

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/41

04th June, 2019

VACANCY ANNOUNCEMENT

On behalf of the Business Registrations and Licensing Agency (BRELA), National Economic Empowerment Council (NEEC), Tea Research Institute of Tanzania (TRIT), Tengeru Institute of Community Development (TICD), Marine Service Company Limited (MSCL) and Ardhi University (ARU) President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 65 vacant posts mentioned below;

1.0 INTRODUCTION

BRELA is a Government Executive Agency established under the Executive Agencies Act No. 30 of 1997 to facilitate orderly conduct of business and provision of business regulatory services. It was established on the 28th of October, 1999 by Government Notice No. 294 A published on the 8th October, 1999 and it was officially inaugurated on the 3rd December, 1999.

The major functions of BRELA is; to administer various business laws including the Companies Act, 2002, Business Names (Registration) Act (Cap. 213 R.E 2002); Trade and Service Marks Act, (Cap 236 R.E 2002); Patents (Registration) Act (Cap. 217 R.E 2002); Industrial Licensing Act (Cap 46 R.E 2002) and Business Licensing Act (Cap. 208 R.E 2002). In addition, BRELA monitors the registered and licensed entities to ensure legal compliance; and provides dispute resolution services in relation to Patents, Trade and Service Marks Registrations.

BRELA's vision is to become an excellent business registrations facilitator and its mission is to create an attractive business environment by providing quality registration services for companies, business names, industrial licensing and industrial property protection.

1.1 HEAD OF PROCUREMENT MANAGEMENT UNIT- (1-POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Supervise and execute all Procurements (goods, works, consultancy services, non-consultancy services and Disposal of Public Asset by Tender) as per Public Procurement Act.
- ii. Advise on matters pertaining to the procurement and logistics management in accordance with Public Procurement Act and its Regulations;
- iii. Serve as Secretary to the Tender Board;
- iv. Implement Tender Board decisions as per Public Procurement Act;
- v. Prepare, updates and implement Annual Procurement Plan;
- vi. Develop appropriate systems, procedures and guidelines for the procurement function in accordance with the relevant Acts and Regulations;
- vii. Monitor adherence to procurement process and procedures as per Public Procurement Act;
- viii. Procure, maintain and manage supplies, materials and services to support the logistical requirement;
- ix. Assist user departments on preparations of specification/standards of goods and services to be procured and monitor adherence to ensure value for money;
- x. Provide inputs and coordinate the bid evaluations as well as review of bid evaluation report prior to submission to the tender board for approval of award recommendations;
- xi. Prepare tender documents;
- xii. Organize public tender opening and prepares minutes of tender opening session, Ensures that bids, contracts and performance securities are kept in safe custody and that records of procurement proceedings are properly maintained;
- xiii. Prepare contract documents and procurement reports;
- xiv. Manage publication of Tender/Contract awards as per procurement plans and Public Procurement Act;
- xv. Manage and prepare all procurement contracts registers and assets maintenance register;
- xvi. Participate in the preparations of action plan, progress reports and budget;
- xvii. Maintain and archiving of the Procurement and disposal records;
- xviii. Maintain register of all contracts awarded;
- xix. Address all procurement related audit queries (from internal and external auditors);
- xx. Determine and analyze training and development needs for procurement Section to ensure that identified training is executed;
- xxi. Develop and maintain excellent working relationship with all departments' internal and external constituencies through understanding their purpose and objectives; and
- xxii. Perform any other duties as may be assigned by Superior from time to time.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Procurement, Materials Management or equivalent with Master's Degree in Procurement, holder of CPSP/CSP and registered with PSPTB under Authorized Category, working experience of not less than ten (10) years in the relevant field of which 3 years must be in senior position from a reputable organization and must be computer literate.

1.1.3 OTHER COMPETENCIES

Must be Conversant with the Public Procurement Act.

