

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/106

25thFebruary, 2018

VACANCIES ANNOUNCEMENT

On the behalf of the Ministry of Minerals, President's Office, Public Service recruitment Secretariat invite qualified Tanzanians to fill one vacant post of the **Executive Secretary** for TEITI.

1.0 INTRODUCTION

**TANZANIA EXTRACTIVE INDUSTRIES TRANSPARENCY
INITIATIVE (TEITI)**

The Tanzania Extractive Industries Transparency Initiative (TEITI) is an institution established by the TEITA Act. 2015. It started to operate in Tanzania from 2009 when EITI Board (International Board of EITI) admitted Tanzania as an EITI candidate and three years later (in 2012), Tanzania became compliant with EITI global standards.

TEITI operates under the Management of Multi-Stakeholders Group (MSG) that is a Committee composed of 15 stakeholders; 5

representatives from the government, 5 representatives from Civil Society Organizations and 5 representatives from the extractive industry. TEITI's Office will be in Dodoma Region.

1.1 Functions of TEITI

The Committee shall be responsible for ensuring that benefits of extractive industry are verified, duly accounted for and prudently utilized for the benefit of the citizens of Tanzania. Pursuant to subsection (1), functions of the Committee are as follows:-

- (a) To develop a framework for transparency and accountability in the reporting and disclosure by all extractive industry company on revenues due to or paid to the Government;
- (b) To require from any extractive industry company or from the statutory recipients an accurate account of money paid by and received from the company at any period, as revenue accruing to the Government from such company for that period;
- (c) To require extractive industry companies to disclose to the Committee accurate records of the cost of production, capital expenditures at every stage of investment, volumes of production and export data from extractive industry company in respect of each license;
- (d) To promote the effective citizen participation and awareness of extractive industry companies and its contribution to socio-economic development;
- (e) To conduct investigations on material discrepancy from revenue payments and receipts in the extractive industry companies in accordance with the provisions of this Act;

- (f) To make reconciliations on payments from extractive industry companies and Government receipts;
- (g) To identify discrepancies and undertake measures to enhance capacity of any relevant organ of the Government or local government authority having statutory responsibility to monitor revenues and payments by all extractive industry companies to the Government;
- (h) To disseminate by way of publication of reconciliation and investigation reports or otherwise any information concerning revenues received by the Government from extractive industry companies as it may consider necessary;
- (i) To promote the effective citizen participation and awareness of resources governance in extractive industry and its contribution to socio-economic development;
- (j) To make consultation amongst Government, civil society and companies for effective management of natural resources;
- (k) To supervise affairs of the Secretariat;
- (l) To carry out research or studies for furtherance of the functions of the Committee; and
- (m) To undertake any other activities related to its functions.

1.2.1 DUTIES AND RESPONSIBILITIES

To be the head and accounting officer of the secretariat, and being responsible for implementation of the day to day activities of the committee. Being the Secretary to the Committee it will his or her the

duty to facilitate the committee to implement the mentioned functions under section 1.1 above.

1.2.2 TERMS AND CONDITIONS

The employment will under the contract of five years renewable for one term.

1.1.3 QUALIFICATIONS AND EXPERIENCE

- a) Possess at least a degree in the field of engineering, economics, laws, management, development studies, geology or finance
- b) Relevant knowledge and experience of at least five years on matters relating to extractive industry; and
- c) Proven leadership ability

1.1.4. SPECIAL SPECIFICATIONS

1.1.4.1 SKILLS/ABILITIES

- (i) Excellent analytical skills;
- (ii) Demonstrate ability to work collaboratively as a team player especially with system analysts and designers;
- (iii) Ability to plan, organize, prioritize and manage complex and delicate tasks;
- (iv) Results and performance-driven with commitment to realization of the Authority's strategic objectives;
- (v) Able to work independently and manage expected deliverables;
- (vi) Flexible, proactive, attention to detail, ability to work under pressure;
- (vii) Self confidence in work planning and decision making;
- (viii) A good feeling for confidentiality and working in a procedural matter.

1.1.4.2 DESIRABLE

- (i) A person with good communication skills, orally articulate, good written communication skills, good analyser and good listener;
- (ii) Ability to draw reasonable, logical conclusions or assumptions from limited information;
- (iii) Display a great deal of creativity in problem solving and who pays attention to details.
- (iv) Visionary person who can advise on the matter related to the growth of the mining sector and Extractive Industries
- (v) Good interpersonal skills

1.1.5 RENUMERATION

- Attractive remuneration package in accordance with Public service policy and regulations.

1.1.6 GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 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 certificate;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates transcripts and certificates;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate
 - Testimonials
- v. Applicants who will attach copies of the following certificates will not be considered;
 - Form IV and form VI results slips

- Partial transcripts
- vi. Applicants who are employed in the Public Service should route their application letters through their respective employers;
- vii. Applicants who have/were removed or resigned 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 certified by the National Examination Council of Tanzania (NECTA)
- 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 letters should be written either in Swahili or English and Addressed to Secretary, **Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P. O. Box 63100, Maktaba Complex, 11102 Dar es Salaam.**
- xiii. Deadline for application is **11 March, 2018** and;
- xiv. Only short listed candidates will be informed on a date for interview.
- 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 can also be found at PSRS Website, Click 'Recruitment Portal')