THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/266   **19th August, 2020**

VACANCIES ANNOUNCEMENT

On behalf of the e-Government Authority **(e-GA),** Tanzania Buildings Agency **(TBA)** and Kilimanjaro Airports Development Company Limited **(KADCO),** The President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **Seventy four (74)** vacant posts as mentioned below.

e-GOVERNMENT AUTHORITY (e-GA)

e-Government Authority (e-GA) is established in 2019 under the e-Government Act, No. 10 of 2019. It is a public institution mandated to coordinate, oversee and promote e-government initiatives as well as enforce e-government related policies, laws, regulations, standards and guidelines in Public Institutions. e-GA is a succeeding institution to e-Government Agency which was a semi-autonomous institution established in 2012 under the Executive Agencies Act, No.30 Cap. 245 of 1997.

1.0 ICT OFFICER II (APPLICATION PROGRAMMER/WEB DEVELOPER) –6 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

To accomplish Software Application Development Full Lifecycle by:-
   i.   Designing, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems,

programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.

ii. Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment,

iii. Designing, coding and debugging web and mobile based applications in various software languages

iv. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis

v. Software testing and quality assurance

vi. Support, maintain and document software functionality

vii. Installation and configuration of appropriate application servers based on the application programs to be supported;

viii. Support, maintain, and preparation of technical and user documentations for various software functionalities;

ix. Training and support of software users for effective utilization of deployed systems;

x. Assist in troubleshooting and resolving routine software application problems;

xi. Software modelling and simulation;

xii. Front end graphical user interface design/programming;

xiii. Software testing and quality assurance;

xiv. Performance tuning, improvement, load balancing, usability, automation;

xv. Integrate software with existing systems;

xvi. Evaluate and identify new technologies for implementation;

xvii. Working closely with analysts, designers and other staff;

xviii. Producing detailed technical specifications and software code documentation;

xix. Production system maintenance and support;

1.1.2 QUALIFICATION AND EXPERIENCE

a. BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution

b. Strong understanding of the Software Development Life Cycle (SDLC) methodologies.

c. Technical knowledge in determining end-to-end software requirements specification and design.

d. Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python] will be added advantage.

e. Advanced knowledge in DHTML, HTML5, CSS & CSS3, Java Script, jQuery, jQuery Mobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage.

f. Practical skills on Object Oriented Design and Analysis (OOA and OOD)

g. Hands-on experience with development in Java/JEE environments
h. Knowledge in containerization and micro services application development approaches.
i. Experience in SOAP/REST/Web Services, Application Servers (Apache, Apache Tomcat, Web Logic etc.)
j. Experience in Spring Framework (Spring MVC) and other similar application development frameworks.
k. Hands-on experience with Jenkins, Git, Junit, etc.
l. Experience/knowledge on JSON, XML, and other similar data exchange protocols.
m. Working knowledge of various software languages (e.g. Java, JavaScript, PHP, .NET, Python, CSS3, j Query Mobile, SAPUI5).
n. Sound knowledge in: Git, Grid System (Sussy Grid), Node JS, AngularJS, Gulp JS, SASS, Twitter Bootstrap, and Bower will be added advantage.
o. Experience/knowledge on AngularJS and other front-end development languages and tools.
p. Strong knowledge on MySQL and Postgre SQL Database Management Systems. Knowledge on MS SQL Server, Oracle and other DBMS will be added advantage.
q. Possession of a relevant recognized ICT professional certification will be an added advantage.
r. Practical knowledge and skills relevant to the position will be added advantage
s. Familiarity with software code versioning and repository systems
t. Familiarity with CI/CD methodology and tools.
u. Possession of relevant recognized ICT professional certification will be an added advantage.

