

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/145

17Th June, 2021

VACANCY ANNOUNCEMENT

On behalf of Kigoma Water Supply and Sanitation Authority (KUWASA), Tengeru Institute of Community Development (TICD), The National Institute of Transport (NIT), Ministry of Finance and Planning (MOF) and Ministry of Health, Community Development, Gender, Elderly and Children through The National Health Laboratory (NHL), Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **Eight (8)** vacant posts mentioned below.

1.0 KIGOMA WATER SUPPLY AND SANITATION AUTHORITY (KUWASA)

Kigoma Water Supply and Sanitation Authority (KUWASA) is an Autonomous Utility which was established under section 3(1) of Water Works Act, Cap. 272 as repealed by the Water Supply and Sanitation Act. No.05 of 2019. KUWASA has the overall responsibility of operations and management of portable, clean and safe water and sanitation services in Kigoma Municipality. KUWASA performs its duties under supervision of the Board of Directors.

1.1 FINANCE MANAGER (1 POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To manage financial and accounting affairs of the Water Authority efficiently by following professional accounting principles and ethics,
- ii. To prepare and submit to the Executive Board financial plans and budgets before the beginning of a new financial year,
- iii. Providing financial information required by the Management and Executive Board,
- iv. Keeping books of accounts relating to revenue grants and expenses accurately and timely according to accounting professional standard established by NBAA from time to time,
- v. To recommend accounting policies and procedures for approval by the Executive Board and to ensure their strict implementation,
- vi. Timely preparation of monthly, quarterly and annual financial statements for the Water Authority.
- vii. Preparation of annual financial reports and accounts,
- viii. Maintaining statutory returns and accounting books and ledgers according to the accounting professional standards,
- ix. Ensuring that the books of accounts are audited by external auditors within the required legal period and presented to the Executive Board,
- x. Answering of all internal and external audit queries accurately and on time.
- xi. Instituting and implementing sound control systems and procedures of physical property, cash, cheques, purchase orders, receipt books and other Accountable documents,
- xii. Timely payment of taxes, salaries, imprests, debtors and statutory contributions without incurring penalties,
- xiii. To carry out any other financial and accounting duties as may be assigned.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree in Accountancy or Finance from recognized institution with at least 7 years relevant work experience from reputable organizations 3 of which being in a senior position.
- Must be registered by NBAA as Professional Accountant and possess CPA (T).
- Must be computer literate and be able to manage Accounting/Tally System.
- Effective communication skills and proven ability to work effectively in a team environment and independently.
- Must have strong leadership capabilities; and, capable of influencing excelled performance and results by his/her subordinates.
- Ability in negotiation and motivational skills.

1.1.3 SALARY SCALE: According to Institution Salary Scale

1.2 COMMERCIAL MANAGER (1 POST)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Managing and control overall business affairs of the Authority,
- ii. Preparing business plans,
- iii. Prepare Monthly analysis of outstanding debts by age and customers types,
- iv. Prepare a schedule of accounts of more than 3 months in arrears and obtain approval for water disconnection,
- v. Maintaining the sales ledger control accounts and ensuring that each section of the sales ledger is reconciled with the control accounts each week,
- vi. Ensuring that any amendments to customer water consumption bills are properly recorded in the sales ledger,
- vii. Counter checking calculations on customer water consumption bills,
- viii. Reconciliation of totals of bills sent to customer with posting to the sales ledger on daily basis,
- ix. Promoting team work,

- x. Ensuring that accurate water bills are processed in time for the right customers in the right quantity of water consumed and right amount of water charges using appropriate water tariff,
- xi. Ensuring that bills for water consumption and connection charges are correctly prepared and promptly rendered to customers,
- xii. Ensuring the proper maintenance of customer's accounts,
- xiii. To perform any other duties as may be assigned by the Managing Director.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- Master's degree in Business Management/Administration with specialization in Marketing from recognized institution with at least 7 years relevant work experience from reputable organizations 3 of which being in a senior position.
- Must be computer literate.
- Effective communication skills and proven ability to work effectively in a team environment and independently.
- Must have strong leadership capabilities; and, capable of influencing excelled performance and results by his/her subordinates.
- Ability in negotiation and motivational skills.

1.2.3 SALARY SCALE: According to Institution Salary Scale

2.0 TENERU INSTITUTE OF COMMUNITY DEVELOPMENT (TICD)

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is 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.

2.1 ASSISTANT LECTURER - ENTREPRENEURSHIP – RE- ADVERTISEMENT (1 POST)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor's Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' project;
- vi. Prepares teaching manual; and
- vii. Perform any other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree with GPA of 3.8 or above and Bachelor Degree with GPA of 3.5 or above in the field of Entrepreneurship and Innovation Management, Marketing or Entrepreneurship.

2.1.3 REMUNERATION

Salary Scale: **PHTS 2/1**

3.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

3.1 TUTORIAL ASSISTANT IN GEOTECHNIC ENGINEERING (1 POST)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 6 (Ordinary Diploma),
- ii. Assists in conducting tutorial and practical exercises under close supervision,
- iii. Prepare learning resources for tutorial and practical exercises,
- iv. Assists in conducting research under close supervision,
- v. Conduct assessments for students up to NTA Level 6,
- vi. Assist in Carrying out consultancy and community services under close supervision,
- vii. Perform any other duties assigned by supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree in Geotechnical or Civil Engineering with a GPA of not less than 3.5; or an overall average of not less than B grade or above for unclassified degree in the relevant field from any recognized Institution.

