

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/308

12th October, 2020

On behalf of the Kilimanjaro Christian Medical Centre (KCMC) and Morogoro Urban Water Supply and Sanitation Authority (MORUWASA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill (34) vacant posts as mentioned below.

1.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre (KCMC) is located in the foothills of the snowcapped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it. KCMC is a referral hospital for over 15 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1000 staff are employed at the Centre. As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

1.0.1 MEDICAL SPECIALIST II (1 POST)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To attend in and out-patients on clinical issues;
- ii. To assist in teaching and supervising medical students;
- iii. To attend emergency medical duties;
- iv. To carry out medical care to in and out-patients;
- v. To ensure that prescribed instructions are carried out;
- vi. To conduct major operations;

- vii. To assist senior physicians/surgeons at operations;
- viii. To carry out services and participating in major ward rounds;
- ix. To supervising medical students and interns in clinical duties;
- x. To ensuring that patients are properly prepared for surgery;
- xi. To participating fully in clinical sessions, patient presentations and journal clubs;
- xii. To participating in research activities; and
- xiii. To performing any other related duties as assigned by his/her Superior.

1.0.3 QUALIFICATIONS AND EXPERIENCE

A holder of Doctor of Medicine and Master's Degree (M. Med) or its equivalent from any recognized University with working experience of 3 years in either Psychiatric, Radiology, Anaesthesia, ENT, Paediatric or Internal Medicine. Must be registered with the Tanganyika Medical Council.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with the Government's salary scale **TGHS G**

2.0 MOROGORO URBAN WATER SUPPLY AND SANITATION AUTHORITY (MORUWASA)

MORUWASA is an expanding Autonomous Water Supply and Sanitation Authority, which is responsible for supplying of clean, safe water as well as provision of waste water disposal services for Morogoro Municipality, Kilosa and Mikumi Town. The general policies and guidelines to run Authority are provided by the Ministry of Water, EWURA and Board of Directors.

The Authority is looking for competent, dynamic, energetic, committed, experienced and well qualified Tanzanian who are capable of embracing and driving changes in MORUWASA to fill the following vacant posts; -

2.1 SENIOR ENGINEER (1 POST)-MORUWASA HQ

2.1.1 DUTIES AND RESPONSIBILITIES:

- iii. To provide technical inputs for formulation of policies, rules and regulations procedures and standards for water supply and Sanitation services;

- iv. To participate in design, construction, operation and maintenance of the water supply and sewerage systems;
- v. To initiate and coordinate research projects related with Water Supply and Sanitation Services;
- vi. To participate fully in the implementation of the project for “Improvement of Water Supply and Sanitation Services in Morogoro Municipality” under AFD Financing;
- vii. To conduct capacity building program for junior Engineers in Project preparation, Design, Supervision and Maintenance of the Water Supply and Sanitation Systems; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Water Resources Engineering, Hydrology or equivalent qualification, registered with Engineers Registration Board and with 8 years relevant working experience of which at least two years should be in the Water Sector and should have adequate Experience in Supervising International Funded Water Projects.

2.1.3 REMUNARATION:

MOWAS 7 as per MORUWASA Scheme of Service.

2.2 TECHNICIAN II (MECHANICS) (03 POST, MORUWASA HQ)

2.2.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out inspection of plants and equipment according to the laid down procedures;
- ii. To participate in carrying out mechanical maintenance and repair of machines, motors, equipment, pumps, air-condition and motor vehicles as directed;
- iii. To complete job card for every machine /mechanical maintenance and repair work carried out;
- iv. To keep records of all maintenance and repair works undertaken for every machine and plant;

- v. To participate in preparation of plans, designs, and modifications for new mechanical installations as required by management;
- vi. To prepare periodical reports on mechanical repairs and maintenance undertaken; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate (FTC) in Mechanical or Electro-Mechanical or Mechatronics. Knowledge in CAD and Practical Training in automated Water Treatment plant is an added advantage.