1.2 ICT OFFICER GRADE II (DATABASE ADMINISTRATION) – 6 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES
  i. Design database structures and objects including tables, views, procedures, functions, triggers etc.;
  ii. Perform database performance optimization and tuning;
  iii. Perform administration of systems and databases, server virtualization and server infrastructure;
  iv. Manage security aspects to the assigned systems, databases, integrity controls, related records, and documents;
  v. Installation, upgrade, and maintenance of software applications and databases;
  vi. Maintenance, administration, monitoring, problem management, and production for databases;

vii. Undertaking daily maintenance, testing, backup, and recovery of systems and databases;

viii. Applying patches and upgrade of systems and databases;

ix. Install, configure, operate, upgrade and maintain assigned systems hardware, software and infrastructure;

x. Provide appropriate infrastructure technology solution to support operations;

xi. Provide technical advice and support in problem solving related to DBMS

xii. Contribute to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure;

xiii. Assist in management of hardware devices, licensing and all programs as assigned;

xiv. Produce database reports when requested; and

xv. Ensure high-availability of systems and services.

1.2.2 QUALIFICATION AND EXPERIENCE

a. BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution.

b. Working knowledge of MS Windows, Linux and Unix Server platforms;

c. Working knowledge of databases (e.g. MS SQL, PostgreSQL, MySQL, Oracle, etc.);

d. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;

e. System Backup types and administration (full, incremental, etc.);

f. Practical skills in configuring access to file services as Access Control, managing NTFS file and folder permissions, managing permissions for shared resources, determining effective permissions, configuring and managing distributed file system as Distributed File System (DFS) Overview, configuring DFS Namespaces, configuring DFS replication, deploy file sharing services, deploy an FTP server and a web server;

g. Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;

h. Practical skills on Database schema creation and management;

i. Practical skills on Performance management and tuning;

j. Knowledge of Storage management techniques;

k. ERP and business knowledge will be an added advantage;

l. Possession of a relevant recognized ICT professional certification will be an added advantage;

m. Practical knowledge and skills relevant to the position will be added advantage.

1.3 ICT OFFICER II (APPLICATION PROGRAMMER/MOBILE APPLICATIONS) - 3 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES
  i. To accomplish Software Application Development Full Lifecycle by:-
  ii. Designing, coding, and debugging mobile based applications based on various deployment platforms (e.g. USSD, SMS, Android, IOS etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.
  iii. Provide Administration, Operation and Maintenance support of Government Mobile Platform (mGOV)
  iv. Assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment
  v. Designing, coding and debugging SMS, USSD and mobile based applications in various software languages
  vi. Support, maintain and document software functionality
  vii. Installation and configuration of appropriate application servers based on the application programs to be supported;
  viii. Support, maintain, and preparation of technical and user documentations for various software functionalities;
  ix. Software testing and quality assurance;
  x. Performance tuning, improvement, load balancing, usability, automation;
  xi. Producing detailed technical specifications and software code documentation;

1.3.2 QUALIFICATIONS AND EXPERIENCE
  a. BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution.
  b. Strong understanding of the Software Development Life Cycle (SDLC) methodologies.
  c. Experience in design and development of SMS/ USSD/iOS and Android based Applications
  d. Experience in installation and administration of SMS, USSD and IVR Platforms
  e. Technical knowledge in determining end-to-end software requirements specification and design.
  f. Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python] will be added advantage.
  g. Practical skills on Object Oriented Design and Analysis (OOA and OOD)
  h. Knowledge in containerization and micro services application development approaches.

i. Working knowledge ofLinux and Unix Server platforms;
j. Experience in SOAP/REST/Web Services, Application Servers (Apache, Apache Tomcat, WebLogic etc.)
k. Experience in Spring Framework (Spring MVC) and other similar application development frameworks.
l. Hands-on experience with Jenkins, Git, Junit, etc.
m. Experience/knowledge on JSON, XML, and other similar data exchange protocols.
n. Strong knowledge on PostgreSQL and MySQL Database Management Systems. Knowledge on MS SQL Server, Oracle and other DBMS will be added advantage.
o. Familiarity with software code versioning and repository systems
p. Possession of a relevant recognized ICT professional certification will be an added advantage.
q. Practical knowledge in designing and development of chat BOTs and Payment Systems will be added advantage
r. Practical knowledge and skills relevant to the position will be added advantage

