

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/95

23rd October, 2019

VACANCY ANNOUNCEMENT

On behalf of The Universal Communications Service Access Fund (UCSAF) President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 1 vacant post mentioned below;-

THE UNIVERSAL COMMUNICATIONS SERVICE ACCESS FUND (UCSAF)

The Universal Communications Service Access Fund (UCSAF) has been established under section 4 (1) of the Universal Communications Service Access Act No.11 of 2006, Cap 422, with the following objectives; -

- i. To ensure the availability of communication services in rural and urban under- served areas;
- ii. To promote the participation of the public and private sector in the provision of universal service in the rural and urban under-served areas;
- iii. To promote the socio-economic development of the rural and urban under served areas;
- iv. To create a framework for an open and efficient access to and use of communication and service in production and availability of competitive market;
- v. To promote widespread provision of quality services at affordable rates and ensure that, rural and urban under-served areas have access to communication and information services at a reasonable and affordable prices; and
- vi. To ensure availability of universal services by enhancing communications services access through private sector participation

1.1 SENIOR CORPORATE COMMUNICATIONS OFFICER II – 1 POST

1.1.1 Duties and Responsibilities

- i. To manage Corporate branding and image of the Fund;
- ii. To manage discrepancies between the company's desired identity and brand features;
- iii. To develop Strategic Corporate Communications Plans that leverage multiple traditional and innovative elements to create a powerful, impactful program;
- iv. To promote the Fund's brand and engage executives and customers in relevant industry dialogues;
- v. To mobilize internal and external support to meet the Fund's organizational objectives;
- vi. To manage communications with all stakeholders of the Fund; relationships with investors, business persons in ICT sector, media, internal and external audiences etc.;
- vii. To assist in managing Corporate Social Responsibility (CSR) activities of the Fund;
- viii. To position the Fund strategically as a key player in its core business and maintain a good understanding of the Fund's core business;
- ix. To manage relationships with the media, organize press briefings, write and disseminate press releases to the media through different channels; and
- x. To carry out any other duties as assigned from time to time by supervisor.

1.1.2 Qualifications and Experience

Holder of University Bachelor Degree either in Journalism, Public Relations, Mass Communication or equivalent from a recognized University or Institute with minimum of six (6) working experience in related field.

1.1.3 REMUNERATION

Successful candidate will be offered attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

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 upload their certified copies of the following certificates in the recruitment portal;
 - 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, P.O. Box 63100, Utumishi House, 8 Kivukoni Road, 11404 Dar es Salaam.
- xiii. Deadline for application is **5th November, 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

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