

## UNITED REPUBLIC OF TANZANIA



### PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/61

04<sup>TH</sup> November, 2017

#### VACANCIES ANNOUNCEMENT

On behalf of the e-Government Agency (eGA), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(4)** vacant posts as mentioned below;

##### **1.0 e-GOVERNMENT AGENCY (eGA)**

E-Government Agency (eGA) is a semi-autonomous institution established in 2012 under the Executive Agencies Act, No.30 Cap. 245 of 1997. The mandate of e-Government Agency includes coordination, oversight, provision, promotion of e-Government initiatives and enforcement of e-Government standards and guidelines in the Public Service.

##### **1.1 PRINCIPAL ICT OFFICER GRADE II – (TECHNICAL CONSULTANCY AND ADVISORY SERVICES) - 2 POSTS**

###### **1.1.1 JOB PURPOSE:**

To provide advisory and technical consultancy to the Government institutions on all e-Government related Projects. Lead the review and analysis of the Public Institutions' e-Government related projects, services, processes and information needs to identify changes that will lead to business improvements.

###### **1.1.2 DUTIES AND RESPONSIBILITIES**

- (i) Lead and manage teams to provide customer focused services to Public

- Institutions on the Government service improvement through use of ICT;
- (ii) Manage planning of IT consultancy projects to ensure quality of deliverables, timeliness of deliverables and within budget;
  - (iii) Facilitate strong working relationships with key stakeholders to support collaboration, exchange of information and provide expertise to build new and consolidate existing relationships and influence outcomes;
  - (iv) Provide IT audit service, including effective audit planning and facilitating advisory services to the Government;
  - (v) To provide expertise on the appropriate infrastructure technology solutions in support of the on-going government operations, new application requirements and the strategic direction;
  - (vi) Provide advice about the feasibility and suitability of proposed solutions to optimize performance of business processes;
  - (vii) Lead teams in analyzing business processes, identifying alternative solutions, assessing feasibility of undertakings, and recommending new approaches, typically seeking to exploit ICT to improve business processes of Public Institutions;
  - (viii) Work with key stakeholders to define business requirements and trends to enable informed business decisions and service level improvements;
  - (ix) Advise Public Institutions in validating and justifying business needs, conducting feasibility studies, producing high-level and detailed business models, preparing business cases, overseeing development and implementation of solutions taking into account the implications/impact of changes on the respective Institutions and all stakeholders;
  - (x) Coordinates ICT audits/reviews in Public Service;
  - (xi) Conduct e-Government impact studies in Public Institutions;
  - (xii) Mentor and coach subordinate staff;
  - (xiii) Perform any other duties as may be assigned by his/her superior.

### **1.1.3 QUALIFICATION AND EXPERIENCE**

Master Degree in the related discipline from recognized institution

Bachelor Degree in Computer Science, Computer Engineering, Electronics Engineering, Information Technology or equivalent from a recognized institution.

At least nine (9) years of practical working experience in public or any private reputable organization in the relevant field.

#### **1.1.4 TECHNICAL QUALIFICATION**

- (i) Experience in managing enterprise ICT Projects including **experience with implementing ERP;**
- (ii) Experience in ICT planning and/or audit function;
- (iii) Ability proved by experience with leading cross-functional teams to undertake major ICT related projects;
- (iv) Good project management skills preferably holder of internationally recognized project management certification like PMP, Prince2 or equivalent;
- (v) Good communications skills, both oral and written;
- (vi) Able to conceptualize high level ICT planning / governance concepts;
- (vii) **Experience in working with, implementing and/or analyzing e-payment systems will be an added advantage;**
- (viii) Ability to communicate in business language on issues of IT nature to non-IT audiences;
- (ix) Knowledge of business management will be an advantage;
- (x) Must have one of ICT Service Management related certification like ITIL, COBIT, CISA, CISM, CISSP or equivalent;
- (xi) Understanding of multiple technology domains including software development, networking, Windows, and UNIX (preferred) and ICT governance methodologies and frameworks.