1.4 ICT OFFICER GRADE II (NETWORK MANAGEMENT) – 5 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES
i. To monitor performance, capacity, and availability of the network on an ongoing basis and recommend improvements in technologies and practices.
ii. To collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity
iii. Participate in designing and installation of networks and related accessories and equipment;
iv. Maintain and repair of Network active and passive equipment;
v. Troubleshoot all network security related problems;
vi. Maintain and implement security strategy and standardization methods.
vii. Document and communicate network related problems, solutions and the implementation process;
viii. Participate in configuration and management program to install updated security tools.
ix. Perform maintenance activities, backups and restore of network components.
x. Plan and appraise ongoing assessment and monitoring of application control, firewall, VPN, SSL, intrusion detection and prevention system and other network component policies
xi. Guarantee network security best practices are executed through auditing: routers, change control, firewall configurations and monitoring
xii. Responsible for periodic vulnerability testing, and lead remediation

xiii. Articulate systems and methodologies as well as reply to security related events and support in remediation efforts

xiv. Coordinate and oversee log analysis for e-GA managed services offerings to ensure customer policy and security requirements are met

xv. Maintain network security devices to enable pro-active defense of networks within managed service, providing protective monitoring to multiple customers

1.4.2 QUALIFICATIONS AND EXPERIENCE

a. Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

b. Proficient in Service Provider technologies like IP/MPLS and related services (L2VPN, L3 MPLSVPN, TE, QoS, etc.),

c. Proficiency in designing/deploying in LAN/WAN topologies using routing protocols like OSPF/ISIS, EIGRP, BGP, IPv6, MPLS, Multicast, HA/Redundancy etc.

d. Knowledge of IOS/IOS XE/ IOS XR and Proficient on Network equipment such as routers, switches, bridges, etc

e. Practical skills in configuring and managing VLANs on routers and layer 2 and layer 3 switches and remotely management using IP-based management protocols, such as Telnet and Simple Network Management Protocol (SNMP), management IP Address and Default Gateway

f. Excellent hands-on experience and knowledge implementing, configuring, integrating and supporting the network security with multi-vendor Firewalls.

g. Fluent in Backup/Recovery procedures, Storage technologies and understanding port numbers approach to application detection

h. Practical skills in managing Server Infrastructure roles as IPv4 and IPv6 Addressing, Domain Name System Server Role, Configuring DNS Zones, DHCP Server Role.

i. Working knowledge in the Telecom Operators or Internet Service Provider Core Network environmentwill be an added advantage.

j. Possession of recognized ICT professional certification such as Service Provider Networks (CCNA, CCNSP, HCNA, HCNP, MCSA, MCSE, CEH) will be an added advantage.

1.5 ICT OFFICER II (SYSTEMS ADMINISTRATOR) - 3 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

i. Install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure including MS Windows, Linux and Unix Server platforms; remote administration, train and support end users;

ii. Perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data;

iii. Administrate servers, security systems, databases, business applications, tools, and manage user accounts;

iv. Prepare reports and documents for various stakeholders i.e system users and management;

v. Troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;

vi. Provide appropriate infrastructure technology solution to support operations;

vii. Prepare systematic documentation for monitoring hosting infrastructure;

viii. Responsible for administration of server virtualization and infrastructure;

ix. Manage security access to assigned systems, related records, documents, and data;

x. Perform backups and disaster recovery operations;

xi. Confer with employees and the project team to provide technical advice, support, and to resolve problems;

xii. Create and update procedural and training documents for the assigned systems;

xiii. Manage ICT assets, systems diagrams and related documentation,

xiv. Manage hardware devices and licenses of all programs in use;

xv. Ensure high-availability of infrastructure, products and services.

1.5.2 QUALIFICATIONS AND EXPERIENCE

a. BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution.

b. Extensive knowledge on Linux and Unix Operating Systems

c. Extensive knowledge on different virtualization technologies both proprietary and open source

d. Knowledge on Mailing Systems and Directory Services(Open source preferred)

e. Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security;

f. Knowledge in analyzing requirements to plan systems that provides capabilities required for projected workloads, planned layout and installation of new systems

g. Knowledge on planning servers resource optimization and usage based on best practices

h. Experience in operating large server infrastructure

i. Knowledge on different server hardware and storage technologies (HP, Sun, Oracle, Dell, IBM etc.)

j. Knowledge in Security Fundamentals (in multiple vendor/open source environments), Linux and MS Windows Security Administration, Replication and Mirroring- Virtual Private Networks, Network Security;

k. Knowledge in designing a Windows Active Directory, Creating Users, Groups and Shared Folders, Managing Active Directory, maintenance, troubleshooting, and disaster recovery;

l. Working knowledge in Clustering, Security/encryption, Failover management and automatic switch over; and Demonstrate ability to learn new technologies and effectively apply knowledge

m. Knowledge in Containers Hosting Infrastructure will be an added advantage

n. Possession of recognized ICT professional certification such as RHCSE/MCSE/CCNA/CISM/CISSP/CEH will be an added advantage.