3.1.3 SALARY SCALE: PHTS 1.1

3.2 LIBRARIAN II (1 POST)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist registration of new library members and conducts regular checks,
- ii. To assist in issuing and receives books and periodicals to readers,
- iii. To assist in handle enquiries from readers,
- iv. To assist in administering Library records,
- v. To assist in administering reference and readers services,
- vi. To assist readers in bibliographic searching
- vii. To assist in implementing plans and strategies to counter abuse of tax exemptions and recovery of tax arising from such abuse.
- viii. To assist in compiling daily statistical data for borrowers of books and periodicals,

- ix. To assist in developing new library systems and procedures,
- x. To assist in identifying materials to be ordered,
- xi. To perform any other duties as may be assigned by Supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Library Science, Information Studies, Documentation, Information Management or equivalent qualification from any recognized Institution.

3.2.3 SALARY SCALE: PGSS 6.1

4.0 MINISTRY OF FINANCE AND PLANNING (MOF)

The Ministry of Finance and Planning is a government ministry of Tanzania. It manages the overall revenue, expenditure and financing of the Government of the United Republic of Tanzania that includes Donor funds through The Global Fund .The Global Fund for fighting AIDS, Tuberculosis, and Malaria was established in 2002 to dramatically increase resources to fight three of the world's most devastating diseases, and to direct those resources to areas of greatest need. Tanzania is one of the major beneficiaries of Global Fund support to fight HIV/AIDS, tuberculosis, Malaria and to build resilient and sustainable systems for health since 2002. There are three operational grants being implemented through the public sector principal recipient (PR). These include: HIV grant, TB grant and Malaria grant. The grants are implemented in collaboration between the public and private sectors. Among of the objectives of the Global Fund support are to help the government of Tanzania to achieve universal access to comprehensive HIV prevention, treatment, care, support services, reduce the incidence by 25% and mortality by 50% of TB, reduce the average country Malaria prevalence and achieve 20% reduction in maternal mortality ratio.

4.1 SYSTEM ADMINISTRATOR (1POST)

4.1.1 DUTIES AND RESPONSIBILITIES

THE SUCCESSFUL CANDIDATE WILL BE ON THREE YEARS CONTRACT RENEWABLE ON GOOD PERFORMANCE

- i. Installation and administering the technical issues of Epicor, Isidore or PlanRep;
- ii. Analyzing the system performance and documenting the infrastructure System health;
- iii. Writing and Documentation the problems and resolution for future references;
- iv. Design physical database and recommend optimizations of existing databases;
- v. Running training sessions and workshops on system processes;
- vi. Promotes security and data loss prevention strategies;
- vii. Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization;
- viii. Install and upgrade computer components and software, manage virtual servers, and integrate automation processes;
- ix. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues;
- x. Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures;
- xi. Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions;
- xii. Create and manage database reports, visualizations, and dashboards;
- xiii. Write and deploy SQL patches;
- xiv. Upgrade and improve application schema and data upgrades;
- xv. Conducting regular reviews of systems and generating reports on efficiencies and improvement areas;
- xvi. Responding in a timely manner to user-reported errors;
- xvii. Protecting the database against threats or unauthorized access;
- xviii. Maintain Daily timesheet updates;

xix. Ability to adhere to and meet Service Level Agreement goals.

4.1.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or Advanced diploma in Computer Science, Information Technology, Computer Engineering, Information Systems or a related information technology field.
- Possession of relevant Professional Qualification i.e Microsoft SQL server certification will be added advantage.
- **At least five (5) years' experience in implementation of Financial Management systems with significant experience in business and system analysis, design and development.**
- **Must have a background experience in dealing with Enterprise Resource Planning (ERP) software specifically Epicor, Isidore or Planrep.**
- Skills and experience in installation, administration and troubleshooting Epicor, Isidore or Planrep;
- Skills and experience in integrating Epicor with other financial systems;
- Strong proficiency with SQL and its variation among popular databases;
- Knowledge and experience in reporting and business intelligence tools like Microsoft SQL Server Reporting Services (SSRS), SSIS, SSAS and SAP Crystal Reports;
- Expertise in SQL;
- Good understand database design, implementation, troubleshooting and maintenance;
- Should have skills and experience on deploying a Business Activity Query (BAQ) to the network and display it on Epicor main menu;
- Skills on converting a BAQ report to a crystal report;
- Epicor ERP partner certification is an added advantage;
- Experience working with multiple operating systems;
- Experience monitoring and auditing procedures of databases;
- Experience in database schema design;
- Excellent written and verbal communication skills.

4.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale

5.0 THE NATIONAL HEALTH LABORATORY (NHL)

Laboratory services in Tanzania have evolved from the first Government clinical laboratory, which was established at Ocean Road in Dar es Salaam in 1897 by Dr. Robert Koch, the German Bacteriologist. During the 1960s, the laboratory became the Central Pathology Laboratory (CPL) as an independent department of the Ministry of Health (MOH). The CPL was relocated to Muhimbili National Hospital (MNH) in Dar es Salaam in 1971, after the German and Swiss Governments provided assistance for construction of new laboratory premises. Since then, Tanzania has never had a dedicated National Health Laboratory (NHL), nevertheless, in the interim, this role was assumed by the National Health Laboratory Quality Assurance and Training Centre (NHLQATC), which was constructed through Development Partner's funds to support HIV/AIDS interventions.

5.1 LAUNDERERS –RE-ADVERTISEMENT (2 POSTS)

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain cleanliness of the Laboratory staff Coats and Ironing them to ensure safety of the Laboratory Staff.
- ii. To receive and sort all Laboratory used uniforms and arrange for a better cleanliness.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI education plus 2 or 3 years Certificate in Laundry Services from a recognized Institution.

5.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale

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 and **where terms of engagement are mentioned otherwise**
- 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 **1th 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**