1.1.4 REMUNERATION:

According to Salary scale of BRS 11

1.2 HEAD OF INFORMATION COMMUNICATION TECHNOLOGY AND STATISTICS UNIT- (1-POST)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Advise on the matters pertaining to Information, Communication and Technology as an instrument to improve service delivery;
- ii. Supervise the design and develop ICT systems and oversee installation and maintenance of hardware and software;
- iii. Advise and maintain hardware and software security measures;
- iv. Manage and administer WAN, LAN, WEB server and databases;
- v. Maintain and implement BRELA ICT Policy in accordance to the National ICT Policy;
- vi. Monitor and oversee performance of hardware, software and ICT infrastructure;
- vii. Liaise with e-GA and other Government Institutions in automation and integration of government business processes;
- viii. Implement disaster recovery and business continuity management plan;
- ix. Undertake periodic review of user manuals and liaise with software service providers;
- x. Participate in the preparations of action plan, progress reports and budget;
- xi. Coordinate ICT auditing;
- xii. Prepare Unit training needs requirement; and
- xiii. Perform any other duties as may be assigned from time to time.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science with Master's Degree in Information Technology or equivalent qualification and working experience of not less than ten (10) years in the relevant field of which 3 years must be in senior position from a reputable Institution.

1.2.3 REMUNERATION:

According to Salary scale of BRS 11

1.3 COMMUNICATION OFFICER II- (1-POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Coordinate agency public events;
- ii. Liaison to the media on the activities and services of BRELA when required;
- iii. Implement the timetable for BRELA visitors;
- iv. Guide BRELA visitors as per agreed programme and timetable;
- v. Provide input for unit budget; and
- vi. Performing any other duties as assigned by immediate superior from time to time.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Public Relations, Mass Communications or equivalent and must be computer literate.

1.3.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.4 NETWORK ENGINEER II- (1-POST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Provide technical support related to the networks;
- ii. Maintain and repair all networks managed by the Agency including backups;
- iii. Participate in designing and installation of networks and related accessories and equipment;
- iv. Maintain and repair of Network active and passive equipment;
- v. Troubleshoot all network related problems;
- vi. Undertake management of LAN, wireless systems, telephone systems (PBX);
- vii. Document and communicate network related problems, solutions and the implementation process;
- viii. Assign network resources and user accounts; and
- ix. Perform any other duty as may be assigned from time to time.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science either in Computer Science, Information Technology, Computer Engineering or equivalent qualifications. Possession of an ICT related certifications will be an added advantage.

1.4.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.5 SYSTEM ANALYST II- (1-POST)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Define system and software application requirements;

- ii. Identify system platform, components and dependencies;
- iii. Examine software to ensure quality, reliability, and system security;
- iv. Identify and design solution to meet user requirements;
- v. Assist in conducting user acceptance test;
- vi. Establish detailed program specification through discussion with system end users;
- vii. Perform systems testing (Software validation & verification) and document test results;
- viii. Participate in design review and provide input for user documentation;
- ix. Assist in capturing user requirements (Customer Requirement Specifications);
- x. Assist support staff in supporting and training end users;
- xi. Coordinate systems users and system developers; and
- xii. Perform any other duties as may be assigned from time to time

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science either in Computer Science, Information Technology, Computer Engineering or equivalent qualification. Possession of an ICT related certification will be an added advantage.

1.5.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.6 INTERNAL AUDITOR II- (1-POST)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Audit and verify cash collection & banking;
- ii. Verify cash and bank payments;
- iii. Verify projects taken by the Agency;
- iv. Verify Creditors & Debtors;
- v. Investigate issues concerning theft and fraud;
- vi. Participate in preparation of internal audit reports and submit to the immediate supervisor; and
- vii. Perform any other duties as may be assigned by supervisor from time to time.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Accounting or equivalent qualification and must be computer literate.

1.6.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.7 PERSONAL SECRETARY II- (1-POST)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Type documents and undertakes normal secretarial duties;
- ii. Handle internal and external incoming mail marked for the personal attention of the boss, files and distributes them ensuring proper maintenance and confidentiality;
- iii. Answer routine correspondence, such as acknowledgements, on his/her own initiative without supervision;
- iv. Make follow-up of outstanding correspondence and or replies;
- v. Keep record of files for action by the boss;
- vi. Organize and facilitate meetings of the boss to promote a favourable working environment;
- vii. Respond to routine questions on the telephone, takes messages and forwards the messages to appropriate intended recipients;
- viii. Manage the office arrangement and cleanliness to ensure a favourable working environment;
- ix. Arrange safari arrangements, confirmation of hotel bookings and reservations for the boss;
- x. Maintain appointments and priorities of calls and visits to the boss;
- xi. Receive office visitors and directs them to the relevant offices;
- xii. Make travel arrangements for the boss;
- xiii. Make the necessary facility preparations for departmental meetings;
- xiv. Conduct word processing services to assigned office; and
- xv. Perform any other duties as may be assigned by supervisor from time to time.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Services from Tanzania Public Service College or any other recognized Institution and computer application skills in windows, Microsoft Office, Internet, E-mail and Publisher with three (3) years working experience in the relevant field.