1.6 ICT OFFICER GRADE II (BUSINESS ANALYST) - 7 POST

1.6.1 DUTIES AND RESPONSIBILITIES

i. Analyze and perform the Institutional business process modelling as well as their association with technology solutions;

ii. Analyze and document business processes and translate these into functional specifications.

iii. Act as a bridge between business groups with need or problem and the technology teams designing/offering a solution to a problem or need;

iv. Participate in analysis of user requirements, prototyping, and integration of technological components, testing and deployment.

v. Participate in designing, development and implementation of enterprise wide applications for various channels (Web/Mobile/Desktop etc);

vi. Ensure business requirements are translated accurately into working technical designs;

vii. Participate in development of new systems, business processes re-engineering, strategy planning or potentially organizational change;

viii. Provide support in the implementation of e-Government initiatives throughout project life cycle;

ix. Involve in solution testing and evaluation as part of quality assurance and control and communicating the deliverables state to the users;

x. Assist in the collection and consolidation of projects required information and data;

xi. Prepare and maintain technical and user documentations for various software functionalities;

xii. Training and support of software users for effective utilization of deployed systems;

1.6.2 QUALIFICATIONS AND EXPERIENCE

a. Minimum of Bachelor degree in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution.
b. Ability to capture , translate and communicate software business requirements to various project stakeholders
c. Knowledge in project management;
d. Working knowledge of various software languages PHP, Java, C/C++, .NET, Python will be added advantage.
e. Knowledge in containerization and micro services application development approaches.
f. Knowledge on JSON, XML, and other similar data exchange protocols.
g. Knowledge on Database Management Systems including MySQL and PostgreSQL.
h. Practical skills on Object Oriented Design and Analysis (OOA and OOD);
i. Knowledgeable in Quality Assurance for developed ICT products/services;
j. Understanding of Software engineering concepts & modelling techniques and methods;
k. Knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery and Responsive Web Design will be added advantage; and
l. Possession of an ICT related certifications (CISA, CRISC, CISM etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

1.7   ICT OFFICER GRADE II   (SECURITY MANAGEMENT) - 10 POSTS

1.71 DUTIES AND RESPONSIBILITIES
i.   Plan, design, develop and implement ICT security policies, procedures, standards, and guidelines;
ii. Integration of ICT security into day-to-day ICT operational activities and provision of periodic security reports;
iii. Installation, configuration and management of security systems/software;
iv. Provision of security advisory on various security risks, threats and vulnerabilities;
v. Support, monitor and assess ICT security compliance in the Government;
vi. Timely handling of ICT security incidents;

1.72 QUALIFICATIONS AND EXPERIENCE
a. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Computer Security, Software Engineering or equivalent degree from a recognized institution.
b. Knowledge of industry ICT Security Management System, cyber security regulatory frameworks and best practices.
c. Knowledge of ICT Risk Management.

d. Knowledge of Networking, System Administration, Programming and Database Administration.
e. Knowledge of vulnerability analysis and penetration testing.
f. Certification in ICT security field such as CEH, ECSA, LPT, CISA, CISSP, CISM, OCSP and CSX-CP will be an added advantage.

