

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

25th August, 2011

VACANCIES ANNOUNCEMENT

The Public Service Recruitment Secretariat was established in accordance with Section No. 29 (1) of the Public Service (Amendment) Act, 2007. One of the main functions of this organ is to advertise vacant posts occurring in the Public Service and conduct recruitment process.

On behalf of the Ministry of Transport (Tanzania Railways Limited), Ministry of Agriculture Food Security and Cooperatives (Tanzania Tobacco Board), Ministry of Health and Social Welfare (Tanzania Food and Nutrition Centre – TFNC), and UNESCO National Commission, **the Public Service Recruitment Secretariat** invites qualified Tanzanian to fill various vacant posts as shown below:-

1.0 THE TANZANIA RAILWAYS LIMITED - (TRL)

NATURE AND SCOPE:

The Tanzania Railways Limited (TRL) is a parastatal company which owns and operates 2,707 kilometers of a single track of 1,000 mm (meter gauge) railroad connecting with the Kenya and Uganda railway system. TRL transports cargo within Tanzania and neighbouring countries i.e. Democratic Republic of Congo, Burundi, Rwanda and Uganda.

1.1 MANAGING DIRECTOR

1.1.1 Reporting to the Board of Directors, the successful candidate will be responsible for directing and managing the company to deliver efficient and cost effective rail freight and passenger services to the satisfaction of

customers in the countries and generate profitable growth to the expectation and satisfaction of the shareholder.

1.1.2 Duty Station: Dar es Salaam.

1.1.3 Main Duties and Responsibilities:

- Chief executive in charge of TRL. Provide leadership to the approximately 3,000 employees deployed across the 2,707 kms of the line.
- Formulate corporate strategies and plans for approval by the board of directors which reflect the vision, mission and objectives of the Governments.
- Monitor and coordinate the performance of the various functions of the company and direct timely remedial actions where/when necessary to ensure compliance with corporate objectives in a cohesive and purposeful manner.
- Prepare and review the operating and capital budgets and have these approved by the board of directors.
- Mobilise and manage the financial resources to ensure availability of adequate funds to meet all operational costs and obligations.
- Develop and maintain effective and good relationship with a wide range of government officials in the Government to facilitate speedy resolution of all matter affecting the company.
- Supervises co-ordination of international and major projects of TRL
- Ensures compliance with the Company's legal obligations with the assistance of the Company Secretary.
- Ensure conducive work condition and industrial harmony are developed and maintained to attract, retain and motivate the workforce.

1.1.4 Qualifications and Experience:

- Masters degree from a reputable University or its equivalent preferably in Management/Transport/Engineering/Financial disciplines or Business Administration.
- At least 10 years of management experience at Senior level.

- Candidates outside the Railway Industry must have worked in an organization the size of TRL preferably in a transportation company for at least 10 years as an assistant Head of the Institution.
- Proven business leadership success track record, clean ethical record and demonstration strong leadership personality.
- Computer literacy.
- Excellent communication and interpersonal skills.
- PhD in Transport Management, Business Administration and other related work experience in rail transport will be added advantages.

1.1.5 Remuneration:

- An attractive remuneration package will be offered to the successful candidate.

1.1.6 Age:

- The ideal candidate should be of the age between 40 and 56 years.

1.2 DEPUTY MANAGING DIRECTOR (Operations)-DMD (O)

1.2.1 Reporting to the Managing Director, the successful candidate will be responsible for the departments of Mechanical Engineering, Civil Engineering, Signals and Telecommunications Engineering, Rail Transportation and Commercial.

1.2.2 Duty Station: Dar es Salaam.

1.2.3 Duties and Responsibilities:

- Management of operations and concerned departments function with a view to provide professional service and economics in scale of operations.
- Advises the Managing Director of corporate objectives and policies of departments under his control and formulates performance criteria based on decisions taken by Managing Director.

- Monitors operations of the railways on day to day basis and keeps the Managing Director advised.
- Co-ordinates the activities of the departments to achieve the best performance.
- Approves establishment and manpower development plans within the delegated powers, submits proposals to Managing Director for issue beyond his powers.