1.7.3 REMUNERATION:

According to Salary scale of BRS 2.1

1.8 DRIVER II (4 POSTS)

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Drive BRELA's Vehicles;
- ii. Report vehicle mechanical defects discovered to the Office Supervisor;
- iii. Keep record of vehicle movements, distance covered within its logbook;
- iv. Keep record of fuel and tyre filled within its logbook;
- v. Report vehicle physical damage to the Office Supervisor;
- vi. Deliver documents to customer as per delivery order and supervisor's instructions;

- vii. Keep records of documents delivered to customers; and
- viii. Perform any other duties as may be assigned by superior from time to time.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI and class C valid driving license and a Trade Test Certificate grade III from a recognized institution like VETA/NIT, with not less than three years driving experience.

1.8.3 REMUNERATION:

According to Salary scale of BRS 2.1

1.9 TELEPHONE OPERATOR II- (5-POSTS)

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Respond on all enquiries and forward them to appropriate departments where necessary;
- ii. Receive and connect incoming calls;
- iii. Maintain electronic incoming and outgoing calls register;
- iv. Receive and direct telephone calls from the general lines to appropriate officers;
- v. Prepare timely and accurate reports;
- vi. Test all the equipment and the lines to ensure they are in good working order; and
- vii. Perform any other duties as assigned by superior from time to time.

1.9.2 QUALIFICATIONS AND EXPERIENCE

National Form IV/VI with Telephone Operator Certificate, Receptionist certificate, Office Management Certificate or equivalent qualification and must be good in public communication and computer literate.

1.9.3 REMUNERATION:

According to Salary scale of BRS 2.1

1.10 LICENCING OFFICER II- (5-POSTS)

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Receive and process Business licensing applications in accordance with the and its regulation;
- ii. Conduct Business licensing inspection;
- iii. Maintain Business licensing statistics;
- iv. Preserve manual and electronic Business licence documents;
- v. Prepare and presents analytical assessment of Business Licenses application;
- vi. Assist potential investors with technical information and advice on suitable investment possibilities;

- vii. Provide technical advice to prospective investors on viability of Business Licensing projects;
- viii. Issue Business Licenses and certificates of registration;
- ix. Prepare progress reports; and
- x. Perform any other duties as may be assigned by superior from time to time.

1.10.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Economics, Statistics, Business Administration, LLB or equivalent and must be computer literate.

1.10.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.11 REGISTRATION OFFICER II- (5-POSTS)

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Receive new applications, processing by checking correctness of information, including similarities of proposed names/logo, particulars of applicants, directors, Company Secretary, enter recommendation, including, particulars of Owners, Agent;
- ii. Check correctness of specification of goods/ services and sending to IPAS from generating application number;
- iii. Classify goods sent to IPAS for generating application number;
- iv. Receive applications for name reservation and conduct online search to determine actual similarities, enter recommendations and submit to the Authoring Officer for decision;
- v. Receive various post-registration documents for assessment and ascertain corresponding payments of various fees payable to BRELA;
- vi. Scan, Print and Stamp documents uploaded by customers through ORS ready for updating and approvals;
- vii. Capture and attend New Application for Patents Trade and Service Marks from ARIPO and updating old files by processing to the system;
- viii. Conduct formality examination by checking and identifying similarities of a Mark name; and
- ix. Perform any other duties as may be assigned by the supervisor from time to time.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Records Management, Business Administration, Economics, LLB or its equivalent and must be computer literate.

