

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/L/149

28th June, 2021

VACANCY ANNOUNCEMENT

On behalf of the Business Registration and Licensing Agency (**BRELA**) Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **4** vacant posts mentioned below.

1.0 BUSINESS REGISTRATION AND LICENSING AGENCY (BRELA)

Brela is a Government Executive Agency which was established under the Executive Agencies Act no. 30 of 1997 and established on the 8th October, 1999 through Government Notice No. 294. The Agency was officially inaugurated on the 3rd December 1999 so as to facilitate orderly conduct of business and provision of business regulatory services. The major functions of BRELA is to administer various business laws including the Companies Act Cap 236 R.E 2002; Business Names Act Cap 213 R.E 2002; Trade and Service Marks Act Cap 236 R.E 2002; Patents (Registration) Act Cap. 217 R.E. 2002; National Industries Registration and 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 handles disputes resolution services in relation to Patents, Trade and Service Marks Registrations and removal proceedings

1.1 LEGAL OFFICER II - 4 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To process, scrutinize and approve applications;
- ii. To reconcile files/documents and update into the ORS;
- iii. To respond to the online and offline official searches.

- iv. To advise Intellectual Property stakeholders (clients/customers)
- v. To appear in courts of law on matters related to Intellectual Property;
- vi. To drafts and files necessary court documents/pleadings;
- vii. To prepare and conduct workshops and seminars
- viii. To prepare periodic reports required by BRELA Management;
- ix. To provide inputs for preparation of periodic reports;
- x. To provide inputs for development and review of policies and guidelines;
- xi. To perform any other duties as may be assigned by immediate supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Laws (L.L.B) **with Intellectual Property background** from any recognized University and who has successful attended legal practical training from the Law School of Tanzania or successful Internship program from the Attorney General Office. Masters in law (L.L.M) in Intellectual Property or Masters of Intellectual Property (MIP) will be an added advantage.

1.1.3 REMUNERATION-Salary Scale of BRELA 7.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. 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 2320, Utumishi Building at University of Dodoma - Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **11th July, 2021**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**