1.2.4 Qualifications and Experience:

- A degree from a reputable University or its equivalent preferably in Transportation, Mechanical Engineering or Civil Engineering,
- A senior railway official working in Transportation/Commercial, Mechanical, or Civil Engineering department and having a degree in Transportation, Commercial Mechanical Engineering or Civil Engineering.
- At least 8 years of management experience at Senior level,
- Candidates outside the Railway Industry must have worked in an organization the size of TRL preferably in a transportation company for at least 8 years as an assistant Head of the Institution.
- Proven business leadership success track record, clean ethical record and demonstration strong leadership personality.
- Computer literacy.
- Excellent communication and interpersonal skills
- Post graduate studies/Masters degree in Business Administration or Transport Management and work experience in rail transport will be added advantages.

1.2.5 Remuneration:

An attractive remuneration package will be offered to the successful candidate.

1.2.6 Age:

- The ideal candidate should be of the age between 40 and 56 years.

1.3 DEPUTY MANAGING DIRECTOR (Services)-DMD(S)

1.3.1 Reporting to the Managing Director, the successful candidate will be responsible for the departments of Finance, Manpower Development and Administration (Human Resource Development), Supplies (Procurement) and Corporate Planning & Management Services.

1.3.1 Duty Station: Dar es Salaam.

1.3.2 Duties and Responsibilities:

- Management of service functions with a view to provide professional service with economics in scale of operations.
- Advises the Managing Director of corporate objectives and policies of service departments and formulates performance criteria based on decisions taken by the Managing Director.
- Develops budget proposals and performances for service departments in consultation with Heads of Departments and negotiates them with the Managing Director after seeking views of finance.
- Allocates approved budget to service departments along with performance levels and productivity indices. Monitors performance against stipulated criteria, initiates corrective measures and advises the Managing Director of the same regularly.
- Approves establishment and manpower development plans within the delegated powers and submits proposals to Managing Director for issues beyond his powers.

1.3.3 Qualifications and Experience:

- A degree in Transportation, Commercial, Mechanical Engineering or Civil Engineering. The candidate must have at least 5 years of Management experience at the level of an Assistant Head of Department or above.
- A senior railway official working in Transportation/Commercial, Mechanical, or Civil Engineering department at a minimum level of an Assistant Head of Department. Candidates outside the Railway Industry must have worked in an

organization the size of TRL preferably in a transportation company for at least 10 years as an Assistant Head of Department or above.

- Proven business leadership success track record, clean ethical record and demonstration strong leadership personality.
- Computer literacy.
- Excellent communication and interpersonal skills.
- Post graduate studies/Masters degree in Business Administration or Transport Management and work experience in rail transport will be added advantages.

1.3.4 Remuneration:

- An attractive remuneration package will be offered to the successful candidate.

1.3.5 Age:

- The ideal candidate should be of the age between 40 and 56 years.

2.0 TANZANIA TOBACCO BOARD

The Tanzania Tobacco Board is a crop regulatory body established under The Tobacco Industry Act No. 24 of 2001(as amended by Crop Laws (Miscellaneous Amendments) Act No. 20 of 2009). The main regulatory responsibilities of the Board as mandated by section five (5) of the aforementioned legislation are:-

- Formulation, implementation and enforcement of policies, guidelines and standards aimed at regulating and improving the performance of the tobacco industry in Tanzania;
- Provision of advice to the Minister responsible for Agriculture and Government in general on all matters related to the tobacco industry; and
- Promotion and development of a conducive environment for effective and fair competition to all stakeholders in the tobacco industry.

2.1 DIRECTOR GENERAL

2.1.1 The Director General shall report to the Board of Directors and is responsible for advising the Board on matters pertaining to the performance of the Tanzania Tobacco Board.

2.1.2 Main Duties and Responsibilities:

The Director General in addition to overseeing the day to day affairs of the Board shall be responsible for the following:-

- Formulating and implementing organizational and management policies for efficient running of the Board and achievement of set targets and ensuring that the Board operates within the approved budget.
- Drawing up and implementing after approval by the Board of Directors such corporate and other plan necessary to achieve the Board's aims and objectives.
- Ensuring that the Board of Directors' resolutions are implemented.
- Advising the government on all issues related to tobacco industry.
- Representing the Board at local and international fora.
- Promoting, establishing and coordinating participation or integration of the Tanzania Tobacco industry in the regional and global tobacco industries.
- Performing any other duties as may be assigned by the Board of Directors.