1.8 ICT OFFICER GRADE II (PROJECT MANAGEMENT) - 9 POSTS

1.81 DUTIES AND RESPONSIBILITIES

i. Analyze Institutional business processes and models with respects to technology solutions;
ii. Follow up closely in planning, designing, development and implementation of enterprise wide application;
iii. Review e-Government related project concept note/ proposal, system requirements specifications, system design document, Project implementation progress report etc. as per e-Government standards and guidelines
iv. Act as a bridge between business and Technology groups.
v. Provide technical guidance and support in the implementation of e-Government initiatives throughout project life cycle;
vi. Conduct evaluation of e-Government projects and prepare periodic reports;
vii. Conduct inspection and investigation of e-Government projects in the public institutions.
viii.Provide technical guidance on business processes re-engineering, strategic planning or potentially organizational change;
ix. Assist in the collection and consolidation projects required information and data;
x. Monitor implementation of e-Government initiatives and project

1.82 QUALIFICATIONS AND EXPERIENCE
a. Minimum of Bachelor's Degree in Computer Science, Information Technology, Computer Engineering, Software Engineering or equivalent degree from a recognized institution.
b. Strong skills in project management.
c. Ability to capture, translate and communicate software business requirements to various project stakeholders.
d. Understanding of Software engineering concepts & modelling techniques and methods;
e. Knowledgeable in Quality Assurance for developed ICT products/services;

f.   Possession of an ICT and project management related certifications such as, PRINCE2, PMP, TOGAF, COBIT5, CISA and SCRUM Master will be an added advantage.

1.9   ICT OFFICER GRADE II   (STANDARDS AND COMPLIANCE) - 4 POSTS

1.91 DUTIES AND RESPONSIBILITIES
i.   Plan, design, develop and implement e-Government Standards and Guidelines;
ii.   Monitor compliance to e-Government Standards and Guidelines;
iii.   Coordinate the Preparation of hardware and Software Specifications for e-Government implementation;
iv.   Study and evaluate new global trends in e-Government Standards and Practices;
v.   Plan and execute compliance audit and prepare reports.
vi.   Raise awareness to users on e-Government Standards and Guidelines;

1.92 QUALIFICATIONS AND EXPERIENCE
a.   Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.
b.   Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000 etc.
c.   Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred
d.   Knowledge in Information Technology Risk Management/Governance
e.   Knowledge of Auditing is an added advantage.
f.   Knowledge of cyber laws will be an added advantage.
g.   Knowledge of e-Government Standards and Guidelines will be an added advantage.
h.   Possession of recognized Information System certifications such as CISA, CISM, CISSP, CEH, TOGAF and CCNA will be an added advantage.

1.10 ICT OFFICER GRADE II (APPLICATION PROGRAMMER/QUALITY ASSUARANCE) - 2 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES
i.   Develop test strategies and scripts for system /software quality assurance.
ii.   Manage the administration of testing scripts (including unit, integration, component, behavior driven, capacity, system, user acceptance and release) to maintain compatibility with existing applications, hardware and devices.
iii.   Prepare and submit detailed test reports.

iv.   Maintain the ICT quality management policies and processes that drive improvements in performance and customer satisfaction.
v.   Plan and execute risk and quality management procedures and processes.
vi.   Perform risk and quality assessments on key business activities.
vii.   Identify critical risks and recommend corrective steps to address them.
viii.   Review adequacy of ICT system controls and recommend improvements.
ix.   Test ICT processes for compliance against e-Government standards and provide input to improvement programs that enhance the quality of services to the business.
x.   Provide technical guidance and training on Quality Management systems in the organization

1.10.2 QUALIFICATIONS AND EXPERIENCE

a.   Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.
b.   Possession of recognized risk and quality management certifications such as ISO 31000 Risk Management, ISO 9001 Quality Management System, etc.
c.   Knowledge in Information Technology Risk and Quality Management/Governance
d.   Strong understanding of the Software Development Life Cycle (SDLC) methodologies.
e.   Practical skills on Object Oriented Design and Analysis (OOA and OOD)
f.   Knowledge in containerization and micro services application development approaches.
g.   Experience in Spring Frameworks, SOAP/REST/Web Services, Application Servers (Apache, Apache Tomcat, WebLogic etc.),data exchange protocols (JSON, XML ,CSV etc)
h.   Hands-on experience with software testing tools such as Junit.
i.   Working knowledge of various software languages (e.g. Java, JavaScript, PHP, .NET, Python, CSS3, jQuery Mobile, SAPUI5).
j.   Knowledge on Database Management Systems such as MySQL and PostgreSQL.
k.   Familiarity with Behavior-Driven Development, DevOps,CI/CD methodology and tools will be an added advantage.