1.11.3 REMUNERATION:

According to Salary scale of BRS 6.1

1.12 REGISTRATION ASSISTANT II- (10-POSTS)

1.12.1 DUTIES AND RESPONSIBILITIES

- i. Allocate Registration number to the new application;

- ii. Reply to custom searches;
- iii. Embosses certified documents including certificates, mortgages and debentures;
- iv. Issue acceptance/rejection letters to applicants;
- v. Conduct initial name search to ensure there is no duplication;
- vi. Examine application file for completeness to ensure that all the necessary documents and processes are followed as per regulations;
- vii. Prepare certificates of grant of patents, industrial designs and utility models and seal them;
- viii. Process Patent Cooperation Treaty (PCT) applications from the World Industrial Property Organization (WIPO) and other international applications;
- ix. Process patents, industrial designs and utility models applications from the African Regional Industrial Property Organization (ARIPO);
- x. Process and recording change of names and addresses;
- xi. Record or enter debentures and mortgages in register;
- xii. Perform reconciliation of different documents to ascertain correctness and uniqueness; and
- xiii. Perform any other duties as may be assigned by the supervisor from time to time.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI with Diploma in Law or Business Administration, and must be computer literate.

1.12.3 REMUNERATION:

According to Salary scale of BRS 3.1

1.13 RECORDS MANAGEMENT ASSISTANT II- (5-POSTS)

1.13.1 DUTIES AND RESPONSIBILITIES

- i. Prepare file register;
- ii. Receive in-coming mail and records them in relevant register;
- iii. Stamp in-coming mail;
- iv. Custodian of all letters and all attached documents referred to;
- v. Send mail preview box to previewing officers;
- vi. Take daily notes of files in various offices to up-date the movement;
- vii. Proofread all outgoing letters and make advise for correction accordingly;
- viii. Make sure all letters are signed by relevant desk officers;
- ix. Circulate flimsy file to the authorized officer; and
- x. Perform any other duties as may be assigned by the supervisor from time to time.

1.13.2 QUALIFICATIONS AND EXPERIENCE

National Form IV/VI with Diploma in Records Management or related field from a reputable Institution and must be computer literate.

1.13.3 REMUNERATION:

According to Salary scale of BRS 3.1

1.14 OFFICE ASSISTANT- (1-POST)

1.14.1 DUTIES AND RESPONSIBILITIES

- i. Assist in organizing for pre-meeting arrangements when needed;
- ii. Distribute mail internally to respective staff;
- iii. Duplicate documents, such as circulars and other publications;
- iv. Circulate files and documents internally to respective staff;
- v. Receive external mail and ensures it is noted in the registry;
- vi. Prepare and serve refreshments during in house meetings and workshops; and
- vii. Perform any other messenger duties as may be assigned by Superior from time to time.

1.14.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education with relevant certificate from VETA, ability to communicate in English and Kiswahili Both oral and written and must be computer literate.

1.14.3 REMUNERATION:

According to Salary scale of BRS 1.1

2.0 THE NATIONAL ECONOMIC EMPOWERMENT COUNCIL (NEEC)

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.

2.1.1 MANAGER OF LOCAL CONTENT (1 POST) – (RE-ADVERTISED)

2.1.2 REPORTING TO: DIRECTOR OF EMPOWERMENT FACILITATION AND LOCAL CONTENT

2.1.3 OBJECTIVE: To Coordinate and Facilitate Local Content initiatives.

2.1.4 DUTIES AND RESPONSIBILITIES

- i. Develop, coordinate, guide, supervise, monitor and evaluate implementation of the national multi- sectorial 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.

2.1.5 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Economics, Accounting, Marketing, Commerce, Entrepreneurship, Law (L.L.B) with internship, plus Masters' Degree in the relevant fields from recognized institutions, with working experience of not less than 5 years in senior position.

2.1.6 REMUNERATION

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

3.0 THE TEA RESEARCH INSTITUTE OF TANZANIA (TRIT)

The Tea Research Institute of Tanzania (TRIT) is an autonomous organization representing the Government of Tanzania and the tea industry. Its duty is to support the continued development of the tea industry, both large and small-scale producers, with appropriate high quality, cost effective research and technology transfer. It is funded by both public and private sector and by grant aid from willing donors.

