

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/316

26thOctober, 2020

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Revenue Authority (**TRA**), Tanzania Petroleum Development Corporation (**TPDC**) and National Housing Corporation (**NHC**) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **8** vacant posts as mentioned below.

1.0 TANZANIA REVENUE AUTHORITY (TRA)

Tanzania Revenue Authority (TRA) was established under the Tanzania Revenue Authority Act No.11 Of 1995. The Authority is a semi-autonomous agency of the Government responsible for the administration of the Central Government taxes as well as several non-tax revenues. TRA is currently implementing its Fifth Corporate Plan whose vision is to enhance voluntary tax compliance.

1.1 OFFICE ASSISTANT II -4 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Distribute documents to respective offices;
- ii. Collect and forward mail to post office;
- iii. Move files to and from registries;
- iv. Open office doors in the morning and close the same in the evening;
- v. Carry out photocopying and binding of documents;

- vi. Assist in organizing for pre-meeting arrangements when needed;
- vii. Distribute mails internally to respective offices & staff;
- viii. Duplicate documents, such as circulars and other publications;
- ix. Circulate files and documents internally to respective staff; and
- x. Prepare and serve tea and refreshments to staff and during meetings and workshops; and
- xi. Perform any other related duties assigned by the supervisor

1.1.2 QUALIFICATIONS AND EXPERIENCE

National Form IV Certificate with passes in English and Kiswahili. The candidate should have attended training course in Office Assistance or Office Management conducted by VETA or any other recognized training institution.

1.1.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale **TRAS 1**

2.0 NATIONAL HOUSING CORPORATION (NHC)

National Housing Corporation (**NHC**) is under the Ministry of Lands, Housing and Settlements Development. The Ministry is represented by the Board of Directors which is responsible for the corporate policies and strategies. The day to day management of NHC's business is overseen by the Director General who is responsible to the Board of Directors.

2.1 Effective from July, 1994, the Corporation's portfolios have been divided into profit centers which are income generating and self-sustaining directorates and cost centers which play a supportive role. This role mandates the NHC to undertake an array of business.

2.2 ESTATE ASSISTANT-3 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To make follow-ups on the preparation of Tile Deeds
- ii. To report on any identified misuse of the NHC properties
- iii. To prepare weekly reports
- iv. To register complaints from tenants
- v. To conduct site visits for the NHC
- vi. To conduct rent collection for the NHC and make follow-ups on rent defaulters
- vii. To conduct rent assessments
- viii. To perform any other related duties as may be assigned by the Supervisor

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Form VI with Certificate in either Land Management and Valuation or an equivalent qualification from recognized institution.

2.2.3 REMUNERATION:

Attractive remuneration package in accordance with the institutions salary scale

3.0 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (**TPDC**) is a National Oil Company dealing with Oil and Gas exploration, development and production. The Corporation has open vacant for professional Tanzanian in the following positions

3.1 RESEARCH ENGINEER

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect information on new technology and research findings on processes and refining petroleum products;
- ii. To collect information on the most efficient utilization of petroleum products;
- iii. To collect information on utilization of LPG and gas requirements for petrochemical industries in the country;
- iv. To compile information on production volumes of oil and gas and their derivatives, gas utilized in the processing plant field flared volumes;
- v. To collect information on condensate production forecasts for better utilization of the product;
- vi. To collect information on biofuel and gas and gas to liquid (GTL) processes;
- vii. To provide inputs for research proposals, preparation of concepts and pre-feasibility studies
- viii. To prepare reports for various data and information collected on the above duties;
- ix. To participate in preparation of unit budget.
- x. To perform any other official duties as may be assigned by immediate supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Chemical and Processing Engineering from recognized institution. Must be registered with Engineer's Board (ERB) as Graduate Engineer

3.1.3 SALARY SCALE-TPDCS 7

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 **08th November, 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**