

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/105

17<sup>th</sup> May, 2021

### VACANCY ANNOUNCEMENT

On behalf of the Tanzania Electrical, Mechanical and Services Agency (TEMESA), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill vacant post of the Chief Executive Officer in the aforementioned institution.

#### **1.0 THE TANZANIA ELECTRICAL, MECHANICAL AND SERVICES AGENCY (TEMESA)**

The Tanzania Electrical, Mechanical and Services Agency (TEMESA) is an Executive Agency under the Ministry of Works and Transport. It was established by the Executive Agency Act No. 30 of 1997 as amended by the Executive Agency Act No. 13 of 2009. Under the Act, the Agency is responsible for provision of efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to government institutions and the public at large.

##### **1.0.1 CHIEF EXECUTIVE OFFICER– 1 POST**

##### **1.0.2 APPOINTMENT AUTHORITY: MINISTER FOR WORKS AND TRANSPORT**

##### **1.0.3 REPORTS TO: PERMANENT SECRETARY**

##### **1.0.4 SUPERVISES: DIRECTORS, MANAGERS AND HEAD OF UNITS**

##### **1.0.5 JOB SUMMARY:** The Chief Executive Officer is responsible for the overall management of the TEMESA by ensuring that the Agency operates as a commercially viable entity and ensures that it carries out its functions of providing effective and efficiency mechanical, electrical, electronics, equipment hire and

ferry services to the government and general public. The Chief Executive also has to ensure a sound management of TEMESA finances and Human Resource.

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To manage the day to day businesses and operations, resources including finance, assets and human resources of the Agency;
- ii. To prepare and submit the Agency's Strategic Plan and the associated annual business plans and budgets to the Permanent Secretary;
- iii. To implement approved Strategic Plans, Annual Business Plans and budgets;
- iv. To ensure that short, medium and long term development plans are implemented;
- v. To prepare annual reports and financial statements for submission to the Permanent Secretary of the Ministry;
- vi. To ensure effective management of the Agency's employees, in particular discipline, control and development in accordance with the Agency's Personnel Regulations;
- vii. To be the Secretary to the Ministerial Advisory Board meetings;
- viii. To ensure performance of the Agency's functions in accordance with an annual Performance Agreement concluded with the Permanent Secretary of the Ministry; and
- ix. To evaluate periodically success or failure of TEMESA's activities and take corrective action where required in order to ensure the achievement of its plans and outcomes in all projects and programs.

#### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

Master's Degree either in Electrical Engineering, Mechanical Engineering, Electronics Engineering, Economics, Business Administration or related discipline from a recognized higher learning institution. The candidate must have a minimum of twelve (12) years of relevant work experience out of which four (4) must be at Managerial level.

**Master's Degree must be related to his/her Bachelor Degree.**

### **1.0.8 OTHER COMPETENCIES AND SKILLS**

He/She must be conversant with Managerial, Organization and Analytical skills, Leadership capability, Team building, Strategic focus, managing change, Managing performance and Accountability. Also must have ability in Problem solving, Decision making coupled with Ethical and integrity behavior, visionary and proactive.

### **1.0.9 TERMS OF EMPLOYMENT: 5 YEARS RENEWABLE CONTRACT**

### **1.0.10 SALARY SCALE: LSSE/6**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **55** years of age;
- 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;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - 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. 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 and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr.Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **30<sup>th</sup> May, 2021**;
- 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**