3.1.1 CHIEF ACCOUNTANT - (1 POST) – (RE-ADVERTISED)

3.1.2 DUTY STATION

TRIT operates at two locations: Ngwazi Tea Research Station, located in Mufindi District, Iringa Region and Marikitanda Tea Research Station located in Amani Muheza District, Tanga Region.

3.1.3 DUTIES AND RESPONSIBILITIES

- i. Head and overall in-charge of Finance Department;
- ii. Determining capital requirement of the Institute;
- iii. Planning, managing and controlling investment;
- iv. Custodian of the Institute Assets;
- v. Liaison with Banks and other sources of Capital monies in matters relating to provision of funds required by the Institute;

- vi. Liaison with the Institute Development Planning Technology Service and Marketing on matters related to the Institute Revenue and Expenditure;
- vii. Timely Prepare annual accounts ready for audit;
- viii. Liaison with the external auditors on matters related to annual audit and statutory issues; and
- ix. Answerable and Responsible to the Executive Director.

3.1.4 QUALIFICATIONS AND EXPERIENCE

Bachelor of Commerce (Finance) CPA (T), ACA, ACCA or equivalent Accountancy professional qualifications and should be registered with NBAA in the category of Authorized Accountant. Candidate should have not less than eight (8) years of experience of which four (4) must be in a Senior Managerial position.

3.1.5 PERSONAL EMOLUMENTS

The successful candidate will be entitled to an attractive package commensurate with job requirements. A basic Salary Scale: TRITS.10 will be paid.

3.1.6 DURATION

This is a permanent and pensionable position.

3.2 RESEARCH DIRECTOR- (1 POST) – (RE-ADVERTISED)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. Coordinate research and technology transfer activities.
- ii. Coordinate research priority setting, formulation, monitoring and evaluation.
- iii. Ensuring timely preparations of the annual and other reports for the Board of Directors and donors.
- iv. Pursuing research in the area of basic skills and related topics
- v. Deputizing for the Executive Director.
- vi. Responsible for monitoring of the approved research projects and timely submission of progress reports thereof.
- vii. Co-ordinates all activities of other departments related to manpower development.

3.2.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Agricultural Field with extensive research In-Service and 7 publications in recognized journals.
- Must have at least eight years In-Service of which 4 years in Senior Managerial position.
- Must have extensive research in-service experience and five publications in recognized journals.
- Must have shown ability in relating research findings and their applications.
- Also must be computer literate especially in research data processing and analysis.

3.2.3 REMUNERATION

Salary Scale: **TRITS.11**

4.0 TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

The Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged Institute. The Tengeru Institute of Community Development (TICD) was established by the Tengeru Institute of Community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

4.1 ASSISTANT LECTURER – LAW (1 POST)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaching up to NTA level 8 (Bachelor's Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carries out consultancy and community services under close supervision;
- v. Supervise students' seminars, research and field projects;
- vi. Prepare and manage students' seminar tasks;
- vii. Prepare training manuals and related training materials; and
- viii. Performs any other duties and responsibilities assigned by supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Master Degree in Law (LLM) with Bachelor Degree in Law. The candidate should be eligible for registration as technical teacher with a minimum of 3.5 GPA in their Bachelor Degree.

4.1.3 REMUNERATION

The successful candidate will receive competitive remuneration and benefits according to TICD Scheme of Services.

4.2 DRIVER II - (2 POSTS)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. Handle and drive the vehicle assigned;
- ii. Keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip;
- iii. Make regular inspection of vehicles;
- iv. Carry out minor repairs to the vehicle;
- v. Collect and dispatch mails;
- vi. Clean vehicles;

- vii. Maintain up-to-date logbook in connection with vehicle movements; and
- viii. Perform other related duties as may be assigned from time to time by Supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Ordinary Secondary School Certificate and Class 'C' or 'E' driving license. Attended Basic Driving Course offered by VETA or any recognized Institution. Motor vehicle driving experience of at least one (1) year without causing an accident would be an advantage.

4.2.3 REMUNERATION:

The successful candidate will receive competitive remuneration and benefits according to TICD Scheme of Services.

