

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/270/01/A/166

10th October, 2022

VACANCY ANNOUNCEMENT - ONE YEAR CONTRACT EMPLOYMENT

On behalf of the Cereals and Other Produce Board of Tanzania (CPB) Public Service Recruitment Secretariat invites qualified Tanzanians to fill sixty four (**64**) vacant (**One Year Contract**) posts mentioned below.

1.0 THE CEREALS AND OTHER PRODUCE BOARD OF TANZANIA (CPB)

The Cereals and Other Produce Board of Tanzania (CPB) is a government institution established through the Cereals and Other Produce Act No. 19 of 2009 to provide for promotion and development of cereals and other agricultural produce and to provide for other related matter. According to the act, the main function of the Board is to carry out commercial activities and such other activities as are necessary, advantageous or proper for the development of the cereals and other produce industry.

1.1 QUALITY ASSURANCE OFFICERS –CEREALS AND OTHER PRODUCE – 6 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To inspect cereals and other produce mills, warehouses, silos, premises and weighing scales as may be prescribed by the Board;

- ii. To assess the quality of cereals and other produce or cereals and other produce products based on established standards and procedures;
- iii. To set standards for cereals and other produce processed, blended and packed by the Board;
- iv. To monitor and evaluate the quality of cereals and other produce from the farmers, warehouses, silos, mills based on established standards and procedures in the Board; and
- v. To perform any other related duties as may be directed from time to time by the Superiors.

1.1.2 QUALIFICATION AND EXPERIENCES

Holder of a Degree either in Agriculture, Food Processing, Process Engineering, Environment Engineering and Food science and Technology from a recognized Institution.

1.1.3 RENUMERATION

As per CPB Salary Scale.

1.2 QUALITY ASSURANCE OFFICER (ELECTRICAL ENGINEERING) – 3 POSTS,

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To design, control, and implement electrical systems and products;
- ii. To develop manufacturing processes according to global engineering codes and standards;
- iii. To manage engineering projects and deliver them on time;
- iv. To define customer needs and requirements;
- v. To ensure that installations and applications are in line with customer needs and safety standards;
- vi. To collaborate with engineers and technicians to design and apply new system processes;
- vii. To perform quality and performance analysis on new and legacy IT systems;
- viii. To summarize data and report on test results;

- ix. To examine needs on new equipment, calculate costs and help prepare budgets
Monitor maintenance and inspection plans; and
- x. To perform any other related duties as may be directed from time to time by the Superiors.

1.2.2 QUALIFICATION AND EXPERIENCES

Holder of a Bachelor Degree in Electricity and Electrical Engineering from a recognized Institution.

1.2.3 RENUMERATION

As per CPB Salary Scale

1.3 QUALITY ASSURANCE OFFICERS (CIVIL ENGINEERING) - 2 POSTS,

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To undertake technical and feasibility studies and site investigations and risk management;
- ii. To manage, supervise and visit sites to advice on engineering issues;
- iii. To think creatively and logically to resolve design and project development problems;
- iv. To prepare, review and approve project drawings, **BOQ** using professional standards;
- v. To act as coordinator between client (CPB) and any contractor / consultant engaged in the project;
- vi. To advise CPB in technical issues related in civil engineering work;
- vii. To prepare report on the project progress;

- viii. To ensure project runs smoothly and completed on time and within the budget;
- ix. To correct any project deficiencies that affect production, quality and safety requirements before financial evaluation and project reviews;
- x. To frequent site visits, to solve site problems;
- xi. To provide best technical advice on the use of construction equipment in regard to technological advancement;
- xii. To perform any other related duties as may be directed from time to time by the Superiors.

1.3.2 QUALIFICATION AND EXPERIENCES

Holder of a Bachelor Degree in Civil Engineering from a recognized Institution.

