

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/30

16th May, 2019

VACANCY ANNOUNCEMENT (RE-ADVERTISED)

On behalf of the Rural Energy Agency (**REA**) President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill **4** vacant posts 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.

1.1 DIRECTOR GENERAL: (1 POST)

1.1.1 NATURE AND SCOPE OF WORK: The job holder reports to the Board of Directors. He/She is responsible for providing dynamic leadership, vision and direction of the agency towards promoting and facilitating investment and access to modern energy services in rural areas.

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Responsible for the overall Management and operations of the Agency, including policy and operational matters;
- ii. Provide strategic direction in the major functions of the Agency's operations and market it to key stakeholders, financiers and investors;

- iii. Review the organisation's annual accounts and other statutory reports and submit to the Board for approval;
- iv. Prepare the Agency's operational, financial and other periodic reports, corporate plans and other reporting requirements and submit to the Board for information and/or approval as the case may be;
- v. Promote investment in rural energy projects and activities that improve access to modern energy services for social and productive uses such as: health, education, telecommunications and water services, through close liaison with potential developers;
- vi. Ensure that only appropriate and qualified private sector led and community-based initiatives of rural energy projects based on sound principles and criteria, are submitted to the Board for consideration and approval for grants from the Rural Energy Fund;
- vii. Review reports on the performance of the Rural Energy Fund and submit the same to the Board;
- viii. Monitor the implementation of projects funded by the Rural Energy Fund;
- ix. Develop proposals for sourcing internal and external finance for the Rural Energy Fund, so as to broaden the scope of rural energy service provision;
- x. Establish partnerships with, and facilitate the activities of, key stakeholders, such as NGOs, local and national government agencies, Community Based Organizations and Donors, and the private sector as a whole, who are associated with development and to represent the REA and REF in all dealings with third parties;
- xi. Report to the Board on all human resource issues such as staffing requirements including appointments;
- xii. Provide the necessary business leadership and human resource capacity development that ensures a motivating work environment and high morale to staff;
- xiii. Supervise and assess performance of all Directors and Heads of independent units of the agency;
- xiv. Act as Secretary to the Board; and
- xv. Carry out any other duties assigned by the Rural Energy Board (REB) from time to time.

1.1.3 QUALIFICATION AND EXPERIENCE:

- i. Master's Degree either in Electrical Engineering, Electro-mechanical, Energy, Civil Engineering, Economics, Finance, Business Administration or related discipline from a recognized institution;
- ii. Minimum of twelve (12) years' relevant experience of which seven (7) must be in a senior position in a reputable organization;

1.1.4 OTHER COMPETENCIES AND KNOWLEDGE

He/She must be conversant with electrical field; Strong written and communication skills with ability to write reports in a concise and focused style; Possession of leadership and people management skills, and a team player with strong interpersonal and organizational skills.

1.2 HEAD OF PROCUREMENT MANAGEMENT UNIT (1 POST)

1.1.1 NATURE AND SCOPE OF WORK: The job holder reports to the Director General, who is the Accounting Officer for procurement undertakings in the Agency. He/she will be responsible for advising and leading Management and Agency staff on procedures to be followed in the procurement as well as supply chain. He/She will be the Secretary to the REA Tender Board and also play a key role in the Tender Board and other evaluation Committees related to procurements.

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Advise Management on matters pertaining to the procurement of goods and services and logistics management;
- ii. Develop appropriate procurement systems, procedures and guidelines for the procurement entity;
- iii. Monitor adherence to procurement process and procedures as per existing Public Procurement Laws and Regulations;
- iv. Develop an annual procurement Plan for the Agency;
- v. Procure, maintain and manage supplies, materials and services to support the logistical requirements of the Agency;
- vi. Maintain and update inventory of goods, supplies and materials;
- vii. Maintain and monitor distribution of office supplies and materials;
- viii. Provide secretariat services to the Tender Board as per the existing Public Procurement Laws and Regulations;
- ix. Manage tender processes, analyze information, negotiate and make recommendations to the Director General regarding the awarding of tenders and contracts;

- x. Responsible for Setting specifications/standards for goods and services procured and monitor adherence;
- xi. Prepare action plan, progress reports and budgets for the Unit; and
- xii. Carry out any other related duties as may be assigned to him/her by the Director General from time to time.

1.1.3 QUALIFICATION AND EXPERIENCE:

- i. Master's Degree either in Procurement and Supplies Management, Logistics Management, Materials Management, Business Administration (Majoring in Procurement and Supplies Management) or related discipline;
- ii. Must possess a recognized professional qualification such as CPSP/CSP or equivalent professional qualifications and must be registered by the Procurement and Supplies Professionals and Technicians Board (PSPT) as Authorized Procurement and Supplies Professional; and
- iii. Minimum of 8 years' relevant experience of which 4 must be in a senior position in a reputable institution preferably public institution.