1.11 ICT OFFICER II (SYSTEMS AUDITOR) - 2 POSTS
1.11.1 DUTIES AND RESPONSIBILITIES
i.   Perform audit activities to ascertain efficiency and effectiveness of the implemented Governance, Controls and Risk Management processes;

ii. Design appropriate audit procedures to execute the approved annual audit plan of the Authority, especially on IT audit engagements;

iii. Perform audit of ICT systems to ascertain effectiveness and efficiency of the designed and implemented general and application controls;

iv. Prepare Draft Audit Reports and for respective audit engagement;

v. Participate in preparation of annual risk based audit plan in consideration of the results of the strategic and operational risks assessments;

vi. Participate in determining audit scope and respective engagement objectives and developing audit work programs;

vii. Undertake follow up audit regarding adequacy and timeliness of the implemented corrective action by Management regarding previous audit issues;

viii. Maintain audit findings memoranda and appropriate working papers to ensure that adequate documentation exists to support the completed audit and conclusions;

ix. Research on emerging issues and trends in ICTto advice on future audit areas.

1.11.2 QUALIFICATIONS AND EXPERIENCE

a. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

b. Knowledge in Information Technology Risk Management/Governance.

c. Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000 etc.

d. Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred.

e. Understanding of information security standards, best practices for securing computer systems, and applicable laws and regulations.

f. A working knowledge and experience with using Computer Assisted Audit Techniques (CAATs) technologies and analytics to evaluate controls by examining relevant data.

g. Possession of recognized auditing/information system certifications such as CIA, CISA, CISM, CISSP, CEH etc will be an added advantage.

h. Knowledge of accounting and/or auditing is an added advantage.

1.12 ICT OFFICER GRADE II (HELPDESK) - 1 POST
1.12.1 DUTIES AND RESPONSIBILITIES

i. Develop and implement efficient and effective customer support processes

ii. Implement proper methodologies to improve first call resolution and technical assistance / support for incoming queries from the Public Institutions

iii. Conduct analysis of helpdesk activities and make recommendation for increased organizational efficiency and effectiveness

iv. Co-ordinate collection, analysis, interpretation and presentation of data and statistics;

v. Design, develop and manage an enhanced reporting structure which ensures the early identification of reported service faults/breakdown/problem and ensure minimum risk to the business;

vi. Log, maintain and take ownership of issues reported by the Public Institutions and provide the appropriate reporting information

vii. Provide first Level ICT Technical Support and ensure fast resolution of queries from Public Institutions in compliance with Client Service charter and Service Level Agreements.

viii. Maintain reliable and secured network and personal computing environment including hardware and software.

1.12.2 QUALIFICATIONS AND EXPERIENCE

a. Minimum of Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from a recognized institution.

b. Strong technical knowledge/ capacity to handle/resolve ICT problems

c. Strong skills in customer management practices

d. Ability to plan actions and steps to carry out goals to ensure that the agreed targets are met;

e. Knowledge of multiple technology domains including software development, Security, database management, networking, and Operating systems (including UNIX/Linux, Ms Windows, Android, and IOS) is preferred.

f. Knowledge in Data Analytics, statistical data and interpretations;

g. Knowledge in Quality Assurance for developed ICT products / services

h. Possession of an ICT related certifications (ITIL, CISA, etc.) and/or certification in Project Management (PMP/PRINCE2 etc.) will be an added advantage.

1.13 ICT OFFICER GRADE II (RESEARCH AND INNOVATION) - 2 POST

1.13.1 DUTIES AND RESPONSIBILITIES

i. Identify valuable data sources and automate collection processes

ii. Undertake preprocessing of structured, semi-structured and unstructured data

iii. Coordinate the designing, building and deployment of business intelligence (BI) solutions (e.g. reporting tools) and tools to store data (e.g. OLAP cubes)

iv. Analyze large amounts of information to discover trends and patterns

v. Present information using data visualization techniques

vi. Initiate solutions and strategies to business challenges

vii. Perform data translations and produce useful reports;

viii. Assess the effectiveness, quality and accuracy of new data sources and data gathering techniques;

ix. Develop tools to monitor and analyses system performance and data accuracy.

x. Monitor performance against targets for various systems and business metrics

xi. Prepare and distribute statistics and economical information to the stakeholders;

xii. Participate in mobilization of resources for implementation of plans and projects;

xiii. Collect inputs for the review of strategic plan;

