

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/71

04th September, 2019

VACANCIES ANNOUNCEMENT

Public Service Recruitment Secretariat on behalf of The Mining Commission, invites qualified Tanzanians to fill **116** vacant posts as mentioned hereunder.

1.0 BACKGROUND

The Mining Commission is established under the Mining Act 2010 as amended by Written Laws (Miscellaneous Amendment) Act 2017. The Commission came into existence through the Government Notice No. 27 issued on 7th July, 2017. The Commission has taken over all operational functions that were being performed by Minerals Division under Ministry of Energy and Minerals and all functions that were being performed by Tanzania Minerals Audit Agency (TMAA) and Tanzania Diamond Sorting Organization (TANSORT). The responsibility of the Minerals Division shall now be advising the Minister on all matters related to the mining sector. The aim of the Commission is to enhance management of the Mining Sector and to ensure that the Government is benefiting from the income generated in a sustainable manner.

1.1 GEOLOGIST II – 28 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist preliminary process of issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;

- ii. To assist in inspection and monitoring of mineral exploration/ prospecting activities to ensure that they are executed in accordance to approved programmes and budget;
- iii. To assist in qualification and quantification of the produced minerals;
- iv. To assist in processing and issuing of export and import permits for minerals;
- v. To assist in inspection of major, medium and small-scale mining development projects and ensure that they operate according to safety, health and environmental country guidelines;
- vi. To collect and sort quarterly reports submitted by mining operators and evaluate performance against work program;
- vii. To assist in establishment and maintenance of database of the mineral potential for promotion of value addition activities in the country;
- viii. To assist in maintaining the Mining License Register;
- ix. To assist data/information updates on Mineral Trading and Exports registers at RMOs and cadastre;
- x. To advise Mineral Rights and Licenses applicants on the status of their application;
- xi. To prepare responses to customer queries and searches and draft written official responses; and
- xii. To perform any other related duties as assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Geology from recognized Institution.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale **MCSS 6**

1.2 ENVIRONMENTAL SCIENTIST II – 8 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To collect mines data and information related to environmental matters from time to time;

- ii. To conduct physical inspection at the mine site and minerals processing plants to observe environmental protection and management activities;
- iii. To obtain mines environmental management documents (EIS, EMPs, EPPs, MCP) for review prior to field inspection;
- iv. To review mine closure plans and associated cost for sufficient funds allocation so as to insure smooth closure and environmental rehabilitation activities;
- v. To assist in preparation of annual environmental audit schedule;
- vi. To prepare summaries of audit findings and make follow-up on their implementation;
- vii. To recommend steps against mines that fail to implement sound environmental management practices;
- viii. To prepare reports on audited mines and minerals processing plants; and
- ix. To perform any other related duties as assigned by supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Environmental Science and Conservation, Environmental Science and Management, Environmental Engineering or Environmental Laboratory Science and Technology from a recognized Institution.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 6**

1.3 ENGINEER II (MINING ENGINEERING) – 15 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To collect, analyse and keep mining information/data, accidents records and other related statistical data and information;
- ii. To examine mine plans, plant designs and related structures;
- iii. To assist in designing and supervision of drilling and blasting plans;
- iv. To assist in assessment of the feasibility studies of new sites;
- v. To assist in monitoring and evaluation of mines performance;
- vi. To assist in monitoring operations and equipment comply with health, safety and environmental requirements;
- vii. To record tracking and keeping in the mines operations;

- viii. To assist in identification and recommend suitable mining method, mining equipment and machinery particularly for Small Scale Miners;
- ix. To train small scale miners on the Mining Act and its Regulations and issues related to safety in mining;
- x. To assist in developing individual objectives and/ or targets as part of the individual performance agreement in consultation with the immediate supervisor; and
- xi. To perform any other related duties as assigned by supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mining Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 6**

1.4 ENGINEER II (MINERAL PROCESSING) – 10 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To monitor the actual production of minerals in medium and large scale miners;
- ii. To assist in ascertaining and recording the weight of minerals produced in various stage of process in medium and large scale mines;
- iii. To assist in sampling of the minerals produced, recording and packing of the samples in appropriate packages ready for sending to the laboratory for analysis;
- iv. To assist in verifying/calculating and recording the actual weight of chemical reagents used in dry calcite prior to smelting in medium and large scale mines;
- v. To collect and analyze mineral production data and/or information and their associated statistics;
- vi. To examine mineral processing techniques used in the mines and advice accordingly;
- vii. Conduct training to small scale licensed mineral processing operate on proper processing technology;
- viii. To assist in witnessing and records daily sorting and recovery of gemstones in gemstones mines;

- ix. To assists in monitoring and control of daily shaft face picking after blasting of gemstones in gemstones mines;
- x. To establish and maintain a database of processing plants, smelters and refinery; and
- xi. To perform any other related duties as assigned by supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mineral Processing Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 6**

1.5 LABORATORY SCIENTIST II - 5 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare standard solution samples for classical methods of analysis;
- ii. To prepare working equipment and apparatus for sample analysis;
- iii. To perform high precision analysis of different mineral samples and provide quality assurance and quality control on all analysis results and assure that they are delivered at time manner;
- iv. To calibrate laboratory machines used for analysis;
- v. To ensure total adherence to all safety, Occupational Health and Environmental Policies of laboratory;
- vi. To develop individual objectives or targets and performance standards as part of individual performance; and
- vii. To perform any other related duties as assigned by supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Chemistry, Geochemistry, or Mineralogy/Petrography from recognized Institutions. Must be computer literate.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 6**

1.6 TECHNICIAN II (GEOLOGY) – 15 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To prepare necessary documents, data and information for issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii. To assist in collection of geological data and information related to exploration, mining, exploitation and mineral trade;
- iii. To prepare documents, reports, plans and other logistics to facilitate inspection and monitoring of mineral exploration and prospection activities;
- iv. To assist in controlling minerals smuggling through major exit points;
- v. To undertake routine systematic geological sample collection, preparation, storage and submission to laboratory for further investigation;
- vi. To assist in collection, compilation and pre-processing of Mineral Rights and licensing applications;
- vii. To assist in preparation of responses to customer queries and searches;
- viii. To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- ix. To perform any other related duties as assigned by supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Geology from a recognized Institute.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 4**

1.7 TECHNICIAN II (MINING) – 20 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collecting and analysing mining and explosives information and data;

- ii. To assist in preparation of inquiries and other logistics related to investigations in mining accidents and incidences;
- iii. To assist in monitoring explosives handling, storage and usage and disposal in the country;
- iv. To assist in preparing and pre-processing applications for blasting certificates;
- v. To develop individual objectives and targets and performance standards as part of individual performance agreement in consultation with his/her immediate supervisor;
and
- vi. To perform any other related duties as assigned by supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Mining Engineering from a recognized Institute.

1.7.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 4**

1.8 TECHNICIAN II (MINERAL PROCESSING) – 15 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To collect mineral value addition information and data;
- ii. To assist process engineers in sample collection and analysis;
- iii. To record all received samples from the mines in a sample log book;
- iv. To keep safe custody of laboratory equipment and chemicals;
- v. To assist in preparation and pre-processing of documents and data for issuance of mineral beneficiation (processing, smelting and refining) licenses;
- vi. To develop individual objectives or targets and performance standards as part of individual performance agreement in consultation with the immediate Supervisor;
and
- vii. To perform any other related duties as assigned by supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Mineral Processing Engineering from a recognized Institute.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale **MCSS 4**

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 **17th September, 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**