1.1.4 COMPETENCIES AND KNOWLEDGE

Strong written and communication skills with ability to write reports in a concise and focused style; Possession of leadership and people management skills, and a team player with strong interpersonal and organizational skills.

1.3 MONITORING AND EVALUATION MANAGER (1 POST)

1.3.1 NATURE AND SCOPE OF WORK: The job holder reports to the Director of Policy, Planning and Research. She/he is responsible for advising on monitoring and evaluation activities related to agency's projects.

1.3.2 DUTIES AND RESPONSIBILITIES

- i. Visit project sites and submit progress reports periodically for projects under implementation and operating projects;
- ii. Design and implement a project impact evaluation framework in line with the agency's mandate;
- iii. Monitor the execution of modern rural energy projects and ensure that execution is in accordance with the agreed technical design specifications, meets environmental criteria and is within the allocated budget limits;

- iv. Undertake input monitoring to assess whether Rural Energy projects resources (money, technical support, equipment, credit, etc.) are being utilised on time and for the required purposes;
- v. Undertake output monitoring to ensure that the Rural Energy projects being implemented are producing the required outputs (installed capacity, quality of service and reliable service);
- vi. Undertake impact evaluation to determine that the Rural Energy projects are producing the intended impacts on the target population by providing access to electricity for productive purposes and generating interest in people for mobilizing resource to undertake similar projects;
- vii. Conduct a sustainability assessment to determine whether Rural Energy projects implemented by the fund are sustainable (maintenance of facilities, continued use of facilities for generation of power, credit repayment and use by target population);
- viii. Design a monitoring and evaluation program appropriate to individual modern rural energy projects (PV, Micro, Diesel, etc.);
- ix. Monitor and assess the effectiveness of the project implementation process.
- x. Coordinate and supervise Trust Agent's activities; and
- xi. Carry out any other related duties as may be assigned to him/her by the supervisor from time to time

1.3.3 QUALIFICATIONS AND EXPERIENCE:

- i. Master's Degree either in Electrical Engineering, Electro-mechanical, Energy or related discipline from a recognized institution;
- ii. Minimum of 7 years relevant experience of which 3 must be in a senior position in a reputable institution

1.3.4 OTHER COMPETENCIES AND KNOWLEDGE,

Strong written and communication skills with ability to write reports in a concise and focused style; Possession of leadership and people management skills, and a team player with strong interpersonal and organizational skills.

1.4 HUMAN RESOURCE AND ADMINISTRATION MANAGER (1 POST)

1.4.1 NATURE AND SCOPE OF WORK: The job holder reports to the Director of Human Resource and Administration. He/She will be responsible for matters related to Human Resource Management and Development as well as overseeing the provision of office services and other administrative matters of the Agency.

1.4.2 DUTIES AND RESPONSIBILITIES

- i. Advise Management on matters related to Human Resource Management and Development such as planning, recruitment and selection, capacity building, Succession planning, labour relations, retention, motivation, performance management and welfare;
- ii. Carry out and coordinate all general agency's administrative duties in order to ensure efficient and effective office administrative services;
- iii. Review the Agency's Human Resource policies and procedures for the purpose of ensuring compliance to the statutory requirements governing Public Service;
- iv. Coordinate implementation of open Performance Review and Appraisal System (OPRAS), assesses appraisal results and prepares implementation reports;
- v. Coordinate and administer employees' salaries, incentives, terminal benefits and other entitlements and ensures compliance with statutory requirements;
- vi. Coordinate orientation sessions and arrange on-the-job training for new hires;
- vii. Coordinate preparation and implementation of training and development programmes;
- viii. Facilitate employee relations and welfare including health, safety, sports and culture;
- ix. Ensure ethical conducts including prevention of corrupt practices among staff in the Agency;
- x. Ensure that relevant Human Resource records are kept and updated as required;
- xi. Supervise all Human Resource related administrative activities including Registry functions; and
- xii. Carry out any other related duties as may be assigned to him/her by the supervisor from time to time

1.4.3 QUALIFICATION AND EXPERIENCE:

- i. Master's Degree in Public Administration, Human Resource Management, Business Administration majoring in Human Resource Management, or equivalent qualifications from a recognized institution.
- ii. Minimum of 7 years relevant experience of which 3 must be in a senior position in a reputable institution;

1.4.4 OTHER COMPETENCIES AND KNOWLEDGE

Strong written and communication skills with ability to write reports in a concise and focused style; Possession of leadership and people management skills, and a team player with strong interpersonal and organizational skills.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except 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 letter 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, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **30th May, 2019** 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**