5.0 MARINE SERVICES COMPANY LIMITED (MSCL)

Marine Service Company Limited (MSCL) was incorporated under the Companies Ordinance (Cap 212) on 08th December, 1997. Major aim of the Establishment of the Company was to transport people and cargo along the shore of Lake Victoria, Lake Nyasa and Lake Tanganyika. Company's vision statement is "To be the most competitive, reliable, safe and customer oriented maritime transport Company worldwide."

5.1.1 CHIEF INTERNAL AUDITOR (1 POST)

5.1.2 DUTIES AND RESPONSIBILITIES

- i. Overall in charge of all auditing activities in the Company;
- ii. Head of the Internal Audit Unit at MSCL;
- iii. Overseeing preparation of work programmes for the audit of the branches/Departments and monitoring audit work to ensure efficient execution of work programme as prepared;
- iv. Overseeing preparation and ensuring regular review of internal audit work programmes are strictly adhered to at all times;
- v. Developing comprehensive audit programme of the Company with a view to establish adherence to established systems, procedures and regulations and ensuring their accuracy; and
- vi. Performing any other duties as assigned by the Chief Executive Officer.

5.1.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Accountancy or Finance from a recognized institution with CPA (T) or its equivalent qualification. He/she must be

registered with NBAA in the category of Certified Public Accountant. At least seven (7) years proved experience as an accountant/auditor five (5) of which as senior auditor in a reputable organization. Must be computer literate.

5.1.4 REMUNERATION

Salary will be MSA 5 with fringe benefits as approved by the Board of Directors of MSCL.

5.1.5 EMPLOYMENT STATUS

Permanent and Pensionable terms.

5.2 MARKETING AND COMMERCIAL MANAGER (1 POST)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. Chief advisor of the Chief Executive Officer in all matters related to research, planning and Marketing;
- ii. Ensuring that the MSCL marine vessels are used efficiently and effectively;
- iii. Developing the Marketing strategies for the Company in the line with the Company objectives;
- iv. liaise with Branch Managers on the effective utilization of the Company vessels;
- v. Overseeing the Company's marketing budget;
- vi. Maintaining effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives;
- vii. Conduct economic and commercial surveys to identify potential markets for products and services;
- viii. Marketing MSCL Services inside and outside the Country; and
- ix. Performing any other duties as assigned by the Chief Executive Officer.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Marketing or Commerce from a recognized institution. Master's in Business Administration is an added advantage. At least seven (7) years proved experience in a senior management position in reputable organization in Marketing or related field from recognized institution. Must be computer literate.

5.2.3 REMUNERATION

Salary will be MSA 5 with fringe benefits as approved by the Board of Directors of MSCL.

5.2.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

5.3 TECHNICAL MANAGER (1 POST)

5.3.1 DUTIES AND RESPONSIBILITIES

- i. Over all in charge of all maintenance activities at the Company;
- ii. Chief advisor of the Chief Executive Officer in all matters concerning projects and maintenance works;
- iii. Assisting Chief Executive Officer in the formulation and implementation of all technical policies related to shipping and ensuring that all aspects of the Tanzania Shipping Act are complied with;
- iv. Ensuring that all ships and other machinery are always in working conditions and seaworthy;
- v. Responsible for accident monitoring, investigation and prevention measure
- vi. Responsible for ships annual surveys, classification and ensuring that all vessels are insured as appropriate;
- vii. Overseeing implementation of MSCL vessels according to the maintenance plan; and
- viii. Performing any other duties as assigned by the Chief Executive Officer

5.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Marine Engineering or its equivalent from recognized institution. Holder of Chief Engineer Certificate of Competence. Masters in Marine Engineering/ Maritime Management is an added advantage. At least seven (7) years proved experience in maritime engineering in reputable organization, three years (3) of which in a management of maintenance work. Must be computer literate.

5.3.3 REMUNERATION

Salary will be MSA 5 with fringe benefits as approved by the Board of Directors of MSCL.

