

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/320

2<sup>nd</sup> November, 2020

On behalf of Shinyanga Water Supply and Sanitation Authority (SHUWASA) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **5** vacant posts as mentioned below.

### **1.0 SHINYANGA WATER SUPPLY AND SANITATION AUTHORITY (SHUWASA)**

Shinyanga Water Supply and Sanitation Authority (SHUWASA) is an Autonomous Utility which was established under section 3(l) of Cap. 272 of 1997 as reviewed by section 60 of Water supply and Sanitation Act No. 12 of 2009 and Act No. 5 of 2019. SHUWASA is charged with the overall responsibility of operations and management of portable clean water supply and sanitation services in Shinyanga. SHUWASA performs its duties under the pilot and supervision of the Executive Board of Directors. The general guidelines to run the Authority are provided by the Ministry of Water and regulated by EWURA.

### **1.1 HEAD OF PROCUREMENT MANAGEMENT UNIT – 1 POST**

#### **1.1.1 REPORTS TO: MANAGING DIRECTOR**

#### **1.1.2 APPOINTED BY: BOARD OF DIRECTORS**

**1.1.3 MAIN ROLE:** Head of Procurement Management Unit, support business operation of the Authority through effective best procurement practices and inventory policies and procedures that ensures timely availability of goods and service and the stock is secured.

#### **1.1.4 DUTIES AND RESPONSIBILITIES**

- i. To manage all procurement and disposal by tender activities of the authority except adjudication and the award of contract;
- ii. To support the functioning of the Tender Board;
- iii. To implement the decisions of the Tender Board;
- iv. To liaise directly with the Authority on matters within its jurisdiction;
- v. To act as a secretariat to the Tender Board;
- vi. To plan the procurement and disposal by tender activities of the authority;
- vii. To recommend procurement and disposal by tender procedures;
- viii. To check and prepare statements of requirements;
- ix. To prepare tendering documents;
- x. To prepare advertisements of tender opportunities;
- xi. To prepare contract documents;
- xii. To issue approved contract documents;
- xiii. To maintain and archive records of the procurement and disposal process;
- xiv. To maintain a list or register of all contracts awarded;
- xv. To prepare monthly reports for the Tender Board;
- xvi. To co-ordinate the procurement and disposal activities of all the departments of the procuring entity; and
- xvii. To plan and execute an efficient procurement and supplies management system in the Authority.
- xviii. To prepare reports as may be required from time to time
- xix. To perform any other related duties as may be assigned by the supervisor.

#### **1.1.5 QUALIFICATIONS AND EXPERIENCE**

Masters Degree in Procurement and Logistics, with professional qualification such as CSP (T) or its equivalent recognized by the Procurement and Supplies Professionals and Technician Board (PSPTB) and must be registered as an Authorized Supplies Officer/Authorized Stock Verifier by PSPTB. Must have seven (7) years working experience in procurement functions of which four (4) years must be in a large commercial organization. Computer literacy, preferably in one or more financial accounting software is required.

### **1.1.6 OTHER COMPETENCIES**

Must have Strong negotiation and analytical presentation skills.

**1.1.7 AGE LIMIT:** Candidate should be not above 45 years.

## **2.2 PLANNING AND CONSTRUCTION ENGINEER II – 1 POST**

### **2.2.1 REPORTS TO: HEAD OF WATER PLANNING AND CONSTRUCTION SECTION**

**2.2.2 MAIN ROLE:** Responsible for planning, designing and Construction of water and sewer Networks.

### **2.2.3 DUTIES AND RESPONSIBILITIES**

- i. Data collection. Analysis, system design and preparation of procedures for urban water supply and sewerage network;
- ii. To carry out technical, economic, social and financial appraisal of a proposed project and make recommendation to management;
- iii. To prepare master plan for urban water supply and sewerage network;
- iv. To establish technical and economic guidelines for the development of water supply and sewerage network;
- v. To establish water supply, sewerage and structural design standard and specifications for all development works undertaken by the water authority;
- vi. To recommend physical and financial performance targets for projects implementation in consultation with the technical manager;
- vii. To ensure that proper construction progress records are kept and periodic progress reports are produced from each contract;
- viii. To ensure proper supervision of all water supply and sewerage network construction contract;
- ix. To review submitted design tender documents and contract forms;
- x. To coordinate project proposals from different sources;

- xi. To coordinate issues of variations orders, recommends extensions of time and ensures settlement of contractors claims; and
- xii. To perform any other related duties as may be assigned by the supervisor.

