

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/161

17th February, 2020

VACANCIES ANNOUNCEMENT- TEMPORARY EMPLOYMENT

On behalf of Tanzania Electric Supply Company Limited (**TANESCO**); Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill (**92**) vacant posts.

1.0 TANZANIA ELECTRIC SUPPLY COMPANY LIMITED (TANESCO)

Tanzania Electric Supply Company Limited (TANESCO) is a Parastatal organization established by Memorandum and Articles of Association incorporated in 26th November 1931 which established Tanzania Electric Supply Company Limited (the then Tanganyika Electric Supply Company Limited -TANESCO). The Company generates purchases, transmits, distributes and sells electricity to Tanzania Mainland and sells bulk power to the Zanzibar Electricity Corporation (ZECO), which in turn sells it to the Public in Islands of Unguja and Pemba. TANESCO owns most of the electricity generating, transmitting and distributing facilities in Tanzania Mainland with estimated population of 50 million.

1.1 ARTISAN ELECTRICAL – 70 POSTS

1.1.1 WORK STATION- REGIONAL/DISTRICT OFFICE

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Construct and maintain distribution lines network in accordance with the company procedures and standards;
- ii. Excavate holes for poles erection to ensure they excavated according to the company standards and measurements;
- iii. Strings electrical conductors to distribution lines in a proper manner based on Engineering Instructions and Safety Rules;
- iv. Connects power to the customers timely and according to the Company Standards so as to ensure customers' safety to their lives and properties from being endangered by power supplied; and
- v. Attending both reported and unreported temporarily breakdowns immediately without any delays so as to ensure customers have constant power supply.

1.1.3 QUALIFICATIONS AND EXPERIENCE

Form IV and/or VI Secondary School Academic Certificates with Electrical Installation Trade Test Level II and III. Valid Driving License Class C, C1, C2, C3 and/or E will be an added advantage.

1.1.4 REMUNERATION

Attractive remuneration package in accordance with the Institution salary scale.

1.2 TECHNICIAN ELECTRICAL (8 POSTS)

1.2.1 WORK STATION- REGIONAL/DISTRICT OFFICE

1.2.2 DUTIES AND RESPONSIBILITIES

- i. Construct and maintain distribution lines network in accordance with the company procedures and standards to ensure access to electricity is maximized;
- ii. Inspect customers' installations to ensure standards set for safety and quality of installations are met and security of supply is guaranteed;
- iii. Assist supervisor/engineer in preparing short & long term plans construction/maintenance schedules for expansion of distribution network to increase the pace of electrification;

- iv. Closely monitor load growth on secondary sub-station through periodic measurement to ensure that distribution lines and equipment's are not overloaded;
- v. To conduct routine inspection of distribution lines and perform preventative and corrective maintenance to ensure continuity of supply to customers is maintained; and
- vi. Record periodic electrical testing and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma in Electrical Engineering from recognized Institution. A driving license class C, C1, C2 and E will be an added advantage.

1.2.4 REMUNERATION

Attractive remuneration package in accordance with the Institution salary scale.

1.3 CUSTOMER SERVICE OFFICER (5 POSTS)

1.3.1 WORK STATION- REGIONAL/DISTRICT OFFICE

1.3.2 DUTIES AND RESPONSIBILITIES

- i. Provide quality services to the customers to ensure their needs are timely and effectively attended;
- ii. Ensure all reported or documented technical faults (Temporary Breakdown) are closed and follow-up of the open issues and individual customers are done timely to ensure minimal complain and effectiveness of our service to clients;
- iii. Handle all customer care issues at the region and become the official first point of contact with a customer to ensure no issues lay unattended and all complaints and cases are closed in the minimal time with less interruptions to a customer;
- iv. Deal with customer service survey feedback to ensure excellent customer care services is given to our clients and their needs are responded timely;

- v. Regularly and timely update customers in the region on issues regarding our services such as products and services; planned and unplanned maintenance; and
- vi. Advise Regional Customer Relation Officer on all customer care issues at the region to ensure, value and quality services are provided.

1.3.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Marketing, Business Administration (majoring in Marketing or Public Relations) or Mass Communication and Public Relations from recognized Institution; Computer knowledge is compulsory; and relevant working experience of one (1) year in a reputable organization.

1.3.4 REMUNERATION

Attractive remuneration package in accordance with the Institution salary scale.

1.4 DRIVER (9 POSTS)

1.4.1 WORK STATION- REGIONAL/DISTRICT OFFICE

1.4.2 DUTIES & RESPONSIBILITIES:

- i. Drive and maintaining company vehicles as per laid down rules, traffic instructions and regulations, to facilitate company's business operations;
- ii. Drive vehicle on a schedule and designated route to ensure safety and timely delivery of staff and materials;
- iii. Perform minor maintenance tasks on assigned vehicle(s) including pre-trip inspections as required;
- iv. Maintain accurate, up-to-date records on log sheets, vehicle maintenance, accident reports, vehicle condition reports and other records that are requested by management;
- v. Monitor, ascertain and timely repair of Company vehicle according to the required standards; and
- vi. Perform courier and messengers duties.

1.4.3 QUALIFICATIONS AND EXPERIENCE

- Form IV and/or VI Secondary School Academic Certificates with Basic and/or Professional Driving Certificate from National Institute of Transport (NIT) & and/or VETA;
- Valid Driving License Class C/C1/C2/C3 and/or E;
- Trade Test Grade II or III I in Automobile Engineering/Mechanics from recognized institution is an added advantage;
- Minimum of one (1) years of related working experience in a **REPUTABLE ORGANIZATION.**

1.4.4 REMUNERATION

Attractive remuneration package in accordance with the Institution salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45 years;**
- ii. **All posts are on contractual basis of twelve months;**
- 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;**
 - 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. Overqualified candidates should not apply;
- viii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- ix. An applicant employed in the Public Service **should route his application letter through his respective employer;**
- x. An applicant who is retired from the Public Service for whatever reason should not apply;

- xi. An applicant should indicate three reputable referees with their reliable contacts;
- xii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and for Technical Education by National Council for Technical Education (NACTE);
- xiii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiv. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xvi. **Deadline for application is 01st March, 2020;**
- xvii. Only short listed candidates will be informed on a date for interview and;
- xviii. 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**