#### **1.1.5 OTHER ATTRIBUTES:**

- (i) Experience with increasingly complex leadership and management responsibilities in IT and data Communication environment;
- (ii) Outstanding critical thinking and problem solving skills;
- (iii) Advanced operations planning and organizing;
- (iv) Decision-making skills;
- (v) Presentation skills;
- (vi) Excellent communication skills;
- (vii) Ability to persuade, influence and lead;
- (viii) Excellent team work and negotiation skills;

- (ix) Adaptability and flexibility to different working conditions.

#### **1.1.6 REMUNERATION:**

An attractive remuneration package will be offered to successful candidates.

### **1.2 ICT OFFICER GRADE II –DATABASE ADMINISTRATOR – 1- POST**

#### **1.2.1 JOB PURPOSE:**

This individual provide operational database technical services to support the application development, database production support and various requirements for distributed technical support to ensure applications are running smoothly. The responsibilities also involve effective provisioning, installation, configuration, operation, upgrades and maintenance of server systems hardware, software and infrastructure.

#### **1.2.2 DUTIES AND RESPONSIBILITIES**

- (i) Administration of systems and databases, server virtualization and server infrastructure.
- (ii) Management of security aspects to the assigned systems, databases, integrity controls, related records, and documents;
- (iii) Installation, upgrade, and maintenance of software applications and databases;
- (iv) Maintenance, administration, monitoring, problem management, and production for databases;
- (v) Undertaking of daily maintenance, testing, backup, and recovery of systems and databases;
- (vi) Applying patches and upgrade of systems and databases;
- (vii) Installing and building database structures;
- (viii) Query and performance tuning of databases;
- (ix) Provisioning/installing, configuring, operating, upgrading and maintaining assigned systems hardware, software and infrastructure;
- (x) Provide appropriate infrastructure technology solution to support eGA Operations;
- (xi) Maintain the strict confidentiality of all records and documents stored in the

- assigned systems and infrastructure;
- (xii) Provide technical advice and support in problem solving related to systems and applications;
  - (xiii) Contribute to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure;
  - (xiv) Assist in management of hardware devices, licensing and all programs as assigned;
  - (xv) Ensure high-availability of systems and services;
  - (xvi) Execute other assignments as may be assigned from time to time by superiors.

### **1.2.3 QUALIFICATION AND EXPERIENCE**

Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

### **1.2.4 TECHNICAL QUALIFICATIONS:**

- (i) Working knowledge of MS Windows, Linux and Unix Server platforms;
- (ii) Working knowledge of databases (e.g. MS SQL, PostgreSQL, MySQL, Oracle, etc.);
- (iii) Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- (iv) System Backup types and administration (full, incremental, etc.);
- (v) Practical skills in configuring access to file services as Access Control, managing NTFS file and folder permissions, managing permissions for shared resources, determining effective permissions, configuring and managing distributed file system as Distributed File System (DFS) Overview, configuring DFS Namespaces, configuring DFS replication, deploy file sharing services, deploy an FTP server and a web server;
- (vi) Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- (vii) Practical skills on Database schema creation and management;
- (viii) Practical skills on Performance management and tuning;
- (ix) Knowledge of Storage management techniques;
- (x) **ERP and business knowledge will be an added advantage;**
- (xi) Possession of a relevant recognized ICT professional certification will be an

added advantage;

(xii) Practical knowledge and skills relevant to the position will be added advantage.

### **1.2.5 REMUNERATION:**

An attractive remuneration package will be offered to successful candidates.

## **1.3 ICT OFFICER GRADE II – (SYSTEMS AUDITOR) –1- POST**

### **1.3.1 JOB PURPOSE:**

The primary responsibility is to ensure effective planning, execution/provisioning of audit services on IT systems hardware, software and infrastructure, including preparation of audit reports. This individual ensures that system hardware, operating systems, software, infrastructure and related procedures conform to the applicable regulatory and operational requirements. He/ She should under indirect supervision perform detailed operational evaluations and undertake control, risk management and governance assessments in relation to implemented information systems and infrastructures.