2.1.3 Qualifications:

- Holder of Masters Degree in Agriculture or Agricultural Economics or Business Administration (Finance, Human Resources Management or Accounting) .
- Computer knowledge is essential.
- The position of Director General is highly challenging hence, in addition to the above qualities the candidate must be of High integrity, Visionary proactive, Innovative and Ability to work independently, emphasize team work, to interact with superiors, peers and subordinates.

2.1.5 Experience:

- At least ten years working experience of which five years must be in a senior managerial position.
- Working experience in Tobacco Industry will be an added advantage.
- Outstanding knowledge of both local and international tobacco industry.

2.1.6 Remuneration:

Attractive remuneration commensurate with qualifications and experience in accordance with the Tobacco Board Scheme of Service (TTBM 3) and Staff Regulations will be offered.

3.0 TANZANIA FOOD AND NUTRITION CENTRE – (TFNC)

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health and Social Welfare. The Centre is responsible for spreading nutrition activities in the country with the objectives of controlling and reducing all forms of malnutrition.

3.1 DIRECTOR OF FOOD SCIENCE AND NUTRITION (READVERTISED)

3.1.1 The ideal candidate reports to the Managing Director

3.1.2 Terms of Engagement:

The ideal candidate will work for the period of three years (3) renewable once.

3.1.3 Duties and Responsibilities:

- Responsible to the Managing Director on matters concerning Food Science and Nutrition;
- To undertake research relating to food processing , preservation and product development;
- General administration and supervision of staff under his/her directorate;
- To supervise preparation of plan of action and budgets for directorate;
- To supervise designing and development of appropriate food processing and preservation technologies at the Centre:
- To promote commercialization of relevant technologies relating to food processing, preservation and product development;
- To provide consultancy services in field of competence:
- To conduct in service training for in house and other service providers;
- To perform any other duties assigned by the Managing Director

3.1.4 Qualifications and Experience:

- Holder of Post graduate degree, preferably PhD in Food Science/Food technology/ Food Chemistry/Microbiology/Biochemistry

- He / She should have research work experience of not less than eight (8) years in Food Science or Nutrition of which five (5) should be in senior managerial position and at least five (5) publication.
- Training in Management is essential.

3.1.5 Remuneration

- Attractive remuneration package in accordance with the Institution's salary scale PRSS-21

3.1.6 Age:

- The ideal candidate should not be above 45 years of age.

4.0 UNESCO NATIONAL COMMISSION

The UNESCO National Commission was established by the UNESCO National Commission Act No. 7 of 2008 thus transforming it into an independent government department. Its main mandate is to coordinate the implementation of UNESCO Programmes in Tanzania. The Commission is hereby seeking to engage highly committed and self motivated individuals with excellent interpersonal skills, capable to work independently with minimum supervision to fill in the following vacant positions.

4.1 SENIOR PROGRAMME OFFICER (EDUCATION)

This is a Senior Position and the ideal candidate is expected to have accumulated adequate experience to be able to effectively manage, coordinate UNESCO Programmes in the Education sector and is therefore expected to work closely with stakeholders in this sector to make sure that Tanzania benefits from the various UNESCO programmes. He/She must have experience in developing and managing programmes and projects, as well as excellent training and communication skills.

4.1.1 The ideal candidate reports to the Deputy Executive Secretary (Programmes)

4.1.2 Duties and Responsibilities

- To advise the Deputy Executive Secretary (Programmes) on all matters pertaining to the Education Sector,
- To coordinate the implementation and execution of activities for UNESCO Major Programme I: Education
- To coordinate the activities of the UNESCO Intergovernmental and Special Programmes in Education Sector i.e. Education for All (EFA), Basic Education

In Africa Programme (BEAP) Teachers Training Initiatives in Sub Saharan Africa (TISSA), Education Statistics. IIEP Training Programme, UNESCO Chairs and UNITWIN Projects, International Bureau of Education (IBE), UNESCO Institute of Adult Learning (UIAL), Institute of Information Technology and Education (IIEET)etc

- To coordinate activities of the UNESCO National Standing Committee for Education
- Effectively consult and interact with UNESCO stakeholders in the Education sector to identify priority areas of action
- Solicit project proposals for the Education Sector and assist in the preparation of project documents for submission to UNESCO under Participation, Regular, Funds in Trust and Co-Action programmes,
- Coordinate implementation, monitoring and evaluation of projects in the Education sector
- Develop annual work plans for the Education Sector
- Prepare Quarterly Progress Reports and Contribute to the UNESCO Commission Annual Report
- Supervise implementation, monitoring and evaluation of Education Sector projects
- Any other duty as assigned from time to time.

