

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/150

6th July, 2021

On behalf of The Mining Commission (TMC) and Tanzania Civil Aviation Authority (TCAA) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **27** vacant posts as mentioned below.

1.0 THE MINING COMMISSION (TMC)

The Mining Commission is established under the Mining Act 2010 as amended by the written Laws (Miscellaneous Amendment) Act 2017 aiming at enhancing control and compliance to ensure maximum collection of revenues and securing national interests. The Commission came into existence through the Government Notice No. 27 issued on 7th July, 2017. The Commission has taken over all operational functions that were being performed by the Minerals Division under the Ministry of Energy and Minerals and all functions that were being performed by the Tanzania Minerals Audit Agency (TMAA) and Tanzania Diamond Sorting Organization (TANSORT). On 17th April, 2018 the President of the United Republic of Tanzania appointed a Chairman and Eight (8) Commissioners to oversee the functions of the Commission.

1.0.1 MINING ENGINEER II – 2 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES:

- i. To collect, analyze and keep mining information/data, accidents records and other related statistical data and information;
- ii. To examine mine plans, mine and plant designs and related structures;
- iii. To assist in designing and supervision of drilling and blasting plans;
- iv. To assist in assessment of the feasibility studies of new sites;
- v. To assist in monitoring and evaluation of mines performance;
- vi. To assist in monitoring operations and equipment comply with health, safety and Environmental requirements;
- vii. To record tracking and keeping in the mines operations;
- viii. To assist in identification and recommend suitable mining method and mining equipment and machinery particularly for Small Scale Miners;
- ix. To train small scale miners on the Mining Act and its Regulations and issues related to safety in mining;
- x. To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- xi. To perform any other related duties as may be assigned by immediate supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mining Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.0.4 REMUNERATION:

Attractive remuneration package in accordance with the institution`s salary scale MCSS 6

1.0.5 MINERAL PROCESSING II - 2 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To monitor the actual production of minerals in medium and large scale miners;
- ii. To Assist in ascertaining and recording the weight of minerals produced in various stage of process in medium and large scale mines;
- iii. To assist in sampling of the minerals produced, recording and packing of the samples in appropriate packages ready for sending to the laboratory for analysis;
- iv. To assist in verifying/calculating and recording the actual weight of chemical reagents used in dry calcine prior to smelting in medium and large scale mines;
- v. To collect and analyze mineral production data and/or information and their associated statistics;
- vi. To examine mineral processing techniques used in the mines and advice accordingly;
- vii. To conduct training to small scale Licensed mineral processing operate on proper processing technology;
- viii. To Assist in witnessing and records daily sorting and recovery of gemstones in gemstones mines;
- ix. Assists in monitoring and control of daily shaft face picking after blasting of gemstones in gemstones mines;
- x. Establish and maintain a database of processing plants, smelters and refinery and
- xi. To perform any other duties as assigned by immediate Supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Mineral Processing Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.0.8 REMUNERATION:

1.0.9 Attractive remuneration package in accordance with the institution`s salary scale MCSS 6

1.0.10 GEOLOGIST II - 3 POST

1.1.11 DUTIES AND RESPONSIBILITIES

- i. To assist in preliminary process of issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii. To assist in inspection and monitoring of mineral exploration/ prospecting activities to ensure that they are executed in accordance to approved programmes and budget;
- iii. To assist in qualification and quantification of the produced minerals;
- iv. To assist in processing and issuing of export and import permits for minerals;
- v. To assist in inspection of major, medium and small-scale mining development projects and ensure that they operate according to safety, health and environmental country guidelines;
- vi. To collect and sort quarterly reports submitted by mining operators and evaluate performance against work program;
- vii. To assist in establishment and maintenance of database of the mineral potential for promotion of value addition activities in the country;
- viii. To assist in maintaining the Mining License Register;
- ix. To assist data/information updates on Mineral Trading and Exports registers at RMOs and cadastre;
- x. To advise Mineral Rights and Licenses applicants on the status of their application;
- xi. To prepare responses to customer queries and searches and draft written official responses and
- xii. To perform any other duties as assigned by superiors.