2.2.3 REMUNARATION

MOWAS 3 as per MORUWASA Scheme of Service.

2.3 TECHNICIAN II (VEHICLE MECHANICS) (1 POST, MORUWASA HQ)

2.3.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out inspection of plants and equipment according to the laid down procedures;
- ii. To participate in carrying out mechanical maintenance and repair of machines, motors, equipment, pumps, motor vehicle air-condition, motor vehicles and motor cycles as directed;
- iii. To complete maintenance card for every vehicle /mechanical maintenance and repair work carried out;
- iv. To keep records of all maintenance and repair works undertaken for every vehicle and motorcycle;
- v. To prepare periodical reports on mechanical repairs and maintenance undertaken; and
- vi. To perform any other related duties as may be assigned by Supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE:

Diploma or Full Technician Certificate (FTC) in Vehicle Mechanics. Knowledge in Auto electrical and capability in maintenance of both vehicle and motorcycles is an added advantage.

2.3.3 REMUNERATION:

MOWAS 3 as per MORUWASA Scheme of Service.

2.4 TECHNICIAN II (ELECTRICAL) (1 MORUWASA HQ AND 1 KILOSA OFFICE)

2.4.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out maintenance and repairs of electrical plants, machines, submersible pumps, generator and equipment;
- ii. To advise on the selection of electrical equipment according to technical feasibility and service required;
- iii. To prepare job cards for every electrical maintenance and repair works;
- iv. To prepare electrical maintenance reports for machine and equipment;
- v. Keeps records of electrical maintenance and repair works undertaken for every machine and plant;
- vi. To participate in preparation of plans, designs, and modifications for new electrical installations as required by management;
- vii. To calibrate instruments and testing equipment; and
- viii. To perform any other related duties as may be assigned by Supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE:

Diploma in Electrical Engineering or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate with CAD knowledge. Capability in installation and repairing of submersible water pumps and repair of generators is an added advantage.

2.4.3 REMUNERATION:

MOWAS 3 as per MORUWASA Scheme of Service.

2.5 TECHNICIAN II (WATER LABORATORY) (2 MORUWASA HQ, 1 MIKUMI OFFICE),

2.5.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out water sample tests every day in order to establish the types and quantities of water treatment;

- ii. To collect water samples at different parts of the water treatment plant for analysis and recording;
- iii. To perform water and waste water treatment processes;
- iv. To carry out physical, chemical and bacteriological analysis of water and waste water;
- v. To ensure that equipment in the laboratory is in working order and are well calibrated;
- vi. To maintain proper records of laboratory investigations; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Diploma in Water Laboratory Technology or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate. Practical Training in automated Water Treatment plant or skills in Water laboratory equipment calibration is an added advantage.

2.5.3 REMUNERATION:

MOWAS 3 as per MORUWASA Scheme of Service.

2.6 ASSISTANT TECHNICIAN II (WATER) (2 KILOSA OFFICE, 4 MIKUMI OFFICE)

2.6.1 DUTIES AND RESPONSIBILITIES:

- i. To attend and report all water leakage;
- ii. To attend and report water loss, distribution faults and recommend necessary action;
- iii. To connect water supply to customers as scheduled;
- iv. To attend and report unauthorized water connections;
- v. To attend and report sewerage pipe faults to responsible officers;
- vi. To carry out water disconnections of debtors and reconnections after payment;
- vii. To maintain proper records of water connections/disconnections/reconnections carried out;
- viii. To attend and report water pipe bursts;

- ix. To prepare data for periodical reports to the supervisor;
- x. To attend and report contamination of water distribution system by customer's service lines;
- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; and
- xii. To perform any other related duties as may be assigned by the Supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Form IV Secondary Education Certificate with a: Trade Test II/I in Plumbing/ Pipe fitting or equivalent from a well-recognized institution. Experience in working at Kilosa and Mikumi Water Supply Authority before Clustering is an added advantage.