4.1.2 Qualifications and Experience

- Masters Degree (Education fields).
- Possession of PhD (Education) will be an added advantage.
- At least seven (7) years work experience after Masters degree or five (5) years after PhD in a Senior Management Position preferably in managing sector wide programmes and projects

4.1.3 Remuneration

- Attractive and competitive salary and remuneration package will be offered to the right candidate.

4.1.4 Required Skills and Attributes.

- Excellent interpersonal skills and effective interactions with stakeholders
- Strong working knowledge of computer programmes.
- Excellent verbal, writing and analytical skills.
- Confidence, enthusiasm and a passion for excellence.
- High levels of Integrity and Professionalism in work and behavior.
- High stress tolerance and disciplined to execute according to standards.
- Intense focus on accountability and urgency/speed of response.
- Respect for authority and workmates
- Excellent organizational skills with the ability to develop detailed work plans to ensure program success and output -oriented.
- Ability to prioritize and execute tasks and effectively function in a fast-paced, sometimes high-pressure environment.
- Reacts to work assignment adjustments and alterations promptly and efficiently;
- Ability to meet deadlines and work with minimum supervision
- Fluent in English, knowledge of French language is an added advantage
- Commitment to the highest ethical and professional standards

4.2 SENIOR HUMAN RESOURCES OFFICER

4.2.1 The ideal candidate reports to the Deputy Executive Secretary (Administration and Liaison)

4.2.2 Duties and Responsibilities

- Advise the Executive Secretary on human resources management issues;
- Ensure that human resources policies and regulations, standing orders, staff circulars and establishment circulars are interpreted and implemented effectively;
- Ensure that administrative and human resource systems are working effectively

- Enforce staff rules and regulations
- Process recruitment, promotion and confirmation of employees as directed;
- Prepare annual employees establishment and
- Process annual leaves for staff and deal with staff welfare issues
- Undertake training needs assessment and prepare annual staff training and development programme
- Ensure staff are trained and motivated for efficient performance;
- Coordinate and ensure proper upkeep of personnel records;
- Administer employees salaries, initiate and recommend payments for staff entitlements/benefits
- Manage staff discipline
- Manage transport and logistical arrangements for staff and office activities
- Guide and counsel staff where necessary for betterment of performance;
- Perform any other duties as may be assigned by the Deputy 32333 Executive Secretary (Administration)

4.2.3 Qualifications and Experience

- Holders of Masters Degree in Public Administration, Human Resource Management
- At least 5 years work experience in administration and human resource management in a reputable organization.

4.2.4 Remuneration

- Attractive and competitive salary and remuneration package will be offered to the right candidate.

4.2.5 Required Skills and Attributes.

- Conversant with public service management and labor policies and regulations
- Excellent working knowledge of computer programmes
- Excellent verbal, writing and analytical skills

- Organizational ability and competence in logistics arrangements
- A team player and ability to work independently with minimum supervision
- Commitment to work ideals, highest ethical and professional standards
- Excellent interpersonal skills

GENERAL CONDITIONS

- i. All applicants have to be Citizens of Tanzania
- ii. Applicants have to attach current Curriculum Vitae (CV)
- iii. The title of the position applied for should be marked on the envelope; short of which will make the application invalid.
- iv. Applicants have to attach their detailed certified copies of Academic certificates, one recent passport size picture and birth certificate.
- v. Applicants currently employed in the public service should route their application letters through their respective employers.
- vi. Applicants should indicate three reputable referees with their reliable contacts.
- vii. Applicants who are retired from Public Service for whatever reasons should not apply.
- viii. Testimonials, Provisional results, statement of results, Partial transcripts and results slips will not be accepted.
- ix. This advert is also found in www.utumishi.go.tz, www.mot.go.tz, www.kilimo.go.tz and www.pmoralg.go.tz
- x. **Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)**
- xi. **Dead line for application is 9th September, 2011 at 15:30 PM.**
- xii. Application letters should be in English and sent to the following address:-

**Secretary,
Public Service Recruitment Secretariat,
P.O. Box 63100,
DAR ES SALAAM.**