### **1.3.2 DUTIES AND RESPONSIBILITIES**

- (i) Evaluate ICT, operational and business risks, functions and activities, and recommend nature, scope, direction and thrust of the proposed corrective measures;
- (ii) Be involved in preparation of annual risk based audit plan in consideration of the results of the strategic and operational risks assessments;
- (iii) Designs audit procedures to execute the annual audit plan in determining effectiveness of risk management, control and governance processes;
- (iv) Perform general and application control examination of the computer information systems;
- (v) Undertake audit engagements planning and implementing complex audit test and appropriate documentation of results;
- (vi) Assist the Senior Auditor to determine audit scope and objective and accordingly develop audit work programs;
- (vii) Evaluate the identified critical risks and the respective mitigation approaches.
- (viii) Working with the internal audit team to advice on creating a solid information technology infrastructure and ensuring appropriate policies and procedures

are in place;

- (ix) Perform information control assessment to include compliance of system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance;
- (x) Evaluates the adequacy/appropriateness and timeliness of management's response and the implemented corrective action taken on issued audit recommendations;
- (xi) Prepare audit finding memoranda and appropriate working papers to ensure that adequate documentation exists to support the completed audit and conclusions;
- (xii) Determine compliance with relevant laws, regulations, guidelines, policies and procedures;
- (xiii) Providing ad hoc advice and guidance on operational effectiveness and efficiency;
- (xiv) Undertake follow ups on audit findings and recommendations to ensure that management has taken appropriate corrective action(s);
- (xv) Anticipating emerging issues through research and interviews to inform on audits to be undertaken;
- (xvi) Assist and train other audit staff in the use of computerized audit techniques, and in developing methods for evaluating and analyzing computerized information systems;
- (xvii) Perform other duties as assigned by the Senior Auditor.

### **1.3.3 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree either in Information Technology, Computer Science, Computer Engineering, ICT Assurance or equivalent degree from a recognized institution.

### **1.3.4 TECHNICAL QUALIFICATION:**

- (i) Possession of recognized auditing/information system certifications such as CISA, CISM, CISSP, CEH, and CCNA will be an added advantage;
- (ii) Knowledge in Information Technology Risk Management/Governance practices;

- (iii) Knowledge in Security Fundamentals (in multiple vendor / open source environments), Linux and Windows Security Administration , Replication and Mirroring- Virtual Private Networks, Network Security;
- (iv) Conversant with internal control frameworks/standards such as COSO/COBIT/ ISO/IEC 27000 etc;
- (v) Understanding of multiple technology domains including software development, Windows, database management, networking, and UNIX (preferred);
- (vi) Understanding of information security standards, best practices for securing computer systems, and applicable laws and regulations;
- (vii) A working knowledge and experience with using Computer Assisted Audit Techniques (CAATs) technologies and analytics to evaluate controls by examining relevant data;
- (viii) Knowledge of risk management and internal controls in enterprise environment;
- (ix) Knowledge of accounting and/or auditing practices is an added advantage.

#### **1.3.5 OTHER ATTRIBUTES:**

- (i) Communication, management, and analytical skills with ability to navigate around and within Agency's ICT systems and infrastructure;
- (ii) Competent interpersonal skills, demonstrating the ability to lead engagements and mentor others;
- (iii) Ability to work well independently or in a team and participate in departmental projects;
- (iv) Ability to translate business needs and problems into viable and accepted solutions;
- (v) Ability to liaise with individuals across a wide variety of operational, functional, and technical disciplines.

#### **1.3.6 REMUNERATION:**

An attractive remuneration package will be offered to successful candidates.

#### **GENERAL CONDITIONS**



- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. 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.
- iv. Attaching copies of the following certificates is strictly not accepted
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. 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);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. 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.*
- xii. Deadline for application is 18<sup>th</sup> November, 2017 and;
- xiii. Only short listed candidates will be informed on a date for interview;
- xiv. 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*')**

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**