1.13.2 QUALIFICATIONS AND EXPERIENCE

a. Minimum of Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering, Data Science or related discipline from a recognized institution.

b. Knowledge of Data Warehouse tools for Reporting, Integration and Analysis such as SQL, R, Perl, Pythonetc.

c. Background in data warehouse design (e.g. dimensional modeling) and data mining

d. In-depth understanding of database management systems, online analytical processing (OLAP), ETL (Extract, transform, load) frameworks;

e. Experience using business intelligence tools (e.g. Tableau) and big data frameworks

f. Working knowledge of various programming languages (e.g. Java, C/C++, Scala etc.).

g. Advanced numeracy skills (e.g. statistics, algebra)

h. Knowledge of machine-learning and operations research will be an added advantage

i. Knowledge of Economics is an added advantage

REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

2.0 TANZANIA BUILDING AGENCY (TBA)

The Tanzania Buildings Agency (TBA), is a Government Executive Agency established under the Executive Agencies Act No. 30 of 1997 to deal with Building Consultancy as well as Real Estate Development and Management Services for the Government and public servants. The Agency has the following vacancies in its establishment to be filled immediately.

2.1 ENGINEER II (MECHANICAL) – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

i. To assist senior Mechanical Engineer to collect data for carrying out Feasibility study;

ii. To prepare conceptual design proposals and briefs of various projects;

iii. To develop design proposals into workable drawings as instructed by senior Mechanical Engineer;

iv. To prepare complete detailed construction Mechanical Engineering design drawings for all building projects;

v. To understand and apply current legislation (policies, Acts, regulations, codes, manuals etc.) regarding Mechanical Engineering in building project design work;

vi. To prepare preliminary bills of quantities and costs estimates for all Mechanical Engineering in projects for checking;

vii. To prepare draft project work programs/ schedules and budgets;

viii. To carry out physical site data collection in technical audits tasks / assignments related to building projects;

ix. To participate with the guidance of senior Mechanical Engineer (HVAC) in carrying out conditional surveys for existing structures and prepare reports;

x. To search and collect building projects design data and submit to senior Mechanical Engineer before they are used in the design work;

xi. To perform any other related duties as may be assigned by supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

i. Holder of Bachelor Degree in Mechanical Engineering, or equivalent qualifications from recognized institution.

ii. Computer literacy in design programs will be an added advantage.

2.1.3 REMUNERATION

According to Government pay scale **TGS E** and other fringe benefits.

2.2 ARCHITECT II – 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES
i. To collect and analyses the Client's requirements on buildings projects;
ii. To advise and analyze the need and scope of work for various technical services;
iii. To organize and arrange site visit and carry out initial appraisals;
iv. To collaborate with other technical team of the project to analyze and prepare outline proposals for building projects;
v. Preparation of the program and presentation of the proposal for the project team meetings;
vi. To provide all information complete in sufficient detail and arrange for tendering for the project as advised by the Architect;
vii. To prepare report, schedule of work, correspondences of the project and seek the approval of the Senior Architect;
viii. To conduct condition surveys of existing buildings; and
ix. To perform any other related duties as may be assigned by supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE
i. Holder of Bachelor Degree in Architecture, Interior Design, Landscape Architecture, Architectural and Building Engineering Technology, Architectural Engineering or equivalent qualifications from recognized institution.
ii. Computer literacy in design programs will be an added advantage.

2.2.3 REMUNERATION
According to Government pay scale **TGS E** and other fringe benefits.

2.3 TECHNICIAN II (Architectural) - 3 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

i. To participate in carrying out condition surveys for existing structures;
ii. To apply collected building projects design data in drafting architectural drawings;
iii. To draft details of architectural drawings;
iv. To keep and maintain details and working drawings;

v. To take measurement of existing buildings and prepare missing drawings.

vi. To prepare site report;

vii. To perform other related duties as may be assigned by the supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Mechanical, Civil, Electronics, Electrical Engineering or equivalent qualifications from recognized institutions.

- Computer literacy in design programs will be an added advantage.