2.6.3 REMUNERATION:

MOWAS 2 as per MORUWASA Scheme of Service.

2.7 ASSISTANT TECHNICIAN II (WATER) (4 MORUWASA HQ)

2.7.1 DUTIES AND RESPONSIBILITIES:

- i. To attend and report all water leakage;
- ii. To attend and report water loss, distribution faults and recommend necessary action;
- iii. To connect water supply to customers as schedule;
- iv. To attend and report unauthorized water connections;
- v. To attend and report sewerage pipe faults to responsible officers;
- vi. To carry out water disconnections of debtors and reconnections after payment;
- vii. To maintain proper records of water connections/disconnections/reconnections carried out;
- viii. To attend and report water pipe bursts;
- ix. To prepare data for periodical reports to the supervisor;
- x. To attend and report contamination of water distribution system by customer's service lines;

- xi. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; and
- xii. To perform any other related duties as may be assigned by the Supervisor.

2.7.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Form IV Secondary Education Certificate with a: Trade Test II/I in Plumbing/ Pipe fitting or equivalent from a well-recognized institution. The candidate should be able to work in mountainous condition and under very minimum supervision. Successful candidates to be trained to drive a motorcycle.

2.7.3 REMUNERATION:

MOWAS 2 as per MORUWASA Scheme of Service.

2.8 ASSISTANT TECHNICIAN II (ELECTRICAL) (1 POST, MIKUMI OFFICE)

2.8.1 DUTIES AND RESPONSIBILITIES:

- i. To operate and maintain water pumping station;
- ii. To prepare submersible pumps and repair of generators;
- iii. To advise on the selection of electrical equipment according to technical feasibility and service required;
- iv. To prepare job cards for every electrical maintenance and repair works;
- v. To prepare electrical maintenance reports for machine and equipment;
- vi. To keep records of electrical maintenance and repair works undertaken for every machine and plant;
- vii. To participate in preparation of plans, designs, and modifications for new electrical installations as required by management; and
- viii. To perform any other related duties as may be assigned by Supervisor.

2.8.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Form IV Secondary Education Certificate with a: Trade Test II/ I in Electrical or equivalent from a well-recognized institution. Capability in Installation and repairing of submersible water pumps and repair of generators is an added advantage.

2.8.3 REMUNERATION:

MOWAS 2 as per MORUWASA Scheme of Service.

2.9 ASSISTANT TECHNICIAN II (WATER LABORATORY) (1 POST, MIKUMI OFFICE).

2.9.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out water sample tests every day in order to establish the types and quantities of water treatment;
- ii. To collect water samples at different parts of the water treatment plant for analysis and recording;
- iii. To perform water and waste water treatment processes;
- iv. To carry out physical, chemical and bacteriological analysis of water and waste water;
- v. To ensure that equipment in the laboratory is in working order;
- vi. To maintain proper records of laboratory investigations; and
- vii. To perform any other related duties as may be assigned by Supervisor.

2.9.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Form IV Secondary Education Certificate with a Certificate in Water Laboratory Technology or equivalent from a well-recognized institution.

2.9.3 REMUNERATION:

MOWAS 2 as per MORUWASA Scheme of Service

2.10 ENGINEER II (MECHATRONICS) – 1 POST

2.10.1 DUTIES AND RESPONSIBILITIES

- i. To carry out inspection of plants, machines, and equipment in accordance with the laid down procedures;
- ii. To participate maintenance and repairs of plants, machines and equipment;
- iii. To coordinate the preparation of preventive maintenance schedules and implements the same;
- iv. To advise on the selection of electrical/electronic equipment according to technical feasibility and service required;

