide overall management and optimal utilization of financial and human resources of the Board;
- (iv) To monitor and implement the policies, goals, programmes, procedures for efficient running of the Board;
- (v) To ensure the preparation of draft policies and procedures for approval by the Board;
- (vi) To promote good relationship with the Government and other organizations within and outside Tanzania;
- (vii) To be a custodian of all documents of the Board including safe keeping official seal, contracts and other confidential documents of the Board;
- (viii) To supervise and monitor day to day operations of the Board;
- (ix) To act as Secretary to the Board of Directors, and
- (x) To perform any other duties as assigned by the Board.

2.0.4 Qualifications and Experience:

Basic University Degree or equivalent qualification in either Architecture or Quantity Surveying, Must be registered with Architects and Quantity Surveyors Registration Board, Must have at least seven years working experience in the relevant field.

2.0.5 General Terms and Conditions of Service:

Successful Candidate will be employed on **contract basis** for a term of **five** years.

1.5 Remuneration:

The Successful Candidate will be offered competitive remunerations according to the Board's remuneration scheme.

Note; Those who were applied before are required to Re-apply

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 and where specified otherwise.
- 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 certificates as required for each post to include;
 - Postgraduate/Degree/Advanced Diploma/Diploma/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 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,

8 Kivukoni Road,

P.O. Box 63100,

11404 Dar EsSalaam.
- xiii. Deadline for application is 20th February, 2019;

- xiv. Only short listed candidates will be informed on a date for interview and;
- 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