

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/26

26th January, 2021

VACANCY ANNOUNCEMENT

On behalf of **Mtwara Urban Water Supply and Sanitation Authority (MTUWASA)**, and **Tanzania National Parks (TANAPA)**; Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **13** vacant posts mentioned below.

1.0MTWARA URBAN WATER SUPPLY AND SANITATION AUTHORITY (MTUWASA)

The Mtwara Urban Water and Sanitation Authority (MTUWASA) is a legally established entity responsible for overall operations and management of water supply and sanitation services in Mtwara Municipality. The core function of the Authority is to deliver excellent water supply and sanitation services for all categories of customers and stakeholders in Mtwara Municipal, Nanyamba and Mbawala chini. In order to attain its vision and mission, the Authority is looking for competent, dynamic, energetic, committed, experienced and well qualified Tanzanians who are capable of embracing and driving changes in MTUWASA to fill the following vacant posts; -

1.1. ICT OFFICER II-SYSTEM ADMINISTRATOR-MTUWASA HQ - 1 POST

1.1.1 REPORTS TO: MANAGING DIRECTOR

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Supporting LANs, WANs, network segments, Internet, and intranet systems;
- ii. Ensuring the design of the system allows all components to work properly together;
- iii. Making recommendations for future upgrades;
- iv. Maintaining network and system security;
- v. Troubleshooting problems reported by users and analyse and isolate issues;

- vi. Monitoring networks to ensure security;
- vii. Evaluating and modifying the system's performance;
- viii. Maintaining network facilities in individual machines, such as drivers and settings of personal computers as well as printers;
- ix. Maintaining the integrity of the network, server deployment, and security;
- x. Ensuring network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations;
- xi. Designing and deploy networks; Maintain network servers such as file servers, and VPN gateways;
- xii. Performing network address assignment;
- xiii. Assigning routing protocols and routing table configuration;
- xiv. Assigning configuration of authentication and authorization of directory services ;
- xv. Administering servers, laptop and desktop computers, printers, routers, switches, firewalls, phones, company mobile phones, smartphones, software deployment, security updates and patches ; and
- xvi. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor of Science in Computer Science or Computer Engineering or Computer Programming, Information Technology or equivalent qualifications from a recognized institution.

1.1.4 REMUNERATION

- As per institution's salary scale

1.2. TECHNICIAN II - NANYAMBA - 1 POST

1.2.1 REPORTS TO: TECHNICAL MANAGER

1.2.2 DUTIES AND RESPONSIBILITIES

- i. Promptly attending all pipes bursts and water leaks as they occur and ensuring that all pipe breakdowns are repaired promptly;
- ii. Finding the causes for water loses and recommend necessary rectification to ensure the amount of water loss is reduced to an acceptable standard;

- iii. Preparing and maintaining accurate records/data of daily break down of water distribution system and repaired breakdowns, leaks/bursts;
- iv. Making critical analysis and assessment of records/data of breakdown, leaks and repairs and recommending the necessary measure to be taken to improve the system efficiency ;
- v. Assessing the situation of water distribution system and recommending on replacement needs of parts of the system with frequent breakdown with/or dilapidated ; and
- vi. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

- Diploma or Full Technician Certificate (FTC) in Civil /Water supply and Sanitation Engineering, from any recognized Technical Institution.
- Working experience in similar position is an added advantage

1.2.4 REMUNERATION

- As per institution's salary scale

1.3 PUMP OPERATOR GRADE II - 5 POSTS

(Pipe Fitting-2 Posts, Pump Mechanics-2 Posts, and Electrical 1 post)

1.3.1 REPORTS TO: TECHNICAL MANAGER

1.3.2 DUTIES AND RESPONSIBILITIES

- i. Starting and stopping of water pumps according to established schedules
- ii. Reporting abnormalities of water Pump function;
- iii. Proper housekeeping of water pumps, pump house and surroundings.
- iv. Reporting of water polluters;
- v. Recording and reporting of electrical failure;
- vi. Recording the amount of pumped water and establish time intervals from clean water storage tanks;
- vii. Making meter reading electricity consumption at established time intervals and
- viii. Recording of pressure gauge performance at established time intervals ; and

- ix. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

- Form IV Certificate with Level Two/Three in Pipe fitting/Pump Mechanics and electrical from a recognized Technical Institution.
- Working experience in similar position is an added advantage

1.3.4 REMUNERATION

- As per institution's salary scale

1.4 SALES ASSISTANT (METER READER) GRADE II - 1 POSTS

1.4.1 REPORTS TO: COMMERCIAL MANAGER

1.4.2 DUTIES AND RESPONSIBILITIES

- i. Prompt accurate and efficient reading of all meters within the specified area within the urban Water Authority;
- ii. Reporting if faulty meters to the relevant officers;
- iii. Reading water meters monthly and properly recording the meter reading according to standard procedures;
- iv. Undertaking training on meter reading and how to maintain the required standards of documentation;
- v. Reporting illegal connections which have been noticed during discharging meter reading assignment; and
- vi. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.4.3 QUALIFICATION AND EXPERIENCE

- Form IV Certificate with Level Two/Three in Plumbing from any recognized institution.
- Working experience in similar position is an added advantage

1.4.4 REMUNERATION

- As per institution's salary scale

2.0. TANZANIA NATIONAL PARKS (TANAPA)

Tanzania National Parks (TANAPA) is a Parastatal Organization whose mandate is to manage and regulate the use of areas designated as National Parks. The Organization currently manages twenty-two National Parks which form part of larger protected ecosystems set aside to preserve Tanzania's rich natural heritage.

2.1 CONSERVATION RANGER III- ARTISAN (5 POSTS) - (RE-ADVERTISED)

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. Identifying materials/spares parts required for the work to be done according to one's field of specialization;
- ii. Performing preventive and routine maintenance to motor vehicles, machine and boats, water pipes systems, civil structure, wooden structures, domestic electric systems depending one's fields of specialization;
- iii. Performing major maintenance and minor repair;
- iv. Inspecting and repairing motor vehicles wiring and lighting systems
- v. Assisting Technicians in day to day activities;
- vi. Adhering to safety standards in work environment
- vii. Ensuring proper up keep of work environment
- viii. Performing panel beating and general car body works,
- ix. Preparing timely periodic work reports;
- x. Inspecting, designing, assembling and installing sanitary and water pipes systems;
- xi. Constructing, plastering, altering and demolishing buildings, bridges or other civil works;
- xii. Designing and performing wood works
- xiii. Inspecting, installing, and servicing domestic electric wiring;
- xiv. Implementing best practices in areas of work specialization; and

- xv. Performing any other related duties as assigned by superior.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary Education Examination (CSEE) with Trade Test Grade III or Relevant CBET Level in Motor Vehicles Mechanics or Auto mobile or any other relevant fields from a recognized training Institution.

AGE: Not above 25 years of age.

2.1.3 REMUNERATION:

SALARY SCALE: TNPSS B

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **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;
 - **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 & Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **8th February, 2021**;
- xv. Only shortlisted 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**