- v. To investigate causes of technical faults of the plants and recommends preventive measures;
- vi. To propose rules regulations and procedures of installing electrical equipment water sensors and ensures that they are adhered to by all staff concerned;
- vii. To advise on the electrical implications of new projects to be undertaken by the Authority;
- viii. To ensure that power fluctuation problems and electrical bills from TANESCO are attended;
- ix. To prepare periodic reports of equipment maintenance as required by management;
- x. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement;
- xi. To carry out inspection of plants and equipment according to the laid down procedures;
- xii. To design and maintain an effective preventive maintenance program based on approved procedures;
- xiii. To carry out preventive maintenance and repairs of plants and equipment;
- xiv. To prepare job cards for every mechanical maintenance and repair works undertaken as required by management;
- xv. To ensure that all water sensors at the water treatment plants are working properly;
- xvi. To prepare periodic reports on mechanical repairs and maintenance undertaken;
- xvii. To develops individual performance objectives, targets and standards; and
- xviii. To perform any other related duties as may be assigned by the supervisor.

2.10.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor Degree in Mechatronics Engineering or Electromechanical Engineering or equivalent qualification from a recognized Institution who has been registered as Graduate Engineer. Any experience in Automated Water Treatment plant or Professional Registration by ERB or Master Degree in related field is an added advantage.

2.10.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.11 ENGINEER II (SANITATION AND ENVIRONMENTAL ENGINEER) – 1 POST, MORUWASA HQ

2.11.1 DUTIES AND RESPONSIBILITIES

- i.** To provide technical inputs for formulation of policies, rules and regulations procedures and standards for Sanitation services;
- ii.** To participate in design, construction, operation and maintenance of the sewerage systems;
- iii.** To initiate and coordinate research projects related with Water Supply and Sanitation Services;
- iv.** To participate fully in the implementation of the project for “Improvement of Water Supply and Sanitation Services in Morogoro Municipality” under AFD Financing;
- v.** To Study and depicts events of environmental pollution with a view of advising on corrective and preventive measures to be undertaken;
- vi.** To carry out material identification and estimation for new and repair works;
- vii.** To coordinate the preparation of monthly, quarterly, annual report, annual budget and supervises expenditure for the section;
- viii.** To prepare preventive maintenance schedule for all sewerage/sanitation infrastructure;
- ix.** To ensure waste water quality management is conducted as specified;
- x.** To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; and
- xi.** To perform any other related duties as may be assigned by the supervisor.

2.11.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor of Science in Civil or Environmental Engineering or equivalent qualification from a recognized Institution who has been registered as Graduate Engineer by ERB. The candidate should be competent in CAD and Survey Works. Any working Experience in Water Sector or Professional Registration by ERB or Master Degree in

related field is an added advantage.

2.11.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.12 ENGINEER II (CONSTRUCTION) – 1 POST, MORUWASA HQ

2.12.1 DUTIES AND RESPONSIBILITIES

- i. To participate in carrying out all designs, management, development, maintenance and rehabilitation of water network infrastructures;
- ii. To participate in carrying out preliminary investigation of water works for new connections;
- iii. To participate in undertaking preliminary investigation of water works for renewals and repairs;
- iv. To participate in making preliminary investigation of water works for rehabilitation of systems for future development;
- v. To carry out data collection, compilation and evaluation of water works;
- vi. To participate in preparing drawings/sketches of water works and buildings;
- vii. To participate in production/updating water systems maps customers/distribution/collection systems;
- viii. To participate in preparation of tender documents (Drawings and BoQ);
- ix. To undertaking construction and rehabilitation of water, sewerage and buildings works for projects under force account; and
- x. To perform any other related duties as may be assigned by the Supervisor.

2.12.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor of Science in Civil or Environmental Engineering or equivalent qualification from a recognized Institution who has been registered as Graduate Engineer by ERB. Proven experience in supervision of construction of at least 100,000m³ Water storage tanks or Professional Registration by ERB or Master Degree in related field is an added advantage.