#### **2.2.4 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Civil Engineering from any recognised university and good command of AutoCAD (Computer Aided Drawings), EPANET (For Water Supply Design) and Basics of Arc GIS. Must be registered with Engineers Registration Board of Tanzania.

**2.2.5 AGE LIMIT:** Candidate should not be above 35 years.

### **2.3 WATER SUPPLY ENGINEER II- 1- POST**

#### **2.3.1 REPORTS TO: HEAD OF WATER SUPPLY SECTION**

**2.3.2 MAIN ROLE:** RESPONSIBLE FOR WATER DISTRIBUTION WORKS.

#### **2.3.3 DUTIES AND RESPONSIBILITIES**

- i. To supervise all water network maintenance and development plans activities in accordance with systems procedures agreed with the Technical Manager;
- ii. To supervise all maintenance activities in the Authority in accordance with a programme of action agreed with the Technical Manager;
- iii. To oversee the maintenance and repair works of all mechanical, electrical, and civil installations and equipment in the Authority – whether performed in-house or through external service providers to ensure that such works are carried out efficiently and effectively;
- iv. To maintain proper records of the water network inventory and monitors all factors that might impinge on the supply of water in the network;
- v. To ensure there is monitoring mechanisms of water level in the water storage tanks;
- vi. To ensure the odor of the water is maintained;

- vii. To ensure bulk water storage tank, dam and boreholes are free from pollution;  
and
- viii. To coordinate with the Commercial Department in handling customer complaints relating to the water supply;
- ix. To perform any other related duties as may be assigned by the supervisor.

#### **2.3.4 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Water Resource or Civil Engineering from recognised university and good command of AutoCAD (Computer Aided Drawings, EPANET (For Water Supply Design) and Basics of Arc GIS. Must be registered with Engineers Registration Board of Tanzania.

**2.3.5 AGE LIMIT:** Candidate should not be above 35 years.

### **2.4 WATER QUALITY TECHNICIAN II – 1 POST**

**2.4.1 MAIN ROLE:** To ensure the water produced and distributed observes the Water quality standards issued by WHO/TBS.

#### **2.4.2 DUTIES AND RESPONSIBILITIES**

- i. To interpret, build upon, and comply with company quality assurance standards;
- ii. To carefully maintain complaint and nonconformance processing through records and tracking systems, including root cause and corrective actions;
- iii. To document quality assurance activities with internal reporting and audits;
- iv. To develop new standards for production and design, with improvements as needed, and create testing protocols for implementation across all service lines;
- v. To identify training needs and take action to ensure company-wide compliance;
- vi. To pursue continuing education on new solutions, technology, and skill; and
- vii. To perform any other related duties as may be assigned by the supervisor.

### **2.4.3 QUALIFICATION AND EXPERIENCE**

Diploma in Laboratory technology.

**2.4.4 AGE LIMIT:** Candidate should not be above 35 years.

## **2.5 MECHANICAL TECHNICIAN (MECHATRONICS) II - 1 POST**

**2.5.1 REPORTS TO:** WATER SUPPLY SUPERVISOR

**2.5.2 MAIN ROLE:** Responsible to all matters related to Water production and Maintenance.

### **2.5.3 DUTIES AND RESPONSIBILITIES**

- i. To carryout inspection of plant, machines and equipment in accordance with laid down procedures;
- ii. To participate in repair and maintenance of pumps and distribution lines;
- iii. To advise on the electrical imprecation of new projects;
- iv. To design and maintain an effective preventive maintenance and repair of the plant and equipment; and
- v. To advise on selection of electronic/electrical equipment according to technical feasibility and service required.
- vi. To perform any other related duties as may be assigned by the supervisor.

### **2.5.4 QUALIFICATION AND EXPERIENCE:**

Diploma either in Mechatronics or Electromagnetic Engineering from any recognised institution.

**2.5.5 AGE LIMIT:** Candidate should not be above 35 years.

### **GENERAL CONDITIONS;**

- i. All applicants must be citizens of Tanzania of an age specified in each post; Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;

- iii. 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;
  - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. 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);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar es Salaam.*
- xii. Deadline for application is **16<sup>th</sup> November, 2020**
- xiii. Only short listed candidates will be informed on a date for interview; and
- xiv. 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**