1.3.3 RENUMERATION

As per CPB Salary Scale

1.4 QUALITY ASSURANCE OFFICER (MECHANICAL ENGINEERING) - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To coordinate actions and inspections to ensure compliance with contract drawings and operations;
- ii. To manage and maintain accurate field notes and maintain flow of technical information and prepare comprehensive assessment records for all supplied machines and associated equipment;
- iii. To prepare all project documents and design all purchase order and project schedules and ensure compliance to all health and safety polices and participate in evaluation of all engineer personnel;
- iv. To establish the need and coordinate field visits with professionals of office disciplines for problems related to the development of the construction work.
- v. To evaluate unforeseen field conditions and coordinate with project manager and other professionals;

- vi. To manage and supervise safe removal and storage of the existing old machinery and equipment and to advice on appropriate use of the same;
- vii. To provide professional advice in the design of process flow and waste management system;
- viii. To create and handle schedule to constriction staff, performing field quality control tests, assessing the material quality and quantity; verifying and approving invoices, overseeing work of the staff, ensuring compliance with quality standards guaranteeing material availability; and
- ix. To recommend repair work, survey blueprints and maps, provide technical advice, identify construction constraints, and prepare period reports.

1.4.2 QUALIFICATION AND EXPERIENCES

Holder of a Bachelor Degree in Mechanics and Mechanical Engineering from a recognized Institution.

1.4.3 RENUMERATION

As per CPB Salary Scale

1.5 QUALITY ASSURANCE OFFICER (LABORATORY SCIENCES) – 3 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To receive, label and analyze samples (raw wheat, raw maize, wheat flour, maize flour);
- ii. To design and execute laboratory testing according standards;
- iii. To conduct experiments under defined conditions to verify/ reject various type of hypotheses using refined scientific methods;
- iv. To procedure, make observations and interpret findings;
- v. To organize and store all chemicals substances, fluids and compressed gases according to safety instructions;
- vi. To record all data and results in specific forms with accuracy;
- vii. To be responsible for maintaining equipment and assist in ordering laboratory supplies; and

- viii. To ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.

1.5.2 QUALIFICATION AND EXPERIENCES

Holder of Bachelor Degree either in Chemistry, Chemical Engineering, Food Science and Technology, Biotechnology and Laboratory Science from a recognized Institution.

1.5.3 RENUMERATION

As per CPB Salary Scale.

1.6 LEGAL OFFICER – 1 POST

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To compile evidence relevant for court cases involving the Board;
- ii. To assist in taking charge of documents and correspondences of already assigned cases;
- iii. To assist in dealing with legal routine correspondences addressed to the Board;
- iv. To file and appear for proceedings in courts;
- v. To assist in administering compliance to the terms of agreements and contracts;
- vi. To compile a list of amended legislations, regulations and rules; and
- vii. To maintain an updated database of court decisions.

1.6.3 QUALIFICATION AND EXPERIENCES

Holder of Degree in Laws (LLB) from any recognized University/Institution, who has passed a recognized practical legal training or undergone internship programme recognized by the Attorney General.

1.6.4 RENUMERATION

As per CPB Salary Scale

1.7 MARKETING OFFICERS – 12 POSTS

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To collect, compile and disseminate data on marketing of cereals and other produce, distribution, export/import and other information on the cereals and other produce industry both national and international;
- ii. To make periodic research /surveys in the major market areas in the country to access cereals and other produce market trends supply and demand thereof;
- iii. To facilitate marketing surveys to validate collected data/information;
- v. To prepare cereals and other produce marketing and sales plans in consultation with the Principal Marketing and Sales Officer;
- vi. To implement approved cereals and other produce sales strategies;
- vii. To participate in activities, which promote the marketing of the cereals and other produce industry in Tanzania;
- viii. To perform any other duty as may be directed from time to time by the Senior Officer

1.7.3 QUALIFICATION AND EXPERIENCES

Holder of a Bachelor Degree either in Marketing, Bachelor Degree of Commerce in Marketing or Business Administration in Marketing Management from a recognised institution.