2.12.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.13 QUANTITY SURVEYOR II – 1 POST, MORUWASA HQ

2.13.1 DUTIES AND RESPONSIBILITIES

- i. To price/forecast the cost of the different materials needed for the project;
- ii. To participate in preparation of tender documents, contracts, budgets, bills of quantities and other documentation;
- iii. To track changes to the design and/or construction work and adjust budget projections accordingly;
- iv. To procure or agree the services of contractors and/or subcontractors who work on the construction of the project;
- v. To measure and value the work done on site;
- vi. To liaise with the client and other construction professionals, such as site managers, project managers and site engineers;
- vii. To select and/or source construction materials;
- viii. To participate fully in the implementation of the project for “Improvement of Water Supply and Sanitation Services in Morogoro Municipality” under AFD Financing;
- ix. To prepare projects final accounts and other required reports; and
- x. To perform any other related duties as may be assigned by the Supervisor.

2.13.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor of Science in Building Economics, Quantity Surveyor, construction economics or equivalent qualification from a recognized Institution as Graduate Quantity Surveyor. Proven competence in supervision of large/International Funded Projects or Professional Registration by AQRB or Master Degree in project Management is an added advantage.

2.13.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.14 HUMAN RESOURCE AND ADMINISTRATIVE OFFICER II – 1 POST

2.14.1 DUTIES AND RESPONSIBILITIES

- i. To participate in developing human Resource and administrative policies;
- ii. To maintain an updated employees data base;

- iii. To participate in staff appointments, promotions and allocation;
- iv. To administer staff leave and remuneration schemes;
- v. To coordinate industrial relations issues of staff;
- vi. To participate in preparation and updates of payroll;
- vii. To participate in the preparation of Personal Emolument (PE) budget;
- viii. To administer staff leave and remuneration schemes; and
- ix. To perform any other related duties as may be assigned by the supervisor.

2.14.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in Human Resources Management, Public Administration or equivalent qualifications from recognized institutions. Proven competence in Human Resource policy, planning and development or Master Degree in related field is an added advantage. Women are highly encouraged to apply.

2.14.3 REMUNERATION:

MOWAS 4 as per MORUWASA Scheme of Service.

2.15 ICT OFFICER II (PROGRAMMER) – 1 POST, MORUWASA HQ

2.15.1 DUTIES AND RESPONSIBILITIES

- i. To liaise with information systems officers for monitoring and improvement of Unified Billing system and other smart billing systems;
- ii. To develop meter Reading Software and other application software;
- iii. To monitor implementation of ICT Security Policy and Guidelines across MORUWASA;
- iv. To assist users with any general problems which may arise, this includes but not limited to, knowing what the program does, where it is located, how to save and how to print;
- v. To prepare documentation for systems methods, standards and procedures;
- vi. To assist in the installation, configuration, and standardization of hardware and software pertaining to reliable and consistent use of both Email and Internet communication within the MORUWASA;

- vii. To provide assistance on producing ICT policy document as the case might be, that will define the appropriate use of ICT as a tool to facilitate smooth functioning of MORUWASA operations in a more efficient manner;
- viii. To participate in the preparation of the systems design;
- ix. To provide support to end-user of organization's information systems, prepare materials on various computer application programs and conduct trainings to MORUWASA staff; and
- x. To perform any other related duties as may be assigned by the supervisor.

2.15.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor of Science in Computer Science or Computer Engineering or Computer Programming or equivalent qualifications from a recognized institution. Proven competence in development of different application software useful in water sector or Master degree related with application Software development is an added advantage.

2.15.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.16 INTERNAL AUDITOR II – 1 POST, MORUWASA HQ

2.16.1 DUTIES AND RESPONSIBILITIES

- i. To prepare internal audits programs;
- ii. To conduct pre-audit evaluation of accounts;
- iii. To carry out evaluation of internal control, risk management and corporate governance systems;
- iv. To prepare ordinary or special internal audit plan;
- v. To carry out Normal, Special, Technical Audits and Investigations;
- vi. To conduct the verification of audit queries responses;
- vii. To monitor the implementation of the recommendations of the internal audit;
- viii. To provide advice to strengthen the accounting and audit functioning of the Authority; and
- ix. To perform any duties related duties as may be assigned by the supervisor.