2.3.3 REMUNERATION

According to Government pay scale **TGS C** and other fringe benefits

2.4 TECHNICIAN II (Structural/Civil) - 3 POSTS

2.4.1 DUTIES AND RESPONSIBILITIES

i. To assist in preparation of contract drawings;

ii. To assist in field surveys and data collection;

iii. To assist in caring out printing of drawings and documents;

iv. To do clerk works for construction projects;

v. To assist in maintaining registers of projects;

vi. To assist in joint sampling of materials;

vii. To assist in preparation of work programs and budgets;

viii. To assist in preparation of projects reports; and

ix. To perform any other related duties as may be assigned by supervisor.

2.4.3 QUALIFICATIONS AND EXPERIENCE

i. Holder of Ordinary Diploma (NTA 6) or Full Technician Certificate (FTC) in Mechanical, Civil, Electronics, Electrical Engineering or equivalent qualifications from recognized institutions.

ii. Computer literacy in design programs will be an added advantage.

2.4.4 REMUNERATION

According to Government pay scale **TGS C** and other fringe benefits

2.5 ACCOUNTS ASSISTANT II – 2 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

   i.   To receive and keep in proper custody all bills, invoices and other claims pending payment;

   ii.   To prepare petty payment vouchers after approval;

   iii.   To check totals in accounting documents;

   iv.   To undertake general financial clerical duties;

   v.   To undertake filing and record keeping of financial transactions;

   vi.   To dispatch cheques; and

   vii.   To perform any other related duties as may be assigned by Supervisor.

2.5.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Certificate in Accountancy, Finance, Business Administration majoring in Accountancy, ATEC I recognized by NBAA or equivalent qualifications from a recognized institution.

2.5.3 REMUNERATION:

According to Government pay scale **TGS B** and other fringe benefits

2.6 DRIVER II – 2 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

   i.   To drive official vehicles;

   ii.   To maintain the vehicle Log Book;

   iii.   To keep the vehicle in good condition;

   iv.   To report, repair or maintenance needs of the vehicle;

   v.   To undertake minor emergency vehicle repairs; and

   vi.   To perform any other related duties as may be assigned by supervisor.

2.6.2 QUALIFICATIONS AND EXPERIENCE

   i.   Holder of Form four (IV) Certificate with valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents.

ii. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

2.6.3 REMUNERATION

According to Government pay scale **TGS B** and other fringe benefits

3.0 KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

Kilimanjaro Airports Development Company Limited (KADCO) is a company owned by the Government of United Republic of Tanzania charged to manage and develop Kilimanjaro International Airport and its estate.

KADCO is seeking to employ competent, experienced, highly organized and self-motivated Tanzanians to fill the vacant positions described below;

3.1 PROCUREMENT OFFICER- 2 POSTS
3.1.1 DUTIES AND RESPONSIBILITIES

i. Undertake procurement process of goods, works, consultancy and non-consultancy services and disposal of obsolete materials by tender.
ii. Analyze user requirements, conduct market research and inputs when participating in the Preparation of procurement plan.
iii. Liaise with user departments to initiate procurement as per approved plan
iv. Prepare tender and contracts documents.
v. Administer procurement contracts implementation.
vi. Manage proper filling of complete procurement records and documents and use records in the appropriate files and in the computer system.
vii. To facilitate audits and respond to audit queries.
viii. To prepare audit implementation plan and coordinate implementation.
ix. Preparing responses to request for clarification from bidders.
x. To coordinate tender opening.
xi. Participate in the preparation of departmental annual implementation plan and budget.
xii. Prepare periodical and ad-hoc progress report on procurement activities.

xiii.   To perform any other related duties as may be assigned by supervisor.

3.1.2 QUALIFICATIONS

- Bachelor Degree or Advanced Diploma in Procurement and Supplies Management/Materials Management or its equivalent from a recognized institution.
- Should be registered by the Procurement and Supplies Professionals and Technician Board (PSPTB)
- Three (3) years relevant working experience in the Public Sector.

REMUNERATION

The successful candidate may expect attractive and competitive remuneration and benefits packages consistent with KADCO Scheme of Service.

GENERAL CONDITIONS;

i.   All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service and where required otherwise;

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;
- **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
- 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.   **Overqualified candidates should not apply;**

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 language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100 Dar Es Salaam;*

xiv. **Deadline for application is 1st September, 2020;**

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