1.0.12 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Geology or equivalent qualification from recognized Institution.

1.0.13 REMUNERATION:

Attractive remuneration package in accordance with the institution`s salary scale MCSS 6

1.0.14 TECHNICIAN II (GEOLOGY) – 10 POSTS

1.0.15 DUTIES AND RESPONSIBILITIES:

- i. To prepare necessary documents, data and information for issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii. To assist in collection of geological data and information related to exploration, mining, exploitation and mineral trade;
- iii. To prepare documents, reports, plans and other logistics to facilitate inspection and monitoring of mineral exploration and prospection activities.
- iv. To assist in controlling minerals smuggling through major exit points;
- v. To undertake routine systematic geological sample collection, preparation, storage and submission to laboratory for further investigation;
- vi. To assist in collection, compilation and pre-processing of Mineral Rights and licensing applications;
- vii. To assist in preparation of responses to customer queries and searches;
- viii. To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor and
- ix. To perform any other duty as assigned by superiors.

1.0.16 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or FTC in Geology from a recognized Institute.

1.0.17 REMUNARATION:

1.0.18 Attractive remuneration package in accordance with the institution's salary scale MCSS 4

1.0.19 TECHNICIAN II (MINING) – 9 POST

1.0.20 DUTIES AND RESPONSIBILITIES:

- i. To assist in collecting and analyzing mining and explosives information and data;

- ii. To assist in preparation of inquiries and other logistics related to investigations in mining accidents and incidences;
- iii. To assist in monitoring explosives handling, storage and usage and disposal in the country;
- iv. To assist in preparing and pre-processing applications for blasting certificates;
- v. To develop individual objectives and targets and performance standards as part of individual performance agreement in consultation with his/her immediate supervisor and
- vi. To perform any other duties as assigned by superiors

1.0.21 QUALIFICATION AND EXPERIENCE

Holder of Diploma or FTC in Mining Engineering from a recognized Institute

1.0.22 REMUNERATION:

Attractive remuneration package in accordance with the institution's salary scale MCSS 4

2.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

Tanzania Civil Aviation Authority, (TCAA) was established by the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the Civil Aviation Industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in Tanzania.

2.0.1 ICT OFFICER II –INFORMATION SYSTEMS AUDITOR (1 POST)- RE-ADVERTISED

2.0.2 DUTY STATION –DAR ES SALAAM

2.0.3 PURPOSE OF THE JOB:

To participate in ensuring effective and efficient functioning of ICT Auditing for better achievement of TCAA Vision and Mission.

2.0.4 DUTIES AND RESPONSIBILITIES

- i. To assist financial auditors in extraction of data from various computer systems and perform data analysis based on the audit objectives;
- ii. To provide assurance services to financial auditors on the effectiveness of automated controls in application systems that have impact on financial statements;
- iii. To communicate audit results to audit clients and ensure positive management commitment to implement the given recommendations;
- iv. Adequate and timely maintenance of IS audit supporting evidence in teammate Audit Management System;
- v. To prepare and present IS audit reports and other technical information;
- vi. To follow up on audit findings and assess implementation of audit recommendations to audited entities;
- vii. To prepare a database of all IT Systems in the government sector which will be updated on continuous basis and will form the information system (IS) Audit universe and basis for IS audit and
- viii. To perform any other related duties as may be assigned by immediate supervisor

2.0.5 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and

Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from a recognized Institution. Also, must possess CISA Certificate.

2.0.6 PERSONAL ATTRIBUTES

The candidate must be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, and ability to interact and work effectively with both team members and Superiors and pay respect to directives.

2.0.7 REMUNERATIONS AND TERMS OF SERVICE

The successful candidate will be appointed on contract for unspecified period and the position attracts Salary Scale of TCAA SS.7

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age not above 45 years except 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, P.O. Box 2320, Utumishi Building at University of Dodoma & Asha Rose Migiro Buildings - Dodoma.*
- xiii. Deadline for application is **19th July, 2021**
- 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

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