5.3.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

5.4 CHIEF ENGINEER II (6 POSTS)

5.4.1 DUTIES AND RESPONSIBILITIES

- i. Supervising and ensuring the efficient operation and maintenance of all propulsion and electrical systems of the vessel;
- ii. Supervising and coordinating the activities of all the engine room employees assigned to the vessel;
- iii. Ensuring that the vessel's mechanical and electrical machinery is properly maintained and serviced including all watertight doors, valves, piping, wiring

- within engine room, as well as shaft alleys, steering compartments, storerooms and areas below the floor plates ,voids and uptakes;
- iv. Making frequent inspections of mechanical and electrical systems;
 - v. Assigning licensed and unlicensed engine room employees to duty stations;
 - vi. Maintain strict discipline of engine room crew; and
 - vii. Performing any other duties as assigned by the Supervisor.

5.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Electrical, Mechanical Engineering, Marine Engineering Technology or its equivalent from recognized Institution. Certificate of Secondary Education Examination (CSEE)/Advance Certificate of Secondary Education Examination (ACSEE) with good pass in Physics, Chemistry, Mathematics and English. Holder of Rating Foaming Part of Engineering watch. Certificate of Competence Class III (COC 3) with Service Endorsement. At least five (5) years working experience in a reputable marine organization. Must be a computer literate.

5.4.3 REMUNERATION

Salary will be MSB 4 with fringe benefits as approved by the Board of Directors of MSCL

5.4.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

5.5 MARINE ENGINEER OFFICER II (2 POSTS)

5.5.1 DUTIES AND RESPONSIBILITIES

- i. Responsible for running, operations and maintenance of propulsion and electrical systems aboard the vessel;
- ii. Routinely inspecting and maintaining all equipment's, reports malfunctions and makes adjustments or repairs as directed by Chief Engineer;
- iii. Inspect and maintain all equipment and reports malfunctions and make adjustments or repairs;
- iv. Recommend necessary repairs and adjustments;
- v. Monitor fuel and lubricants consumption;
- vi. Advise on applicable marine engineering rules and regulations;
- vii. Monitor log book entries; and
- viii. Performing any other duties as assigned by the Chief Engineer.

5.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Marine Engineering. Certificate of Secondary Education Examination (CSEE) /Advance Certificate of Secondary Education Examination (ACSEE) with good pass in Physics, Chemistry, Mathematics and English. Holder of Rating Foaming Part of Engineering watch. Certificate of Competence Class III (COC 3). Must be a computer literate.

5.5.3 REMUNERATION

Salary will be MSB 2 with fringe benefits as approved by the Board of Directors of MSCL

5.5.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

5.6 TRAFFIC CLERCK II (5 POSTS)

5.6.1 DUTIES AND RESPONSIBILITIES

- i. Verifying and keeping records on incoming and outgoing shipments;
- ii. Receiving, unpacking, verifying and recording incoming merchandise or material;
- iii. Collect cargo and passenger revenue as per applicable tariffs;
- iv. Prepare relevant returns;
- v. Comply with commercial and operations policies, rules and regulations;
- vi. Perform cargo loading and offloading operations; and
- vii. Performing any other duties as assigned by the Supervisor.

5.6.2 QUALIFICATIONS AND EXPERIENCE

Certificate either in Business Administration, Accountancy, Goods and Coaching Accounts, Transport and Logistics Management or its equivalent from a recognized Institution. Must be computer literate.

5.6.3 REMUNERATION

Salary will be MSC 3 with fringe benefits as approved by the Board of Directors of MSCL.

5.6.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

6.0 ARDHI UNIVERSITY (ARU)

Ardhi University (ARU) is a public university in Dar es Salaam, Tanzania. It was established 28th March 2007, though it has been offering training for more than 60 years in different status. It is situated on Observation Hill close to University of

Dar es Salaam, in which it was a constituent college from 1996-2007, when it was known as University College of Lands and Architectural Studies—UCLAS. Prior being part of University of Dar es Salaam, Ardhi University was known as Ardhi Institute with history extending to mid-1950s.

6.1.1 PERSONAL SECRETARY III -(1 POST)

6.1.2 DUTIES AND RESPONSIBILITIES

- i. Types all general correspondence including confidential matters.
- ii. Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils
- iii. Prints reports, letters etc.
- iv. Takes proper care of office machines and equipment in one's respective office.

6.1.3 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies from a recognised institution and Shorthand/Hatimkato 100/120 w.p.m., typing 50 w.p.m, tabulation and manuscript stage III.

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 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 **18th June, 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