2.16.2 QUALIFICATIONS AND EXPERIENCE:

Holders of Bachelor Degree in Auditing, Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualifications recognized by NBAA. Master Degree in relevant field or Auditor with Engineering/ICT background is an added advantage.

2.16.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.17 ACCOUNTANT II – 1 POST, MORUWASA HQ

2.17.1 DUTIES AND RESPONSIBILITIES

- i.** To responses to audit queries and prepare reports;
- ii.** To consolidate and analysing financial data, taking into account MORUWASA goals and financial standing;
- iii.** To provide creative alternatives and recommendations to reduce costs and improve financial performance;
- iv.** To assemble and summarizing data to structure sophisticated reports on financial status and risks;
- v.** To verify Assets and reconcile with general ledger and fixed Assets register;
- vi.** To preparing various payment reports, schedules and lists of various expenditures;
- vii.** To maintain vote book and various registers (e.g. debtors, imprest, creditors);
and
- viii.** To perform any other related duties as may be assigned by the Supervisor.

2.17.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in Accounting/Finance, Commerce or any other equivalent qualifications from recognized Institution who has CPA (T), ACCA, ACA, CIMA or any professional qualification recognized by NBAA. Master Degree in relevant field or proven competency in financial planning, analysis and tax assessment is an added advantage.

2.17.3 REMUNERATION:

MOWAS 5 as per MORUWASA Scheme of Service.

2.18 CUSTOMER SERVICE OFFICER II – 01 POST

2.18.1 DUTIES AND RESPONSIBILITIES

- i. To identify customers and their needs;
- ii. To monitor and review business performance;
- iii. To gather marketing information;
- iv. To prepare monthly and quarterly complaints handling reports;
- v. To conduct market analysis to explore opportunities for better customer services;
- vi. To ensure that customer' bills complaints and are positively and diligently addressed;
- vii. To assist in conducting education and awareness on MORUWASA services; and
- viii. To perform other related duties as may be assigned by the Supervisor.

2.18.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree or Advanced Diploma in Marketing, Commerce/Business Administration majoring in Marketing, Economic Planning, Mass Communication or any other relevant qualifications from a recognized Institution. Wide knowledge in the Water Sector or understanding of operation of Water supply and Sanitation Authorities is an added advantage.

2.18.3 REMUNERATION:

MOWAS 4 as per MORUWASA Scheme of Service

2.19 PROCUREMENT AND SUPPLIES OFFICER II – 01 POST

2.19.1 DUTIES AND RESPONSIBILITIES

- i. To participate in procurement and disposal by tender activities;
- ii. To Participate in the preparation and facilitation of tender board meetings including preparation of monthly report;
- iii. To participate in implementation of the decision of the tender board;
- iv. To plan the procurement and disposal by the tender activities;
- v. To check and prepare statement of requirements;

- vi. To participate in preparation of advertisement of tender opportunities;
- vii. To participate in the preparation of contracts;
- viii. To participate in the maintaining of archive records of the procurement and disposal process;
- ix. To participate in maintenances of List or Register of contract awards;
- x. To participate in the preparation and submission to the Management quarterly report in the implementation of annual Procurement plan;
- xi. Prepare other reports as may be required time to time;
- xii. To perform any other related duties as may be assigned by the supervisor.

2.19.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree in Procurement and Supplies Management or equivalent qualification from a recognized Institution who has been registered by the PSPTB as Graduate Procurement and Supplies Professional. Postgraduate training in the Project Management is an added advantage.

2.19.3 REMUNERATION:

MOWAS 4 as per MORUWASA Scheme of Service.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
 - vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
 - viii. Applicants should indicate three reputable referees with their reliable contacts;
 - ix. 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);
 - x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
 - xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
 - xii. 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.*
 - xiii. Deadline for application is **26th October, 2020**
 - xiv. Only short listed candidates will be informed on a date for interview; and
 - xv. 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**