1.7.4 RENUMERATION

As per CPB Salary Scale.

1.8 PROCUREMENT AND LOGISTICS MANAGEMENT OFFICERS – 8 POSTS

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To make follow up on receiving, storing and distribution of all stock items;
- ii. To maintain a location index system in the store;
- iii. To issue approved tendering and contract documents;
- iv. To manage an archive record of the procurement and disposal process;
- v. To maintain a list or Register of all contract awarded;
- vi. To maintain an updated inventory of goods, supplies and materials;
- vii. To assist in the process of procurement tenders as per approved Board policies and procedures;
- viii. To maintain records for each local purchase order; and
- ix. To follow up supply contracts and ensures contracts are honored.

1.8.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma either in Materials Management, Procurement and Supplies Management, Logistics Management or its equivalent from a recognized Institution, and registered by a recognized Procurement and Supplies Professional Board. She/he must possess a CSP.

1.8.4 RENUMERATION

As per CPB Salary Scale

1.9 PROCUREMENT AND LOGISTICS ASSISTANT – 4 POSTS

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To file transaction documents;
- ii. To assist in arranging stocks;

- iii. To dispatch goods received notes and invoices to payment section;
- iv. To receive and issue goods;
- v. To assist in maintaining and updating stock bin card and stores loan records;
- vi. To assist in keeping stores in proper bins, racks or locations;
- vii. To check transactions in stores accounting documents and registers; and
- viii. To assist in preparing purchase requisitions/orders upon approval

1.9.3 QUALIFICATIONS AND EXPERIENCES

Holder of Holder of Diploma either in Supplies and Logistics Management, Materials Management, Procurement and Supplies Management or its equivalent from a recognized Institution.

1.9.4 RENUMERATION

As per CPB Salary Scale

1.10 ACCOUNTANT – 6 POSTS

1.10.2 DUTIES AND RESPONSIBILITIES

- i. To prepare accounts documentation;
- ii. To dispatch voucher lists to Head of sections;
- iii. To make batching of payment vouchers as per Cashbook;
- iv. To keep batches of Payment Voucher, Cashbook and Exchequer Receipt Vouchers;
- v. To maintain Petty Cashbook and Register;
- vi. To maintain incoming and outgoing cheque register;
- vii. To assist in preparation of financial reports;
- viii. To assist in preparation of pay roll computations and reports; and

- ix. To assist in carrying out regular bank reconciliation.

1.10.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree or Advanced Diploma either in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance, with either of CPA (T), ACCA, ACA or equivalent professional qualifications recognized by the NBAA.

1.10.4 RENUMERATION

As per CPB Salary Scale

1.11 ACCOUNTS ASSISTANT – 8 POSTS

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To reconcile fees, register;
- ii. To receive and keep in proper custody bills, invoices and other claims pending payment;
- iii. To maintain an updated cheque register;
- iv. To prepare bank reconciliation statements;
- v. To reconcile general ledger balances with subsidiary ledger balances;
and
- vi. To assist in maintaining accurate books of accounts.

1.11.3 QUALIFICATION AND EXPERIENCES

Holder of Secondary Education Certificate with Certificate in Accounting and Finance or its Equivalent

1.11.4 RENUMERATION

As per CPB Salary Scale.

1.12 DRIVER – 10 POSTS

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs,
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent;
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey; and
- viii. To report promptly accidents or incidents involving the vehicles to the relevant authority.

1.12.3 QUALIFICATION AND EXPERIENCES

Holder of Certificate of Secondary Education with a valid driving license class C1 to E with three years driving experience, and must possess Trade Test Grade II/Drivers Grade II Certificate from NIT, VETA or other recognized Training Institutions.

1.12.4 RENUMERATION

As per CPB Salary Scale

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **50** years;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;

- xiv. 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **23rd October, 2022;**
- xvi. Only shortlisted candidates will be informed on a date for interview and;
- xvii. 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**

